



Government of South Australia

Department of the Premier
and Cabinet

South Australian Public Sector Workforce Information

June 2008: Explanation of Terms

**Commissioner
for Public
Employment**

Office for Ethical Standards and Professional Integrity (ESPI)
Department of the Premier and Cabinet (DPC)

Phone: (08) 8226 2930

Email: wic@dpc.sa.gov.au

www.espi.sa.gov.au

SA Public Sector

The definition of the SA Public Sector is based on the *Standard Institutional Sector Classification of Australia* (SISCA) and other associated economic sector classifications. These have been developed by the Australian Bureau of Statistics (ABS) and are detailed in the ABS publication titled *Standard Economic Sector Classifications of Australia, 2008* (Catalogue No. 1218.0).

In October 1998 the ABS released a revised version of the SISCA and the accompanying classifications. Accordingly the structure of the SA Public Sector published in this workforce report reflects the revised institutional classification.

The greatest change under the revised version of SISCA is that all three South Australian universities (Flinders, UniSA and Adelaide), while remaining classified to the general government sector, are now categorised as 'multi-jurisdictional' units and can therefore no longer be classified as state public sector organisations.

In coming to this decision the ABS stated that the combined degree of control exercised in various forms over the universities by the commonwealth (financial control) and state governments (legislative control) meant that the universities could not be defined unambiguously as under the control of a single government jurisdiction.

Under the SISCA and accompanying classifications the SA Public Sector is essentially defined as a combination of the bodies established under legislation and others that the state government controls through various mechanisms.

Under this definition the SA Public Sector includes:

- government departments formally established and maintained under the *Public Sector Management Act, 1995* (the administrative units)
- statutory bodies established to regulate or market commodities, industries and occupational groups
- subsidiary organisations of public sector organisations
- other bodies where a public sector organisation has complete or majority ownership of voting shares or other forms of voting capital which entitles them to control general corporate policy.

Workforce data for the public sector is presented in this report using three levels of reporting:

- individual organisation
- total administrative units and/or total other public sector organisations
- total public sector.

Where the data is presented at the organisation level the organisations are classified and listed as administrative units or other public sector organisations.

Administrative Units are administrative structures:

- (a) in which persons are to be employed
- (b) which are established, or continue in existence, under the *Public Sector Management Act 1995* as a department or other administrative unit.

Other state public sector organisations include:

- (a) all statutory bodies
- (b) any company or organisation which an administrative unit or other state public sector organisation controls or has more than 50% ownership.

By adopting the ABS definition this report provides workforce information that is of comparative standard to relevant ABS data and which can accurately profile the broader SA Public Sector workforce.

Individuals using this information may choose to amend the data provided by including/excluding the organisations, as they consider appropriate for their purposes.

A significant number of organisations are classified as SA Public Sector organisations under this definition. However, the employees of many smaller organisations are included in the workforce figures of larger SA Public Sector organisations. Such organisations have not been identified separately. For example, the Public Trustee of South Australia is ultimately responsible to Parliament though the Attorney-General and is therefore included in the workforce figures for the Attorney-General's Department.

Members of boards and committees are not included in the workforce figures contained in this report as, while they may receive an honorarium payment for time spent attending board and committee meetings, they are not employees of the boards or committees. The organisation or function that they represent may be staffed by SA Public Sector employees.

Historical employment information is available from June 1985 for many of the organisations included under the current definition of the SA Public Sector. Historical information on agencies which are no longer a part of the South Australian state public sector and those which were not included in the workforce figures from their inception is generally not available.

It is possible that historical information gives an underestimation of the level of public sector employment. This is particularly the case for historical data, which was collected and reported prior to the adoption of the standardised ABS classification in 1992.

Historical information in this report may differ slightly from previously published figures due to the subsequent correction of any errors or anomalies that have been discovered.

Explanation of Terms

Persons counted as employees are those paid and/or in receipt of a salary in the last full pay period prior to the last day of June. Due to differing pay period end dates this may vary across public sector organisations.

