

Industrial Relations and Employment Law Services

NECA's Industrial Relations department (NECA IR) and its associated law firm, NECA Legal, provide a range of industrial relations and employment law services to members on a subsidised fee for service basis. This means our fees are less than those charged by most (if not all) law firms and consultancies for a similar standard of service. Phone advice is free to members. Unlike private law firms and consultancies, NECA IR does not charge members for minor photocopying and short email advices.

Staffed by experienced solicitors and industrial advisors, NECA IR and NECA Legal advise and represent members in; enterprise bargaining, termination and dismissal matters, award and legislation interpretation, disputes with unions and employees, workplace investigations into employee conduct, bullying and safety issues, and WorkCover and Workplace Ombudsman investigations. We also draft and advise on workplace policies and procedures. NECA provides training in each of these areas.

NECA's HR Manual, Policy Handbook, template letters and contracts, and other publications have proved to be very popular and are now free to members.

Fee Increase.

Our fees have increased. This is the first increase since January 2013. Unfortunately it is not possible to maintain our fees at their 2013 levels.

A full list of our services and fees applicable from 1 July 2016 is in the attached table. Some work is charged on an hourly basis while other work is undertaken for a flat fee. All fees are plus GST. We will send you a cost agreement setting out the scope of the work to be undertaken and an estimate of our fees when you engage us.

Please call Gordon Jervis on (02)9744 1099 if you have any questions about this letter

Yours faithfully

Oliver Judd
Chief Executive.

NECA IR Fee Schedule from 1 July 2016.

Service	Description of Work	Member Fee	Non Member Fee
Enterprise Agreement Draft and Submit for Approval	<ul style="list-style-type: none"> • Provision of NECA's Guide to Enterprise Bargaining. • Continued support and advice throughout the agreement making process including all correspondence, telephone calls, faxes, emails and discussions at NECAs premises. • Drafting and settling an Enterprise Agreement to meet the requirements of my business. • Lodgement of the Enterprise Agreement with the Fair Work Commission and dealing with any questions or issues raised by that organisation arising from the lodgement of the Agreement. • Lodgement of the Enterprise Agreement with the Department of Education, Employment and Workplace Relations (DEEWR) for assessment against the National Code of Practice for the Construction Industry (the Code) and the Implementation Guidelines (the Guidelines) including dealing with any questions or issues raised by that organisation arising from the lodgement of the Agreement. • The provision of ongoing advice and assistance arising from the operation of the Agreement during its term. 	\$1,500 plus GST	\$2,000 plus GST
Enterprise Agreement Review and Amend	<ul style="list-style-type: none"> • Reviewing and drafting amendments to an Enterprise Agreement. • Continued support and advice throughout the agreement making process including all correspondence, telephone calls, faxes, emails and discussions at NECAs premises. • Lodgement of the Enterprise Agreement with the Fair Work Commission and dealing with any questions or issues raised by that organisation arising from the lodgement of the Agreement. • Lodgement of the Enterprise Agreement with the Department of Education, Employment and Workplace Relations (DEEWR) for assessment against the National Code of Practice for the Construction Industry (the Code) and the Implementation Guidelines (the Guidelines) including dealing with any questions or issues raised by that organisation arising from the lodgement of the Agreement. • The provision of ongoing advice and assistance arising from the operation of the agreement during its term. • 	\$250 per hour plus GST	\$325 per hour plus GST
Acting as Bargaining Agent in Enterprise Agreement Negotiations	<ul style="list-style-type: none"> • Advise generally on bargaining process • Meet with other bargaining representatives to negotiate the Agreement • Provision of ongoing advice • Settle draft agreements and other documentation 	\$250 per hour plus GST \$75 per hour for travel.	\$325 per hour plus GST \$75.00 per hour for travel

