



Government
of South Australia

Office for the Public Sector

DETERMINATION 5:

CLASSIFICATION AND REMUNERATION FOR EMPLOYEES

DETERMINATION 5 OF THE COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT

CLASSIFICATION AND REMUNERATION FOR EMPLOYEES

Date of Operation 1 June 2016
Review Date 1 March 2017

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 may be issued in support of the Determination.

For agencies and employees to which Part 7 of the PS Act does not apply, this document is a Guideline of the Commissioner for Public Sector Employment. Agencies are encouraged to formally adopt the Guideline as agency policy.

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1. DETERMINATION RELATING TO REMUNERATION FOR NON EXECUTIVE EMPLOYEES

The Commissioner for Public Sector Employment ("the Commissioner") determines that in fixing or varying the remuneration level of the duties to be performed by an employee, chief executives or delegates must adhere to the criteria contained within the *SA Public Sector Salaried Employees (Interim) Award* (or successor), the *South Australian Public Sector Wages Parity Enterprise Agreement: Salaried 2014* ("the Agreement") (or successor) and/or described in the *Classification Standards* issued by the Commissioner.

For duties not covered by the said Award or Agreement, the Commissioner must agree to the processes for fixing and varying of remuneration levels unless the process is covered in another industrial instrument.

2. GUIDELINES AND EXPLANATORY NOTES RELATING TO CLASSIFICATION REMUNERATION OF NON EXECUTIVE EMPLOYEES

The Commissioner 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.

Classification structures and work level definitions are also detailed in the Agreement for other classes of employees who may be categorised as being employed under Part 7 of the PS Act.

An employee must be remunerated in accordance with the classification that is appropriate to the level of the duties they are assigned to perform.

Attachments to this Determination are published as separate documents. These include:

2.1 CLASSIFICATION STANDARDS ADMINISTRATIVE SERVICES STREAM

Refer to Attachment 2 to this Determination. The former *Classification Standards* are rescinded effective from 7 March 2016.

2.2 CLASSIFICATION RULES AND REQUIREMENTS

Refer to Attachment 3 of this Determination. This attachment includes the [Administrative Services Classification Assessment Templates](#).

2.3 CLASSIFICATION STANDARDS: HOW TO CLASSIFY DUTIES

Refer to Attachment 4 of this Determination.

2.4 CLASSIFICATION STANDARDS TECHNICAL GRADES STREAM

Refer to Attachment 5 of this Determination.

3. DETERMINATION REGARDING SALARY AND INCREMENT LEVELS

For most levels of a classification/remuneration structure there will be a salary range with specific steps within the range (referred to as increments).

Usually, when initially engaged, employees will be remunerated at the lowest increment of the relevant classification level and 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 satisfactory service at a given increment – or higher remuneration level where the service is deemed to be relevant. However, an agency may determine to commence an employee at a higher increment level within a classification level and salary range or to progress them to a higher increment level earlier.

An employee will progress to the next increment level unless the employee is assessed either as not performing their duties at their current classification level and increment satisfactorily; or as not meeting performance standards. Relevant requirements are detailed in the Enterprise Agreement.

For those employees whose occupations are classified within the following classification structures:

- Professional Officer;
- Allied Health Professional;
- Medical Scientist; and
- Grant Funded Scientist;

the determination of the appropriate increment or progression to a higher increment within a classification level will occur as specified by the Enterprise Agreement.

Classification structures and work level definitions are also detailed in the Enterprise Agreement for other classes of employees who may be categorised as being employed under Part 7 of the PS Act.

4. EXPERIENCE AS A PART TIME AND/OR CASUAL EMPLOYEE

To determine the appropriate increment when engaging a person from outside the public sector, any relevant experience they have had working on a part-time or casual basis is to be converted to an equivalent amount of full time service.

Where an employee has been previously employed in the South Australian public sector on a part-time basis, the relevant period or periods of part-time service is to be treated the same as full time service for the purpose of determining increment progression or the appropriate increment for engagement to other duties.

Previous periods of service in the South Australian public sector on a casual basis must be converted to an equivalent amount of full time service when determining relevant experience for the purposes of determining incremental progression.

5. EFFECT OF SUSPENSION WITHOUT REMUNERATION AND LEAVE WITHOUT PAY ON PROGRESSION THROUGH INCREMENT LEVELS

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.

