

# Administrative Guidelines on Engaging Labour Hire in the Victorian Public Sector

Number: 2019/01

## Authorisation and amendments

Authorised by the Secretary, Department of Premier and Cabinet Victoria, under section 36A(1) of the *Public Administration Act 2004* (Vic).



**CHRIS ECCLES AO**

**SECRETARY, DEPARTMENT OF PREMIER AND CABINET**

**Compliance note:** Under section 36A(3) of *Public Administration Act 2004* (Vic), if a public service body or a public entity to which guidelines have been issued operates, or intends to operate, in a manner that is inconsistent with those guidelines, the relevant public service body Head or public entity Head must provide written reasons for doing so to the Secretary, Department of Premier and Cabinet.

### **No. 2019/01**

Issued by the Department of Premier and Cabinet Victoria (DPC).

These Guidelines are subject to periodic amendments, in line with amendments to Victorian Government policy. DPC will provide notification when an update has taken place.

For the latest version of these Guidelines please visit:

<https://www.vic.gov.au/guidelines-using-labour-hire-and-professional-services>

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## Glossary and definitions

Term	Meaning
<b>Public service body Head</b>	To be read within the definition of ' <i>public service body Head</i> ' under section 4(1) of the <i>Public Administration Act 2004</i> (Vic) as the Head of a department or administrative office.
<b>EOI</b>	Expression of Interest
<b>Exempt body</b>	An entity within the meaning of section 4 of the <i>Public Administration Act 2004</i> (Vic) which is exempt for the purposes of the Act.
<b>FTE</b>	Full Time Equivalent
<b>IT</b>	Information Technology
<b>Labour hire</b>	Personnel hired from a supplier such as a labour hire company to perform labour or other services for the Government. These personnel are employees of the supplier and not the public service body or public entity where they are assigned to work.
<b>Public entity</b>	<p>A public entity within the meaning of section 5 of the <i>Public Administration Act 2004</i> (Vic) (the Act) that is established by or under an Act; or by the Governor in Council; or by a Minister and (among other requirements set out in section 5) has a public function to exercise on behalf of the State, or is wholly owned by the State.</p> <p>Please refer to section 5 of the Act for the comprehensive legislated definition.</p>
<b>Public service body</b>	A public service body within the meaning of section 4 of the <i>Public Administration Act 2004</i> (Vic). This encompasses departments, agencies, and other Victorian public entities.
<b>Special body</b>	A Government department, agency or entity falling within the meaning of section 6 of the <i>Public Administration Act 2004</i> (Vic).
<b>SPC</b>	State Purchase Contract
<b>VGPB</b>	Victorian Government Purchasing Board
<b>VPS</b>	Victorian Public Service

# Preface

## Purpose of the Guidelines

A core strategic reform goal of the Victorian public sector (VPS) is to become more efficient in how it uses public resources to drive growth and development. At the heart of this goal is a cultural and strategic emphasis on secure employment, building capability, and sharing resources, learnings, and expertise across the VPS.

The *Administrative Guidelines on Engaging Labour Hire in the Victorian Public Sector* ('the Guidelines') are circulated to public service bodies and public entities under section 36A of the *Public Administration Act 2004* (Vic). The purpose of these Guidelines is to provide decision-making principles and practical guidance that supports public service bodies and public entities to determine when the use of labour hire is appropriate.

## What is labour hire?

Labour hire refers to personnel provided by a staffing services provider such as a labour hire company to perform labour or other services for the Government for a fee. These personnel are employees of the supplier and not the public service body or public entity where they are assigned to work.<sup>1</sup>

In these Guidelines, labour hire **does not** refer to persons hired to undertake or supply professional services under a contract of work made directly with a public service body or public entity. These engagements are covered under **professional services** and are addressed in the *Administrative Guidelines on Engaging Professional Services in the Victorian Public Service*.

## How to use these Guidelines

The Guidelines are developed around a set of first principles on the appropriate engagement of labour hire that mandated public service bodies and public entities must incorporate into their decision-making processes.

Public service bodies and public entities should start by determining if they are a mandated entity for the purposes of these Guidelines. This information can be found overleaf on **page 5** in **Compliance with the Guidelines**. Detailed guidance on how to interpret and apply the first principles can then be found in **Applying the First Principles** on **pages 8–10**.

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<sup>1</sup> However, the public service body or public entity and the supplier are jointly responsible for the occupational health and safety of labour hire personnel. The appointed branch supervisor is required to provide a reasonable level of supervision and care that is commensurate with the role and the working environment.

