



# OFFERING EFFICIENT SOLUTIONS for your BUSINESS

## Workplace Advisory Support Retainer Service

Now expert consulting advice is within the financial means of every employer

### CONSULTING ADVICE WITHIN THE REACH OF EVERY EMPLOYER

Reworks Business Solutions provides help and support for workplaces of all sizes and industries.

We provide solutions for employers, but our main aim is to protect employers from problems arising in the first place. The best protection is prevention and getting expert advice on how to best to manage your workplace.

Reworks Business Solution's team of hr consultants and workplace advisors provide members with a range of employer services, including advice, guidance and workplace training.

Our services are designed to assist business to manage risks, ensure the health and safety of their staff and improve productivity.

We have a diverse and dedicated team of occupational health and safety, worker's compensation and specialist risk management professionals who are highly qualified and experienced in managing business risks.

We provide solutions to fit your individual business needs - with services delivered through targeted consulting or flexible, managed outsource options.

We aim to add value to your business by providing cost-effective solutions that help you to meet your legislative obligations and achieve your business goals.

### CONSULTING SERVICES

#### HR Consulting:

Developing and implementing policies and systems to attract, reward and retain the right people. Succession planning, change management, outsourcing and remuneration issues.

#### Recruiting and inducting employees

Job descriptions, advertisements, employment contracts, recruitment policies and induction programs.

#### Developing employee manuals and critical employee policies

Employment policies, company handbooks, warning and termination policies and correspondence.

#### Managing workplace health and safety

Compliance audits, developing policies, risk assessment and management, safety procedures, induction programs, inspections and 'working from home' checklists.

#### Workers compensation

Advising on how to reduce premiums, injury and claims management, advice on managing a claim and dealing with your insurer.

#### Unfair dismissal, discrimination and harassment

Strategies to minimise exposure to claims, prevention programs, representation when faced with a claim.

#### Redundancy and Retrenchment

Managing the whole process, negotiating redundancy agreements, and representation.

#### Unions in your workplace

Strategic and ongoing IR advice, representation on-site and in the tribunals.

#### Workplace productivity improvement

Developing and implementing productivity and quality improvement programs.

#### Presentations

Facilitate and present at workshops on a host of topics including team building, strategic planning, WH&S, etc.



## KEY BENEFITS OF RECEIVING WORKPLACE RELATIONS & HR SUPPORT

### Reduced Risk

Organisational risk can be reduced by engaging experienced specialists, who provide practical advice in line with relevant legislation.

### Cost Savings

Our service can offer significant savings compared to the cost of working with an employment lawyer or employing additional resources within your organisation to cope with demand.

### Advice tailored to your organisation

Reworks HR Partners designates a consultant who understand your organisation and will ensure advice is in line with your organisation's policy and practice. We deliver our advice in plain English with actionable steps and ensure advice is in line with relevant state or territory legislation.

### On call advice when you need it

Reworks HR Partners consultants are on call which allows and encourages your designated staff to use them as matters arise, this in turn reduces the risk of escalation or inappropriate action being taken.

## Fee Structures

At Reworks Business Solutions, we recognise that long-term relationships are earned, not locked in by contracts.

Therefore, we recommend retainers to clients and only after we've developed an understanding of your business and can demonstrate that a retainer will offer you outcomes and value.

### Project fees

Where your project involves a discrete set of tasks, we will scope the project and provide you with a fixed-fee quotation for the delivery of those activities. When Reworks Business Solutions quotes on a project basis, our fees are calculated at a reduced rate, depending on project size and complexity.

### Retainers

The concept and structure of Reworks retainer agreement is fairly simple. For a fixed annual fee, our clients have quick access to the experience, knowledge and skills of a third party professional for a set period of time. Our clients can quickly access our specialised services related to any workplace or business management issues or concerns. Our clients gain the following added benefits from our retainer contracts:

- Retainer rates are generally 10% to 30% cheaper than other arrangements.
- Annual up-front fee, with no hidden cost.
- Access to our Employer Advisory Service 365 days per year, during the following hours:
  - Monday-Friday 9am–5pm
  - Out of hours Monday-Friday 7am–9am and 6pm–7pm
  - Emergency hours 7pm–8pm weekdays and Saturday, Sunday, public holidays and Christmas shutdown.
- Free five (5) hours per month onsite consultation as required.
- The free five (5) hours per month can be cumulative for a twelve-month period

***Reworks Business Solutions***  
*Helping create an engaged and productive workforce*



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