

Devine law at work



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RETAINER PACKAGES

what you need
when you need it
with cost certainty

At Devine Law at Work our commitment is to provide clients with services in employment law, workplace relations and people management which are easy to access, responsive and relevant.

Aware that compliance with the extensive range of employment laws and the management of people is often demanding for employers and their managers, all of our services are focused on risk management, enhancing the internal expertise of our client and building confidence.

We strive to provide our services to clients in the most flexible and cost effective way. With this in mind, we offer retainer packages to clients which meet their specific needs and budgetary requirements.

Certain in the knowledge of what their legal costs will be, retainers enable our clients to focus on outcomes rather than costs in our relationship with us. They mean that employers and their managers never again need to hesitate to pick up the phone or send an email to ask a question that could mean the difference between unnecessary risk and a ready solution. It also means that employers can benefit from having a specialist working in their business, as part of their team, as and when required and to the extent that suits them.

You can find **details** of how our retainer packages work and the services they include **overleaf** ►

Like to know more? Just give Elizabeth Devine a call on 02 8215 1539 or 0410 622 887 or send an email to elizabeth@devinelaw.com.au

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HOW IT WORKS

set monthly fee - negotiated between us having regard to your business needs and budget

12 month term

unlimited telephone and email enquiries

set number of units per month for other work - calculated at a rate substantially less than our usual hourly rate for ad hoc work

in consultation with you and your team we will develop a plan with to ensure your business maximises the benefit of the retainer and keep it under review

invoice for monthly fee issued at the end of each month, payable within 7 days

units not used in a given month are rolled over until used

ability to change set monthly fee up or down during term of retainer agreement (subject to minimum set fee)

if total units for the term of the retainer are exceeded before its expiry additional work will be

month



SERVICES INCLUDED IN RETAINER

Comprehensive Legal Health Check

Advice—legal, managerial and conflict resolution.

Employment documents - including contracts, letters of appointment, warning letters, other letters to employees, policies and procedures, position descriptions.

Meetings and telephone conferences

Education and training - in house or external.

Litigation - all employment or independent contractor related litigation.

Management coaching and support - including recruitment interviews, performance management, disciplinary action, employee motivation and dispute resolution.

Workplace investigations

Workplace mediation and other dispute resolution—including neutral evaluation, facilitation and mediation

Award monitoring and case law updates