# Compliance with the Guidelines

## Scope of labour hire captured by these Guidelines

The Guidelines apply to the scope of labour hire services captured by the service categories of the Victorian Government Purchasing Board (VGPB) Staffing Services State Purchase Contract (SPC). These service categories can be found in **Appendix 1**.

## Which public service bodies and entities must comply with the Guidelines?

Subject to the exemptions outlined below, the Guidelines apply to Victorian public service bodies and public entities (as defined in the *Public Administration Act 2004* (Vic)) that are mandated to comply with VGPB policies.

Public service bodies and public entities that currently fit this criteria can be found in **Table 1** on **page 6** and **must comply** with these Guidelines. Mandated entities must comply with these Guidelines even if engaging a labour hire service provider that is **not** on the current VGPB State Purchase Contract panel of preferred providers, if the type of services being contracted for falls within the VGPB Staffing Services SPC categories.

All other public entities are encouraged to follow these Guidelines but are not mandated to do so.

## Exemptions

The Guidelines **do not** apply to **special bodies** within the meaning of section 6 of the *Public Administration Act 2004* (Vic), **even if** they are mandated to comply with VGPB policies (see **Appendix 2** for a list of special bodies).

The Guidelines **do not** apply to **exempt bodies** within the meaning of section 4 of the *Public Administration Act 2004* (Vic), **even if** they are mandated to comply with VGPB policies (see **Appendix 3** for a list of exempt bodies).

The Guidelines **do not** apply to any government body established under the *Inquiries Act 2014* (Vic) (for example, a Royal Commission).

## Important information regarding commencement of the Guidelines

Application of the Guidelines commences **July 2019**. Mandated entities will have until **1 October 2019** to ensure their business and decision-making processes fully comply with the new Guidelines.

**From 14 July 2019 until 1 October 2019, mandated entities must seek at a minimum Deputy Secretary (or equivalent) approval for all labour hire engagements. This authority may not be delegated.**

From **1 October 2019**, the first principles on **page 7** (and the authorisation process they stipulate) will supersede the above approval requirement for mandated entities.

**Table 1: Public service bodies and public entities that must comply with the Guidelines\***

Departments	Offices or Bodies	Specified Entity	Other
Department of Education and Training	Essential Services Commission	VicRoads	Victorian Public Sector Commission
Department of Environment, Land, Water and Planning	Game Management Authority	Public Transport Victoria	
Department of Health and Human Services	Infrastructure Victoria	CenITex	
Department of Jobs, Precincts and Regions	Office of the Chief Commissioner of Police (Victoria Police)		
Department of Transport			
Department of Justice and Community Safety	Office of the Commissioner for Environmental Sustainability		
Department of Premier and Cabinet	Office of the Legal Services Commissioner		
Department of Treasury and Finance	Office of the Road Safety Commissioner		
	Commercial Passenger Vehicle Commission		
	Victorian Commission for Gambling and Liquor Regulation		
	Victorian Equal Opportunity and Human Rights Commission		
	Victorian Fisheries Authority		
	Victorian Responsible Gambling Foundation		
<p><b>*If your organisation does not appear in the above list, please also review the following VGPB criteria to determine if they apply to your organisation. Organisations that meet the following VGPB criteria are also captured by these Guidelines:</b></p> <ul style="list-style-type: none"> <li>▪ Those offices or bodies specified in <b>section 16(1)</b> of the <i>Public Administration Act 2004</i> (Vic).</li> <li>▪ Administrative Offices established in relation to a department under <b>Section 11(a)</b> of the <i>Public Administration Act 2004</i> (Vic).</li> </ul>			

