

# Classification Policy for WA Health System Classification Review Committee

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## 1. Purpose

The Classification Policy (**Policy**) is part of the Employment Policy Framework issued by the Department Chief Executive Officer pursuant to section 26 of the *Health Services Act 2016*.

This Policy sets out the responsibilities of the WA Health System Classification Review Committee in relation to classification matters to the exclusion of offices in the Health Executive Service.

The Health Executive Policy details the mandatory requirements for the selection, appointment and management, including the classification of health executive offices.

## 2. Applicability

This Policy is applicable to all Health Service Providers.

## 3. Policy requirements

### 3.1 Roles and Responsibilities

#### 3.1.1 System Manager

- The System Manager, through System-wide Classifications Unit, and the WA Health System Classification Review Committee will ensure uniformity and consistency of the classification process congruent with WA health system governance frameworks, public sector requirements, applicable industrial instruments and relevant legislation.
- The System Manager retains the authority to determine the classification and reclassification of positions in accordance with accepted classification and industrial principles which may have significant industry wide flow on implications.

#### 3.1.2 Health Service Providers

- The Chief Executives of the Health Service Providers are responsible for:
- establishing and maintaining a Classification Review Committee 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; and

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- 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.

### **3.1.3 System-wide Classifications**

- System-wide Classifications Unit will support the WA Health System Classification Review Committee by:
  - assessing, advising, processing and recording classification requests,
  - assessing and managing classification claims which may have flow on implications including representation before industrial tribunals; and
  - providing a Secretariat service to the WA Health System Classification Review Committee.

### **3.1.4 WA Health System Classification Review Committee**

The WA Health System Classification Review Committee comprises representatives from each Health Service Provider to review and recommend to Chief Executives of the Health Service Providers the classification and reclassification of:

- HSO general division positions at level G-11 to G-14;
- HSO professional division positions at level P-6 to P-9;
- SRN positions at level SRN-5 to SRN-10; and
- SRN nurse practitioner positions.

The WA Health System Classification Review Committee is also responsible for reviewing and recommending to the Chief Executives of the Health Service Providers:

- Temporary Special Allowances for the classifications within the scope of the WA Health System Classification Review Committee.

The WA Health System Classification Review Committee is responsible for reviewing and recommending to the System Manager:

- The classification and reclassification of positions or classes of positions which have significant industry wide flow on implications.

## **4. Compliance, Monitoring, Evaluation and Reporting**

The System Manager and the Chief Executives of the Health Service Providers are responsible for ensuring compliance with this Policy. Quarterly reports will be provided by the System-wide Classifications Unit to the Workforce Steering Committee on position classifications approved by all Health Service Providers including any variance to classifications recommended by System-wide Classifications Unit.

Any position classifications considered as warranting review may be marked for review when vacant following liaison with the relevant Chief Executive.

## 5. Related documents

The following documents are required to give effect to this policy (i.e. the documents included are mandatory):

- [Health Services Act 2016](#)
- [Industrial Relations Act 1979](#)
- [Clinical Psychologist Career Structure - Additional Grades Three and Four](#)
- [Classification of Clinical Coders](#)
- [P 18 of 2003 Hospital Salaried Officers Award 1968- Health Professionals Work Value Review- Implementation, Translation and Retrospective Payments](#)
- [Health Practitioners – Use of Formal Qualifications and/or Professional Registration and Other Requirements As Essential Selection Criteria](#)

## 6. Supporting information

The following documents inform this policy (i.e. documents that are not mandatory to the implementation of this policy but may support the implementation of the policy):

- [Reclassification Appeals - Practice Direction, Western Australian Industrial Relations Commission](#)
- [WA Health System CRC Terms of Reference](#)
- [Health Professionals Work Value Review – Updating of Job Description Forms and Advertising of Positions](#)
- [Specified Calling Classifications and Recruitment to Specified Calling Positions](#)
- [PSC Approved Procedure 1 – Approved Classification System and Procedures](#)
- [State Wage Case 94 WAIG 666-667](#)

## 7. Definitions

The following definitions are relevant to this policy.

Term	Definition
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 owner

### Deputy Director General

Enquiries relating to this policy may be directed to:

Title: Executive Director, Governance and System Support

Division: Strategy and Governance

Email: [employmentpolicyframework@health.wa.gov.au](mailto:employmentpolicyframework@health.wa.gov.au)

## 9. Review

This mandatory policy will be reviewed and evaluated as required to ensure relevance and recency. At a minimum it will be reviewed within one year after first issue and at least every two years thereafter.

<b>Version</b>	<b>Effective from</b>	<b>Effective to</b>	<b>Amendment(s)</b>
MP 0082/18	11 April 2018	18 October 2018	Original version
MP 0082/18 v.2.0.	18 October 2018	29 May 2019	Major amendment
MP 0082/18 v.2.1	29 May 2019	11 April 2023	Minor Amendment

The review table indicates previous versions of the mandatory policy and any significant changes.

## 10. Approval

This mandatory policy has been approved and issued by the Director General of the Department of Health.

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	6 April 2018
<b>Published date</b>	29 May 2019
<b>RMR#</b>	F-AA-57697



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