

# Determination of the Commissioner for Public Sector Employment

Changes to Workforce  
Composition and Management  
of Excess Employees –  
Redeployment, Retraining and  
Redundancy

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**Government  
of South Australia**

Office of the Commissioner  
for Public Sector Employment

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# Determination: Changes to Workforce Composition and Management of Excess Employees – Redeployment, Retraining and Redundancy

**Date of issue:** 22 January 2026

## **WHO IS COVERED BY THIS DETERMINATION?**

This Determination applies to:

- Employment in the Public Service (being employment in an administrative unit (department or attached office)), and
- Public sector employment outside the Public Service that is declared by another Act or the *Public Sector Regulations 2025 (PS Regulations)* to be employment to which section 16(1) of the *Public Sector Act 2009 (PS Act)* applies. See Notes.

This document as a Determination must be read in conjunction with the *South Australian Public Sector Enterprise Agreement: Salaried 2021* or *Allied Health Professionals, Assistants and Psychologists Enterprise Agreement 2025* as applicable or successor agreements.

This Determination applies as a Guideline (under section 14(1)(d) of the PS Act) in respect of employees covered by the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2025*. As a Guideline, it must be read in conjunction with that enterprise agreement.

This Determination does not apply to:

- employees employed on a casual basis
- those employed pursuant to term/temporary contracts of employment
- those absent from duty on leave without pay and who do not have a right of return to public sector employment to which this Determination and Guideline applies on an ongoing basis

The [\*Guideline of the Commissioner for Public Sector Employment: Management of Excess Employees\*](#) does not apply to employees covered by this Determination.

Agencies' Human Resources sections can clarify whether this Determination applies to particular employment, and to what extent.

### **Notes:**

In accordance with regulation 10 of the PS Regulations, this Determination applies to public sector employment outside the Public Service as follows:

- If some or all of Part 7 of the PS Act has been applied to public sector employment (by Schedule 1 to the PS Regulations or by another Act) – then this Determination will apply to that

employment to the extent that the Determination is relevant to the applicable provisions in Part 7 of the PS Act (regulations 10(3) and 10(4)), and

- This Determination applies to employment covered by the *South Australian Public Sector Enterprise Agreement: Salaried 2021* or the *Allied Health Professionals, Assistants and Psychologists Enterprise Agreement 2025* or successor agreements (regulations 10(5) and 10(6)(a)).

Determination 2 of the Commissioner for Public Sector Employment, [Excess Employees - Income Maintenance](#), may also be relevant to an employment covered by this Determination.

# 1. Workplaces in regional and remote localities in South Australia

A locality that is regional or remote is a location that is outside “Metropolitan Adelaide” which means the geographic area of the state legally defined as metropolitan Adelaide by a declaration by the Minister responsible for planning and development matters (under section 4 of the now repealed *Development Act 1993*) and the municipality of Gawler. For consistency, the boundary previously declared under that Act continues to be used. A map showing the part of the state declared as Metropolitan Adelaide can be viewed at <https://location.sa.gov.au/viewer/> (select only the dataset titled ‘Metropolitan Adelaide Boundary (Development Act 1993)’ found under the Land Management – Property and Planning category).

## 2. Important considerations

- Excess employees are to be assigned or allocated suitable duties. Agencies must comply with the criteria for suitable duties in the relevant enterprise agreement.
- The transfer of an excess employee to a suitable funded/substantive role/duties/position does not require the agreement of the employee.

To determine what is “reasonable” and “suitable” for assessing an employee to perform a role, duties or position, chief executives, agency heads and delegates must have regard to the length of the appointment, the vocation and common transferable skills and experience of the employee, and if the role, duties or position has similar functions to those previously undertaken by the employee.

## 3. Employees who become excess other than as a consequence of organisational change

Employees can become excess to requirements for reasons other than the consequence of *bona fide* organisational change, for example, for reasons of mental or physical incapacity, or where their substantive/funded role/duties/position is filled on an ongoing basis when they are absent from such role/duties/position.

These employees are to be the subject of active consideration by chief executives, agency heads or delegates for transfer of such employees into alternative roles, duties or positions and will be provided with reasonable training and development opportunities and other support as appropriate.

Such excess employees will not be subject to a redeployment period and, it follows, their employment is not to be terminated on the grounds of them being excess to requirements.

## 4. Templates and reporting documents

The following templates and reporting documents must be used for the reporting and management of employees formally declared excess to requirements and employed pursuant to the *South Australian Public Sector Enterprise Agreement: Salaried 2021 (Salaried Agreement)*.

These templates may be adapted for employees covered by the *Allied Health Professionals, Assistants and Psychologists Enterprise Agreement 2025*, noting that that enterprise agreement contains streamlined provisions concerning Redeployment, Retraining and Redundancy which are different to the provisions in the Salaried Agreement. Updated templates will be developed following the replacement of the current Salaried Agreement.

### REFERENCE – SALARIED TEMPLATES

S1	Prior to Declaration – Agency Checklist
S2	Declaration Letter
S3	Access to Pre-Publication of Vacancies on I Work for SA
S4	Redeployment Plan
S5	Manager's/Line Supervisor's Assessment Skills, Knowledge and Attributes of Employee
S6	Suitability Assessment and Assignment Template
S7	No Longer Excess Letter
SW-A	Information for Vacancy Hiring Manager

The following templates and reporting documents are provided to assist agencies to comply with their obligations for employees who are employed pursuant to the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2025*.

### REFERENCE – WEEKLY PAID TEMPLATES

W1	Template letter – Calling for Expressions of Interest
W2	Prior to Declaration Agency Checklist

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## REFERENCE – WEEKLY PAID TEMPLATES

W3	Declaration Letter – Weekly Paid
W4	Access to Pre-Publication of Vacancies on I Work For SA
W5	Redeployment Plan
W6	Offer of Suitable Ongoing Role
SW-A	Information for Vacancy Hiring Manager

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