



\$2,000+
IN EXTRAS!

For Retainer Clients
E.g: Free Employee Handbook
and Contract Templates, and access to
Employii's Doc Administrator and
Survey management software.



EMPLOYII:

YOUR OUTSOURCED HR PARTNER

We partner with employers that care about their people, offering tailored HR, leadership development and strategic business consulting services. Employii balances compliance and operational objectives with cultivating productive team cultures that deliver on results.

Driven by our values of authenticity, accountability, growth and connection, we have established ourselves as Perth's largest boutique HR Consultancy and are renowned for delivering high quality service that adds genuine value to your business.

We would love the opportunity to learn more about your business and how we may be able to support.

- **HR Consulting**
- **Fractional Head of P&C**
- **On-site HR**
- **HR Training**
- **Internal HR Team Support / Backfill**
- **Leadership Development**
- **1:1 Coaching**
- **Strategic Design & Implementation**
- **Presentations & Workshops**



Why Work With Us?

Save time. Stress less. Get out of the trenches.

We give you the reassurance that your HR is being done right the first time. Through leadership development and strategic business planning and implementation, upskill your managers, provide clarity and delegate with confidence so you can focus on where you're needed most to advance your business.

Breadth of experience, all in one

From industrial and employment relations, recruitment and retention, organisational design, L&D, leadership development, strategic business design and more. We're a multifaceted service that's more than 'tick a box'. We create transformational change and capability within your business, so one day you might not need us at all.

Dedicated HR Consultant

All clients, no matter how big or small, have a dedicated HR Consultant. Speak to the same person every time; we're only ever one call away.

Flexible support delivered however suits you

From remote advice to on-site visits; accessible to your whole company or just senior management; hourly, project or retainer packages - you're in control.



OUR COMMITMENT TO HIGH QUALITY SERVICE

AUTHENTICITY | ACCOUNTABILITY | CONNECTION | GROWTH

As your partners in HR, this is our commitment to you to provide High Quality Service across our service delivery and account management that is built on our service pillars of being approachable, responsive, considered, accurate and efficient.



APPROACHABLE

Approachable

We're friendly, genuine, and professional HR providers, partnering with our clients to achieve objectives. No silly questions. No judgement. We're simply here to listen, advise and strategise.

We value building genuine and long-lasting relationships with clients, getting to know who they are and what they're all about. Collaborating with our clients' internal team and other external partners, we're here to help however suits them best.



RESPONSIVE

Responsive

We respond promptly and proactively by prioritising urgent matters, setting and meeting clear timeframes, acknowledging when follow-up is needed, and keeping clients informed with progress and outcomes. Where a matter cannot be actioned immediately, or there is a reasonable cause for delay, we liaise with our clients accordingly. We acknowledge receipt of contact and follow up in a timely manner with the required advice.

We observe and we *notice*; responding to your businesses' strengths, needs and opportunities for continuous improvement, we provide reactive and proactive support aligned to your service package.



CONSIDERED

Considered

We recognise that each business, team and situation has unique considerations and commercial realities. We balance compliance and operations with strengthening a positive and productive team culture. Providing options, identifying risks and making recommendations, we inform our clients so that they can make the best decisions for their business in order to achieve their short and long term goals.

We acknowledge each client's needs may be different and have flexible service offerings to match.



ACCURATE

Accurate

We provide our clients with correct advice. We seek to understand the symptoms and the cause, obtaining the right details from our clients, to provide the right advice. We verify advice with reliable sources and will always advise our clients if something is out of our scope, or we recommend specialist legal advice.

We are transparent with our billing and liaise with clients proactively about usage, obtaining pre-approval if required for additional work.



EFFICIENT

Efficient

We respond in a timely manner, acknowledging points of contact and following up with the right advice. We plan projects and strategic pieces, committing to progress across the agreed timeframes and re-setting expectations where something unexpected may arise.

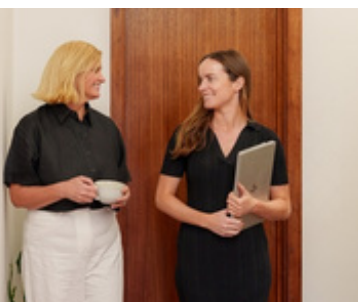
OUR EXPERTISE

TRUSTED BY OVER 250 BUSINESSES. ALL INDUSTRIES, AUSTRALIA-WIDE.

