

WALGA Employee Relations

WA Service Summary 2022-23



SUBSCRIPTION VERBAL / WRITTEN ADVICE (uncapped)	INDUSTRIAL ADVOCACY (cap 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 Disciplinary processes Discrimination and harassment Employment legislation Employment type – Full-time, part-time, casual Enterprise / industrial agreements: - Bargaining process under the FW Act (Cth) / IR Act (WA) - Compliance review of agreement (once per year) - Interpretation - Notice of employee representational rights - Strategy (verbal only) - Wage trend data Fitness for work Grievances Leave Performance review and improvement Policy review – high level verbal advice and comments Public holidays Recruitment processes Redundancy Resignation Right of entry State IR transition Termination of employment Transfer of employment Underpayment risk Union engagement Volunteers / work experience Workplace investigation process	<u>Enterprise / industrial agreements</u> - Review of application forms - FWC undertakings and submissions <u>Industrial claims</u> - Response drafting - Prospects advice - Settlement negotiations - Deeds of settlement - Briefing legal advisors <u>Representation at mediation / conciliation / conference</u> - Award disputes - Bullying and harassment - Discrimination - Enterprise agreement disputes - General protections / damaging action - Industrial action - Long service leave - s44 Industrial Relations Act 1979 (WA) - Underpayments - Unfair dismissal	<u>Policies and procedures</u> In-depth policy review including drafting and tailoring policies and procedures <u>Enterprise / industrial agreements</u> - Objectives and strategy discussion papers - Strategic meetings with executive team - Bargaining - 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 <u>Position description (PD) classifications</u> - PD classification review (if disputed), \$125 (ex GST) per PD <u>Custom / onsite workshops</u> - Policy and procedure training and refresher courses - PD classification workshop for HR teams - Bargaining workshop with executive / bargaining teams	<u>Included in subscription</u> - ER alerts (email newsletter) - State IR transition resources - Webinars on topical issues - HR Forums (metro and regional) - Template policies, procedures and letters - Comprehensive ER Guides - Access to subscriber only ER section of the WALGA website - Public holiday sheet - Vehicle values information - Salary and workforce survey (complete access if data provided by subscriber during survey period) <u>Additional services (fees apply)</u> - Annual People and Culture Seminar - WALGA officer training <u>Template CEO contract</u> <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 2022