

National Library of Australia

2023 Census Action Plan

The Library's Executive determined the three themes to focus on for our inaugural Census Action Plan. Following receipt of our Census results, additional staff views were sought, and these have used to develop this Action Plan.

The Library's Executive will monitor progress against the Action Plan. The Library's Consultative Committee will receive progress reports against the Actions.

No.	Theme	Goal	Actions
1	Change management and communication	Consistent and effective change management processes and communication channels are used across the Library	<ol style="list-style-type: none">1. The Program Management Office to embed the APS Change Framework with supporting tools and resources within the Library.2. All Staff to take primary responsibility for engaging with the communication channels the Library uses, and for sharing relevant information with their colleagues.3. Knowledge Management, with input from others, develop and use 'all staff' email templates and guidance on the appropriate channels to use for different communication. Agree which teams are responsible for communicating to 'all staff'.4. Knowledge Management develop an online Corporate Calendar that includes key projects, activities, meetings and events. Ensure staff refer to this calendar when scheduling new projects, activities etc.

No.	Theme	Goal	Actions
2	Wellbeing in the workplace	To promote and improve the health and wellbeing of the Library's workforce, and in doing so improve staff resilience and engagement.	<ol style="list-style-type: none"> 1. All staff to invest in and take primary responsibility for their wellbeing, engage with the activities made available by the Library and contribute to the success of wellbeing initiatives. 2. Human Resources to ensure staff are aware of the wellbeing offerings in the Library by ensuring the wellbeing resources available are communicated to staff on the Intranet and through appropriate communication channels, including for example the monthly Capability Newsletter. 3. Human Resources in consultation with the Work Health and Safety Committee to develop a calendar of wellbeing initiatives.
3	Tools and resources to work in a flexible working environment	Improved support and knowledge of IT tools	<ol style="list-style-type: none"> 1. All Staff to take primary responsibility for improving their competency in the IT tools they use for their role, and to share this knowledge with their colleagues. 2. Digital Support to conduct a stocktake of existing meeting room IT functionality, standardise where possible, and develop an 'easy guide' for staff in a consistent format on how to use. 3. Digital Support to develop a platform/hub for information sharing by All Staff on tips/tricks/traps on the Library's IT tools. 4. Digital Support to develop content for the monthly Capability Newsletters on the Library's IT tools.