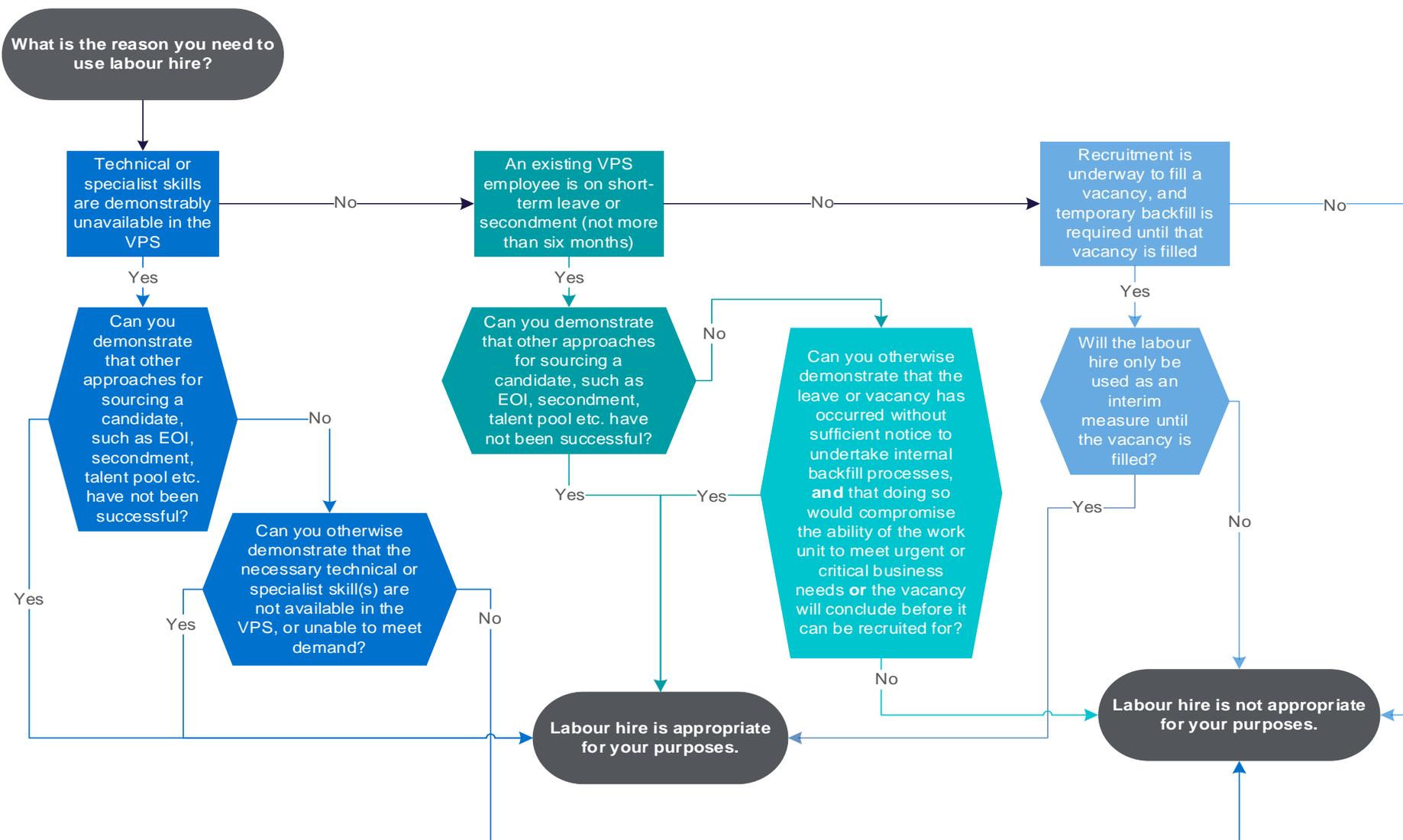
# First Principles

## First principles for engaging labour hire

1. The use of labour hire in the VPS should be limited to the following circumstances:
  - a) technical or specialist skills are demonstrably unavailable in the VPS;**
  - b) an existing VPS employee is on short-term leave or secondment (not more than six months);**
  - c) recruitment is underway to fill a vacancy, and temporary backfill is required until that vacancy is filled.**
2. Where a proposed engagement satisfies principle one, the following conditions apply to any engagement:
  - a) Approval of engagement:**
    - All proposals to engage labour hire must be approved by the relevant department Secretary (or equivalent public service body or public entity body Head), or relevant Deputy Secretary (or equivalent), prior to formal engagement.
  - b) Duration of engagement:**
    - Labour hire engagements should not continue for longer than 12 months, unless both the following conditions are met:
      - i. The engagement is approved by the relevant department Secretary or public service body or public entity Head for critical business needs; and
      - ii. VPS fixed term or ongoing recruitment to fill the position has been unsuccessful.
  - c) Remuneration and wages:**
    - Wages paid to labour hire workers must not be below the designated or equivalent VPS grade of the position being filled.

# Decision Matrix

Figure 1: Decision matrix – engaging labour hire



## Applying the first principles

### Principle One

This principle outlines the circumstances where the use of labour hire may be an appropriate, short-term, measure to fill a vacancy. At least one of the three circumstances listed [(a) – (c)] must be applicable to satisfy this principle.

#### **Principle 1(a): technical or specialist skills are demonstrably unavailable in the VPS**

To meet the test set out by this circumstance, it must be demonstrated that:

- approaches to sourcing a suitable candidate from within the VPS through an expression of interest (EOI), secondment, talent pool, or other suitable approaches have not been successful; **unless**
- it can otherwise be shown that the necessary technical or specialist skill(s) are not available in the VPS, or unable to meet demand, and internal sourcing is therefore unlikely to succeed, or unlikely to succeed within a reasonable timeframe.