Unfair Dismissal claims up to conciliation	<ul style="list-style-type: none"> • Review Application • Interviewing relevant persons • Provision of advice on jurisdiction and prospects • Legal research • Filing and serving Employer's Response • Appearing at conciliation conference • Drafting of terms of settlement or deed of release 	\$1,500 plus GST	\$2,000 plus GST
Unfair Dismissal Claims up to arbitration If not settled in conciliation	<ul style="list-style-type: none"> • Interviewing witnesses and preparing witness statements • Preparation of notices to produce, subpoenas and other documentation • Preparation of submissions • Preparation of brief for Counsel (if required) • Preparation for hearing in Fair Work Commission • Attendance at Hearing 	\$250 per hour plus GST \$75 per hour for travel.	\$325 per hour plus GST \$75.00 per hour for travel
General Protections (Adverse Action) claims up to conciliation	<ul style="list-style-type: none"> • Review Application • Interviewing relevant persons • Provision of advice on jurisdiction and prospects • Legal research • Filing and serving Employer's Response • Appearing at conciliation conference • Drafting of terms of settlement or deed of release 	\$1,500 plus GST	\$2,000 plus GST
General Protections (Adverse Action) claims up to hearing if not settled in conciliation	<ul style="list-style-type: none"> • Interviewing witnesses and preparing affidavit evidence • Preparation of notices to produce, discovery documents, subpoenas and other documentation • Preparation of submissions • Preparation of brief for Counsel (if required) • Preparation for hearing in Federal Court or Federal Circuit Court • Attendance at Hearing • Advice on costs 	\$250 per hour plus GST \$75 per hour for travel.	\$325 per hour plus GST \$75.00 per hour for travel
Disputes	<ul style="list-style-type: none"> • Obtaining information • Advice on issues and prospects • Meetings with member, union and other parties • Preparation for hearing • Attendance at hearing in Fair Work Commission 	\$250 per hour plus GST \$75 per hour for travel.	\$325 per hour plus GST \$75.00 per hour for travel
Attend Counselling Session/ Disciplinary Interview	<ul style="list-style-type: none"> • Attend a pre counselling session meeting to discuss the procedures involved in a disciplinary interview. • Take part in the counselling session as a witness. • Provide advice during the counselling session where requested. Attend a post counselling session meeting to discuss options available to the company and provide advice on the best course of action. • Provide a record of interview. • Follow up written advice outlining the best course of action • Drafting letter of warning or termination letter (whichever is applicable). 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel

Workplace performance conduct and Bullying Investigations	<ul style="list-style-type: none"> • Meeting with employer to discuss complaint • Review correspondence and other relevant documents • Preparing interview documentation including confidentiality notice • Interviewing witnesses and other relevant persons • Preparation of report on findings and outcome. 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
WorkCover investigations	<ul style="list-style-type: none"> • Conducting incident investigations and preparation of report • Review of relevant documents • Attendance at WorkCover interviews • Advice on liability and prospects • Preparation of brief for Counsel (if necessary) • Attendance at conferences with counsel and witnesses • Preparation of affidavit evidence and submissions • Attendance at hearing • Advice on costs 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
Drafting Contract of Employment	<ul style="list-style-type: none"> ▪ Drafting and settling a Contract of Employment to meet the requirements of the position ▪ Continued support and advice throughout the contract making process including all correspondence, telephone calls, faxes, emails and discussions at NECAs premises. ▪ The provision of ongoing advice and assistance arising from the operation of the contract during its term. 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
Time and Wages record audits	<ul style="list-style-type: none"> • Auditing of Time and Wages records • Auditing of Pay Advices • Auditing of Insurance Certificates of Currency • Auditing of Workers Compensation Certificates of Currency • Auditing of Superannuation payment records • Auditing of PAYG taxation payment records • Preparation of an Audit Review Report • Continued support and advice throughout the auditing process including all correspondence, telephone calls, faxes, emails and discussions at NECAs premises. • Correspondence with party seeking the audit 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
IRE Certificate Preparation for ACT Government	<ul style="list-style-type: none"> • Auditing documentation • Providing an Industrial Relations and Employment Certificate 	\$600.00 plus GST	\$800 plus GST
Underpayment of wages and breach of Award claims	<ul style="list-style-type: none"> • Review of documents including claim and company documents • Provision of advice • Meetings with company and claimant representative • Preparation of brief for Counsel (if necessary) • Preparation for hearing • Attendance at hearing in court • Advice on costs 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel

Policy Handbook	<ul style="list-style-type: none"> Preparation of Company Specific Policy Handbook 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
Seminars and Training	<ul style="list-style-type: none"> Preparation of Seminar presentation and materials Presentation of the Seminar Providing follow up advice 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
Termination Interview	<ul style="list-style-type: none"> Attend a pre interview meeting to discuss the procedures involved in a termination interview. Take part in the termination interview as a witness. Provide advice during the termination interview where requested. Attend a post interview meeting to discuss options available to the company and provide advice on the best course of action. Provide a record of interview. Follow up written advice outlining the best course of action Drafting letter of termination (where appropriate). 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel
General Advice	<ul style="list-style-type: none"> Provision of advice on employment and industrial relations matters from time to time 	\$250.00 per hour plus GST \$75 per hour for travel	\$325 per hour plus GST \$75.00 per hour for travel

Free Services to Members

NECA IR provides a number of services and documents to members free of charge including:

<p>Telephone Advice Advice on Award and Workplace Legislation Short advice on industrial relations and employment issues</p>
<p>Wage Rate Bulletins Updated when Award rates of pay or other conditions change</p>
<p>Charge Out Rates Guide Updated shortly after Award rates increase</p>
<p>Guides Enterprise Bargaining Modern Award and National Employment Standards Termination Handbook Human Resources and Policy manuals</p>
<p>Template Documents Appointment letters Employment contracts</p>

Sub contractor Agreements Disciplinary letters Appraisal and assessment forms Job descriptions

Letters of Demand Employee debt recovery Return of property

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