

WALGA Employee Relations

WA Service Summary 2021-2022



SUBSCRIPTION VERBAL / WRITTEN ADVICE (uncapped)	INDUSTRIAL ADVOCACY (cap 50-70 hrs per year)	CONSULTANCY Subject to capacity (fee for service)	OTHER SERVICES & RESOURCES
Abandonment of employment Award interpretation Bullying Communication strategy Correspondence review CEO remuneration – SAT Determination Disciplinary processes Discrimination and harassment Dismissal / negotiated exits Employment legislation Enterprise agreements: - Bargaining process - Communication compliance - Compliance review if agreement to be registered with FWC (x1) - Interpretation - Notice of employee representational rights - Strategy (verbal only) - Wage trend data 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 - s44 <i>Industrial Relations Act 1979</i> (WA) - 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 - HR Forums (metro and regional) - Template policies, procedures and letters - Comprehensive ER Guides - Access to secure ER section of the WALGA website - Public holiday sheet - Vehicle values information - Salary and workforce survey (if data provided by subscriber) <u>Additional services (fees apply):</u> - Annual People and Culture Seminar - WALGA officer training <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 offers these services within Western Australia. Industrial and employee relations services are limited to 'industrial matters' as defined by s7 of the Industrial Relations Act 1979 (WA), and does not constitute legal advice.

Effective as at 1 July 2021