#### **Principle 1(b): an existing VPS employee is on short-term leave or secondment (not more than six months)**

Labour hire may be used in circumstances where an existing VPS employee takes leave or accepts a secondment, and that engagement is for not more than six months. However, it must be demonstrated that:

- approaches to sourcing a suitable candidate from within the VPS through an EOI, secondment, talent pool, or other suitable approaches have not been successful (where there has been sufficient notice of the upcoming leave to undertake internal sourcing); **unless**
- it can be otherwise demonstrated that the leave or vacancy has occurred without sufficient notice to undertake internal sourcing processes; **and**
- that doing so would compromise the ability of the work unit to meet urgent or critical business needs; **or** the vacancy is likely to conclude before it can be recruited for

#### **Principle 1(c): recruitment is underway to fill a vacancy, and temporary backfill is required until that vacancy is filled**

In these circumstances labour hire should only be used as an interim measure until the vacancy is filled through a recruitment process, EOI, secondment, talent pool, or other approach appropriate to the vacancy.

### Principle Two

#### **Principle 2(a): Approval of engagement**

The Secretary or equivalent public service body or public entity body Head is responsible for approving all labour hire engagements.

The Secretary (or equivalent) may delegate the authority to approve labour hire engagements **under 12 months duration**, and to extend labour hire engagements to **up to 12 months duration** to a position no less than a Deputy Secretary (or equivalent). See **Principle 2(b)** for more information.

Written approval must be granted before a contract to provide labour hire personnel and services can be entered into, and before any labour hire personnel may commence work. However, this requirement does not preclude any reasonable planning for an possible labour hire engagement, such as making enquiries or testing availability with service providers.

### **Principle 2(b): duration of engagement**

Labour hire should be engaged for the least amount of time possible and may not extend beyond 12 months without Secretary (or equivalent) approval.

#### **Extending labour hire engagements under 12 months**

- Approval to extend an engagement to up to the 12 months maximum total may be sought from the relevant Deputy Secretary (or equivalent). However, this extension may not cause the total length of the labour hire engagement to extend beyond the maximum 12 months.
- The request must provide clear reasoning why the extension is required, and why the initial approved period of engagement was not sufficient to deliver the required outcomes.

#### **Extension of labour hire engagements beyond 12 months**

- Engagements that are proposed to extend beyond 12 months total must be reviewed to determine whether it is appropriate to continue the engagement as a labour hire arrangement, or whether it is more appropriate to re-distribute the work internally; advertise the role; or convert the labour hire engagement to a VPS employee.
- The outcomes of the position review must be submitted to the Secretary (or equivalent) as part of the request for the extension. The request must show why the extension of the engagement is critical to business needs and why the position cannot be ceased, or filled through a recruitment process.

### **Principle 2(c): Remuneration of wages**

This principle refers only to parity of wages and does not include any other entitlements that VPS employees have under Enterprise Bargaining Agreements (EBAs).

If an indexation increase in the VPS salary range comes into effect while a contract of engagement with a labour hire provider is already underway, the wage that will apply for that contract will be the VPS-equivalent wage that was in effect and agreed to at the time the contract was signed.

Where an engagement is proposed to be renewed or extended, any indexation increase in the VPS salary range that has come into effect must be incorporated into the new or amended contract of engagement but must not be retrospectively applied to any previous contract.

## Example scenarios applying the first principles

### Scenario 1 – specialist or technical skills demonstrably unavailable in the VPS

#### **Division A requires a specialist computer programmer to develop a software package**

*Division A assesses that there is time to undertake an internal recruitment process. However, the Division knows that the particular expertise required to undertake this type of programming is concentrated to a handful of experts in the information technology (IT) industry. Consequently, Division A knows that an attempt to recruit this expertise through an internal recruitment process is unlikely to be successful. The Division also assesses that the need for this work is once-off, and does not present a skills or capability gap in the Division or Department that needs to be filled long-term.*

*Division A assesses that there is no operational, security, or other restrictions that may constrain the use of labour hire to undertake this work. The Division estimates that four months is needed to develop the software package, however due to uncertainty around some requirements, an additional month is included as contingency, taking the engagement to a maximum of five months in total.*

*Division A seeks approval from the Department Deputy Secretary to engage a programmer through a specialist IT labour hire provider for up to 5 months. The request outlines all of the above considerations for the Deputy Secretary. The Deputy Secretary approves the engagement.*

