



**DETERMINATION 5:
Determination of the
Commissioner for Public
Sector Employment**

**Classification and Remuneration of
Employees**

Public Sector Act 2009

Date of Issue: July 2011



Government of South Australia

Commissioner for Public Sector Employment

Office for Ethical Standards
& Professional Integrity

DETERMINATION 5 - DETERMINATION OF THE COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT

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CLASSIFICATION AND REMUNERATION FOR EMPLOYEES

PS Act Determination and Guideline	Remuneration and Classification for Employees
Date of Operation	July 2011
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Who is covered by this Determination?

Under section 16(1) of the *Public Sector Act 2009* (the “PS Act”) the Commissioner for Public Sector Employment:

*“...may issue determinations relating to
(a) employment in the Public Service; and
(b) public sector employment outside the Public Service that is declared by another Act or the regulations under this Act to be employment to which this section applies.”*

Accordingly, this Determination applies to:

- Employees in the Public Service employed under Part 7 of the PS Act in a public sector agency that is an administrative unit or attached office, as defined by the PS Act; and also
- Public sector employees whose employment has been declared by another Act or the regulations under the PS Act to be employment to which Section 16(1) of the PS Act applies.

This Determination is binding and made in respect of PS Act section 16(2)(a):

A determination by the Commissioner may determine classification structures in accordance with which remuneration levels must be fixed for all employees.

Pursuant to section 14(1)(d) of the PS Act the Commissioner may issue guidelines relating to public sector employment matters. Guidelines and Explanatory notes are issued in support of the Determination.

1.0 Determination relating to Remuneration for Non Executive Employees

1.1 Commissioner's Determination

- 1.1.1 The Commissioner for Public Sector Employment determines that in fixing or varying the remuneration level of the duties to be performed by an employee, chief executives must adhere to the criteria contained within the *SA Public Sector Salaried Employees (Interim) Award* and/or described in the *Classification Standards* issued by the Commissioner.
- 1.1.2 For duties not covered by that Award, the Commissioner must agree to the processes for fixing and varying of remuneration levels unless the process is covered in another industrial instrument.

2.0 Guidelines and Explanatory Notes relating to Classification and Remuneration of Non Executive Employees

- 2.1 The Commissioner for Public Sector Employment has issued *Classification Standards* that represent the relevant classification and remuneration levels and processes for fixing such levels. These Standards constitute a determination pursuant to section 16(2) of the Act.
- 2.2 Classification structures and work level definitions are also detailed in the *South Australian Government Wages Parity (Salaried) Enterprise Agreement 2010* (effective 14 January 2010) (the Enterprise Agreement) for other classes of employees who may be categorised as being employed within the public service.
- 2.3 An employee must be remunerated in accordance with the classification that is appropriate to the level of the duties they are assigned to perform.

Determination regarding Salary and Increment Levels

2.4 Commissioner's Determination

- 2.4.1 For most levels of a classification/remuneration structure there will be a salary range with specific steps within the range (referred to as increments).
- 2.4.2 Usually, initial engagements will be made at the lowest increment of the salary range. Progression from one increment to the next is based on work experience and will normally only occur on an annual basis following 12 months service at a given increment – or higher remuneration level where the service is deemed to be relevant. However, an agency may determine an alternative arrangement when engaging an employee at a specific remuneration level, or in progressing an employee from one increment level to the next.

- 2.4.3 For roles classified as Professional Officer, Medical Scientist and Grant Funded Scientist occupations, the SA Government Wages Parity (Salaried) Enterprise Agreement specifies that the entry point for a person with a four year degree qualification is one increment higher than would normally apply to an employee with a three year degree qualification. Progression to the next increment(s) will generally occur on an annual basis.
- 2.4.4 In the case of Professional Officers, the Enterprise Agreement requires an assessment process for progression to, or appointment at, PO6.
- 2.4.5 For roles classified as Allied Health Professional (AHP) occupations, the following applies to entry level appointments:
- If appointed to duties requiring an appropriate discipline-based minimum three year under graduate qualification or equivalent will commence at AHP 1, first increment.
 - If appointed to duties requiring an appropriate discipline-based minimum four year under graduate degree qualification or equivalent will commence at the AHP 1, second increment.
 - If an appointee holds a 2-year Masters level qualification along with a non-allied health undergraduate degree they will be appointed at AHP 1, third increment.
- 2.4.6 Allied Health Professionals (AHP) who are appointed on an ongoing basis and who have been at the top increment of AHP 1 for 12 months or longer can apply to a Peer Assessment Panel for assessment to progress to AHP 2.
- 2.4.7 An AHP who holds a 2-year Masters level qualification with a related allied health undergraduate degree will be appointed at AHP 2, first increment.
- 2.5 Experience as a part time and/or casual employee
- 2.5.1 To determine the appropriate increment when engaging a person from outside the public sector, the amount of part time or casual experience of an employee is to be converted to an equivalent amount of full time service.
- 2.5.2 A period of part time service within the public sector is to be considered as equivalent to the same period of full time service for the purpose of determining increment progression or the appropriate increment for engagement to other duties.

