

# WALGA Employee Relations

## NT Service Summary 2021-2022



<b>SUBSCRIPTION VERBAL / WRITTEN ADVICE</b>  (uncapped)	<b>INDUSTRIAL ADVOCACY</b>  (cap 50-70 hrs per year)	<b>CONSULTANCY</b>  Subject to capacity (fee for service)	<b>OTHER SERVICES &amp; RESOURCES</b>
Abandonment of employment Award interpretation Bullying Communication strategy Correspondence review Disciplinary processes Discrimination and harassment Dismissal / negotiated exits Employment legislation Enterprise agreements: - Bargaining process - Communication compliance - Compliance review (x1) - Interpretation - Notice of employee representational rights - Strategy (verbal only) - Wage trend data Excessive leave management Fitness for work Grievances Human resource management Leave NES Performance management Public holidays Recruitment processes Redundancy Right of entry Sexual harassment Transfer of employment Underpayment risk Union engagement Volunteers / work experience Workplace investigation process	Enterprise agreements: - Review of application forms - FWC undertakings  Industrial claims: - Response drafting - Prospects advice - Settlement negotiations - Deeds of settlement - Briefing legal advisors  Representation at mediation / conciliation / conference: - Award disputes - Bullying - Discrimination - Enterprise agreement disputes - Fair Work Ombudsman underpayment - General protections - Industrial action - Long service leave - Unfair dismissal	Drafting, tailoring and reviewing policies and procedures  Enterprise agreements: - Strategy discussion paper - Strategic meetings with executive team - Drafting / reviewing communications - Enterprise agreement wage increase trends data - Responding to bargaining representatives - Drafting agreement clauses - Representation at negotiation meetings - Drafting meeting agendas and reviewing minutes  Position description classifications (only if disputed)	<u>Included in subscription:</u> - ER alerts (email newsletter) - Webinars on topical issues - Public holiday sheet - Vehicle values information - Template policies, procedures and letters - Comprehensive ER Guides - Access to secure ER section of the WALGA website  <u>Additional services (fees apply):</u> - Annual People and Culture Seminar in Perth - WALGA officer training - Salary and workforce survey  <u>Sector advocacy:</u> 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.)

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

Effective as at 1 July 2021