*Division A prepares an assignment workplan. The workplan includes a handover and contingency checklist for when the engagement finishes, or in the event the labour hire worker has to leave the engagement unexpectedly. This is to ensure that corporate knowledge and relevant learnings are retained and transferred appropriately to Division A.*

### Scenario 2 – an existing employee on leave or secondment for less than six months

#### **A staff member in Division B applies to take four months of long service leave close to a busy holiday season for the Division**

*Division B assesses that the vacancy needs to be filled over the period to meet urgent or critical business needs and is unable to find someone internally to act in the role.*

*Division B advertises within the VPS for the role but is unable to find an appropriate candidate for the period due to its proximity to a holiday season.*

*Having exhausted these options, it would be appropriate for Division B to seek approval to engage a labour hire worker to fill the four month leave period.*

### Scenario 3 – an existing employee on leave or secondment for less than six months (short notice)

#### **A staff member in Division C has to take urgent leave due to a family emergency and leaves with less than a week's notice**

*It is not certain when the staff member will return but is likely to be between two and eight weeks time.*

*Because the vacancy has occurred at short notice, and due to the uncertainty around the timing of the staff member's return, Division C does not consider a secondment or EOI to be suitable options.*

*Division C assesses that its options are to either seek approval to engage a labour hire worker to fill the vacancy; or provide a staff member already in Division C with a development opportunity to act in the position.*

*Division C notes that if it chooses to engage a labour hire worker, it is likely that worker will need to be let go at short notice when the other staff member indicates they will return. Division C notes that this is likely to be disruptive for both the labour hire worker, and for the Division.*

*Division C chooses to provide the internal staff member with the acting opportunity, recognising that this option has the most advantages for the Division and its staff. By providing the acting opportunity, Division C can maintain business continuity, provide a development opportunity for existing staff, and promoting secure employment practices.*

## **Scenario 4 – backfill while recruitment is underway**

### ***A staff member in Division D provides six weeks notice of their intention to take up a 12 month secondment with another Department***

*Division D advertises the position as a 12 month secondment and identifies a suitable candidate. However, the candidate cannot commence for 12 weeks. Division D makes an assessment as to the criticality and urgency to business needs of the departing staff member's work, and finds that continuity of work is critical to meeting deadlines.*

*Because Division D requires continuity to meet critical business needs, it would be appropriate for Division D to seek approval to engage a labour hire worker to fill the six week gap between the staff member's departure, and the new incumbent's commencement.*

## **Additional Guidance**

### **What steps must public service bodies and public entities take to procure labour hire?**

#### ***Mandated public service bodies and public entities must source labour hire through the Staffing Services State Purchase Contract***

Subject to any relevant exceptions, public service bodies and public entities captured by VGPB policies are mandated to procure labour hire staff through vendors on the Staffing Services State Purchase Contract (Staffing Services SPC).

The Staffing Services SPC comprises a panel arrangement of eight master vendors established through an open tender process conducted by the Department of Treasury and Finance (DTF).

The objective of the SPC is to ensure a consistent and timely supply of suitably qualified and high quality on-hire workers for the Victorian Government. The SPC model has a number of key benefits including:

- Competitive pricing and discounts;
- Easy to apply pricing structure and terms and conditions;
- Supplier choice across recruitment categories.

For more information on the Staffing Services SPC and the current Panel, see **Appendix 4.1**

## What are the reporting requirements for public service bodies and public entities on the use of labour hire?

### **All public service bodies and public entities are subject to mandatory reporting requirements around the use of professional services**

All public service bodies and entities within the meaning of Section 3 of the *Financial Management Act 1994* (Vic) ('the FMA') have specific reporting obligations they must adhere to when contracting for services through a labour hire services provider.

### **Financial Reporting Direction (FRD) 22H prescribes reporting requirements under the FMA**

Currently, Financial Reporting Directions mandate public service bodies and public entities to maintain records of annual expenditure on labour hire, including:

- annual spend per vendor.

While not mandated, public service bodies and public entities are also encouraged to also maintain the following information where available:

- full time equivalent (FTE) labour hire staff employed per year;
- categorisation of services provided, including by project or assignment (for example, administration, customer service, policy, etc.)
- reason for the engagement (e.g., technical or specialist skills demonstrably unavailable; or backfill for leave, secondments of no more than six months, or while recruitment was taking place).

For more information on reporting requirements see the Victorian Government Financial Management and Financial Reporting Directions (**Appendix 4.2**).