Periods of casual service must be converted to an equivalent amount of full time service when determining relevant experience for the purposes of determining increment progression.

2.6 Effect of suspension without pay and leave without pay on progression through increment levels

- 2.6.1 Any period of suspension without remuneration will not count as service for the purposes of determining incremental progression, or determining the level at engagement, unless the suspension is subsequently revoked.
- 2.6.2 No period of leave without pay shall count as service for the purposes of determining an incremental progression or level at engagement unless:
- The salary range gives an entitlement related to the age of the employee; or
 - The employee is absent as a result of a compensable workplace injury and claim for worker's compensation has been accepted or compensability proven in respect of such injury; or
 - The period of leave without pay was for a work-related placement and the period is determined to count for this purpose in accordance with the relevant Commissioner's Determination.

3 Determination on Qualifications for Non Executive Employees

3.1 Commissioner's Determination

- 3.1.1 This determination outlines minimum qualifications that are essential for specified occupational groups. A minimum degree level qualification is required for the engagement of a person to an occupation within the occupational groups of Professional Officer, Medical Scientist, Grant Funded Scientist or Visiting Podiatrist.
- 3.1.2 Allied Health Professionals require either National, State or Territory registration; licence or accreditation to practice; or be eligible to join the relevant professional association.
- 3.1.3 Those Professional Officers who were working in an allied health related discipline and who were employed as at 14/1/2010, the date of approval of the Enterprise Agreement, will translate to the new Allied Health Professionals' classification and salary structure as at the first pay period on or after 14/1/2010.

Those Professional Officers who were working in an allied health related discipline and who were employed as at 14/1/2010, the date of approval of the Enterprise Agreement, will translate to the new Allied

Health Professionals' classification and salary structure as at the first pay period on or after 14/1/2010.

Qualifications for existing employees, that were recognised prior to 14/1/10 by their current employer as being equivalent qualifications, will continue to be recognised by that agency for all purposes including peer assessment, subject to continuous employment in their occupational group and subject to meeting any compulsory requirements to practice.

An employee employed (recruited) on or after 14/1/2010 must meet the required definition criteria of the relevant vocational group as prescribed in the Agreement. Qualifications for such an employee must meet the criteria prescribed in Attachment 1 of this Determination.

- 3.1.4 A recognised qualification listed as appropriate for entry into the Technical Grades Stream is required for occupations at all levels within the stream, with the exception of level TGO0.
- 3.1.5 To be engaged as a Technical Officer, Unqualified (TGO0) level, an employee must have previously satisfied the educational standards for entry into a course of study leading to an appropriate qualification.

4 Guidelines and explanatory notes relating to Qualifications for Non Executive Employees.

- 4.1 Agencies should demonstrate that any qualification(s) listed as an essential requirement is relevant to the inherent requirements of the duties/role performed. This will ensure that the range of potential applicants is not unnecessarily restricted. If this cannot be clearly demonstrated, the agency will need to confine any qualifications to desirable requirements.
- 4.2 Where an applicant claims to have a relevant equivalent qualification to that specified as the minimum essential qualification for a particular vacancy, it is the applicant's responsibility to provide evidence that the qualification has been assessed as relevant and equivalent.
- 4.3 Subsequent to an applicant's qualification(s) being assessed as equivalent by a relevant educational institution (preferably located in South Australia), and/or advice being obtained from any relevant professional organisation/peak body, a chief executive may determine that a qualification(s) is acceptable as a basis for engagement of a relevant employee.
- 4.4 Overseas qualifications may be assessed by Skills Recognition Services, Department of Further Education, Employment, Science and Technology.

5 Guideline on Remuneration for Executive Employees.

- 5.1 The *Public Sector Act 2009* makes provision for the South Australian Executive Service (SAES) within the South Australian public sector. Matters pertaining to Executive employment be specified in the SAES Charter as per section 23 of the PS Act.