At Employii, we deliver highly qualified expertise and specialist capability across the full spectrum of HR and strategic leadership. Supporting businesses across a wide range of industries, we provide tailored, fit-for-purpose solutions shaped by each client's unique needs, circumstances and strategic priorities. Our team works flexibly alongside you to manage the critical HR essentials, while partnering with all levels of leadership to drive clear direction, optimise people performance and build a culture of leadership excellence.

HUMAN RESOURCES

- Fractional Head of People & Culture.
- Pay questions.
- Staff queries & grievances.
- HRIS & records.
- Performance management.
- Systemising & HRIS upgrades.
- Redeployment & redundancy.
- Terminations.
- HR training & workshops.
- Fair Work updates & compliance.



PEOPLE & CULTURE STRATEGY

- Recruitment.
- Onboarding.
- Organisational design & restructures.
- L&D frameworks.
- Career mapping.
- Major change.
- Attraction & retention.
- Engagement.
- Purpose & values.
- Performance frameworks.
- Workforce planning.
- Wellbeing.

STRATEGIC BUSINESS & LEADERSHIP

- Strategic planning.
- Operational efficiency.
- Team effectiveness.
- OKR development.
- Critical skills identification & development.
- Leadership coaching.
- Executive mentoring.



WHAT'S BEST FOR MY BUSINESS?



First Time Employers

Who want to learn the basics and set things up right.

Small Business Owners

With fewer than 10 employees, who want HR answers as questions arise and sporadic help with contracts and policies.

Suggested packages:

**HOURLY
OR
PROJECT10**



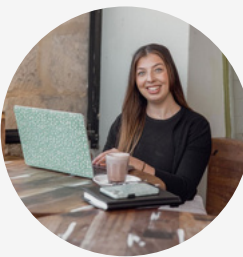
Small - Medium Business Owners

Who spend too much time on HR, instead of on what they do best, and have 10 or more staff.

Stand-Alone Internal HR

Junior HR professionals needing senior support or extra hands on deck for projects or IR matters.

**PROJECT20
OR
LEVEL 1
RETAINER**



Growing - Established Businesses

Looking to set up a successful team and streamline processes to foster sustainable growth.

'Pre' Internal HR

A cost effective and efficient alternative for those *almost* hiring internal HR, but not quite yet.

Suggested packages:

**PROJECT30+
OR
LEVEL 2 - 4
RETAINER**



1:1 Leadership and Strategic Business Coaching

Invest in hands-on 1:1 coaching for your key leaders, and see strategy turn into reality. Focusing on upskilling and implementation to see your leaders succeed and deliver results.

Strategic Business Project

If you're ready to dedicate time to get your people, processes and systems humming to lift you off the tools and out of the trenches.

**PROJECT20
OR
PROJECT30+**



At Employii, we work flexibly, to best suit your budget, priorities and needs.

Book a free consult to discuss more...



HR, IR & Projects
Ella Burke



Strategic Business & Leadership Development
Michelle White

employii.com.au
0401 510 559

1. BASIC | HOURLY



Basic Annual Subscription | Hourly Service

Simple. Reassured. Informed.

For those who want something simple, we have our annual subscription paired with hourly services. Perfect for those who:

- Want to be **kept informed about key HR changes and best practice.**
- Want to feel **reassured** they're doing things right.
- Have irregular or **low HR support needs.**
- Prefer to pay for what you use as you go.

Annual subscription fee: \$230 + GST

Hourly service fee: \$230 + GST based on usage only

No minimum service fee per month, only pay for what you use.

Flat rate for all service types, across all team members.

IP fees apply for products, including templates.

Opt-out at any time.

Annual Subscription Inclusions

- A **dedicated HR Consultant**, keeping you front of mind as the Australian HR/IR landscape continues to change.
- **Compliance updates** and communications, including changes to Awards, employee entitlements, Fair Work, employment legislation and more.
- Once notified of the changes, potential impacts and recommended actions, you will always have control over whether you would like us to proceed with the recommended work, or not.
- Access to our initiatives such as **Recognise, Healthii** and more.
- **Discounts** to Learning: Online, Healthii and other eligible programs.
- **\$50 credit** towards Learning: Online or eligible events.



2. PROJECT PACKAGES

Project Packages

Our project packages enable flexibility while maximising the team rates advantage.

Best for companies:

- who have a set **project** in mind.
- with **sporadic work** throughout the year.
- whose HR requirements are **front heavy** but expected to ease off thereafter.
- whose HR matters come in **peaks and troughs**.
- who simply prefer **shorter term** commitments.
- with managers whose own limited **capacity** makes a monthly roll-over too fast paced.