## What should public service bodies and public entities consider before sourcing labour hire?

### **Be aware of the risks and disadvantages of using labour hire**

Labour hire workers are a high-cost, short-term resource. This reflects the intermittent and transient nature of the work and its associated disadvantages for the labour hire worker. Accordingly, the temporary nature of labour hire arrangements does not align with the Government's commitment to secure employment practices. Systemic or inappropriate use of labour hire can also expose public service bodies and public entities to industrial relations risk by undermining worker and workplace confidence, which can lead to employee disengagement. In addition, labour hire workers are employed under different agreements and conditions to VPS staff which carry different entitlements. Unmonitored long tenure of labour hire workers can lead them to believe they are entitled to the same conditions and entitlements as VPS staff.

There are also disadvantages to the use of labour hire at the operational level. Valuable corporate knowledge and internal capability is frequently lost when labour hire workers end their assignments and move on. This disrupts business continuity and undermines internal capability by reducing opportunities for public service employees to attain the same skills and knowledge, particularly around core government business and functions. Frequent and fragmented use of labour hire for highly specialised work without sufficient monitoring and oversight can also cause organisations to miss indicators of demand for new skills and capabilities. This leads to missed opportunities to foster

new internal capabilities and perpetuates dependence on labour hire to perform what may be emerging core Government functions.

***Avoid reactive decision-making and consider all options available through a standardised process***

Public service bodies and public entities are encouraged to support hiring managers to take careful steps before seeking labour hire. The convenience of labour hire means that other short-term options available to hiring managers, such as inter-organisational EOIs or talent pools, may not be properly considered. Public service bodies and public entities are encouraged to develop a process or checklist for hiring managers to explore if any other options are available to them prior to engaging a labour hire worker. Key questions to consider may include:

- 1. How immediate is the need? Is there sufficient time to post an internal EOI?*
- 2. Are there any operational, security, or other restrictions that may constrain a labour hire worker's capacity to deliver that an internal candidate may not be subject to?*
- 3. Does the need present a development opportunity for staff with capacity within the Branch or broader Division?*
- 4. Can suitable candidates be sourced from organisational or inter-organisational talent pools (particularly if the purpose of the labour hire worker is to provide continuity while a recruitment process is undertaken)?*
- 5. Is the need arising from an inefficiency or other structural issues that could instead be addressed?*

***Provide labour hire workers with clearly defined assignment workplans and expected outcomes***

It is important to structure labour hire assignments with clearly defined workplans and expected deliverables, including key milestones and timeframes for their delivery. This provides workers with clear direction and encourages efficient use of time which can reduce assignment overruns.

***Track expenditure on labour hire assignments carefully***

Overspend on labour hire can quickly occur if assignment overruns and overtime costs are not monitored carefully. A structured workplan can provide hiring managers with a reasonable forecast of expected assignment timeframes and support contingency planning for possible overruns. Except in exceptional circumstances and subject to executive approval, labour hire workers should not work overtime (i.e., more than the standard 38 hour work week).

# Appendix 1

## Staffing Services Categories

**Table SSC1: Staffing Services Categories - Administration**

Category Number	Administration
ASS-1	Accounts Payable Officer
ASS-2	Accounts Receivable Officer
ASS-3	Accounts/Finance Administrator/Officer/Assistant
ASS-4	Administration
ASS-5	Administration Assistant
ASS-6	Administration Officer
ASS-7	Administrator
ASS-8	Asset/Cash Management Officer
ASS-9	Call/Contact Centre Operator
ASS-10	Clerical/Administrative Support
ASS-11	Client Liaison Officer
ASS-12	Communications Officer
ASS-13	Community Investment/Community Engagement Officer
ASS-14	Customer Service
ASS-15	Customer Service Officer
ASS-16	Data Entry
ASS-17	Data Entry Operator
ASS-18	Executive Assistant
ASS-19	Field Survey Officer
ASS-20	Finance Officer
ASS-21	Legal Support
ASS-22	Office Manager
ASS-23	Payroll Officer
ASS-24	Personal Assistant/Executive Support
ASS-25	Pet Ownership Educators
ASS-26	Project Officer
ASS-27	Reception
ASS-28	Receptionist
ASS-29	Records and document management personnel
ASS-30	Records Management Officer
ASS-31	Secretary/Personal Assistant
ASS-32	Team Leader
ASS-33	Training Manager
ASS-34	Word Processing/Office System Operator

