

**THE AUSTRALIAN PUBLIC SERVICE STRATEGIC COMMISSIONING FRAMEWORK
REPORTING WORKBOOK**

For entity action and noting:

In October 2023, the Strategic Commissioning Framework was released to help agencies reduce their reliance on contractors and consultants and prioritise APS employment for core work. As part of the framework, the APSC will monitor progress and will annually report to the Minister for the Public Service. Some information will also be reported publicly.

The framework applies to entities that employ staff under the *Public Service Act 1999*. As such, **entities that employ staff under the *Public Service Act 1999* are required to complete this Reporting Workbook** which requires information about:

- **the entity's core work by job family**. It will also capture whether this core work is being outsourced and challenges agencies may face to bring core work back in house over time.
- **the annual targets that the entity will set**. The annual targets should specify the type of work the agency anticipates bringing back in-house in the coming financial year at job family level with further description of key tasks, functions or job roles. Entities will provide the rationale for the change and estimated reductions in supplier expenditure (as a dollar figure, and as FTE where possible).

The Reporting Workbook will be provided directly to agencies as part of the APSC's process for the APS Agency Survey. Completed Reporting Workbooks will be uploaded through APS Agency Survey processes.

For further detail on the objectives of the Strategic Commissioning Framework please see: <https://www.apsc.gov.au/initiatives-and-programs/workforce-information/aps-strategic-commissioning-framework>

INSTRUCTIONS		MANDATORY		FOR INFORMATION ONLY		OPTIONAL	
Portfolio						CLEARANCE REQUIRED	
Entity						CONTACT DETAILS	
Entity contact officer name and contact details							
Date Completed							

DEFINITIONS (based on the Strategic Commissioning Framework)	
ASL	The average number of employees receiving wages or salaries over the financial year, with adjustments for casual and part-time staff to show the average full-time equivalent. ASL captures direct employment and does not include workers paid through a third party or employees on unpaid leave.
FTE	The number of full-time equivalent workers at a point in time. Part-time workers are converted to full-time equivalent. For example, two staff each working three days per week would be counted as 1.2 FTE.
Consultants	Individuals, partnerships or corporations procured by a government entity to provide professional or expert services or independent advice as part of a one-off or irregular task to support entity decision-making. The output reflects the independent view or findings of the consultancy or consultant, and the output may not belong to the contracting entity unless specifically required under the contract. Consultants generally operate under a lower level of direction and control, and the output may not belong to the entity.
Contractors	Individuals, sole traders or service providers procured by a government entity to perform a specialised role for a short and fixed-term. A contractor will generally hold requisite qualifications and licenses in their chosen field of work, and bring relevant industry experience to the role. Use of contractors are for short term arrangements involving a one-off or irregular tasks. The output is generally regarded a Commonwealth product and services are performed under the direction and supervision of the Commonwealth entity.
Labour Hire	Labour hire is a "triangular employment arrangement" where a government entity procures a labour hire company to provide a worker to undertake a temporary role which is often generalist in nature. There is no direct employment contract between the government entity and the individual employee. The labour hire company contracts the workers to provide that labour and is responsible for paying the worker. The output is generally regarded a Commonwealth product and is produced under the supervision of the Commonwealth entity.
Outsourced Service Providers	External services procured via commercial arrangement to deliver a function of Government to, or on behalf of, an entity.

IDENTIFYING CORE WORK										
RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>	WHAT WORK DOES YOUR AGENCY CONSIDER CORE? e.g. strategic policy, compliance case manager, drafting legislation <i>[Free text]</i>	DOES YOUR AGENCY OUTSOURCE ANY OF THIS CORE WORK? <i>[Select Yes/No from drop down list]</i>	EXPECTED OR KNOWN CHALLENGES TO BRINGING THIS CORE WORK IN-HOUSE <i>[Select Yes/No from drop down list. Select all that apply]</i>						HOW CHALLENGING IS IT TO BRING THIS WORK IN HOUSE? (ESTIMATE) <i>[Select from drop down list - 1 – Very difficult. 2 – Difficult. 3 – Neutral. 4 – Easy. 5 – Very easy]</i>
				Inability to recruit	Peaks or troughs in demand	Require independent advice	Temp need for technical or in demand	ASL	Free text	
<i>ICT and digital solutions</i>			<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>Yes</i>	<i>No</i>		<i>3</i>
<i>ICT and digital solutions</i>			<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>No</i>		<i>3</i>
<i>ICT and digital solutions</i>			<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>Yes</i>	<i>No</i>		<i>3</i>
<i>Administration</i>			<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>		<i>5</i>
<i>ICT and digital solutions</i>			<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>		<i>3</i>
<i>Data and research</i>			<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>		<i>3</i>
<i>ICT and digital solutions</i>			<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>Yes</i>	<i>No</i>		<i>3</i>

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OPTIONAL

TARGET SETTING

REPORTING ANTICIPATED REDUCTIONS IN OUTSOURCING OF CORE WORK IN FY 2024-25

[illegible]