	PROJECT10	PROJECT20	PROJECT30	PROJECT60	CUSTOM PROJECT
TOTAL COST <i>EX GST</i>	\$2,200	\$4,250	\$6,300	\$12,600	As per proposal
AV. COST/HR <i>Projects: Based on 10 hours @ Snr HRC rate</i>	\$220	\$212.5	\$210	\$210	
FEE BREAKDOWN	\$2,100 services \$100 flex fee Team rates apply	\$4,200 services \$50 flex fee Team rates apply	\$6,300 services Flex fee waived Team rates apply	\$12,600 services Flex fee waived Team rates apply	As per proposal Team rates apply
IND. HOURS <i>Indicative hours per package. Clients typically receive 10-20% more hours within package thanks to team rates advantage</i>	10	20	30	60	60 +
PAYMENT TERMS	Up Front, once-off, roll-over at your discretion				As per proposal
IP FEES	Apply	Apply: 10% off	Apply: 25% off	Waived	Waived

"We are extremely pleased with the services Employii has provided so far. Their responsiveness is outstanding... giving us confidence in all HR-related matters. Bringing them onboard to manage our HR was with no doubt one of the best decisions we've made. We highly recommend Employii!"

TEAM MEMBER	RATE
HR ADMIN	\$105 + GST
HR OFFICER	\$170 + GST
SNR HR OFFICER	\$180 + GST
HRC	\$195 + GST
SNR HRC / SB&LDC	\$210 + GST
DIRECTOR	\$250 + GST

3. RETAINERS

Retainer Services

For ongoing engagements, we have retainer options which provide consistent support all year round. Retainer services are **best suited** if you:

- Have **consistent HR matters** arising, whether you want Employii to facilitate meetings or simply support your management team.
- Are interested in a **Fractional Head of People & Culture**, bringing a senior level of strategic HR support to your company.
- Are looking to **outsource your HR function**. You require a moderate amount of support, but not enough to justify an internal appointment.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
TOTAL COST <i>EX GST</i>	\$840 / M <i>\$10,080 / YR</i>	\$2,100 / M <i>\$25,200 / YR</i>	\$4,200 / M <i>\$50,400 / YR</i>	\$7,350 / M <i>\$88,200 / YR</i>	\$10,500 / M <i>\$63,000 / 6 M</i>
IND. HOURS <i>Indicative hours per package. Clients typically receive 10-20% more hours within package thanks to team rates advantage</i>	4 / M <i>48 / YR</i>	10 / M <i>120 / YR</i>	20 / M <i>240 / YR</i>	35 / M <i>420 / YR or approximately 1 day / week*</i>	50 / M <i>600 / YR or approximately 2 days / week*</i>
CONTRACT TERM	12 months	12 months	12 months	6 or 12 months	3 or 6 months
IP FEES	N/A - All IP and Flex Fees waived within any retainer packages. This means 100% of your monthly budget is dedicated to service hours.				
FLEX FEE					

**Days are based on 6 hours*

TEAM MEMBER	RATE
HR ADMIN	\$105 + GST
HR OFFICER	\$170 + GST
SNR HR OFFICER	\$180 + GST
HRC	\$195 + GST
SNR HRC / SB&LDC	\$210 + GST
DIRECTOR	\$250 + GST

How are Retainers calculated?

Each retainer level has a dedicated budget. This budget is calculated at the 'Indicative Hours / Month' (row 2) multiplied by the 'Senior HRC' rate. In real terms, this means clients are most likely going to receive more than the indicative number of hours in service. This is because your dedicated HRC has a different charge out rate, as do our capable team of HR Officers and HR Administrators.

Aligned to our commitment to High Quality Service, we don't charge for Senior Review of work. You'll never be charged twice for the same piece of work, but will always receive the same quality.

