

RETAINER PACKAGE

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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





**what you need, when you
need it, with cost certainty**



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DEVINE LAW AT WORK

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 below.

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**

HOW IT WORKS



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



3, 6 or 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 re- tainer and keep it under review

HOW IT WORKS

- > 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
- > if total units for the term of the retainer are exceeded before its expiry, additional work will be charged for at a fee equivalent to the retainer's unit fee for the remainder of the term
- > monthly, quarterly and annual review of plan and provision of progress reports



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SERVICES INCLUDED IN RETAINER

- > Comprehensive Legal Health Check
- > Advice - legal, managerial and conflict resolution
- > Employment documents - including con- tracts, 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

