




2025 Agency census action plan

		Actions	When
1 One-Archives approach to working with each other We empower you to make decision, connect with the right person/people early in your work and make decision together.		1. Continue to develop SharePoint to share information with all staff.	June 2026
		2. Employees understand how Strategy 2025-30: Evolving National Archives through regular News Articles, Quarterly Showcases and Induction for new employees.	June 2026
		3. Continue the SES Communications Series (fortnightly updates from ADGs) focussing on collective sharing of strategic direction and own professional development.	December 2025
		4. Publish Executive Board outcomes on SharePoint for transparency of decision making.	December 2025
		5. SES to discuss Executive Board meeting outcomes in more detail with Directors who cascade information to employees.	June 2026
2 Uplift the health and wellbeing of our people Support an inclusive, balanced and flexible workplace culture.		1. Improve access to and advice on information, programs and services to support health and wellbeing.	June 2026
		2. Activities that are important to our people and foster relationship building are supported.	Ongoing
		3. Directors are accountable for monitoring excess flex hours, annual leave. Proactively planning resources and leave within sections to ensure employee wellbeing and burnout is managed.	April 2026
		4. All staff information session on leave and flexible work arrangements that are available to employees.	March 2026
3 Access to contemporary tools and resources We continue to enhance the tools available to you to get the best job done.		1. Create Improve capability by providing staff with the necessary tools to deliver better outcomes for stakeholders. Onboarding project to review how and when employees are provided access to tools required for roles.	April 2025
		2. Release new Workplace Adjustments Policy	February 2026