These include:

- persons on the payroll
- persons on leave paid in advance
- persons receiving workers compensation payments
- persons paid from funds administered by the organisation
- statutory appointees eg. Judges, Commissioners
- casuals and persons paid on an hourly or sessional basis
- Education Act relief and contract teachers
- ministerial employees and electorate secretaries
- vocational students
- employees appointed on a term or contract basis
- supernumerary employees employed under special recruitment schemes
- persons employed and paid under the federal Government's Australian Apprenticeships Incentive Program or Career Start SA (formerly South Australian Government Youth Training Initiative) i.e.: trainees, apprentices.
- persons employed and paid under the SA Public Sector Graduate Recruitment Register
- National Indigenous Cadetship Program (NICP) participants who are undertaking a 12 month temporary placement
- Government Ministers (included under Legislature only).

Persons excluded from the calculation are:

- persons on leave without pay (reported separately in Table 25)
- members of part time boards and committees
- persons working on a fee for service contract and paid on a non-time basis eg. cleaners paid per square metre
- persons employed on a temporary hourly basis from external employment agencies
- persons working under the Work for the Dole scheme.

Please note: Employment levels and Full time Equivalent (FTE) employment is subject to systematic and seasonal fluctuations which determines both the number of employees and the number of hours worked in any given pay period.

Full time Equivalent (FTE)

The full time equivalent (FTE) of employees is the estimated number of full time personnel whose total work hours per week would be the same as that of existing full time and part time employees.

To calculate a full-time equivalent, each part-time employee is counted as a decimal fraction by dividing the number of hours worked each week by the normal full time hours per week for that position.

For example, in a position in which 37.5 hours each week is full-time:

30.0 hours	=0.8 FTE
37.5 hours	=1.0 FTE

An employee cannot be expressed as more than one full-time equivalent (1.0).

The FTE for Casuals worked in the last pay period is calculated based on hours worked/full time hours. For the purpose of this report they are not an average but a snapshot, casuals who did not work in the last pay period are not reported in this report.

Average FTEs Over Period

The average full-time equivalent (FTE) of employees is the estimated average number of full time personnel over a financial year.

The number of intervals within the period will be used to calculate the average FTE figure over the period. Generally either fortnightly or monthly intervals are used.

Once this is determined, the average FTE figure is calculated as follows:

Sum of FTE's at the end of each interval divided by the number of intervals, for example, to calculate the average FTE figure using monthly intervals for the period January 1 to June 30, assuming that the FTE figure for the last day of each month was 61.0 at January, 60.1 at February, 63.2 at March, 63.4 at April, 67.3 at May, 64.2 at June, the calculation would be:

Average FTE = $61.0 + 60.1 + 63.2 + 63.4 + 67.3 + 64.2$ divided by 6 (number of months) = 63.2.

Employee Type

For the purposes of this report employees have been reported under the following broad employee type categories. These categories represent the major employee groups across the SA Public Sector:

Children's Service Act

The Children's Services Act workforce covers all persons engaged under the *Children's Services Act, 1985*. Children's Services Act employees are pre-school teaching staff (including permanent, contract and relief Children's Services Officers), seconded teachers who are employed to develop curriculum, early childhood workers (engaged under the Early Childhood Workers Award) who provide a support and assistance function to South Australian public pre-school sites, and pre-school directors who teach children and manage staff/sites in South Australian public pre-schools. Children's Services employees are employed by the Department of Education and Children's Services.

Disability Services Officers

The disability services officer workforce covers those persons employed by Disability SA (Department for Families and Communities). These employees provide daily living support to residents who have an intellectual disability.

Education Act

The Education Act workforce encompasses all persons engaged under the *Education Act, 1972*, excluding School Services Officers and Aboriginal Education Workers who are reported elsewhere.

