

# Specialists in HR and Employee Relations Support for the Children's Services sector NDIS Providers and small businesses.



## How we help

We are South Australian-based, Certified HR Practitioners who provide contemporary and ethically sound advice and support to the Children's Services sector, NDIS Providers and other small businesses and sole traders.

Our services include:

### HUMAN RESOURCES

- HR Systems
- HR Compliance Audit
- Contracts of Employment
- HR Outsourcing
- Performance Management Advice
- Disciplinary process and advice
- Policy and Procedures
- Job Descriptions
- Hours of Work
- Leave Entitlements
- Sourcing and facilitating learning courses and workshops

### INDUSTRIAL RELATIONS

- Compliance and advice with your Award and the Fair Work Act
- Enterprise Bargaining Agreements
- Performance Improvement Plans
- Termination of employees
- Unfair Dismissal Actions (Up to Conciliation stage)
- Workplace Investigations
- Managing long-term absences from work

### RECRUITMENT

- Job posting
- Selecting your employees
- Pre-employment checks assistance
- Background CV and Qualification Check Assistance
- Reference checking
- Checking Visa details and Conditions (VEVO Check)

### WORKPLACE HEALTH AND SAFETY

- Safe Work System & Policies
- Audits
- Return to Work Coordinator



## How to engage with us...

### Standard Casual Client Charge

When you use Doody and Associates products and services on a casual rate you will receive support and advice on a range of services to meet your individual needs.

- \$160 per hour + GST applies to all contact via phone and email.
- A minimum charge of \$80 for 30 minutes or less and charged at 15-minute intervals thereafter.
- Follow up work associated with the contact will be quoted at our standard charge rate. This applies to research work, provision of written opinion, return phone calls, drafting documents and policy etc.
- Work completed after 6pm e.g. Attendance at your business premises or site, will be billed at \$180 per hour as an afterhours service.

*Note: Travel to your premises or site (and return) from our Prospect office will be billed at \$1.50 per km as measured by Google Maps.*

### Annual Support Fee

When you join Doody and Associates as a client, you will receive:

- Unlimited phone calls/virtual calls to discuss any matter relating to your business/employees
- Unlimited email contact to discuss any matter relating to your business/employees
- eNewsletter on HR/IR and management matters
- 20% reduction on standard casual hourly rates for all Project Consultancy work e.g. drafting Offers of Employment, review of Policies, writing Job Descriptions, Fair Work submissions etc
- Reduced fees on Training Programs delivered by Doody and Associates
- Advice on Compliance, accountability & Incorporations Act matters for Committee

Investment: \$795 +GST

*Note: Travel to your premises or site (and return) from our Prospect office will be billed at \$1.50 per km as measured by Google Maps. We are happy to negotiate a monthly payment for our annual fee. Payments for services can be made via Direct Credit. Trade terms are 7 days upon invoice.*

### ABOUT OUR DIRECTOR AND PRINCIPAL CONSULTANT

Graham Doody has more than 20 years of experience as a HR Practitioner working in a range of occupations within the state government and private sector.

In 2013, Graham established Doody and Associates Workforce Management Services believing he and his team could provide sound and professional, recruitment, human resource, employee relations, and learning and development advice for micro and small business owners and operators.

Graham is a Certified AHRI Professional Member (CAHRI) and a Fellow and Certified Practising Manager of the Institute of Managers and Leaders ANZ (FIML, CPMgr.)



Fellow

Interested in learning more about our services?

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