



## Approved Procedure 1 - Approved Classification System and Procedures

<b>Introduction:</b>	<p>This Approved Procedure relates to the functions of Chief Executive Officers (CEOs) or other employing authorities as provided for in sections 29(1)(h)(ii), 36(1)(c), 41(a)(i), 44(3)(b), 53(3)(a) and 64(2)(a) of the Public Sector Management Act 1994 (PSM Act).</p> <p>This Approved Procedure applies to those agencies forming part of the Public Service as defined in Part 3 section 34(a)-(c) of the PSM Act, as follows:</p> <ul style="list-style-type: none"><li>• departments;</li><li>• SES organisations, insofar as any posts in them, or persons employed in them, or both, belong to the Senior Executive Service; and</li><li>• agencies that employ persons under Part 3 of the PSM Act.</li></ul>
<b>Objective:</b>	<p>To provide for a classification determination system and procedures which are in accordance with the principles set out in sections 7 and 8 of the PSM Act.</p>
<b><u>Definitions</u></b>	
<b>Broadbanding:</b>	<p>A system of job classification that recognises the broad underlying similarities in work value that exist between jobs.</p>
<b>Job classification:</b>	<p>The assigned classification level allocated to a job according to the relative worth of that job in comparison with like positions.</p>
<b>Job evaluation:</b>	<p>The process of systematically and objectively assessing jobs to determine to what extent critical factors, such as skills, knowledge, competencies, etc, are required, and considering those factors provided in this procedure, so that a job is appropriately classified.</p>
<b>Job evaluation tool:</b>	<p>The job evaluation tool that is to be used for positions within the public service (with the exception of specified calling positions) is as follows:</p> <p>Levels 1 - 8:            BI/PERS is the approved job evaluation tool, unless otherwise determined by the Public Sector Commission (PSC).</p> <p>Level 9 and above:    as determined by the PSC.</p>
<b><u>Approved System And Procedures</u></b>	
<b>Authority of CEOs (or other relevant employing authority):</b>	<p>In exercising their functions under section 29(1)(h)(ii) and section 36(1)(c) of the PSM Act, CEOs or other relevant employing authorities have the authority to determine the classification of jobs up to and including Level 8.</p>
<b>Authority of the Public Sector Commission:</b>	<p>The PSC will assess and determine the classification of all Public Service jobs above Level 8, with the exception of positions the subject of a specified calling.</p> <p>Employing authorities shall forward all proposals for the creation, variation and/or reclassification of positions and the payment of temporary special allowances above Level 8 to the PSC for assessment and endorsement.</p> <p>SES jobs above Level 8 will be treated in accordance Approved Procedure 2.</p> <p>Proposals must be prepared in accordance with, and satisfy, the requirements of the "Framework for Executive Classifications".</p>

<p><b>Broadbanded classification system:</b></p>	<p>The broadbanded classification system, incorporating Levels 1 to 9 and Class 1 to 4, is the approved classification system for the Public Service and must be retained unless an agency operates another classification system approved under section 3(2) of the PSM Act.</p> <p>The classification system used by the Salaries and Allowances Tribunal (SAT) for the holders of offices in the Special Division of the Public Service is approved for use for CEO positions that have been removed from the SAT's jurisdiction, provided the SAT determined classification at the time of removal is not varied.</p>
<p><b>Work value:</b></p>	<p>The classification of a job must be based on work value.</p>
<p><b>Factors in determining classification:</b></p>	<p>Determination of the classification of a job shall have regard to the following factors:</p> <ul style="list-style-type: none"> <li>• the value of the work performed;</li> <li>• the responsibilities and skills required;</li> <li>• comparisons of the work requirements of the job with jobs (internal and external) having similar duties, responsibility and skill requirements;</li> <li>• the structural relationships of the jobs; and</li> <li>• the indicative results of the approved job evaluation tool.</li> </ul>
<p><b>Industrial and workplace agreements:</b></p>	<p>Industrial agreements and workplace agreements may provide for the supplementation or variation of the remuneration received by an officer, but cannot change the determined classification of a job.</p>
<p><b>Reclassification of jobs:</b></p>	<p>The classification of an existing job shall be altered only when the changed value of the work performed is significant and warrants the establishment of a new classification.</p>
<p><b>Reclassification of the substantive holder of a reclassified job:</b></p>	<p>Whilst noting that it is the job that is reclassified not an officer, CEOs or other relevant employing authorities may approve the reclassification of the substantive occupant of a job, subject to compliance with Clause 8(1)(b) and (c) of the PSM Act, and provided that the officer has been in the position and undertaking the higher level duties that warranted reclassification of the position, for a “continuous period” of 12 months. A continuous period, as referred to above, may include normal and/or reasonable periods of leave (i.e.: sick leave and annual leave).</p>

Effective Date: 1 February 2009

**Public Sector Commission**  
[www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)