

# 2024 APS Census Action Plan

Target Area	Decision making processes	Recognition	Leadership	Connection to APS and purpose	Performance and productivity
<b>Goals</b>	Clarify and communicate governance and decision-making arrangements across the Reef Authority.	Staff feel recognised and appreciated for their efforts regardless of decisions made.	Improved alignment and collaboration between SES leadership team.  Improved leadership capability.	Staff understand and connect to Reef Authority's purpose and functions as an APS agency.	Staff have clarity on their work priorities and barriers to performance are reduced.
<b>Actions</b>	<ul style="list-style-type: none"> <li>Summaries of committee meetings are shared with staff where relevant.</li> <li>General Managers and Directors will actively convey downwards key messages for their respective teams to promote improved visibility and clarity of governance arrangements, key decisions and discussions from leadership meetings, and Reef Authority-wide documents.</li> <li>Explore opportunities to streamline and automate workflows and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Recognition toolkit for supervisors and staff.</li> <li>Facilitate info sessions for staff on implementing the toolkit.</li> </ul>	<ul style="list-style-type: none"> <li>SES leaders to schedule time to walk around the office to connect with teams once a fortnight.</li> <li>Implement SES Performance Framework and the Secretaries Charter of Leadership Behaviours.</li> <li>Schedule CEO Forums or drop-in opportunities for staff to talk about anything in relation to workplace performance and culture.</li> <li>Share leadership resources and opportunities including those from LinkedIn Learning.</li> <li>Maintain existing schedule for all staff meetings.</li> <li>Maintain SES leaders' contributions to other branch meetings. Teams to consider whether SES might helpfully contribute to section meetings/planning days.</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate information and provide appropriate learning and development opportunities to staff on APS Stewardship agenda to build understanding and capability, along with other APS Values, APS Code of Conduct, GBRMPA Culture and Behaviours</li> <li>Consider initiatives to bring staff together and create opportunities for staff interaction across teams.</li> <li>Field Management to provide to EMG opportunities for staff engagement in the Marine Park.</li> <li>Further build a growth mindset culture</li> </ul>	<ul style="list-style-type: none"> <li>Promote and educate staff on people and finance delegations for decisions and administrative processes</li> <li>TaDS to share a one-page summary of program of improvements to increase visibility or work in progress.</li> <li>Continue to explore improvement opportunities for administrative processes including but not limited to procurement and recruitment.</li> </ul>