Attachment 1 - Minimum Qualification Requirements for Non-Executives

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Administrative Services Stream (ASO)

Occupational Group	Minimum Essential Qualifications
Financial Management	An appropriate degree in accounting, finance or economics majoring in accounting, where the prime responsibility for the financial/accounting function for the organisation is carried out at that level (generally ASO6-MAS3) <i>Note that there are a range of other financial/accounting positions which do not have prime responsibility for financial / accounting management in an agency. These may demand either an appropriate degree; or an appropriate tertiary qualification; or a desirable qualification only; subject to job requirements.</i>
Competency assessors	The competencies specified as essential for assessors within the Australian Quality Training Framework Standards for RTO's, or its replacements.
Competency based trainers	The competencies specified as essential for assessors within the Australian Quality Training Framework Standards for RTO's, or its replacements.
Conveyancing Officers	Registered as a Conveyancer in accordance with the <i>Conveyancers Act 1994</i> .
Library Technicians	A Library Technician Certificate or an Associate Diploma in Library Studies or equivalent.

Classification and Remuneration for Employees

Allied Health Professional Stream (AHP)

Occupational Group	Minimum Essential Qualifications
Art Therapist / Educators	Appropriate degree or equivalent qualification in art education or therapy. Eligible for membership of Australian and New Zealand Art Therapy Association (ANZATA) once Masters level qualification attained.
Audiologists	Appropriate degree and or equivalent qualification which gives eligibility for Association membership with the Audiological Society of Australia.
Developmental Educators	Appropriate degree or equivalent qualification in disability and community rehabilitation.
Dietitians and/or Dietitian/Nutritionists (combined pathway)	Appropriate degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA).
Epidemiologists	Appropriate degree or equivalent qualification usually in mathematics/statistics or health sciences that leads to recognition as an epidemiologist.

Exercise Physiologists	Appropriate degree or equivalent qualification, usually in human movements, inclusive of the exercise physiology elective and eligible for accreditation from Exercise Sports Science (ESSA).
Genetic Counsellors	Appropriate degree or equivalent qualification usually in nursing, social work, or science with a postgraduate diploma or masters in genetic counselling. Eligible for certification by Human Genetics Society of Australasia.
Music Therapists	Appropriate degree or equivalent qualification in music therapy. Eligible for membership of the Australian Music Therapy Association.
Nuclear Medicine Technologists	Appropriate degree or equivalent qualification in Medical Radiations giving eligibility of accreditation by the Australian and New Zealand Society of Nuclear Medicine. Licensed to practice under the <i>Radiation Protection and Control Act 1982</i> .
Occupational Therapists	Appropriate degree or equivalent qualification which entitles registration as an Occupational Therapist.
Optometrists	Appropriate degree or equivalent qualification and Masters of Optometry which entitles registration with the Optometry Board.
Orthoptists	Qualifications consisting of the equivalent of a related Bachelor degree (e.g. Bachelor of Health Sciences) plus a Masters degree qualification in Orthoptics. Eligible for membership of the Orthoptic Association of Australia (OAA).
Orthotists and Prosthetists	Appropriate degree or equivalent qualification of Prosthetics and Orthotics. Eligibility for membership of the Australian Orthotic Prosthetic Association (AOPA) is desirable.
Perfusionists	Appropriate degree or equivalent qualification, usually in science with a diploma in Perfusion.
Pharmacists	Appropriate degree or equivalent qualification which entitles registration with the Pharmacy Board.
Physiotherapists	Appropriate degree or equivalent qualification which entitles registration with the Physiotherapy Board.
Podiatrists	Appropriate degree or equivalent qualification which entitles registration with the Podiatry Board of Australia.
Psychologists	Appropriate degree or equivalent qualification which entitles registration with the Psychology Board of Australia.
Radiation Therapists	Appropriate degree or equivalent qualification, usually in radiation science or equivalent and a statement of Accreditation in Radiation Therapy from the Australian Institute of Radiography, or its recognised equivalent.
Radiographers	Appropriate degree or equivalent qualification, usually in radiation science or equivalent and a statement of Accreditation in Diagnostic Radiography from the

	Australian Institute of Radiography, or its recognised equivalent.
Social Workers	Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.
Speech Pathologists	Appropriate degree or equivalent qualification which gives eligibility for full membership of the Speech Pathology Association of Australia

Operational Services Stream (OPS)

Occupational Group	Minimum Essential Qualifications
Building Officers	Appropriate trade or post trade qualification.
Child Care Coordinators	Advanced Certificate in Child Care or a Diploma in Teaching (Early Childhood Education).
Correctional Industry Officers (certain positions at OPS3 and above only)	An appropriate trade qualification.
Dental Hygienists	Appropriate qualification which entitles registration as a Dental Hygienist with the Dental Board.
Dental Therapists	Appropriate qualification which entitles registration as a Dental Therapist with the Dental Board.
Horticultural Curators, Botanic Gardens (OPS2 positions and above only)	Certificate 3 in Horticulture.
Inspectors, Plumbing and Drainage	Certificate of Competency in Sanitary Plumbing (prior to 1973) or Certificate in Competency in Advanced Plumbing.
Metal Trades (Supervisors and Inspectors)	Appropriate trade or post trade qualification.

