



Action Plan – our roadmap to success

GOALS		ACTION STEPS	CURRENT IMPLEMENTATIONS
1	The NFSA commits to identifying, preventing and responding to workplace bullying and discrimination.	<ol style="list-style-type: none"> 1. Model respectful behaviours at all times. 2. Develop a comprehensive intranet site that contains policies and procedures relating to bullying or discrimination, the expected behaviours and consequences of non-compliance. 3. Ensure that reports of bullying or discrimination are taken seriously and properly investigated. 4. Consult with employees to identify issues before escalation. 	<ul style="list-style-type: none"> • Regular refresher courses to be implemented for staff on bullying and harassment prevention, and anti-racism and discrimination workshops. • Updating the NFSA Bullying & Harassment Policy, Procedures and Guidelines. • Improved monitoring of completion of mandatory training modules.
2	The NFSA commits to providing staff with the guidance and support needed to optimise performance and job clarity.	<ol style="list-style-type: none"> 1. Ensure employees receive regular performance feedback to identify work that they have done well and opportunities for improvement. 2. Promote a culture of open communication and enquiry that supports clarification around the scope and/or responsibilities associated with employees' roles and the tasks that are associated. 3. Encourage a growth mindset culture that incorporates a process for critiquing the ways of working that is rewarded separately to the overall outcomes of a given project. 	<ul style="list-style-type: none"> • Clarify the processes involved in the yearly Performance Management & Development Plan to include position descriptions and work level standards to ensure staff are working at the appropriate level, have manageable workloads and sufficient job clarity. • Actively engaging and communicating with casual staff including an in-depth orientation program for all staff. • Review of policy, procedures and guidance material to support staff. • Review of position descriptions to ensure alignment to work level standards and job content.
3	Staff wellbeing and safety is paramount at the NFSA, and increasing the visibility and access to wellbeing programs is our priority.	<ol style="list-style-type: none"> 1. Increase the visibility and accessibility to wellbeing programs. 2. Continue to encourage staff to participate in diversity and cultural awareness training and to participate in activities to strengthen respect and sensitivity in communications. 3. Consult on and deliver a Distressing Content policy. 4. Ensure appropriate trigger warnings are visible where required, including signage and on-screen notices, and clear articulation of the conditions of employment including potential exposure to sensitive and/or triggering material. 	<ul style="list-style-type: none"> • Designing and delivering a Wellbeing Framework. • Planning delivery of workshops on psychosocial safety and wellbeing. • Development of Distressing Content Policy with a focus on AV archival context. • Ensuring regular email and Intranet communication of wellbeing initiatives and offering programs on a regular basis.
4	The NFSA is committed to taking action to prevent corrupt behaviours and to support staff to act with integrity.	<ol style="list-style-type: none"> 1. Develop a comprehensive intranet site that contains information about integrity in the APS, training modules and reporting mechanisms. 2. Manage the risks of fraud and corruption by embedding the Commonwealth Fraud and Corruption Control Framework. 	<ul style="list-style-type: none"> • Track mandatory training completion rates including Fraud Awareness training- providing regular reporting to Managers. • Maintain a robust reporting and governance framework, in line with APS best practice.