



Building Blocks

Affordable HR solutions for micro & small businesses. Build your HR resources as you build your business.

We've done all the hard work, you just need to add your logo and business name

Please complete and email to simone@thepeopleandcultureoffice.com

About you

Business name:

We are a:

Sole Trader

Partnership

Pty Ltd Company

Our ABN is:

We are based in
(State):

About your employees

Our employees are:

Full Time

Part Time

Casual

We pay our employees:

Award rates, ordinary hours + overtime

An all inclusive salary *must select pack 2

An all inclusive flat rate *must select pack 2

We are unsure

Position 1:

ie: Administration Officer

Full Time

Part Time

Casual

Rate of pay / salary:

Position 2:

ie: Administration Officer

Full Time

Part Time

Casual

Rate of pay / salary:

Do you pay:

Allowances

Leave Loading

Shift Allowances

other

Why do we need this? We need to ensure your employment contract references the correct Award and that you are meeting your statutory obligations

Name & position
title of the person
signing your
employment
contracts:

Pack 1 \$2200 = GST

This is the absolute minimum you require as an employer to meet your legal obligations

- Employment Contract
- EEO, Bullying & Harassment Policy
- Work, Health & Safety Policy

Pack 2 \$2650 = GST

This is the absolute minimum you require as an employer to meet your legal obligations.
Includes compliance costing of your salaries and / or flat rates of pay

- Employment Contract
- Salary / Flat Rate costing
- EEO, Bullying & Harassment Policy
- Work, Health & Safety Policy

Pack 3 \$4090 = GST

This one is for our micro & small businesses servicing the mining industry, or businesses wanting a little extra in their toolkit.

- Employment Contract
- Salary / Flat Rate costing
- EEO, Bullying & Harassment Policy
- Work, Health & Safety Policy
- Medication, Drugs & Alcohol Policy
- Discipline & Ending Employment Policy

Payment terms are 14 days and must be paid in advance to receiving your documents.

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