Education Act employees include; teachers; seconded teachers employed to develop curriculum or provide specialist support such as training or advice; coordinators, assistant principals and deputy principals who manage a specific function, project(s) or a team of teachers (deputy principals also act in the principals' absence); and principals who are responsible for the development and achievement of the schools' goals and objectives, manage staff and the physical and financial resources of the school. Education Act employees also include hourly paid instructors and temporary relieving teachers who are employed on a casual or ad hoc basis to backfill teaching staff absent on leave (such as sick leave or leave without pay to a maximum of 20 continuous working days). Education Act employees are employed by the Department of Education and Children's Services.

Emergency Services

The emergency services workforce comprises fire fighters from the South Australian Metropolitan Fire Service and ambulance officers from the South Australian Ambulance Service. Volunteer fire fighters from the South Australian Country Fire Service and volunteer emergency workers from the SA Fire and Emergency Services Commission are not included as public sector employees.

Executives

Executives are defined as employees who:

Receive a total salary equivalent to \$95,648 per annum or more (equating to EL1 minimum under the public service structure).

or

Receives a Total Remuneration Package Value (TRPV) type contract equivalent to \$120,235 per annum or more (equating to ExA minimum under the PSM Act). A total remuneration package includes monetary benefits such as salary and allowances, plus employer superannuation contributions and other non-monetary benefits such as a vehicle.

AND:

Has professional or managerial 'executive' responsibilities (and therefore not receiving a salary or TRPV in the range described above based only on additional allowances paid for specialist skills or for the purposes of attraction and retention).

or

Occupies a position having a work value of 670 points or more (using the *Cullen Egan Dell assessment tool*).

or

Is appointed pursuant to either Part 4 or Part 7 (Division 1) of the PSM Act 1995.

or

Is employed under the PSM Act in any of the following classification types EL, EX, MLS, or SAES..

A total remuneration package may include monetary benefits such as salary and allowances, plus non-monetary benefits such as the use of a vehicle and employer superannuation contribution.

This definition does not include persons with non-executive responsibilities who are paid additional allowances for specialist skills or for the purposes of attraction and retention, which take them over the financial thresholds listed above.

This employee type includes statutory appointments, managers, chief executive officers, professional specialists, medical officers, nurses and legal services officers employed at the executive level across the administrative units and other public sector organisations.

Medical Officers

Medical Officers are all those persons engaged under the *Medical Officers Award*. It includes all senior registrars, medical officers, medical practitioners, visiting medical specialists and consultants.

Nurses Award

The nursing workforce covers all persons engaged under the *Nurses (South Australian Public Sector) Award*. It includes all registered and enrolled nurses, nurse educators, clinical nurses and nurse managers employed within the South Australian health sector as well as those nurses registered with the Nurses Board of South Australia.

Other Acts and Awards

Includes statutory appointees (for example Commissioners and the State Coroner, the Official and Deputy Secretaries of Government House, and the Employee Ombudsman), Ministerial appointees, electorate secretaries, parliamentary officers, Aboriginal Education Workers, Medical and Grant Funded Scientists, Clinical Academics and Dental Officers (dentists). This employee group also includes any other persons not categorised in the employee types listed who are employed in organisations that meet the definition of a public sector organisation.

Police Act

The Police Act workforce covers all persons engaged under the *Police Act, 1998*. Police Act employees are employed by South Australia Police and include police officers, police cadets and community constables.

Public Sector Management (PSM) Act

Public Sector Management Act employees refer to those persons who are employed under the *Public Sector Management Act, 1995* (PSM Act). This group of employees include persons employed across the four major remuneration structures of Administrative Services, Operational Services, Professional Services and Technical Grades.

PSM Act employees are employed as ongoing, contract short-term, contract long-term and contract casual employees. *For the purposes of public sector wide reporting, the contract casual appointment type will be reported under the other appointment type.*

Public Sector Salaried Award

Public sector salaried employees are those persons employed under the SA Government (*Public Sector Salaried Employees Salaries Interim Award*) in 'other public sector organisations'. This award mirrors the PSM Act conditions of employment. It includes persons employed across the remuneration structures of administrative, operational, professional and technical services.

School Services Officers

School services officers covers all persons engaged under the *School Services Officers Award*. These employees provide an administration and support function to South Australia's public schools and are employed by the Department of Education and Children's Services.

