

Introduction to your Workplace Relations Services

Welcome to the Motor Trade Association of Western Australia's (MTA WA) Workplace Relations Service.

Our aim is to assist members to keep up to date with workplace relations and employment law changes and to help employers manage their employees more effectively.

Members have exclusive access to support and industry specific advice via an online member resource portal, and by telephone and email contact.

We can provide practical advice and assistance on employment matters including:

- Hiring a new employee
- Managing difficult employees
- Managing sick and injured employees
- Disciplinary processes, serious misconduct, warnings and dismissal
- Performance management
- Workplace health and safety
- Award and wage enquiries
- Unfair dismissal and general protections claims

Access to resources

Members can download checklists, templates, and guides to use at work from our Workplace Relations Portal, including:

- Employment contract templates
- Induction checklists
- Job descriptions
- Fair Work information
- Policy templates
- Template letters for successful probation and unsuccessful probation

- Termination letter templates
- Warning letters
- Show cause letters
- Wage guides

Member Alerts - keeping on top of employment law

Members receive important email updates on the latest workplace relations news through the MTA WA Member Alert emails. You should ensure that these emails do not go to spam or your junk email inbox.

Workplace Relations legal advice

The Workplace Relations Team does not provide legal advice and may refer members to Panetta McGrath Lawyers for an initial free 30-minute consultation. A referral is assessed on a case-by-case basis. For example, a referral may be required in the following circumstances:

- If members need representation at Fair Work Commission and Ombudsman mediation conferences or hearings.
- Any non-standard employment law documents that need to be drafted.
- Complex advice that the Workplace Relations Team cannot assist with

Members who engage Panetta McGrath Lawyers after the initial consultation will have to pay their own legal costs but can receive a 15% discount on the standard hourly rates.

Phone and email support

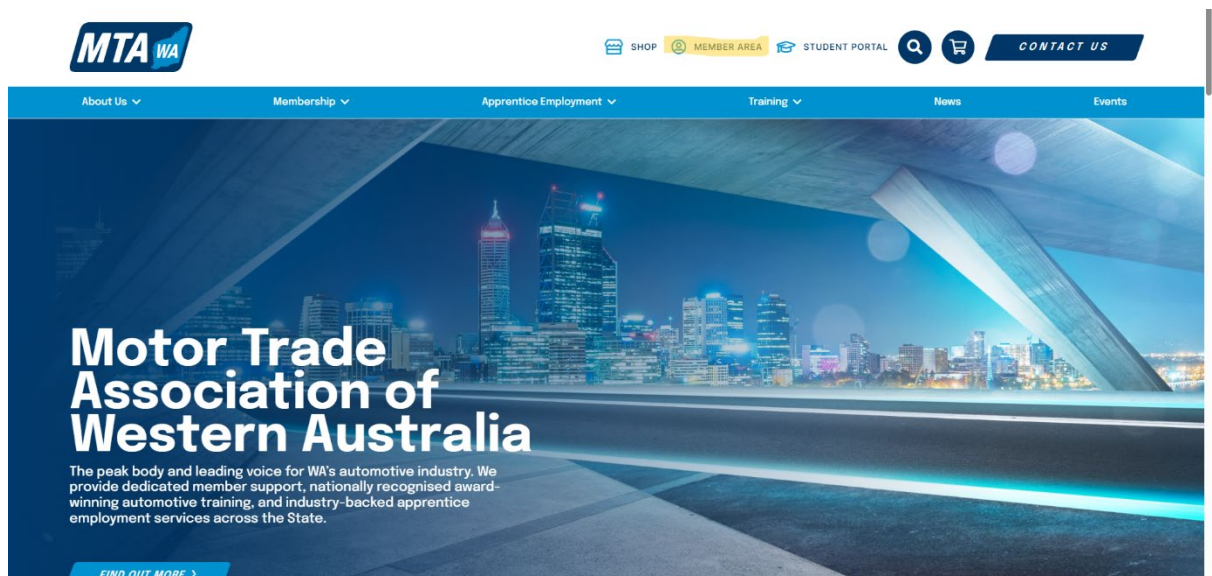
Members can access the workplace relations help line on **9233 9800** or by email at ir@mtawa.com.au