Professional Officer Stream (PO)

Occupational Group	Minimum Essential Qualifications
Agricultural Scientists	Degree in agricultural science, rural science, natural resource science or science.
Anthropologists	Appropriate degree in anthropology or archaeology.
Architects	Registered as an Architect under the provisions of the Architects Act 1939.
Graduate in Architecture (PO1 only)	Degree in architecture accredited or recognised by the Architects Accreditation Council of Australia.
Archivists	Degree in Information Management or Archives Administration, or a degree majoring in history, politics, anthropology, law or commerce, or another degree and eligible for professional membership of

	the Australian Society of Archivists.
Assessment / Intervention Officers and Case Managers (Department for Families and Communities and Correctional Services and Courts Administration Authority only)	Appropriate tertiary qualifications in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.
Court Report Writers (Department for Correctional Services only)	Appropriate tertiary qualifications in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.
Conservators	Degree in Conservation of Cultural Material (Canberra) or equivalent or an appropriate degree in science.
Counsellors (Professional Clinical Officers and Psychotherapists)	Degree qualification and supervised clinical experience that enables eligibility for listing on the Psychotherapy and Counselling Federation of Australia (PACFA) Register and/or registration at the minimum of level 3 with the Australian Counselling Association (ACA).
Curators	Degree in fine arts, applied science or science.
Energy Project / Policy Officers	Degree in engineering, science, economics, commerce, law or other appropriate discipline.
Engineers	Degree in Engineering providing eligibility for graduate membership as a Professional Engineer of the Institution of Engineers, Australia.
Forestry Officers	Degree in forestry or forest science, or an appropriate degree with relevant forestry experience.
Geoscientists	Degree in science majoring in geology or geophysics.
Librarians	Eligible for Professional Membership of the Australian Library and Information Association.
Naval Architects	Appropriate tertiary qualification in naval architecture and appropriate certification.
Planners and Planning Officers	A recognised degree or recognised post graduate qualification in the discipline of Planning specialising in one of the following areas: Urban Regional Planning; Social Planning; Urban Design; Environmental Planning; Economic Development; Transport Planning, or such qualifications in urban and regional planning, or geography or environmental management or a related discipline to satisfy requirements for prescribed qualifications for the purpose of Section 101 of the <i>Development Act 1993</i> .
Primary Industry Economists	Degree in agricultural economics or a degree in agricultural, rural or natural resource science plus post graduate economics.

Quantity Surveyors	Appropriate degree in Building, Quantity Surveying or Construction Management accredited or recognised by the Australian Institute of Quantity Surveyors
Scientists	Appropriate degree in science
Sports Scientists	Appropriate degree in science or a degree majoring in physical education, exercise and sports science or similar area of study.
Surveyors	Registered or Licensed as a Surveyor under the provisions of the Survey Act 1992.
Surveying graduate (PO1)	Bachelor of Geoinformatics and Surveying from the University of South Australia, or equivalent as assessed by the Institution of Surveyors, Australia.
Valuers	Qualified as a Valuer in accordance with the <i>Land Valuers Act 1994</i> .
Veterinary Officers	A degree able to be registered with the Veterinary Surgeons Board.
Veterinary Pathologists	A degree able to be registered with the Veterinary Surgeons Board.
Veterinary Scientists	An appropriate degree in science.

Technical Grades Stream (TGO)

Occupational Group	Minimum Essential Qualifications
Environmental Health Officers	<p>An appropriate qualification approved by the Department of Health for appointment as an Authorised Officer under the <i>Food Act</i> and <i>Public and Environmental Health Act</i>.</p> <p>An appropriate qualification which enables the issue of a Certificate of Competency under the <i>Health Act</i> and authorisation under the <i>Food Act</i> and <i>Public and Environmental Health Act</i>.</p>

Other Occupational Groups / Streams

Occupational Group	Minimum Essential Qualifications
Grant Funded scientist Level 1 and 2	Bachelor of Science or bachelor of Applied Science (Medical Laboratory Science) or equivalent.
Grant Funded Scientist Level 3 and above	A relevant doctoral or other equivalent qualification, and appropriate research experience.
Medical Scientists	Bachelor of Science or Bachelor of Applied Science (Medical Laboratory Science) or equivalent.
Legal Officers (LE)	A Degree in Law (plus an Admitted Legal Practitioner if appropriate).
Legal Officers, Crown Solicitor's Office (LEC)	A Degree in Law and an Admitted Legal Practitioner.