Technical and Further Education (TAFE) Act

Technical and Further Education Act employees are lecturers and hourly paid instructors who work in the TAFE Institutions. These employees are employed under the *Technical and Further Education Act, 1975* in the Department of Further Education, Employment, Science and Technology.

Trainee, Apprenticeship and Graduate Entry Programs

This employee type covers a range of trainee, apprenticeship and graduate entry programs through which people can be employed in the public sector workforce. It includes young people (17 to 24 years) engaged as entry level trainees through Career Start SA, and the Australian Apprenticeships Incentive Program, and those who enter the public sector workforce through a range of graduate recruitment programs including the SA Public Sector Graduate Recruitment Register. These employment programs can receive funding assistance from the Commonwealth Government and/or the State Government and the employing organisation.

Weekly Paid Awards

The weekly paid workforce refers to all persons employed under *Weekly Paid Awards*. These employees are generally engaged in hourly, daily or weekly wages or piecework rates of pay and their wages are not based on an annual salary. They include health ancillary employees employed within the SA health sector and Government Service Officers across a range of departments. It excludes Education Act and TAFE Act hourly paid instructors.

Appointment Type

Ongoing

The employment is on an ongoing basis and does not have an end date, that is, it is considered to be 'permanent'. This includes full time and part time employment.

Contract

The employment is on a fixed term basis and has a clear end date. That is the date at which that particular employment contract ends is clearly stated. The appointment can be on either a short term or long term basis.

Any contract appointment overrides the previous appointment type of an employee. For example, an ongoing employee who is subsequently appointed on a contract basis is deemed to be contract, not ongoing.

This appointment type does not include casuals.

Persons employed on a full time and part time basis are included in this appointment type.

Note that a portion of contract employees may have a right to ongoing employment in the SA Public Sector at the conclusion of their current contract, and this is commonly called a tenured or substantive position.

Short term Contract

The employment contract is for a period up to and including one year.

Persons who have been appointed on a number of short term contracts should be recorded as contract short term regardless of the length of time, which they have been with a single employer or in a single position.

For example, an employee appointed on a one year contract basis who is subsequently granted an extension or appointed on another one year contract basis is deemed to be contract short term, not contract long term or ongoing.

Long term Contract

The employment contract is for a period that extends beyond one year, which is from between one to five years.

Persons who have been appointed on a number of long term contracts should be recorded as contract long term regardless of the length of time, which they have been with a single employer or in a single position. For example, an employee

appointed on a three year contract basis who is subsequently granted an extension or appointed on another three year contract basis is deemed to be contract long term not ongoing. Chief executives must be recorded as contract long term employees.

Other

PSM Act and Weekly Paid casuals, Education Act relief teachers, TAFE Act hourly paid instructors, Children's Services Act relief teachers and relief early childhood workers, and any other employees not appointed on an ongoing, short term or long term contract basis.

PSM Act casual employees have a term of employment of less than 12 months and usually 15 hours or less per week, or an irregular basis.

For the purposes of public sector wide reporting the casual contract appointment type is reported under the other appointment type.

Employment Status

The majority of public sector employees are employed on a full time basis. Employees can also be employed on a part time basis.

The definition of part time may differ between groups of employees as a full time workload can vary from 37.5 to 38.0 to 40.0 hours per week depending on the occupation and conditions of employment.

Part-time employees are therefore persons who are engaged for less than the normal full time hours per week for that occupation or position.

Casual employees by definition are recorded as part-time employees.

Aboriginal and/or Torres Strait Islanders Employment

Aboriginal and/or Torres Strait Islander employees are those persons who are a descendant of an Australian Aboriginal and/or Torres Strait Islander, who identifies as an Aboriginal and/or Torres Strait Islander, and are recognised as Aboriginal and/or Torres Strait Islander by members of the community in which he or she lives or has lived in.

The workforce data presented in this report under represents the true level of Aboriginal and/or Torres Strait Islander employment in public sector agencies due to the difficulties associated with:

- some agencies extracting characteristics of their workforce to this level of detail from their current information systems
- collecting data that relies on self-identification.

