



## Workplace Horizons

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### Introducing Workplace Horizons

Workplace Horizons has been in business for over 25 years and is a dynamic, highly skilled and experienced boutique people and culture consultancy. Our services extend across all fields of P&C including strategic human resource planning; employee and industrial relations; recruitment; organisational change; performance management; dispute resolution; training and development; board governance; equal employment opportunity; and work health and safety.

Using a project management approach to human resource initiatives, we have worked in and contributed to leading and influencing organisations within the professional/corporate, government, not-for-profit, education and manufacturing sectors.

We partner with organisations to support and expand their performance and potential through the provision of cost effective, high quality and client focused professional services.

A key advantage for clients utilising Workplace Horizons services is having access to our extensive depth and breadth of knowledge.

Our expertise extends to:

#### Human Resource Management

- Strategic HR Planning, development & implementation
- Classification Reviews
- Remuneration Advice
- Policy and Procedure development
- Development of Position Descriptions
- Recruitment Strategy development
- Employment Contracts/Agreements
- Contractor Agreements

#### Organisational Change

- Organisation review & design
- Workforce planning
- Restructuring advice & support

#### Compliance

- Board Governance
- Work Health and Safety

#### Employee and Industrial Relations

- Advocacy
- Industrial Commission representation
- Enterprise Agreements
- Dispute Resolution
- Award Interpretation & Advice

#### Human Resource Development

- Training & Development
- Workshop Facilitation
- Performance Review Appraisals
- Coaching & Mentoring
- Equal Employment Opportunity
- Diversity Management Support

## Our Philosophy

Workplace Horizons provides high quality, timely and cost-effective professional consulting services to assist Boards and Executives to develop their organisation's performance, expand their potential and add value.

## Our Mission

Our Mission is to:

- Partner with and support organisations to achieve and exceed their business goals and objectives through effective human resource management, effective employee relations and training and development.
- Deliver an excellent product supported by first class service.
- Earn the respect of clients to establish long term and valued working relationships.
- Provide our clients with excellent value for our services.

## Our Values

Workplace Horizons places a premium on ethical business practices and integrity when working with clients. This translates to:

- Professional service, informed advice and assistance to our clients.
- High quality, timely, cost-effective and best practice services delivered on time and within budget.
- Client focused services that add value.

## Our Service Provision

- Workplace Horizons adopts a partnership methodology when working with our clients to identify issues, develop solutions and achieve defined outcomes.
- Our services including all programs, strategies and policies, are tailored and custom designed following an objective assessment of client needs.
- We endeavour to understand your business, earn your trust and establish enduring professional working relationships.
- The education of managers and employees is an important part of our service. We are highly skilled in developing and facilitating workshops and programs to advance participants' skills, knowledge base and understanding.

## Our Clients

Workplace Horizons provides consultancy services to a wide client base, spanning a multitude of industries including:

- Restaurant Industry
- Labour Hire Industry
- Import/Export Sector
- Agricultural Industry
- Health / Medical Services
- Retail Sector
- Corporate & Professional Services/Finance Sector

- Not for Profit Sector
- Community Support Sector (including disability & Indigenous organisations)
- State and Commonwealth Government Sectors
- Recreation Sector

### Our Directors

As Directors of Workplace Horizons Pty Ltd, Laurie Bolton and Robynne Bolton are responsible for ensuring that clients benefit from seamless service delivery including quality control and achievement of outcomes.

#### Laurie Bolton - Director

Laurie has over 40 years' professional experience in hands-on and strategic Human Resources management and the provision of human resource, industrial relations and management consultancy services to employers in the health, disability, housing, indigenous, State and Commonwealth Government sectors. Throughout his professional career, Laurie has demonstrated his ability to analyse and research organisational issues and problems, proposing and implementing creative solutions.

Laurie has significant experience in:

- managing industrial/employee relations, including dispute resolution;
- negotiations with unions and representation in the Fair Work Commission and the SA Employment Tribunal;
- the development and implementation of change management strategies and initiatives;
- project management of multiple, large, time critical assignments, such as multi-site Enterprise Bargaining negotiations;
- organisation review and design;
- talent acquisition;
- job design, job evaluation and salary and classification management.

Laurie is a Professional Member (CAHRI) of the Australian Human Resources Institute; a member of the Australian Labour and Employment Relations Association (SA) and holds a tertiary qualification majoring in Human Resource Management and Industrial Relations.

#### Robynne Bolton - Director

Robynne has extensive HR and IR experience gained over 25 years working at senior levels in the commercial, professional services, health and not for profit sectors, managing and relating to culturally diverse staff groups.

Robynne has significant experience in developing and maintaining contemporary policy frameworks with compliant policies, together with determining and implementing policies, procedures and structures that support continuous improvement processes.

She has successfully managed:

- staff remuneration reviews on behalf of clients, including sourcing of market remuneration data, consultation with employer clients and the preparation of salary and bonus recommendations; and

## Positive People Solutions

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- many complex and difficult industrial relations matters including representing employers in the Fair Work Commission and Industrial Relations and Workers' Compensation Tribunals, negotiation and conciliation meetings.

Robynne has proven ability in effectively and autonomously managing a wide range of HR responsibilities, including:

- Workforce development, planning, talent acquisition, retention and succession
- Performance management
- Complex industrial relations issues and Enterprise Bargaining
- Developing and implementing strategic and change management initiatives
- Policy development and implementation
- Training and development, mentoring and coaching
- Budget preparation and administration – business acumen

Robynne is an Accredited Rehabilitation and Return to Work Coordinator and has extensive experience liaising with employees, insurers, rehabilitation providers and medical practitioners.

Robynne is a Professional Member (CAHRI) of the Australian Human Resources Institute.

### Contacts

#### Laurie Bolton

**Telephone:** 0410 529 528  
**Email:** [laurie@wphorizons.com.au](mailto:laurie@wphorizons.com.au)

#### Robynne Bolton

**Telephone:** 0423 764 377  
**Email:** [robynne@wphorizons.com.au](mailto:robynne@wphorizons.com.au)