## Appendix 1 (cont.)

### Staffing Services Categories

**Table SSC2: Staffing Services Categories - Specialised**

Category Number	Specialised
STSS-1	Accountant (Financial / Management / Project)
STSS-2	Auditor/Audit Manager
STSS-3	Communications Advisor / Manager / Media Manager / Editor
STSS-4	Compliance/Risk Specialist
STSS-5	Economist
STSS-6	Engineer (Design, Infrastructure, Civil Project / Environmental / Geotechnical / Geomatic / Electrical / Electronic)
STSS-7	Executive Level Professional Personnel (e.g. Senior Executive, Director, Chairperson)
STSS-8	Financial Analyst / Specialist / Manager
STSS-9	Graphic Designer / Artist / Publications Specialist
STSS-10	Legal Professionals (Lawyer / Prosecutor / Paralegal)
STSS-11	Marketing Coordinator / Manager
STSS-12	Human Resources
STSS-13	Mediator
STSS-14	Planner (Statutory, Strategic, Environmental/Transport / Urban Designer and Developer)
STSS-15	Policy Advisor / Analyst
STSS-16	Procurement Analyst / Specialist / Manager / Category / Contract Manager
STSS-17	Property Consultant / Manager

## Appendix 1 (cont.)

### Staffing Services Categories

**Table SSC3: Staffing Services Categories – Information Technology**

Category Number	Information Technology
ITSS-1	Net Developer
ITSS-2	Analyst/Programmer
ITSS-3	Architect
ITSS-4	Bi / Data Warehouse
ITSS-5	Business Analyst
ITSS-6	Change Specialist / Coordinator / Manager
ITSS-7	Converged Communications Planner
ITSS-8	CRM Development Functional Consultant
ITSS-9	Data Migration Analyst/Manager
ITSS-10	Database Administrator
ITSS-11	Design and Requirements Manager
ITSS-12	Desktop Integration Programmer
ITSS-13	Desktop Services Analyst
ITSS-14	Desktop Support
ITSS-15	Desktop/Mobility Specialist
ITSS-16	Developer
ITSS-17	Directory Services Specialist
ITSS-18	Domino Administrator
ITSS-19	Enterprise Services Business Specialist
ITSS-20	GIS Administrator/Officer
ITSS-21	GIS Analyst
ITSS-22	Help Desk
ITSS-23	Hosting Coordinator/SME
ITSS-24	ICT Application Hosting Manager
ITSS-25	ICT Project Manager
ITSS-26	ICT Strategy & Architecture Manager
ITSS-27	ICT Technical Team Leader
ITSS-28	IDAM Architect/Developer
ITSS-29	Information Security Risk Analyst
ITSS-30	Information Systems Manager
ITSS-31	Infrastructure Delivery Manager
ITSS-32	Ingres Analyst Programmer
ITSS-33	Integration Manager
ITSS-34	Intranet Manager

ITSS-35	IT Cost Accountant
ITSS-36	IT Project Co-ordinator, Roster & Attendance
ITSS-37	IT Project Manager, Application Projects
ITSS-38	ITIL&ITSM Organisation Specialist
ITSS-39	J2Ee Developer
ITSS-40	Java Developer
ITSS-41	LDAP Specialist
ITSS-42	Lotus Notes Support Analyst
ITSS-43	Master Controller
ITSS-44	MS.Net Developer
ITSS-45	Network Admin.
ITSS-46	Network Engineer
ITSS-47	Network Planner
ITSS-48	Network Technical Support Specialist
ITSS-49	Novell Engineer
ITSS-50	Oracle Database Administrator
ITSS-51	Oracle Financials Specialist
ITSS-52	Oracle Warehouse Developer
ITSS-53	PeopleSoft CRM Architect
ITSS-54	PeopleSoft CRM Developer
ITSS-55	PeopleSoft Developer
ITSS-56	Principal Developer, CRM Support
ITSS-57	Project Analyst
ITSS-58	Project Coordinator/Scheduler
ITSS-59	Project Manager, GIPS
ITSS-60	Project Manager, IM&T
ITSS-61	Project Manager, IT Applications
ITSS-62	Project Manager, Service Agreement Management System
ITSS-63	Project Manager, Web Information Architecture
ITSS-64	Project Officer, PMO
ITSS-65	Remote Support Team Leader
ITSS-66	Reporting Analyst Programmer
ITSS-67	Rosetta Administrator
ITSS-68	Security Analyst/Architect
ITSS-69	Senior Applications Analyst
ITSS-70	Senior Developer, eDevelopment
ITSS-71	Senior Developer/eSupport
ITSS-72	Senior Technical Project Manager
ITSS-73	Senior Transition Project Manager
ITSS-74	Service Centre Analyst

