

Template and Guidance

[Agency name] Strategic workforce plan

(summary analysis)

[FY/FY–FY/FY]

Guidance (to be deleted on completion)

The following template and guidance has been developed to provide agencies with advice on what information will be required to develop a strategic workforce plan on a page to support the business case for funding to assist in managing staff reductions

This template is to be used to articulate the size of the reduction required in your agency's workforce to mitigate an operating loss and place your agency on a more sustainable financial footing to implement future Government policy by:

- Sustaining core skills/capabilities within the workforce that are required to deliver future policy and improve agency performance, and/or*
- Changing the classification profile of the workforce to improve the future affordability of the workforce.*

A final note, if you have not yet undertaken an exercise to segment your workforce by job family, function and role, you may wish to consider grouping your workforce by key skills and capabilities and adapting the tables to fit this approach.

Workforce Profile and impact

The purpose of this section is to summarise your agency’s workforce profile (classification and occupational groups) over the following three time periods:

- Past three years
- Current budget year, and
- the forward estimates.

Table 1. Workforce classification profile at [dd/mm/yy] (FTE and % of total workforce)

Classification	Prior years (FTE)*						Current budgeted year		Predicted (approximate) impact (+/- FTE)					
	2010/11		2011/12		2012/13		2013/14		2014/15		2015/16		2016/17	
	FTE	%	FTE	%	FTE	%	FTE	%	FTE	%	FTE	%	FTE	%
Trainee/Graduate														
APS 1														
APS 2														
APS 3														
APS 4														
APS 5														
EL 1														
EL 2														
SES 1														
SES 2														
SES 3														
Total														

* If agencies do not have this information readily available they should contact the APSC to discuss this (for example, agencies subject to machinery-of-government changes).

Table 2: Workforce occupational grouping profile at [dd/mm/yy] (FTE)

Job family	Job Function	Prior years (FTE)*			Current budgeted year	Predicted (approximate) impact (+/- FTE)		
		2010/11	2011/12	2012/13		2013/14	2014/15	2015/16
Eg. Service Delivery	Eg. Program Delivery							
	Eg Customer advice and support							
Job Family Total								
Eg. Strategic Policy	Eg. Project							
Job Family Total								
Eg. Service Delivery								
Job Family Total								
Eg. Strategic Policy								
Job Family Total								
Overall total								

* If agencies do not have this information readily available they should contact the APSC to discuss this (for example, agencies subject to machinery-of-government changes).

Note: the capability/skill needs can be described through either the APS job Family model, your own job family descriptors or through broad descriptions of broad skill groupings family to your agency (project managers, business analysts, accountants, lawyers etc).

1.1 Action plan

In this section outline the chosen strategies and initiatives (in order of priority) that will be developed (or modified) to mitigate the most critical workforce risks your agency faces, including considerations such as responsibility, measurement and timeframe.

Table 3: Workforce planning action plan

Strategy/ initiative	Key performance indicator	Timeframe
Example: Reduction of staff at the EL classification	Example: 3% reduction in the in the classification profile of EL staff as a percentage of the APS workforce	Example: by 30 June 2014
Example: Reduction of staff in the Strategic Policy Job Family	Example: 1% reduction in the in the number of policy advisors	Example: by 30 June 2014