

New Clients

If you are a new client to Approachable Lawyer then it is important to us that you feel comfortable with the advice that you are receiving before you commit to a longer term relationship with us. Therefore, we offer special introductory rates for your first consultation as follow:

Telephone consultation (30 mins or less): \$75 + GST
Face to face meeting (1 hour or less): \$150 + GST

These fees include briefly reading any background material you send us prior to the consultation. If you subsequently decide to engage us to pursue a personal grievance on your behalf then these fees will be credited against your first invoice.



Personal Grievance Claims

We aim to charge personal grievance claims on a fixed fee basis in order to give you certainty concerning the level of fees you will incur. We do not charge on a "no win / no fee" basis, nor do we offer legal aid.

The fee you will be charged reflects the amount in damages that you receive from your employer at the conclusion of the case. There are three types of cases:

Case Category (see note 1)	Fee where case settles at or before mediation or meeting with employer (see note 2)	Fee where case settles after claim filed in the ERA or where determined by ERA
Awards less than \$10,000	\$1,500 + GST	We will discuss with you the costs of going to the Authority if your case does not settle at mediation and we will carry out a full risk analysis to help you decide whether you wish to go further
Awards between \$10,000-\$24,999	\$2,000 + GST	
Awards \$25,000 +	\$2,500 + GST	

Payment of fees

Unless we agree separately with you, all cases will be invoiced regularly on a case category 1 basis as follows until the conclusion of the case or until all fees have been paid.

Upon receipt of instructions	Conclusion of mediation of meeting with employer	Every month until ERA Investigation Meeting	Case Conclusion
\$750 + GST	\$750 + GST or final invoice if case settles	\$1,000 + GST	Any remaining fees due

The Small Print

1. An Award includes any contribution to costs and the monetary value of any benefits.
2. These fees include reading all background documents, a detailed letter to your employer, meeting your employer, either within or outside a mediation which lasts half a day. Additional work may attract further costs charged at \$200 + GST per hour.

Advisory Work

Where the advice you require does not fall into the typical grievance model of where the remedies you are seeking are non-monetary, then we charge on an hourly rate of \$200 + GST.

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Telephone consultation (30 mins or less): \$100 + GST
Face to face meeting (1 hour or less): \$200 + GST

These fees include briefly reading any background material you send us prior to the consultation. If you subsequently decide to become a Hotline Member this fee will be credited to your membership. If you decide not to become a Hotline Member, but want to receive further advice that will be charged at the hourly rate of \$300 + GST.



Hotline Membership

Most businesses that become clients of Approachable Lawyer prefer to join our Legal Hotline service. That's because the Legal Hotline offers lower consultancy rates, gives you access to template legal documents for your business and is designed to be a proactive way of keeping your business litigation-free. There are three levels of Hotline Membership designed specifically for small or medium sized businesses (i.e. businesses with less than 20 employees). For businesses with over 20 employees we can offer a tailored retainer agreement specifically to deal with employment issues.



Acceptance to the Hotline programme is NOT automatic. That's because we limit the number of Hotline Members to the top 150 businesses who are serious about growing their business or keeping their business litigation-free. Therefore, you must apply for membership and have that accepted by us. Upon acceptance, you will receive a Hotline folder which you can use to keep all your legal documents in one place. The folder will also include details of how you can best use your Hotline Membership. As a member you are entitled to a level of legal advice every year, access to the Secret Library of legal document templates, and lower consultancy fees in case you exceed the level of advice offered in the package you choose. Here are the levels of membership:

Membership Category	Set Up Fee (Note 1)	Monthly Fee (Note 2)	Hours of Legal Advice p.a (Note 3)	Consultancy Rates (Note 4)	YOU SAVE (Note 5)
Secret Library	\$480 + GST	nil	0	\$300 + GST	\$0
Bronze	\$300 + GST	\$60 + GST	4	\$225 + GST	\$660 + GST
Silver	\$150 + GST	\$120 + GST	9	\$200 + GST	\$1590 + GST
Gold	nil	\$200 + GST	16	\$180 + GST	\$2880 + GST

The Small Print

1. The Set Up fee covers your membership of the Secret Library and set up costs. It is not refundable.
2. The monthly fee must be paid either by monthly or yearly automatic payment. You can cancel at any time by giving one month's notice. if you cancel part way through a membership year then we will allocate your hours on a pro rata basis and invoice you at our normal business rate (\$300 + GST/hour) for any time used in excess of your allocated hours.
3. Legal advice not used in any one year may be carried forward to subsequent years up to a maximum of 16 hours.
4. These are the the hourly rates you pay if you exceed your allocated hours.
5. Savings based upon membership of Secret Library plus the cost of the allocated hours of legal advice charged at our normal business rate of \$300 + GST/hour.