

WALGA Employee Relations

WA Service Summary 2023-24

SUBSCRIPTION ORAL / WRITTEN ADVICE (uncapped)	INDUSTRIAL ADVOCACY (cap 70 hrs per year)	CONSULTANCY (fee for service, subject to capacity)	OTHER SERVICES & RESOURCES
<p>Abandonment of employment</p> <p>Award interpretation</p> <p>Bullying</p> <p>Communication strategy</p> <p>Correspondence review</p> <p>CEO remuneration</p> <p>Disciplinary processes</p> <p>Discrimination and harassment</p> <p>Employment legislation</p> <p>Employment type – Full-time, part-time, casual</p> <p>Industrial / enterprise agreements:</p> <ul style="list-style-type: none"> - Bargaining process under the IR Act (WA) / FW Act (Cth) - Compliance review of agreement (one agreement per financial year) - Interpretation - Bargaining strategy (oral only) - Wage trend data <p>Fitness for work</p> <p>Grievances</p> <p>Leave – all types</p> <p>Performance review and improvement</p> <p>Policy review – high level oral advice and comments</p> <p>Public holidays</p> <p>Recruitment</p> <p>Redundancy and restructure</p> <p>Right of entry</p> <p>Termination / resignation</p> <p>Underpayment risk</p> <p>Union engagement</p> <p>Workplace investigation process</p>	<p><u>Industrial / enterprise agreements</u></p> <ul style="list-style-type: none"> - Review of application forms - Assistance with WAIRC requests and correspondence <p><u>Industrial claims</u></p> <ul style="list-style-type: none"> - Draft response forms - Prospects advice - Settlement negotiations - Deeds of settlement - Briefing legal advisors (if proceeding to hearing) <p><u>Representation at mediation / conciliation / conference</u></p> <ul style="list-style-type: none"> - Award disputes - Bullying and harassment - Discrimination - Bargaining and industrial / enterprise agreement disputes - General protections / unlawful termination / damaging action - Industrial action - Long service leave - s44 <i>Industrial Relations Act 1979</i> (WA) - Underpayments - Unfair dismissal 	<p><u>Policies and procedures</u></p> <p>In-depth policy review including drafting and tailoring policies and procedures</p> <p><u>Industrial agreements</u></p> <ul style="list-style-type: none"> - 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 <p><u>Position description (PD) classifications</u></p> <ul style="list-style-type: none"> - PD classification review (if disputed), \$131.00 (ex GST) per PD <p><u>Custom / onsite workshops</u></p> <ul style="list-style-type: none"> - Policy training and refresher courses - Workshops on workplace behaviours and active bystanders - PD classification workshops - Bargaining workshop with executive / bargaining teams 	<p><u>Included in subscription</u></p> <ul style="list-style-type: none"> - ER alerts (email newsletter) - State system resources - Webinars on topical issues - Networking seminars - 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) - Access to PD library <p><u>Additional services (fees apply, discounted subscriber rates)</u></p> <ul style="list-style-type: none"> - Annual People and Culture Seminar - WALGA officer training <p><u>Template CEO and senior employee contract</u></p> <p><u>Sector advocacy</u></p> <ul style="list-style-type: none"> - WALGA undertakes advocacy and policy work on behalf of the Local Government sector on employment matters impacting Local Governments - Leading a State award modernisation process for the sector

Effective as at 1 July 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.