No period of leave without pay shall count as service for the purposes of determining an incremental progression or level at engagement unless:

- the classification level and salary range gives an entitlement related to the age of the employee; 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 a relevant Determination of the Commissioner.

6. DETERMINATION ON QUALIFICATIONS FOR NON-EXECUTIVE EMPLOYEES

This determination outlines the minimum qualifications that are essential for persons to be considered for public sector employment in 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.

Allied Health Professionals

Allied Health Professionals require a minimum undergraduate degree and will perform a role that will enable them to obtain either State or Territory registration; licence or accreditation to practice; or be eligible to join the relevant professional association.

Qualifications for existing employees, that were recognised prior to 14 January 2010 by their current employer as being equivalent qualifications in an occupational group, 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.

For Aboriginal Family Practitioners in the Department for Education and Child Development only:

Persons of Aboriginal or Torres Strait Islander descent, who have the appropriate background and skills but do not have the essential qualification, may apply for and be engaged/assigned to the role of Social Worker and will be entitled to apply for any Allied Health Professional roles requiring a qualification in Social Work within Families SA, in the Department for Education and Child Development. This includes progression as part of a peer assessment process.

Nothing in this provision shall reduce an individual's classification or agreed translation arrangements prior to the *South Australian Public Sector Wages Parity Enterprise Agreement: Salaried 2014* (or successor).

Technical Grades Stream

For assignment or reassignment into the Technical Officer Unqualified (TGO0) level, the employee must have previously satisfied the educational standards for entry into a course of study leading to a qualification of, at least, an approved and relevant Certificate level course; that is a 'Recognised Qualification'.

NB Trade and post trade qualifications are not considered to be of a standard approximating that of a Recognised Qualification.

It is incumbent upon the chief executive of the employing agency to identify the appropriate, current Recognised Qualification required as the prerequisite for particular Technical Grade duties in that agency.

The determination as to which particular qualification is appropriate for which classification level will depend on the requirements of the particular field of operations or discipline. It is critical to the success of this process, and the integrity of the classification system, that operational requirements and advice from operational management takes precedence in ensuring qualifications are relevant, current and fit for purpose. Where not already provided for, a particular qualification will need to be identified and started as part of the duties classification assessment process.

7. GUIDELINES AND EXPLANATORY NOTES RELATING TO QUALIFICATIONS FOR NON EXECUTIVE EMPLOYEES

Agencies should demonstrate that any qualification(s) listed as an essential requirement is/are 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.

Where an applicant claims to have a relevant equivalent qualification to that specified as the minimum essential qualification for a particular role/duties, it is the applicant's responsibility to provide evidence that the qualification has been formally assessed as relevant and equivalent.

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, agency head or delegate may determine that a qualification(s) is acceptable as a basis for engagement of a relevant employee.

Overseas qualifications may be assessed by WorkReady, Department of State Development (www.skills.sa.gov.au).

ATTACHMENT 1 – MINIMUM QUALIFICATION REQUIREMENTS FOR NON-EXECUTIVES

ADMINISTRATIVE SERVICES STREAM (ASO)

| Occupational Group | Minimum Essential Qualifications |
|---------------------------|--|
| Financial Management | <p>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).</p> <p><i>Note: 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></p> |
| 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. |

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. |

| Occupational Group | Minimum Essential Qualifications |
|--------------------------------|---|
| 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 Australia. |
| 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 | Appropriate degree, or Masters degree qualification in Orthoptics which entitles registration with the Australian Orthoptic Board. Eligible for membership of Orthoptics Australia (OA). |
| Orthotists and Prosthetists | Appropriate degree or equivalent qualification of Prosthetics and Orthotics. Eligibility for membership of the Australian Orthotic Prosthetic Association 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. |

| Occupational Group | Minimum Essential Qualifications |
|----------------------|---|
| 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 OFFICERS 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. |

| Occupational Group | Minimum Essential Qualifications |
|---|--|
| Architects | Registered as an Architect under the provisions of the <i>Architects Act 1939</i> . |
| 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 Communities and Social Inclusion, Department for Education and Child Development, 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 Register and/or registration at the minimum of level 3 with the Australian Counselling Association . |
| 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. |

| Occupational Group | Minimum Essential Qualifications |
|--------------------------------|---|
| 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 <i>Survey Act 1992</i> . |
| 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. |
| Legal Officers, Attorney-General's Department (LEC) | A Degree in Law and a current practising certificate. |