**Appendix Two: Agency’s Calculation & Target Template**

***Agency: Date of Completion:*** *\_\_\_\_*

1. ***Maximum Eligible Workforce Calculation Requirement***

Please ensure that workings are evident for each line of the formula.

*Total FTE*

*Less frontline staff* ***1******-***

*Less any business continuity roles* ***2******-***

***Sub Total = (a)***

*Staff on leave as a percentage (Nov-May) 3 %* ***(b)***

*Average number of staff on leave* ***3******(a) x (b) =******(c)***

*Any additional staff that should be excluded* ***4******(d)***

***EQUALS = MAXIMUM ELIGIBLE WORKFORCE (a) – (c) – (d) =***

***1 Frontline staff*** *are occupations that deliver* ***direct service*** *to the public and therefore cannot be released (i.e. Child Safety Officers, Police, Nurses, Emergency responder’s et al)*

***2 Business Continuity Roles*** *these are additional staff that are not already included in the frontline*

***3 Leave*** *this is the average of all leave types i.e. annual, sick, accrued over November – May.*

**4 *Additional Exclusions:*** In the event that your agency has additional criteria that warrants consideration, please include supporting justifications:

1. ***Proposed Staffing Target Commitment for 2022/2023 Season***

In providing your agency’s staffing target please read through the below Target Criteria:

***Total number of staff who will be made available for each event:***

1. *Senior Executives:*
2. *Leaders & Managers:*
3. *Functional Roles:*
4. *Recovery Workers: /per week*

*Target Criteria*

* Targets are based on the number of staff that will be released
* A single deployment timeframe can be up to nine days in total (where travel is required).
	+ (1 Travel Day + 5 work days + 1 Travel Day + 2 Fatigue Days). *Subject to each agency’s endorsement.*

**Please forward to**

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