Accessing the workplace relations portal

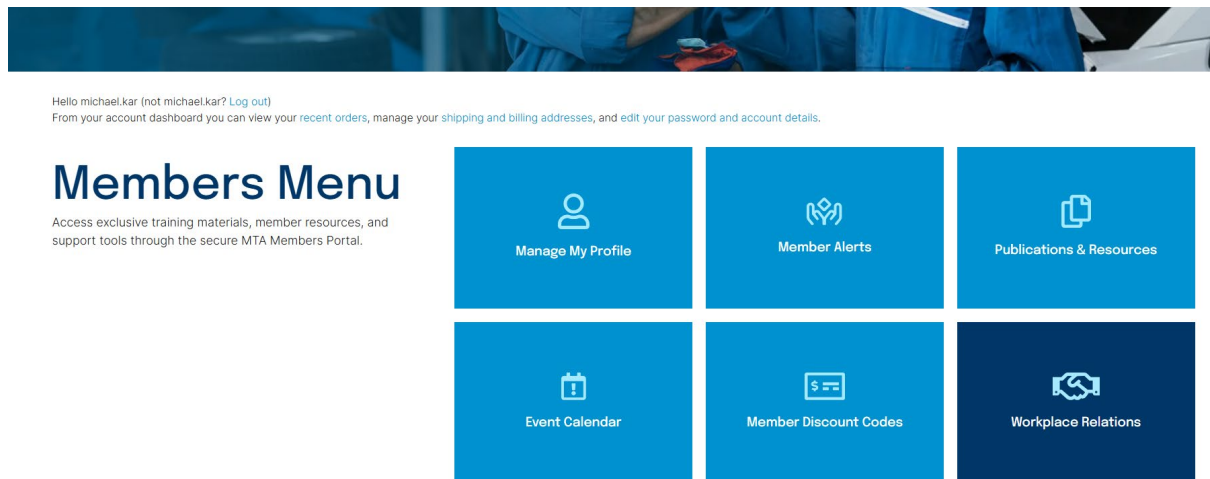
1. Go to www.mtawa.com.au
2. Enter the Member Area (see top of website)
3. Enter your login details and sign in
 - If you are unsure of your member login or experience any issues, please contact membership@mtawa.com.au for assistance
4. Once logged in, click on the **Workplace Relations box** to access the Workplace Relations Menu.
5. Click on the relevant subject box containing the information you need.

Example

Select the Member Area at the top of the website.

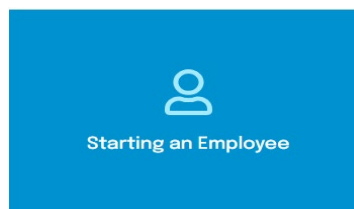


Login and then Select the Workplace Relations Menu.

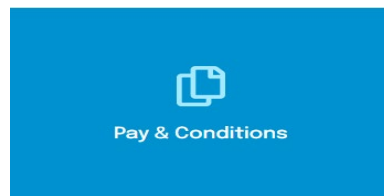


Workplace Relations Menu

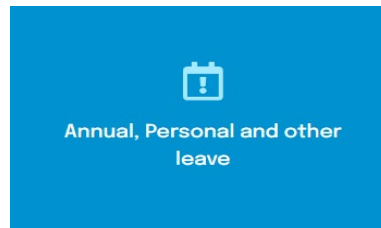
1. If you require information on starting a new employee, such as contract templates, and employee induction checklists, select:



2. If you require information about awards, work conditions, pay rates and deductions, select:



3. If you require information on annual, personal and other leave, select:



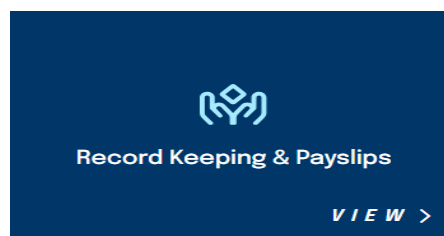
4. If you require information about online training courses for managers, select:



5. If you require information about ending employment, what disciplinary action you can take, select:



6. If you want information on record keeping and pay slip obligations, select:



7. If you are looking for practical guidance and templates on managing some of the most common workplace relations issues, click on:



The following guides are currently available with new and updated guides added from time to time:

- Abandonment of employment
- Cashing out annual leave
- Cashing out long service leave
- Casual employees
- Directing an employee to take excess annual leave
- Dismissing an employee
- Granting annual leave in advance
- Implementing a 9-day fortnight
- Managing flexible work requests
- Minimum period of employment
- Paying above award
- Probation periods
- Redundancy process
- Requesting an employee to work on a public holiday
- Right to disconnect
- Tools for managing underperformance and discipline
- Unpaid work experience
- Workplace policies Template Pack (state and federal)