



Classification Policy

1. Purpose

The *Classification Policy* (Policy) sets out the requirements and responsibilities for position evaluation and classification determination to ensure consistency across Health Service Providers and alignment with the general principles of human resource management.

Position classification processes provide a means of applying appropriate and equitable rates of remuneration to employees performing various types and levels of work.

Classification processes include:

- the creation and abolition of permanent and non-permanent (contract) positions
- the reclassification of existing permanent positions
- the preparation of Job Description Forms (JDFs) and selection criteria (including re-registration of existing JDFs)
- temporary special allowances
- competency and criteria progression.

This Policy is a mandatory requirement under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes MP 0082/18 *Classification Policy for WA Health System Classification Review Committee*.

2. Applicability

This Policy is applicable to all Health Service Providers.

3. Policy Requirements

Health Service Providers must establish and maintain a Classification Review Committee (CRC) for each Health Service Provider to determine the classification and reclassification of:

- HSO general division positions up to level G-10
- HSO professional division positions up to level P-5
- SRN positions up to level SRN-4
- support workers
- competency or criteria progression as provided for by an industrial instrument including Building and Engineering Trade positions; and Temporary Special Allowances within the scope of delegated authority.

Health Service Providers through their CRC must ensure that position classifications are applied and maintained in accordance with approved System Manager processes such as those detailed in the related documents of this Policy.

Health Service Providers must ensure that classification processes and decisions:

- are objective and the needs of the WA health system are considered
- are not biased towards or against individual employees and are conducted in a fair and equitable manner
- are based on a work value assessment that is in accordance with the State Wage Fixing Principles and Guidelines, Public Sector Commission approved procedures, industrial instruments, relevant legislation and delegation schedules and any other related documents.

4. Compliance Monitoring

Health Service Providers are responsible for ensuring compliance with this Policy.

The System Manager through the System-wide Classifications team within the Workforce and Employment Unit, and the WA Health System CRC will ensure uniformity and consistency with classification processes at a system-wide basis by:

- providing classification assessment recommendations to Health Service Providers, including Temporary Special Allowances for the classifications within the scope of the WA Health System CRC Terms of Reference
- reviewing all classification determinations made by Health Service Providers
- reporting any variances to classification recommendations to the appropriate committee, including the classification and reclassification of positions or classes of positions which have significant industry wide flow on implications.

5. Related Documents

The following documents are mandatory pursuant to this Policy:

- [Dental Technician \(Advanced Level\) Classification Progression](#)
- [Health Practitioners – Use of Formal Qualifications and/or Professional Registration and Other Requirements as Essential Selection Criteria](#)
- [Health Professional Classifications and Recruitment to Health Professional Positions](#)
- [Health Professionals Work Value Review – Updating of Job Description Forms and Advertising of Positions](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [WA Health System Classification Review Committee Terms of Reference](#)
- [2021 State Wage Order](#)

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Health Service Provider	A health service provider established under section 32 of the <i>Health Services Act 2016</i> and may include North Metropolitan Health Service (NMHS), South Metropolitan Health Service (SMHS), Child and Adolescent Health Service (CAHS), WA Country Health Service (WACHS), East Metropolitan Health Service (EMHS), PathWest, Quadriplegic Centre and Health Support Services (HSS).
System Manager	The term used for the Department CEO to reflect his role as being responsible for the overall management of the WA health system (see section 19 of the <i>Health Services Act 2016</i>).

8. Policy Contact

Enquiries relating to this Policy may be directed to:

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9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0102/18	24 December 2018	24 December 2018	December 2021	Original version
MP 0102/18 v.2.0	25 August 2022	25 August 2022	August 2025	Policy review undertaken. Amendment details as below.
<ul style="list-style-type: none"> Included a definition for 'Health Service Provider'. Related Documents and Supporting Information sections refined to remove documents that are no longer required, as well as updating documents and the inclusion of <i>Dental Technician (Advanced Level) Classification Progression</i>. 				
MP 0102/18 v.3.0	4 October 2022	4 October 2022	October 2025	Amendment to supersede MP 0082/18 <i>Classification Policy for WA Health System Classification Review Committee</i> . Details as below.
<ul style="list-style-type: none"> Included a policy requirement for Health Service Providers to establish and maintain a local Classification Review Committee. Included further detail within the Compliance Monitoring section to include information on Temporary Special Allowances and positions or classes of positions which have significant industry wide flow on implications. 				
MP 0102/18 v.3.1	12 October 2022	4 October 2022	October 2025	Amendment as stated below.
Amendment to Supporting Information – updated WA Health System Classification Review Committee Terms of Reference.				

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance, Department of Health
Approval date	24 December 2018

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