

## Appendix A: Type of Grievance/Issue and Resolution Processes

Type of grievance/issue	Policy, Authority, Industrial Award or Agreement	Resolution Process
Teachers – all matters unless exclusions apply under the Agreement  Swimming instructors – all matters	<a href="#"><u>School Education Act Employees' (Teachers and Administrators) General Agreement 2021</u></a>	Teachers are required to follow: <ul style="list-style-type: none"> <li>• Clause 50 of the Agreement. This does not apply if: <ul style="list-style-type: none"> <li>○ the complainant or respondent is not a teacher; or</li> <li>○ the matter is excluded by clause 50.2 of the Agreement. Exclusions include: <ul style="list-style-type: none"> <li>– sexual harassment;</li> <li>– equal opportunity;</li> <li>– occupational health and safety (including bullying);</li> <li>– Public Sector Commission – Commissioner Instructions No. 7 Code of Ethics;</li> <li>– performance and disciplinary matters; and</li> <li>– criminal behaviour.</li> </ul> </li> </ul> </li> </ul> <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"> <li>• Clause 48 Dispute settlement procedure, as applicable.</li> </ul> Swimming instructors use the grievance resolution procedures under 45.12 of the Agreement.
Bullying	<a href="#"><u>Bullying in the Workplace Policy</u></a>	Grievance Framework.
Code of Conduct, Code of Ethics, discipline, misconduct	<a href="#"><u>Staff Conduct and Discipline Policy</u></a>	<ul style="list-style-type: none"> <li>• Breach of discipline, disciplinary process as per policy.</li> </ul>
Criminal matters		<ul style="list-style-type: none"> <li>• Western Australian Police</li> <li>• Standards and Integrity Directorate and reported to line manager where appropriate.</li> </ul>
Discrimination, harassment and equal opportunity issues	<a href="#"><u>Equal Opportunity, Discrimination and Harassment Policy and Procedures</u></a>	Grievance Framework.

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Housing for Country Employees (eligible staff)	<a href="#">Housing for Country Employees Policy</a>	Appeals forwarded to the Director, Staff Recruitment and Employment Services, as per policy.
Occupational Safety and Health	<a href="#">Work Health and Safety Policy</a>	Refer to the <a href="#">WHS Issue Resolution Process</a> , Appendix B of the procedures.
Performance Management	<a href="#">Employee Performance Policy</a>	<ul style="list-style-type: none"> <li>Grievance Framework.</li> <li>Lodge a breach of Standard claim against the <a href="#">Performance Management Standard</a></li> </ul>
Public Interest Disclosures	<a href="#">Public Interest Disclosure Guidelines</a>	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)	<a href="#">Industrial Awards and Agreements</a>	<ul style="list-style-type: none"> <li>Initial grievance lodged with the principal or line manager or superordinate, as per Grievance Framework.</li> <li>Dispute settlement procedure in applicable Industrial Agreement.</li> </ul>
Redeployment and Redundancy	Part 6, <a href="#">Public Sector Management Act 1994</a>  <a href="#">Public Sector Management (Redeployment and Redundancy) Regulations 2014</a>	<ul style="list-style-type: none"> <li>Refer to information in the letter of notification from the Director, Staff Recruitment and Employment Services, as per Regulation 8(4).</li> <li>Lodge the relevant <a href="#">form</a> on the <a href="#">Western Australian Industrial Relations website</a> to determine whether: <ul style="list-style-type: none"> <li><input type="checkbox"/> the Regulations have been fairly and properly applied;</li> <li><input type="checkbox"/> the employee has been afforded benefits to which they are entitled.</li> </ul> </li> </ul>
Redeployment - internal	<a href="#">Redeployment Standard</a> (refer to <i>Scope and Application</i> for details)	<ul style="list-style-type: none"> <li>Lodge a breach claim against the <a href="#">Redeployment Standard</a> 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>.)</li> </ul> <p>The Redeployment Standard does not apply to matters covered by Part 6, <a href="#">Public Sector Management Act 1994</a> or the <a href="#">Public Sector Management (Redeployment and Redundancy) Regulations 2014</a>.</p>

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