TEMPLATES & RESOURCES



EMPLOYEE HANDBOOK

Tier 1: Full handbook \$950 + GST

Tiers 4 - 3: Individual policies: \$195 - \$240 + GST each

1. Introduction
2. Scope
3. Breaches of the Employee Handbook
4. Definitions
5. Useful Links & Related Documents
6. Key Contacts
7. Onboarding Checklist
8. Code of Conduct, Values & Purpose
9. Time & Attendance
10. Privacy & Confidentiality
11. Intellectual Property
12. Safety (General)
13. Drugs, Alcohol & Smoking
14. Equipment
15. Police Clearance
16. Police Clearance – Disclosable Outcome Form
17. Social Media, IT & Personal Phone Use
18. Probationary Period
19. Probationary Period - Flowchart
20. Probationary Review Form
21. Uniform Policy
22. Flexible Working
23. Working from Home Safety Checklist
24. Annual Review Meetings
25. Review Meeting Questions
26. Performance Development & Training
27. Staff Grievances
28. Grievance Procedure: Flow Chart
29. Grievance Form
30. Workplace Investigations
31. Bullying, Harassment & Discrimination
32. Leave
33. Leave Request Form
34. Request to Cash Out Annual Leave
35. Leave Plan
36. Casual Conversion
37. Pandemic & Government Mandates
38. Personal Vehicle Use
39. Work Vehicle Use
40. Right to Disconnect
41. Offboarding Procedure
42. Employee Acknowledgement

“So easy to talk to, so thorough with work, and knowledge, communication and attention to detail is second to none!”

CONTRACT TEMPLATES

Casual, permanent and fixed term.

Compliant and customised to your needs.

Tier 2 Template: \$350 + GST

MANAGER GUIDELINES

Performance management and disciplinary processes

Performance improvement plans (PIPs)

Responding to resignations

Managing probation

Tier 2 Templates: \$350 + GST each

KPI INCENTIVES & PERFORMANCE FRAMEWORKS

Annual review frameworks

Balance scorecards

Tier 2 Template: \$350 + GST each

SURVEYS

Engagement surveys

Feedback surveys

Grievance & other forms

Tier 4 - 1 subject to proposal: \$195 - \$950 + GST

TEMPLATE SUITES

Performance Management; Performance

Development, Roles & Responsibilities - Delegations

& Clarity ; Values & Culture; Recruitment; Learning &

Development; and more...

Inclusions vary per pack, e.g: policies, frameworks, workshop plans; template documents and matrices; template letters. Contact for details.

Tier 1: \$950 + GST per pack



...& MORE

RECOGNISE HEALTHII LEARNiING

More than "just" HR...



Learniiing: Professional Development

Under Learniiing we provide online, live and pre-recorded training and development across the leadership and HR space. Learniiing centres on delivering solutions tailored to our clients' needs, utilising individual coaching sessions (from execs to inexperienced leaders), structured group workshops, and professional facilitation sessions. Additionally, we offer a comprehensive online leadership development program geared to new and emerging leaders or leaders who are keen to further develop their skills. Simply select the modules most relevant to you, or have our team curate a course just for you.

Additional costs may apply.



Recogniise: Employee Awards Program

Recognition is essential for ensuring employees feel valued and celebrated at work, leading to increased engagement, retention, and a positive brand reputation.

While an awards-style recognition program is a powerful tool, it can be resource-intensive. That's why we've created Recogniise, a centralised recognition program for all Employii's clients. Quarterly winners and everyone who nominates goes in the draw to win prizes. All nominees also receive a recognition letter sent both to the nominee and their employer.

No additional costs apply.



Scan the QR code
& **nominate** your
team member!



Healthii: Employee Wellbeing

Employee wellbeing is pivotal to a successful organisation, positively impacting productivity, retention, and the employer's value proposition. A 'Healthii' workplace requires a combination of people, processes and systems to facilitate a culture of care, wellbeing and balance.

- **Whistleblowing Service (WBS):**

A confidential WBS reporting platform.

- **Bespoke EAP:**

A confidential support service through Aster Health Group for staff facing personal or work-related challenges.

Additional costs may apply.



LEADERSHIP

DEVELOPMENT

TRAINING COURSE PRESENTED BY: MICHELLE WHITE

Book a free consult
to find out more.

Developing your current and future leaders' competencies, translating to real impact, retention and engagement, operational effectiveness and return on your investment.



Strategic Business &
Leadership Development
Michelle White



Developing your internal HR team, strengthening capabilities and creating industry connections.

HR & IR
Ella Burke



THE HR

PROFESSIONALS

SERIES

PROFESSIONAL DEVELOPMENT & NETWORKING FOR HR

WHY EMPLOYII?

TRUSTED HR PARTNER AUSTRALIA-WIDE

1

Cost Effective: Save on Hiring Internal HR

According to the Michael Page Salary Guide (2025) current HR wages are:

- HR Coordinator (Administrative) \$70k - \$90k
- Employee Relations Advisor - Senior ER Advisor \$90k - \$130k
- HRIS Consultant \$110k - \$125k
- HR Business Partner - Senior HR Manager \$120k - \$200k

Plus superannuation, annual leave, sick leave, other leave, payroll tax (if applicable).

