

HUMAN RESOURCE ADVISORY SERVICE

An initiative of the Government of South Australia

WHAT IS THE HUMAN RESOURCE ADVISORY SERVICE?

The Human Resource Advisory Service provides up to 20 hours of subsidised human resource consultancy assistance, tailored to meet the individual employment and human resource needs of small business.

HOW CAN IT ASSIST MY BUSINESS?

Below are some ways in which the service can assist you and your business with advice on:

- Enterprise bargaining
- Defining job roles
- Staff selection procedures
- Industrial relations issues
- Evaluating performance
- Developing employment agreements
- Preparing job descriptions
- Developing or undertaking a training needs analysis
- Improving workplace communication
- Occupational Health and Safety
- Organisational structure

WHY DO I NEED IT?

The service can help you establish or improve your human resource systems thus avoiding costly and time-consuming industrial issues. Benefits could include; increased efficiency; more productive staff; reduced absenteeism; improved time management for both staff and managers; creation or modification of recording systems etc.

HOW DOES THE HUMAN RESOURCE ADVISORY SERVICE OPERATE?

The service is administered through Business Enterprise Centres, Regional Development Boards and Business SA. Following completion of an application form you can select from a register of approved human resource consultants to assist you with your particular issue. A consultancy agreement between you and a consultant will be completed and work can commence on the project.

HOW MUCH WILL IT COST ME?

The consultant charges are subsidised, based on maximum consultants' fee of \$80 per hour (GST exclusive).

Number of Hours of Service	Office of Employment and Youth Subsidy	Cost to your Business
0-2 hours	100% subsidy	Free
3-10 hours	70% subsidy	\$192 max
11-20 hours	30% subsidy	\$560 max
TOTAL	\$848 max	\$752 max

Note: All figures in the above table are GST exclusive

For example an average 10 hour consultancy would cost you \$192 (GST excl.), with the remaining \$608 (GST excl.) being subsidised by the Human Resource Advisory Service.

From a business perspective the service offers a real opportunity for owners and managers to obtain professional advice and assistance from a qualified consultant at a modest cost. In addition, the service takes the worry out of the initial selection of a consultant and assists with the monitoring of the contract.

WHO IS ELIGIBLE?

All businesses that have an annual wage and salary bill below \$700,000 and who do not have access to a staff human resource officer.

MORE INFORMATION?

If you would like to find out more information about this service, or use the service **please contact**

**Business Enterprise Centres:
phone 131819
or**

**Regional Development Boards:
phone 1318901
or**

**Business SA:
phone 8300 0000**