Leave Balances

Sick Leave

Is the absence, whether paid or unpaid, resulting from an employee being too ill to work, and where the illness or injury is due to a cause which does not entitle the employee to workers' compensation.

Family Carer's Leave

Absences on account of family leave (with or without pay).

FTE Sick Days for Period

The total number of FTE sick days over a period is calculated by converting the total number of sick days and portions of days taken over the period into hours. Once this is determined the total FTE sick days for the period can be calculated by:

- Sum the hours of sick leave taken and divide by the normal full time hours per day of that employee type (e.g. 6.0, 7.5 or 8.0 hour working day).
- For example, to calculate the total FTE sick days leave for 8 employees assuming that over the financial year period they took sick leave of 7.5 hours, 6.2 hours, 7.5 hours, 22.5 hours, 37.5 hours, 0.5 hours, 7.5 hours and 15.0 hours, the calculation would be:
- Sum sick leave hours ($7.5 + 6.2 + 7.5 + 22.5 + 37.5 + 0.5 + 7.5 + 15.0 = 104.2$) and divide by the normal full time hours per day (7.5). This will give you the total FTE sick days for the period (=13.9).

Separation and Recruitment

Separated employees include all employees who have left a public sector agency during a financial year. Excludes all temporary appointments/assignments to other public sector agencies and those on short or long term unpaid leave.

Note, the workforce information present in this report only indicates the number of employees who permanently separated from a public sector position and therefore consequently may have undertaken further employment in another SA Public Sector position.

Recruited employees includes employees who were appointed to a position within a public sector organisation during a financial year. Recruitment does not include employees who have returned from leave without pay, or were already employees of an agency (i.e. either have won the position in the same agency they are already working, or have returned from contract employment in another agency).

Note that the workforce information present in this report only indicates the number of employees who have started new in a public sector organisation and therefore consequently may have originated from another SA Public Sector organisation.

Disability Requiring Adaptation to their Workplace

Disability requiring adaptation is defined as:

People with a permanent disability are those employees who, due to their disability, are considered to have an employment restriction because they:

- are restricted in the type of work they could do
- need modified hours of work (either a restriction in hours they could work, different time schedules, or flexible hours of attending)
- require an employer to provide adaptive equipment, a modified work environment, or make other special work related arrangements
- need to be given ongoing assistance or supervision to carry out their duties safely.

This is likely to under represent the true level of employment of people with a disability across the SA Public Sector as workplace adaptation is not always required by those with a disability.

Total Base Salary

Salary details relates to pre-tax income excluding Super and Fringe Benefit Tax (FBT).

- non-executive employees on salary sacrifice arrangements are shown as pre-sacrifice values
- executive employees are shown as the value of the financial benefits component of their Total Remuneration Package Value excluding super
- non-financial benefits and allowances are excluded for all employees
- the salary brackets have been constructed as an approximation to the level of responsibility, and are based on the remuneration structures of the PSM Act Administrative Services Stream at June
- the salary recorded is what the employee would receive if they were on a full-time basis.

Salaries calculated as if all persons are full time employees, at their current classification, for the whole financial year, and should only be used as an indicator of for responsibility not as a true reflection of salary earnings for the financial year.

Length of Service to Agency

Length of service to the agency provides an indication of the stability of the workforce and the continuity of employment within agencies and contributes to workforce planning research.

The length of service of employees is calculated on an employees start date in a public sector agency in years from the last pay period of June.

Primary Work Location

Primary Work Location is based on the Statistical Local Area (SLA) and is an Australian Standard Geographical Classification (ASGC) defined area. (Australian Bureau of Statistic (ABS), Statistical Geography Volume 1: Australian Standard Geographical Classification (ASGC) 2001 (cat. no. 1216.0))

Some public sector employees may work in multiple locations or travel constantly across the State as work requirements dictate. These employees have been recorded in the location where they spend the majority of their time, or in a smaller number of instances, the central location to which they report.