You can access all of this expertise within our packages.

2

Increased Productivity: No Downtime & Continuous Support

Leave? Turnover? Time off for professional development? Get HR coverage all year round.

Our team covers each other, ensuring you won't be without support.

3

Diverse Expertise and Experience

We specialise in industrial relations (IR), employment relations, HR systems and generalist HR. We allocate tasks to the team member best suited, ensuring you receive a quality service at all times.

4

Trusted Third Party Support for Your Staff

Support your team by expanding our services and provide your staff with confidential access to our advice. No matter how good your relationship is, there's just some questions you don't want to go straight to the boss — that's where we come in.

5

We're 'People' People

Our business has grown thanks to building trusting relationships with our clients and their employees, which leads to better outcomes for everyone.



TESTIMONIALS

TRUSTED HR PARTNER AUSTRALIA-WIDE



*"Employii has a **client in us for life**. Employii is an integral part of the business and we value her team's support."*

JAMES | DIRECTOR | THE CLEANN GROUP, PERTH

*"Employii brings a rare combination of wisdom, insight, and genuine warmth to their work. Their friendly and **intelligent approach** makes it easy to build trust, while their ability to challenge thinking in a constructive way has helped me step outside my comfort zone and see the bigger picture."*

SANDRA MURPHY | GENERAL MANAGER | STRIDE, PERTH

*"We didn't know such a **personalised service** for HR was available until we met Ella."*

SHANNON | DIRECTOR | PROPERTY ASSIST, PERTH

*"Getting the foundations right with Employii was a breeze. Their hands-on approach made the entire implementation process **seamless and hassle-free**."*

LAUREN | DIRECTOR | STELLA ATHELETE MANAGEMENT, PERTH

*"Working with Employii, we were astounded at how they enabled us to articulate our best and worst scenarios and then tease out the **core values** that underpin our operations."*

TARA | CEO | SECCA, PERTH

Participant Confidence: Before HR 101 Training...

Please rate h...	Performance Ma...	Disciplinary Proc...	Managing Staff ...	The legislative re...
2. Somewhat conf...	2. Somewhat Con...	1. Not Confident	2. Somewhat Con...	1. Not Confident
2. Somewhat conf...	2. Somewhat Con...	2. Somewhat Con...	2. Somewhat Con...	2. Somewhat Con...
3. I am confident	3. I am confident	3. I am confident	3. I am confident	2. Somewhat Con...
3. I am confident	3. I am confident	2. Somewhat Con...	4. Very Confident	2. Somewhat Con...
2. Somewhat conf...	2. Somewhat Con...	2. Somewhat Con...	2. Somewhat Con...	3. I am confident
3. I am confident	3. I am confident	2. Somewhat Con...	3. I am confident	2. Somewhat Con...
3. I am confident	3. I am confident	2. Somewhat Con...	3. I am confident	2. Somewhat Con...
3. I am confident	2. Somewhat Con...	2. Somewhat Con...	3. I am confident	3. I am confident
2. Somewhat conf...	2. Somewhat Con...	1. Not Confident	3. I am confident	1. Not Confident
3. I am confident	3. I am confident	3. I am confident	3. I am confident	2. Somewhat Con...

... and after HR 101 Training

2. Rate your conf...	b. Performance ...	c. Disciplinary Pr...	d. Managing Staf...	e. The legislative ...
3. I am confident	3. I am confident	3. I am confident	3. I am confident	3. I am confident
3. I am confident	3. I am confident	3. I am confident	3. I am confident	2. Somewhat conf...
3. I am confident	3. I am confident	3. I am confident	3. I am confident	3. I am confident
4. Very confident	4. Very confident	3. I am confident	4. Very confident	3. I am confident
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3. I am confident	3. I am confident	3. I am confident	3. I am confident	3. I am confident
3. I am confident	3. I am confident	3. I am confident	3. I am confident	3. I am confident
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"Your approach to teaching was engaging and practical, which helped me connect the training directly to real-life situations. I've found this particularly beneficial as it has allowed me to start making small but meaningful improvements in my work."

"Thank you again for your guidance and encouragement throughout the program. It has been a very positive and valuable learning experience for myself where I can use during work and also outside of work."

PRACTICE COORDINATOR





We look forward to partnering with you,

employii.com.au | @employii.au
employii@employii.com.au
0401 510 559

Trusted by 250+ companies Australia-wide, including:

