

Appendix A: Type of Grievance/Issue and Resolution Processes

Type of grievance/issue	Policy, Authority, Industrial Award or Agreement	Resolution Process
<p>Teachers – all matters unless exclusions apply under the Agreement</p> <p>Swimming instructors – all matters</p>	<p><u>School Education Act Employees' (Teachers and Administrators) General Agreement 2019</u></p>	<p>Teachers are required to follow:</p> <ul style="list-style-type: none"> • Clause 47 of the Agreement. This does not apply if: <ul style="list-style-type: none"> ○ the complainant or respondent is not a teacher; or ○ the matter is excluded by clause 47.2 of the Agreement. Exclusions include: <ul style="list-style-type: none"> – sexual harassment; – equal opportunity; – occupational health and safety (including bullying); – Public Sector Commission – Commissioner Instructions No. 7 Code of Ethics; – performance and disciplinary matters; and – criminal behaviour. <p>In the above cases, the grievance will be managed under this Framework or referred to Standards and Integrity Directorate.</p> <ul style="list-style-type: none"> • Clause 48 Dispute settlement procedure, as applicable. <p>Swimming instructors use the grievance resolution procedures under 45.12 of the Agreement.</p>
Bullying	<p><u>Bullying in the Workplace Policy</u></p>	Grievance Framework.
Code of Conduct, Code of Ethics, discipline, misconduct	<p><u>Staff Conduct and Discipline Policy</u></p>	<ul style="list-style-type: none"> • Breach of discipline, disciplinary process as per policy.
Criminal matters		<ul style="list-style-type: none"> • Western Australian Police • Standards and Integrity Directorate and reported to line manager where appropriate.
Discrimination, harassment and equal opportunity issues	<p><u>Equal Opportunity, Discrimination and Harassment Policy and Procedures</u></p>	Grievance Framework.

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Housing for Country Employees (eligible staff)	Housing for Country Employees Policy	Appeals forwarded to the Director, Staff Recruitment and Employment Services, as per policy.
Occupational Safety and Health	Occupational Safety and Health Policy	The occupational safety and health issues resolution process is contained in Appendix G of the policy.
Performance Management	Employee Performance Policy	<ul style="list-style-type: none"> Grievance Framework. Lodge a breach of Standard claim against the Performance Management Standard
Public Interest Disclosures	Public Interest Disclosure Guidelines	Disclosures are made to the Public Interest Disclosure officers as per the guidelines.
Questions, difficulties or disputes arising under an industrial instrument (e.g. employment conditions)	Industrial Awards and Agreements	<ul style="list-style-type: none"> Initial grievance lodged with the principal or line manager or superordinate, as per Grievance Framework. Dispute settlement procedure in applicable Industrial Agreement.
Redeployment and Redundancy	Part 6, Public Sector Management Act 1994 Public Sector Management (Redeployment and Redundancy) Regulations 2014	<ul style="list-style-type: none"> Refer to information in the letter of notification from the Director, Staff Recruitment and Employment Services, as per Regulation 8(4). Lodge the relevant form on the WA Industrial Relations website to determine whether: <ul style="list-style-type: none"> the Regulations have been fairly and properly applied; the employee has been afforded benefits to which they are entitled.
Redeployment - internal	Redeployment Standard (refer to <i>Scope and Application</i> for details)	<ul style="list-style-type: none"> Lodge a breach claim against the Redeployment Standard which applies only to the movement of an employee, together with the movement of their office, post or position within departments. (Refer to <i>Scope and Application</i>.) <p>The Redeployment Standard does not apply to matters covered by Part 6, Public Sector Management Act 1994 or the Public Sector Management (Redeployment and Redundancy) Regulations 2014.</p>

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Reviewable and notifiable employment decisions under the Public Sector Standards in Human Resource Management : <ul style="list-style-type: none"> • Employment • Grievance Resolution • Performance Management • Redeployment Standard • Termination Standard 	Managing Breach of Public Sector Standard Claims Policy	Lodge a breach of Standard claim for a review of the process, as per the policy. Information is available from Lodge a breach of Standards claim . Claims can be emailed to: WorkforcePolicy.breachclaim@education.wa.edu.au
Termination of employment	Termination Standard Industrial Relations Act 1979	<ul style="list-style-type: none"> • Grievance Framework. • Lodge a breach claim against the Termination Standard, (where applicable view the <i>Explanatory Notes</i>). • Lodge the relevant form on the WA Industrial Relations website (information for employees).
Workplace decisions, processes or practices not addressed above		<ul style="list-style-type: none"> • Grievance Framework.