

# WALGA Employee Relations

## NT Service Summary 2024-25



| SUBSCRIPTION VERBAL /<br>WRITTEN ADVICE<br>(uncapped)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | INDUSTRIAL<br>ADVOCACY<br>(cap 50 hrs per year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CONSULTANCY<br>Subject to capacity<br>(fee for service)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | OTHER SERVICES &<br>RESOURCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Abandonment of employment</p> <p>Award interpretation</p> <p>Bullying</p> <p>Communication strategy</p> <p>Correspondence review</p> <p>Disciplinary processes</p> <p>Discrimination and harassment</p> <p>Employment legislation</p> <p>Employment type – Full-time, part-time, casual</p> <p>Enterprise agreements:</p> <ul style="list-style-type: none"> <li>- Bargaining process</li> <li>- Compliance review of agreement (once per year)</li> <li>- Interpretation</li> <li>- Notice of employee representational rights</li> <li>- Strategy (verbal only)</li> <li>- Wage trend data</li> </ul> <p>Excessive leave management</p> <p>Fitness for work</p> <p>Grievances</p> <p>Leave</p> <p>Performance review and improvement</p> <p>Policy review – high level verbal advice and comments</p> <p>Public holidays</p> <p>Recruitment processes</p> <p>Redundancy</p> <p>Resignation</p> <p>Right of entry</p> <p>Termination of employment</p> <p>Transfer of employment</p> <p>Underpayment risk</p> <p>Union engagement</p> <p>Volunteers / work experience</p> <p>Workplace investigation process</p> | <p><u>Enterprise agreements</u></p> <ul style="list-style-type: none"> <li>- Review of application forms</li> <li>- FWC undertakings and submissions</li> </ul> <p><u>Industrial claims</u></p> <ul style="list-style-type: none"> <li>- Response drafting</li> <li>- Prospects advice</li> <li>- Settlement negotiations</li> <li>- Deeds of settlement</li> <li>- Briefing legal advisors</li> </ul> <p><u>Representation at mediation / conciliation / conference</u></p> <ul style="list-style-type: none"> <li>- Award disputes</li> <li>- Bullying and harassment</li> <li>- Discrimination</li> <li>- Enterprise agreement disputes</li> <li>- General protections</li> <li>- Industrial action</li> <li>- Long service leave</li> <li>- Underpayments</li> <li>- Unfair dismissal</li> </ul> | <p><u>Policies and procedures</u></p> <p>In-depth policy review including drafting and tailoring policies and procedures</p> <p><u>Enterprise agreements</u></p> <ul style="list-style-type: none"> <li>- Objectives and strategy discussion papers</li> <li>- Strategic meetings with executive team</li> <li>- Bargaining</li> <li>- Drafting / reviewing communications and bargaining proposals</li> <li>- Tailored agreement wage increase trends data</li> <li>- Drafting agreement clauses</li> <li>- Representation at negotiation meetings</li> <li>- Responding to bargaining representatives</li> <li>- Drafting meeting agendas and reviewing minutes</li> </ul> <p><u>Position description (PD) classifications</u></p> <ul style="list-style-type: none"> <li>- PD classification review (if disputed), \$150 (ex GST) per PD</li> </ul> <p><u>Custom / onsite workshops</u></p> <ul style="list-style-type: none"> <li>- Policy and procedure training and refresher courses</li> <li>- PD classification workshop for HR teams</li> <li>- Bargaining workshop with executive / bargaining teams</li> </ul> | <p><u>Included in subscription</u></p> <ul style="list-style-type: none"> <li>- ER alerts (email newsletter)</li> <li>- Webinars on topical issues</li> <li>- Public holiday sheet</li> <li>- Vehicle values information</li> <li>- Template policies, procedures and letters</li> <li>- Comprehensive ER Guides</li> <li>- Access to subscriber only ER section of the WALGA website</li> <li>- Salary and workforce survey (if participating)</li> </ul> <p><u>Additional services (fees apply)</u></p> <ul style="list-style-type: none"> <li>- Annual People and Culture Seminar in Perth</li> <li>- WALGA officer training</li> </ul> <p><u>Sector advocacy</u></p> <p>WALGA undertakes advocacy and policy work on behalf of the Local Government sector (e.g. award applications and review and employment matters impacting Local Governments)</p> |

*Disclaimer: WALGA Employee Relations provide industrial and employee relations advice only and does not provide legal advice.*

Effective as at 1 October 2024