



Classification Policy

1. Purpose

The *Classification Policy* (this policy) sets out the requirements and responsibilities for position evaluation and classification determination to ensure consistency across Health Service Providers (HSP's) 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 for Health Service Providers under the Workforce and *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

2. Applicability

This policy is applicable to all Health Service Providers.

3. Policy Requirements

HSP's 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 [Western Australian Industrial Relations Commission](#) State Wage Fixing Principles and Guidelines, [Public Sector Commission](#) approved procedures, industrial instruments, relevant legislation and delegation schedules and any other related documents.

The WA Health System Classification Review Committee

The committee is required to review and recommend to Chief Executives of the HSP's the classification and reclassification of:

- Health Salaried Officer (HSO) general division positions at levels G-11 to G14

- HSO professional division positions at level P-6 to P9
- Senior Registered Nurse (SRN) positions at level SRN-5 to SRN-10 including SRN Nurse Practitioner positions
- Review and recommend to the Chief Executives of the HSP's Temporary Special Allowances (TSA) at classifications within the scope of the Terms of Reference
- Review and recommend to the System Manager the classification and reclassification of positions or classes of positions which have significant industry-wide flow on implications.

HSP's must establish and maintain a Classification Review Committee (CRC) 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.

HSP's through their CRC must ensure that position classifications are applied and maintained in accordance with approved System Manager processes as per this policy and Section 5: Related Documents.

4. Compliance Monitoring

System-wide Classifications, System-wide Governance and Reform on behalf of the System Manager will:

- provide classification assessment recommendations to Health Service Providers as required, and for classifications including Temporary Special Allowances within the scope of the [WA Health System CRC Terms of Reference](#)
- review all classification determinations made by HSP's
- report 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
- provide advice on and ensure all HSP CRC Terms of Reference are consistent in accordance with this policy.

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](#)

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](#)

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>).
WA Health System Classification Review Committee	The term used for the system-wide CRC responsible for ensuring recommendations for the classification and reclassification of positions and Temporary Special Allowances outside the scope of HSP CRC's are consistent in their application.

8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Director, System-wide Governance and Reform
Directorate: Governance and System Support
Email: DoHClassification@health.wa.gov.au

9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0102/18	24 December 2018	December 2021	Original version
MP 0102/18 v.1.0	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.2.0	4 October 2022	October 2025	Amendments as listed below <ul style="list-style-type: none">• Purpose section updated stating this policy supersedes MP 0082/18 Classification

<p>Policy for WA Health System Classification Review Committee.</p> <ul style="list-style-type: none"> • Policy requirement section updated: inclusion for Health Service Providers to establish and maintain a local Classification Review Committee. • Compliance Monitoring section updated 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.2.1	12 October 2022	October 2025	Amendment as listed below.
<ul style="list-style-type: none"> • Supporting information: WA Health System Classification Review Committee Terms of Reference updated. 			
MP 0102/18 v.2.2	10 October 2024	October 2025	Amendment as listed below.
<ul style="list-style-type: none"> • Supporting information: WA Health System Classification Review Committee Terms of Reference updated. • Policy contact amended to reflect change in policy owner's unit title. 			
MP 0102/18 v.2.3	29 July 2025	October 2025	Amendment as listed below.
<ul style="list-style-type: none"> • Supporting information: WA Health System Classification Review Committee Terms of Reference updated. 			
MP 0102/18 v.3.0	10 December 2025	December 2028	Policy review and amendments as listed below.
<ul style="list-style-type: none"> • Purpose section refined. • Policy requirements refined and re-structured. Inclusion of WA Industrial Relations Commission and Public Sector Commission websites for reference. Inclusion of System-wide Classifications Review Committee role. • Compliance monitoring updated to reflect policy owner's responsibility to monitor HSPs policy compliance and inclusion to ensure HSP CRC Terms of Reference are consistent in accordance with this policy. • Related document: Health Practitioners Use of Formal Qualifications and/or Professional and Other Requirements as Essential Selection Criteria updated. Removal of 'Health Professional Classifications and Recruitment to Health Professional Positions' and 'Health Professional Work Value Review-Updating of Job Description Forms and Advertising of Positions. • Supporting Information: Inclusion of WA Health System Classification Review Committee Terms of Reference. Removal of 2021 State Wage Order hyperlink as WA Industrial Relations Commission website referenced in policy requirements section. • Definitions section: Inclusion of WA Health System-wide Classifications Review Committee definition. • Policy contact: Generic email updated to reflect policy ownership. 			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

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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