

WALGA Employee Relations

NT Service Summary 2023

SUBSCRIPTION ORAL / WRITTEN ADVICE (uncapped)	INDUSTRIAL ADVOCACY (cap 50 hrs per year)	CONSULTANCY (fee for service, subject to capacity)	OTHER SERVICES & RESOURCES
Abandonment of employment Award interpretation Bullying Communication strategy Correspondence review CEO employment Disciplinary processes Discrimination and harassment Employment legislation Employment type – Full-time, part-time, casual Enterprise agreements: - Bargaining process under FW Act (Cth) - Compliance review of agreement (one agreement per financial year) - Interpretation - Notice of employee representational rights - Bargaining strategy (oral only) - Wage trend data Fitness for work Grievances Leave – all types Performance review and improvement Policy review – high level oral advice and comments Public holidays Recruitment Redundancy and restructure Right of entry Termination / resignation Underpayment risk Union engagement Workplace investigation process	<u>Enterprise agreements</u> - Review of application forms - FWC undertakings and submissions <u>Industrial claims</u> - Draft response forms - Prospects advice - Settlement negotiations - Deeds of settlement - Briefing Council legal advisors (if proceeding to hearing) <u>Representation at mediation / conciliation / conference</u> - Award disputes - Bullying and harassment - Discrimination - Bargaining and enterprise agreement disputes - General protections - Industrial action - Long service leave - Underpayments - Unfair dismissal	<u>Policies and procedures</u> In-depth policy review including drafting and tailoring policies and procedures <u>Enterprise agreements</u> - Development of bargaining strategy - Strategic meetings with executive team - Drafting / reviewing communications and bargaining proposals - Tailored agreement wage increase trends data - Drafting agreement clauses - Representation at negotiation meetings - Responding to bargaining representatives - Drafting meeting agendas and reviewing minutes - Additional compliance reviews in excess of one agreement per financial year <u>Position description (PD) classifications</u> - PD classification review (if disputed), \$131.00 plus GST per PD <u>Custom workshops</u> - Policy training and refresher courses - Workshops on workplace behaviours and active bystanders - PD classification workshops - Bargaining workshop with bargaining teams	<u>Included in subscription</u> - ER alerts (email newsletter) - Webinars on topical issues - Template policies, procedures and letters - Comprehensive ER Guides - Access to subscriber only ER section of the WALGA website - Public holiday sheet - Vehicle values information - *Access to position description library (new from 1 August 2023) <u>Additional services (fees apply, discounted subscriber rates)</u> - WALGA officer training - Salary and workforce survey (complete access if data provided by subscriber during survey period) - Annual People and Culture Seminar in Perth <u>*Template CEO and senior employee contract (new from 1 July 2023)</u> <u>Sector advocacy</u> - WALGA undertakes advocacy and policy work on behalf of the Local Government sector on employment matters impacting Local Governments

Effective 24 May 2023

Disclaimer: WALGA Employee Relations is a registered industrial agent and offers these services within WA. Industrial and employment relations services are limited to 'industrial matters' as defined by s7 of the Industrial Relations Act 1979 (WA) and does not constitute legal advice.