



Scott's areas of expertise includes but is not limited to:

- EMPLOYEE & INDUSTRIAL RELATIONS
- WORK HEALTH SAFETY COMPLIANCE
- PEOPLE & PERFORMANCE
- HR PROCESSES
- RETURN TO WORK (WORK COVER ADVICE)
- RECRUITMENT
- TRAINING

LMC HR Consulting is a joint venture between Letcher Moroney Chartered Accountants and Collins HR Consulting.

We can provide advice and assistance in all areas of Human Resources, Training and Work Health & Safety.

We can answer one off questions or under take short or long term projects.

Our aim is to provide additional Services in HR and WHS to assist our clients as required.

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Adelaide | Alice Springs | Streaky Bay

HUMAN RESOURCE & WORK HEALTH SAFETY SERVICES

**Are you aware of your
obligations as an employer
under the Fair Work Act?**



**Are you aware that legally
you must maintain certain
records relating conditions
of employment for your
employees?**

For a no obligation discussion
please contact:

Scott Collins

LMC HR Consulting

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Employee / Industrial Relations

HR Policies and Procedures;

- Employment Contracts
- Position / Job Descriptions
- Modern Award Interpretation
- Rates of pay
- Penalty Rates / Overtime
- Allowances
- National Employment Standards
- Flexible Work Arrangements
- Remuneration / Salary Benchmarking
- Termination and Redundancy Advice
- Leave Entitlements Advice
- Annual / Personal / Long Service
- Compassionate / Bereavement Leave
- Parental Leave
- Community Services Leave

Strategic HR Planning

- Redundancy / Workforce Restructure
- Employee Engagement Surveys
- Workforce / Labour Planning
- Outplacement Services
- Staff Retention Strategies

Performance Management

- Employee Performance Review Process
- Key Performance Indicators (KPI's)
- Managing Poor Performing Employees



Work Health Safety Compliance

- WHS Policies & Procedures
- WHS Management Systems
- Standard Operating Procedures (SOPs)
- Safe Work Instructions (SWIs)
- Risk Assessments / Management
- Hazard Identification / Register
- WHS Reviews / Audits

Return to Work

- Claims Management (Work Cover)
- Return to Work and Rehabilitation Advice

Recruitment & Induction

- Recruitment of Permanent, Casual or Contract Staff
- Induction / On boarding process
- Immigration Advice

Training & Development

- Training & Employee Development
- Leadership Development
- Conflict Management
- Bullying & Harassment
- Culture Change
- Training Gap Analysis / Training Plans
- Advice on Mandatory Training such as:
- First Aid/Safety Awareness Training
- Forklift / White Card etc