

ASL (Average Staffing Level) Caps Fact Sheet and FAQs for Business Units, HR and Finance

Summary

Average Staffing Levels are an important measure for CSIRO as we must remain within the Government's cap each year.

For 2019-20, it will be difficult to achieve this without careful decision making and leadership.

As such, each Sector will have an ASL cap to work within. This will ensure that we are all working together to ensure CSIRO meets our commitments to Government as well as everything else we must do. Executive Directors may choose to allocate ASL caps for each Business Unit in the Sector.

Why is an ASL Cap being applied to CSIRO?

In the 2018-19 Budget, the Government made an ongoing commitment to maintain the size of the General Government Sector around or below 2006-07 levels while the Budget is in deficit. CSIRO is a Government corporate entity and so this policy commitment applies to us.

The Department of Finance has approved ASL caps for each portfolio and monitors actual ASL across all portfolios and entities to ensure this policy commitment is delivered.

Why do I need to know about ASL?

CSIRO's approved ASL cap for 2019-20 is 5193 and at this point we are on track to substantially exceed it. We need to take a course of action now to ensure that our workforce remains within our Average Staffing Level cap.



What happens if we don't stay within the ASL cap?

If CSIRO exceeds its ASL cap then the Government may impose "recruitment controls, targeted efficiency measures, or other actions" on CSIRO. This would mean giving up control of this aspect of managing our organisation.



Can we ask for an increase in CSIRO's cap?

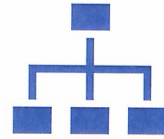
We have responded to many government reviews on this matter but there is no flexibility.

My area isn't only funded by government appropriations, we need staff to fulfil other contracts. Does the cap still apply to us?

Yes. The Department of Finance is very clear that CSIRO (like any government entity) must not exceed its ASL cap regardless of the work being undertaken, or the revenue source for that work.

Why are we applying Sector and Business Unit caps?

The ET has decided that Sector ASL caps will be developed to enable each area to monitor their own ASL in line with strategic objectives, and to better assist in ASL management for CSIRO overall.



What is my Business Unit's ASL cap?

Executive Directors are currently reviewing Sector ASL caps and may choose to allocate ASL caps to each Business Unit considering 2019-20 budgets, recent growth and restructures, cross-BU deployments and future strategic growth requirements.

What if functions are transferred between Business Units during 2019/20?

If you are negotiating a transfer of staff and functions between Business Units, you should also consider ASL caps. Where an ASL cap transfer is agreed by both Business Unit Directors, please notify HRReporting&Analytics@csiro.au to ensure your ASL will be reported against the new target.

What can Business Units do?

If your ASL exceeds your ASL cap, it is important to consider strategies to reduce your ASL and meet the cap. There are a range of options open to you. First, you can implement the Stop and Pause approach for recruitment:

- Review currently advertised positions to identify those that can be paused;
- Do not commence recruitment activities for vacancies unless they are urgent and have recently become vacant;
- Implement more oversight of non-advertised recruitment as a temporary measure.

It is not recommended that you slow down the recruitment process (as this will have implications on CSIRO's ability to secure first offer candidates and fulfil visa application processes).

There may be scope to consider alternate ways of achieving project outcomes without hiring CSIRO employees and increasing ASL. This may include opportunities such as joint ventures and collaborations, or an increased use of contractor labour, secondments, or overtime.



Please speak to your HR Managers for assistance.

We are negotiating a sizable contract, but we need to recruit to meet the deliverables. What do we do?

Unless you have scope within your ASL cap, then you would need to be able to resource that work in ways that do not increase your ASL. For example, you could consider using affiliates or secondments, reassigning existing employees, or bringing a partner organisation into the contract to help you complete the work.

So what is ASL?

Please refer to the ASL Explanation Fact Sheet for all the information you need.