

From: Charles, Ilona (Executive, Clayton) <events.announcements@csiro.au>

Sent: Wednesday, 10 July 2019 4:15 PM

To:

Subject: Average Staffing Levels

Dear all,

You may have heard the term Average Staffing Levels (or ASL) used lately, so I wanted to share some more information with you around this.

Like every Government agency, CSIRO needs to manage ASL within a cap. ASL was introduced by the Government in 2013 to manage the size of the public service.

ASL has applied to CSIRO for many years. This year, to the end of June 2020, our cap is 5,193.

ASL caps are applied at the Department portfolio level (in our case Department of Industry, Innovation and Science), with the cap given to CSIRO distributed across both science and support areas.

ASL is calculated in a specific way. It is the average number of employees receiving salary or wages (or compensation in lieu of salary or wages) directly from CSIRO, over a financial year, with adjustments for casual and part-time employees to show the full-time equivalent. It is not the same as headcount or Full Time Equivalent (FTE) and is almost always a lower figure than headcount of actual employees.

Since the ASL is an average over a year, we need to actively manage our ASL throughout the year. Today's indications are that if our ASL average trend continues, we will exceed our cap. Each Sector has a cap to work within. Your Director and HR Manager are working with your leaders to understand what we can do to come in at our cap level.

ASL is important for us to manage, but I want to reinforce a few things:

- We are managing to an annual average staffing level cap – so management of ASL isn't one point in time, but across the year.
- If we continue on the current path, we will exceed that cap. We have the year to bring it into range, and this will be achievable if we take some considered steps now.
- This cap does not mean that there is a recruitment freeze.
- There will be no redundancy programs as a result of managing ASL.
- We are recruiting as usual, but in doing so, measures have been put in place to ensure that our recruitment is carefully considered.
- Recruitments at offer stage should proceed as normal.
- Recruitments must consider first the impact to ASL and whether it makes sense to make use of options that can positively impact ASL.
- We will be making decisions to manage ASL that won't impact retaining core capability and expertise.

Please talk to your Director or HR Manager if you have any questions or visit [MyCSIRO](#)

Regards

Ilona Charles

Executive Director, People
CSIRO

[Eilona.charles@csiro.au](mailto:Ilona.charles@csiro.au) T +61 3 9545 7880

CSIRO Clayton, VIC 3168

www.csiro.au

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