ITSS-75	Service Desk Analyst
ITSS-76	Service Separation Specialist
ITSS-77	Siebel Developer
ITSS-78	SME-IDAM
ITSS-79	SME-Services Manager
ITSS-80	Solutions Designer/Architect
ITSS-81	SQL Server Reporting Services Developer
ITSS-82	SQL-Server Developer
ITSS-83	Storage Back-up Engineer
ITSS-84	Strategic Planner
ITSS-85	Support Analyst
ITSS-86	System Engineer
ITSS-87	Systems Administrator
ITSS-88	Systems Analyst
ITSS-89	Team Leader, Web Content
ITSS-90	Technical Analyst
ITSS-91	Technical Architect - Single Sign-on
ITSS-92	Technical Project Manager
ITSS-93	Technical Service Delivery Consultant
ITSS-94	Technical Support
ITSS-95	Technical Writer
ITSS-96	Test Analyst / Manager
ITSS-97	Test Analyst/Functional Test Analyst/Manager
ITSS-98	Tester
ITSS-99	Testing Coordinator
ITSS-100	Tibco Developer
ITSS-101	Trainer
ITSS-102	Training Developer
ITSS-103	Web Administrator
ITSS-104	Web Application Administrator/Analyst
ITSS-105	Web Content Manager
ITSS-106	Web Content System Administrator
ITSS-107	Web Designer
ITSS-108	Web Developer
ITSS-109	Web Taxonomy Analyst
ITSS-110	Windows Engineer

## Appendix 2

### Special Bodies

Special bodies are defined under section 6 of the *Public Administration Act 2004* (Vic) to include:

- a department of the Parliament of Victoria;
- the Independent Broad-based Anti-corruption Commission (IBAC) within the meaning of the *Independent Broad-based Anti-corruption Commission Act 2011* (Vic);
- the Commission for Children and Young People within the meaning of the *Commission for Children and Young People Act 2012* (Vic);
- the Electoral Boundaries Commission;
- the Office of the Health Complaints Commissioner within the meaning of the *Health Complaints Act 2016* (Vic);
- the Office of the Ombudsman;
- the Office of the Victorian Information Commissioner;
- Office of the Victims of Crime Commissioner
- the Mental Health Complaints Commissioner;
  - the Mental Health Tribunal;
- the Victorian Civil and Administrative Tribunal (VCAT);
- the Victorian Auditor-General's Office;
- the Victorian Electoral Commission;
- the Victorian Inspectorate within the meaning of the *Victorian Inspectorate Act 2011* (Vic);
- Victoria Police;
- a body that is declared by an Order by the Governor in Council to be a special body for the purposes of the Act.

## Appendix 3

### Exempt Bodies

Exempt bodies are defined in section 4 of the *Public Administration Act 2004* (Vic) to include:

- a committee established under the *Parliamentary Committees Act 2003* (Vic); or
- a council within the meaning of the *Local Government Act 1989* (Vic); or
- a court; or
- Court Services Victoria; or
- the Judicial Commission of Victoria; or
- the Office of Public Prosecutions or the Director's Committee within the meaning of the *Public Prosecutions Act 1994* (Vic); or
- a university within the meaning of the *Education and Training Reform Act 2006* (Vic); or
- a body to which, or to the governing body of which, the government of another jurisdiction, or a person appointed or body established under the law of another jurisdiction, has the right to appoint a member, irrespective of how that right arises.

## Appendix 4

### 4.1 Additional information and resources on the Staffing Services State Purchase Contract

#### ***Overview of the Staffing Services State Purchase Contract***

<http://www.procurement.vic.gov.au/State-Purchase-Contracts/Staffing-Services>

#### ***Public sector bodies mandated to source through the Staffing Services State Purchase Contract***

<http://www.procurement.vic.gov.au/About-the-VGPB/Scope-of-Policies>

#### ***List of suppliers on the current Staffing Services State Purchase Contract Panel (including contact details)***

<http://www.procurement.vic.gov.au/files/f3176fde-e5b8-4192-8d67-a96800f3748d/STAFFING-SERVICES-SPC-Master-Vendor-Contact-Details-September-2018.docx>

#### ***User Guide for the Staffing Services State Purchase Contract***

<http://www.procurement.vic.gov.au/files/dcf9fe5-2361-40ce-a764-a96600f0833d/STAFFING-SERVICES-SPC-User-Guide-September-2018.pdf>

### 4.2 Victorian Government Financial Management and Financial Reporting Directions

#### ***Financial Reporting Directions and guidance for Departments***

<https://www.dtf.vic.gov.au/financial-reporting-policy/financial-reporting-directions-and-guidance>

#### ***Standing Directions 2018 under the Financial Management Act 1994 (Vic)***

<https://www.dtf.vic.gov.au/financial-management-government/standing-directions-2018-under-financial-management-act-1994>