

The AMA (WA) recognises workplace disputes are stressful periods of our members careers. The AMA (WA) will attempt to provide representation and advocacy to all members on industrial issues as the need arises. However, representation on workplace disputes is a resource intensive service that can only be offered to existing members. No assistance will be provided to prospective members who join the AMA (WA) with a pre-existing issue, unless approved by the CEO. Such exemptions will only be approved where it is in the best interest of the Association and its members in general. These exemptions will incur payment of 12 months fees in arrears.

Procedure for applicants with pre-existing issue

- 1.1 A pre-existing issue is a workplace issue that predates a prospective members application for membership.
- 1.2 Applicants must declare any pre-existing workplace issues on their application for membership.
- 1.3 For a member to receive assistance with a workplace query, The AMA (WA) will require an upfront payment of 12 months of fees (back fees) for industrial assistance on a pre-existing issue.
- 1.4 Prospective members cannot access industrial advice through the advisory team prior to making payment for back fees.
- 1.5 On all pre-existing matters, the AMA (WA) will determine the extent of assistance provided by the industrial relations team once the obligations under clause 1.3 are met. Notification of this decision will be provided in writing.
- 1.6 An applicant with a pre-existing issue must provide sufficient information, and if requested, provide supporting documentation to allow an informed decision to be made regarding their application.
- 1.7 The AMA (WA) will consider requests for assistance on pre-existing issues on a case-by-case basis. Once reviewed, the AMA (WA) will provide recommendations on the progress of a matter. Applications for assistance may be refused for reasons including, but not limited to:
 - extent of representation required,
 - extent of membership affected,
 - costs incurred with representation, and
 - Industrial Relations Advisory team capacity.
- 1.8 The AMA (WA) is an advocate of safe workplaces. All members and non-members are encouraged to seek assistance on any matters relating to sexual harassment.

This Policy may be varied, withdrawn or replaced by AMA (WA) at any time. The Executive may, at its discretion but subject to the rules of the Association, vary any part of this Policy on a case by case basis.