



**Government Sector Labour Relations**

Shaping a contemporary government sector workforce

## Circular 1/2024 – Agency Approval Processes for Specified Callings

### Application

1. This Circular applies to Western Australian public sector employers. It replaces Circular to Departments and Authorities No.3 of 2008.

### Purpose

2. This Circular clarifies approval requirements for “Specified Callings” and associated functions of the Executive Director Government Sector Labour Relations (GSLR).

### Specified Callings

3. Specified Callings are a group of named professions in public sector Awards and Industrial Agreements for which salaries are prescribed.
4. Specified Callings were introduced to replace Professional Division positions, originally defined under the *Public Service Act 1904* as “those officers whose duties require in the person performing them some special skill or technical knowledge usually acquired only in some profession or occupation different from the ordinary routine of the Public Service.” Accordingly, a qualification remains an essential criteria for a position to be classified as a Specified Calling.

### Authority of Executive Director GSLR

5. As detailed in several industrial instruments, the Executive Director GSLR is responsible for determining:
  - a. professions to be included in the Specified Callings framework;
  - b. the relevant acceptable qualifications for appointment to a Specified Calling; and
  - c. the commencement salary for each Specified Calling.
6. The Executive Director GSLR is obliged to maintain a manual setting out the qualifications approved in line with these provisions.
7. Public sector employers are not required to obtain approval to create Specified Calling positions where the calling is already listed in an industrial instrument.

### Applications to the Executive Director GSLR

8. Agencies seeking approval of new Specified Callings, qualifications or commencement salaries should engage with their GSLR Labour Relations Adviser to discuss evidence requirements prior to making a submission.

## Specified Callings Framework Review

9. As part of an industrial dispute in 2006 (application numbers P6 and P7 of 2006), GLSR and the Civil Service Association of WA agreed to a Memorandum of Understanding (MoU) identifying various issues for resolution relating to Specified Callings (see **Attachment A**). This MoU remains active.
10. Parties agreed to review the Specified Callings framework during negotiations for the Public Sector CSA Agreement 2022.



Alex Lyon | **Executive Director**  
**Government Sector Labour Relations**  
Date of Issue: 4<sup>th</sup> January 2024  
Review Date: 4<sup>th</sup> January 2025

### **Attachments:**

- A – Memorandum of Understanding – P6 and P7 of 2006
- B – Current List of Approved Specified Callings

## Memorandum of Understanding

### P6/2006 & P7/2006

#### Parties

1. The Parties to this Memorandum of Understanding (MOU) are the Civil Service Association of Western Australia (CSA), the Labour Relations Division of the Department of Consumer and Employment Protection (DOCEP) and the Department of the Premier and Cabinet (DPC)

#### Objectives of this MOU

2. This MOU describes the terms for settlement of the CSA claims detailed in paragraphs 1 (a) and (b) of Applications P6 and P7 of 2006 in the Western Australian Industrial Relations Commission in relation to specified callings occupations. Paragraph 10 of this MOU provides a framework for the resolution matters listed in paragraphs 1 (c) to (f), inclusive, on which agreement has not yet been reached.

#### Agreed Matters

3. The Parties have agreed that the salary rates applicable to specified calling occupations, which are currently listed subclause (1) of Clause 12 - Salaries Specified Callings of the Public Service Award 1992 (PSA) and the Government Officers Salaries, Allowances and Conditions Award 1989 (GOSAC) will be increased by a structural adjustment as follows:
  - a. 13% at Level 2/4;
  - b. 10% at Levels 5 and 6;
  - c. 8% at Levels 7, 8 and 9 and Class 1, 2, 3 and 4;and amendment of the level descriptions in Column 1 of the specified calling salary schedule as detailed in Attachment 1 of this MOU or alternative level descriptions agreed by the parties.
4. Translation to the new salary rates will occur as indicated in Attachment 1 with staff retaining their existing salary increment date.
5. This MOU is in full and final settlement of all work value changes that occurred prior to the date of this MOU and all other claims in relation to specified calling rates of pay unless agreed between the parties.
6. The Parties agree that the operative date for the agreed salary increase will be 1 July 2007 for all existing specified calling occupations, except specialist title psychologists.
7. The Parties agree that the operative date for the agreed salary increase for specialist title psychologists will be 16 August 2006.
8. The Parties agree that the agreed salary increase will apply to employees employed under subclause (1) of Clause 12 of the PSA and GOSAC on the date an order of the WAIRC incorporating this MOU is issued.
9. The Parties agree that salary increases obtained through future general agreement negotiations, excluding any structural adjustments obtained through GA4, will not be discounted in any way.

#### Issues For Resolution

10. The Parties agree that the following issues need to be resolved in order to finalise Applications P6 and P7 of 2006. The Parties agree to participate and contribute to a review of issues including, but not limited to:
  - a. an agreed definition of "specified calling";
  - b. a procedure for the establishment of new specified callings;

- c. any changes to existing specified callings required to meet the future needs of the public sector and the determination of an operative date for the payment of new salary rates for occupations that are established as a specified calling;
- d. a process for identifying and dealing with the classification of positions that are incorrectly classified relative to other positions in the particular specified calling. The classification of specialist title psychologists will be subject to a review of WA public sector classification relativities, by a working group including representatives of the agencies that employ specialist title psychologists.
- e. a process for determining the classification of specified callings occupations, that is clearly articulated and transparent;
- f. options for standardising classification systems and structures across the public sector; and
- g. criteria progression arrangements for specified calling occupations.

#### **Dispute Resolution Clause**

- 11. Where agreement cannot be reached on matters contained within this MOU, either party may refer the matter to the WA Industrial Relations Commission.

#### **Time Frames**

- 12. The Parties will agree on an appropriate process to implement the agreed matters and a process, including timeframes and resources, for addressing the issues for resolution the by 25 February 2008.

#### **Signatures**

*(original signed)*

Toni Walkington  
Branch Secretary  
Civil Service Association

*(original signed)*

Susan Barrera  
Executive Director  
Labour Relations Division  
Department of Consumer and Employment Protection

*(original signed)*

Michelle Reynolds  
Assistant Director General  
Public Sector Management Division  
Department of the Premier and Cabinet

**Current List of Approved Specified Callings**

Professional callings listed in the *Public Service Award 1992* and *Government Salaries, Allowances and Conditions Award 1989*:

- Agricultural Scientist
- Architect
- Architectural Graduate
- Dental Officer
- Dietician
- Educational Officer
- Engineer
- Forestry Officer
- Geologist
- Laboratory Technologist
- Land Surveyor
- Land Valuer
- Legal Officer
- Librarian
- Medical Officer
- Medical Scientist
- Pharmacist
- Planning Officer
- Podiatrist
- Psychiatrist
- Clinical Psychologist
- Psychologist
- Quantity Surveyor
- Medical Imaging Technologist
- Nuclear Medicine Technologist
- Radiation Therapist
- Scientific Officer
- Social Worker
- Superintendent of Education
- Therapist (Occupational, Physio or Speech)
- Veterinary Scientist

Other Specified Callings determined by the Executive Director GSLR:

- Conservator
- Curator