

31<sup>st</sup> March 2014

Thank you for enquiring about purchasing our modernised award employment package templates. You will find this package will save your practice many thousands of dollars and professional time in making your practice award compliant. More importantly, this kit should go a long way to containing significant cost blow outs in wages or potential fines of up to \$33,000 should an employee file a complaint against the practice.

## 1. Introduction

Since 1992 Health and Life has drawn on its years of industry experience and expertise at a technical and operational level so that these practical agreements best meet your day to day needs. We are aware that the Fair Work Act legislation is new and many of you have provided feedback that you require more specific and practical advice.

In addition to the annotated template agreements, we have provided copies of the relevant legislation as well as practical advice on how to implement the changes, right through to developing a team based profit sharing arrangement for all staff. In summary, the **key benefits are:**

- Templates provide job descriptions – see list of documents below.
- Templates save you thousands of dollars and time in modernising your employment agreements e.g. seeking and interpreting professional advice.
- Provides a basis to discuss key industrial issues with your advisors who are not familiar with the new industrial relation laws.
- The timely dispatching of templates avoids staffing disputes and unnecessary anxiety.
- The templates are annotated with supplementary information on practical ways to implement the changes and mitigate staff dissatisfaction.
- Tips to reduce/eliminate medico legal and employer risks including payroll tax when employing professional staff.

## 2. How much does it cost?

Below is a quote for the employment package including important terms and conditions. Please note that this does not include our template service agreements for doctors/providers who wish to become self employed. There is no requirement to comply with the Fair Work Act. Please refer to our [Best Practice News Alerts](#) on how you can legally avoid these employer obligations as well as significantly reduce your Medico legal risks including payroll tax. If you are still not sure, please do not hesitate to contact us on 1800 077 222 for a no obligation chat.

<i>Number of Employees</i>	<i>Accounting Clients (where we do your annual tax returns for your practice)</i>	<i>Consulting Clients (who are not accounting clients)</i>
1-5	\$550	\$660
6-10	\$660	\$770
11+	\$770	\$880

*\*These fees are exclusive of GST. GST will apply. For insurance reasons higher fees apply to consulting clients: for example if you are seeking only to purchase the template. For the same reason, reduced consulting fees apply should the practice seek any further advice. For further information with no obligation, please do not hesitate to email us at [pa@healthandlife.com.au](mailto:pa@healthandlife.com.au).*

There is an upgrade fee of \$320 *exclusive of GST. GST will apply.* This fee only applies if you have purchased an existing kit and it is greater than 12 months from the date of purchase and you request for it to be upgraded. We cannot take responsibility should you choose to use an outdated employment kit.

This is not an annual subscription service, when there are significant legislative or business changes we will revise these documents. It is your responsibility to ensure these documents are fit for purpose and are up to date we cannot accept any responsibility if they have not been correctly implemented. Please do not hesitate to contact us for clarification or further advice. We encourage you to contact us should you need an update of this kit at [pa@healthandlife.com.au](mailto:pa@healthandlife.com.au)

## 3. Conditions of Use

Copyright, disclaimer and template usage terms and conditions apply. Our best endeavours have been utilized to ensure that the correct information has been incorporated into the employment package. Clearly laws are subject to change and we are not responsible for keeping you up to date. Please ensure you seek appropriate professional advice when acting on this information. We do not accept any responsibility for any damage or loss caused due to the inappropriate use of this information. We do provide a free Best Practice News Alert series in addition to our fee for service consulting advice. Do not hesitate to contact us for further information.

**WARNING: Unauthorised use of this package is prohibited.** Note we have an electronic copyright audit trail footprint on all documents that have been reproduced without our written permission. If you are aware there is a breach, please notify us immediately to avoid prosecution. These documents are for your personal use only and the organisation that a valid tax invoice has been issued and paid for. Upon payment you agree to abide by these terms and conditions.

#### **4. How to Order**

Simply hit reply and state that you accept the quote and the terms and conditions **and indicate how many staff you have**. This is important as the size of the practice may affect the type of template we need to issue you. Please provide all your contact details including your website address. We will then issue you a tax invoice where we require pre-payment before sending you a copy of the Employment Kit.

#### **LIST OF DOCUMENTS**

##### **SPECIFIC**

- 1. Letter of Appointment – Medical or Dental Practitioner/Provider**
- 2. Job Description – Medical Practitioner Award Employee**  
(Award free Self Employed Practitioners do not require a job description, eg Dentists)
- 3. Position Registration – Medical Practitioner**
  - 3.1 For GP Term 1 and GP Term 2 Registrars see:**  
<https://www.gpra.org.au/employment-agreement-template>
- 4. Remuneration Schedule – Provider**
- 5. Award free providers (ie Dentists)**
- 6. Job Description – Managing Principal / Chair**
- 7. Letter of Appointment – Practice Manager / Business Development Manager / Chief Executive Officer**
- 8. Job Description – Practice Manager / Business Development Manager / Chief Executive Officer**
- 9. Practice Manager/ Business Development Manager/ Chief Executive Officer Bonus Payment Table – Example**
- 10. Practice Manager/ Business Development Manager/ Chief Executive Officer Delegations Policy**
- 11. Remuneration Schedule - Practice Manager/ Business Development Manager/ Chief Executive Officer**
- 12. Letter of Appointment – Nurse**
- 13. Job Description – Nurse** (Tailored for Medical Practice)
- 14. Remuneration Schedule - Nurse**
- 15. Letter of Appointment – Receptionist**
- 16. Job Description – Receptionist** (Tailored for Medical Practice)
- 17. Remuneration Schedule - Receptionist**

## **GENERAL**

- 18. Pre-Employment Medical Letter**
- 19. Pre-Employment Medical Form**
- 20. Occupational Health and Safety Statement**
- 21. Delegations Policy**
- 22. Confidentiality Agreement – Non Disclosure Agreement**
- 23. Employee Restrictive Covenant**
- 24. Employee Details Form 1**
- 25. National Employment Standards**
- 26. Medical Practitioners Award 2010**
- 27. Nurses Award 2010**
- 28. Health Professionals and Support Services Award 2010**
- 29. Miscellaneous Award 2010**
- 30. News Alert No.164 – Nausea Allowance! How will the New Health Awards Affect You?**  
*(Health Professionals and Support Services Award 2010)*
- 31. News Alert No.165 – The New National Nurses Award & General Award Update!**
- 32. News Alert No.166 – The New Medical Practitioners Award 2010 & Miscellaneous Award!**  
*(Including National Employment Standards)*
- 33. News Alert No.151 – Team Based Profit Sharing**  
**33.1 Profit sharing spreadsheet**
- 34. News Alert No.171 – 30<sup>th</sup> June Wage Increase**
- 35. News Alert No.183 – Employee v Contractor and GP Registrars**
- 36. News Alert No.184 – Fair Work Medicare Audits**