



Need help with your employment foundations and HR?

HIES HAS THE SOLUTION FOR YOU!

Health Industry Employment Services was founded on a passion for educating and supporting health industry businesses through the complex employment framework in Australia. We believe that at some point all businesses will require professional support in navigating the employment relationship. Our team is focussed on providing tailored employment advice to assist you in navigating your Practice's individual employment needs.



ANNUAL MEMBERSHIP PACKAGES

		GOLD	SILVER	BRONZE
HR Advice Valued at \$2,750	Phone & Email Support	✓	✓	✓
	30 minute Employment Contract Review	✓	✓	✓
	Rates of Pay & Award Updates for the HPSS & Nurses Award	✓	✓	✓
	Newsletters and Employment Updates	✓	✓	✓
Education & Training Valued at \$2,800	HIES Webinars	✓	✓	✓
	Annual Customised Training (up to 2 hours)	✓		
Documents & Templates Valued at \$3,850 <small>*excludes contract templates</small>	Employee Lifecycle Templates (onboarding, management & ending employment)	✓	✓	✓
	Access to Health Industry Employment Policies with updates	✓		
Workplace & Employment Foundation Review Valued at \$2750	Award & Pay Compliance	✓	✓	
	Employment Contract Review	✓	✓	
	Policy & Procedure Review	✓	✓	
	WHS Review	✓	✓	
	Comprehensive Recommendation & Action Report	✓	✓	
Consulting Work	Custom drafting, contract drafting, mediation, investigation and support on complex matters	3 hours per annum	1 hour per annum	\$247.50 per hour
		\$5,500 per annum	\$3,300 per annum	\$1,650 per annum

*Prices are inclusive of GST

Feeling time poor, overwhelmed with the ever-changing employment law landscape or simply need some additional support in the human resources and workplace relations space in your business?

Check out the next page for our HR Outsourcing solution!



HIES HR OUTSOURCING

Open & honest Communication	A monthly Pulse Check In & Check Up to ensure we are across everything to align with your strategic goals.	
Workplace Fitness & Foundation Assessment	We want to know and understand your business and its strategic and people goals. We will identify gaps and set some clear SMART goals.	
Professional Advice	Includes 60 contact hours with a HIES HR Outsourcing Business Partner to assist you with the entire employee lifecycle including: <ul style="list-style-type: none"> • Onboarding - reference checks and position descriptions etc • Modern Award compliance, workplace law changes & interpretation • Leave entitlements • Reviewing & interpreting the practical application of employment contracts • Wages / Salaries • Workplace Health & Safety • Coaching and/or facilitating performance management discussions, up to & including dismissal • Workplace behaviour eg. Sexual harassment, bullying, discrimination • Coaching & Training • Undertaking simple workplace investigations* • Reviewing and/or drafting HR policies • Ending employment - termination, redundancy etc • Buying and selling a business • Conflict Resolution • Representation for conciliation and mediation matters 	
Effective HR Practice Tools	<ul style="list-style-type: none"> • Handbook that can be customised to your business • Policies & procedures • Forms • Precedent / Template documents & letters • HIES Knowledge Tree Explanatory Notes 	
Employment Contracts & IFAs	<ul style="list-style-type: none"> • Contract drafting • Our contracts are customised to meet best practice, award & legislative compliance and are tailored for Support Services, Nursing, Health Professionals & Allied Health Staff 	<ul style="list-style-type: none"> • Employee Doctor contracts • Other relevant award covered staff • Salaried arrangements for award free & award covered staff
Payroll Gap Analysis	Payroll is outside our scope, but that's why we have partnered with Health Industry Bookkeeping Services. HIBS are certified bookkeepers and BAS agents and whether you outsource your payroll or do it in house the HIBS team can undertake a payroll gap analysis or provide support of up to 10 hours to ensure compliance.	

\$27,500
per annum Including GST

TOTAL VALUE
\$41,800

*We are here to support your business, however there are a few exclusions to the HIES HR Outsourcing. Exclusions include recruitment services, representation at arbitration or hearings, legal representation & advice, advice & drafting on commercial agreements and matters, drafting independent contractor or service agreements, taxation and other matters outside of our scope of knowledge & expertise. Unused components cannot be converted to cash, credited, refunded or discounted from the total fee. Does not include travel fees.

STARTING IN PRIVATE PRACTICE PACK

If you have recently purchased a practice or have started a new private practice, it is important to ensure you have your employment foundations in place from the get go. This pack incorporates the framework business owners require to understand their employer obligations to be fair work compliant.

HR Advice & Support Phone & Email Support for 12 months for various HR queries such as performance management, on boarding, dispute resolution, terminations etc.

HR Documents & Templates

- HPSS & Nurses Contract templates
- Access to Policies & Procedures for the employee life cycle

Contract Drafting

- Contract review for employees
- Contract drafting for up to five employees

Education & Training

- Training session on how to understand your employer obligations in Australia, relevant awards and the NES
- Education and advice on payroll setup

\$11,000
per annum Including GST

PRODUCTS & SERVICES

Please select below the Products & Services you require.

Included value with all products and services: consultation with HIES, minor drafting amendments (up to 30 minutes), access to revised iterations.

Annual Membership Packages

<input type="checkbox"/> Bronze Membership	\$1,650
<input type="checkbox"/> Silver Membership	\$3,300
<input type="checkbox"/> Gold Membership	\$5,550

HIES HR Outsourcing

<input type="checkbox"/> Annual Fee	\$27,500
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Starting in Private Practice Package

<input type="checkbox"/> Annual Fee	\$11,000
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Consulting & Contract Drafting Rate

Member	\$247.50
Non-Member	\$330

Employment Contracts

HPSS Contract Template Pack

Includes Full-time, part-time & casual

Member \$1,650

Non-Member \$2,200

Nurses Contract Template Pack

Includes Full-time, part-time & casual

Member \$1,650

Non-Member \$2,200

Hair & Beauty Contract Template Pack

Includes Full-time, part-time & casual

Member \$1,650

Non-Member \$2,200

Please contact HIES directly for these services below:

Individual Award Template Contracts

Price per contract

Members \$550

Non-Members \$750

Employee Salaried Contract Drafting

Members \$550

Non-Members \$750

Employee Doctor Contract Drafting

From \$660

Individual Flexibility Agreements

POA

A Client Agreement will be sent to you for full terms & conditions upon completing this form

*Pricing is inclusive of GST.

REGISTRATION DETAILS:

CONTACT DETAILS

Name: _____

Company: _____

Email: _____

Phone: _____

Address: _____

ABN: _____

How did you hear about us? _____

Direct Debit Details

Health Industry
Employment Services

National Australia Bank

BSB: 084 447

ACC: 51 405 2027

**Please quote Practice
name within transfer
description*

PAYMENT DETAILS

Credit card Invoice Direct Debit Credit card and AMEX payments incur a 3.5% processing fee

Card number _____ Expiry Date _____ / _____ CVC _____

Cardholder's Name: _____ Signature: _____

Have any questions about our package options?
Please contact the HIES team.

admin@healthindustry.com.au

(07) 3386 6488

www.healthindustry.com.au

**HEALTH
INDUSTRY**
EMPLOYMENT SERVICES

