

**BASELINE
CONSULTING**

Capability Statement



**Building stronger
workplace foundations.**

Building strong foundations across people, processes and compliance.

We are a HR consultancy providing practical people, compliance and workplace documentation support to businesses across Western Australia and Australia-wide.

With constant changes to Fair Work legislation and workplace obligations, we help businesses navigate their HR requirements through policies, employment contracts, workplace documentation, employee matters and compliance reviews.

We work with businesses to build stronger workplace foundations through clear documentation, practical HR support and structured frameworks designed for real operational environments.

Our approach focuses on creating practical workplace frameworks that align compliance, workforce processes and day-to-day operations in a way that is structured, manageable and built to grow with your business.

“HR shouldn’t be overwhelming. We focus on practical, structured and easy-to-apply solutions that support businesses through their people and compliance requirements.”

Our Approach.

We support businesses build strong foundations across people, processes and compliance.

Instead of overcomplicating HR and compliance, we create simple practical systems that are aligned with legislative and operational requirements.

Why Baseline?

Baseline Consulting is all about getting businesses back to basics. We provide support to businesses with their compliance, documentation and operational components of HR.

We understand that for many businesses, they are trying to balance the day-to-day demands, while also trying to manage workplace obligations, workforce processes and compliance requirements. We ensure you have the right documentation and foundations in place, aligned with legislative requirements.

People Services.

We support the full employee lifecycle, providing guidance for HR frameworks, recruitment and onboarding processes, performance and relations guidance, and HR templates and documentation.

We provide practical HR guidance for businesses that may not have an internal HR function or dedicated HR function to manage workplace compliance and workforce processes themselves, giving you the support you need, when you need it.

How we can support your business.

We provide support to businesses with the compliance and documentation side of human resources, helping create clear, practical and structured workplace foundations that support day-to-day operations.

Whether you are starting from the beginning, reviewing what you already have in place or trying to work out where the gaps are, we help businesses build practical systems, documentation and processes that are easier to manage and maintain over time.

TEMPLATE AND DOCUMENTATION:

Clear and compliant workplace documentation forms the foundation of good people management. We create, review and update documentation aligned with Australian workplace requirements and developed using ISO 9001:2015 quality management principles.

POLICIES AND PROCEDURES:

Tailored to how a business operates and aligned with workplace obligations. We also provide ready-to-use documentation packs and modular compliance kits.

AUDITS AND COMPLIANCE REVIEWS:

We review workplace documentation, systems and processes to help businesses identify gaps, risks and areas requiring attention.

WORKFORCE REPORTING AND PEOPLE METRICS:

Helping businesses to better understand workforce trends, risks and operational insights across their business through reporting and surveys.

WORKPLACE MATTERS AND PERFORMANCE MANAGEMENT:

Providing guidance and documentation support to help businesses manage workplace matters fairly, reasonably and consistently, supporting businesses through the process while allowing the employer to remain the decision-maker.

PEOPLE SERVICES:

Practical HR support, employee lifecycle processes, workplace policies, performance management and HR documentation. Supporting businesses build strong people foundations from the ground up.

ADDITIONAL SUPPORT:

Flexible, on-demand HR support tailored to the needs of each business, without the overhead of a full-time hire. We are here when you need us, for one-off matters or ongoing assistance.

AREAS WE SUPPORT:

WORKPLACE POLICIES AND PROCEDURES

READY-TO-USE WORKPLACE TEMPLATES

DOCUMENTATION REVIEWS AND UPDATES

COMPLIANCE REVIEWS AND GAP ANALYSIS

HR AND COMPLIANCE DOCUMENTATION

WORKPLACE AUDITS AND REPORTING

EMPLOYEE SURVEYS AND WORKFORCE INSIGHTS

ONE-OFF WORKPLACE SUPPORT

ONGOING HR ADVISORY SUPPORT AND GUIDANCE

The right foundations, built around your business.

Everything we do is centred around supporting businesses to build strong people and compliance foundations through clear, practical and easy-to-follow documentation and processes, so you can manage your workforce with confidence.

BUILD

Create foundations.

Everything we do is centred around supporting businesses to build strong people and compliance foundations through clear, practical and easy-to-follow documentation and processes, so they can manage their workforce with confidence.

PROTECT

Reduce risk.

We support with conducting audits, reviews and gap analysis across workplace systems and HR compliance frameworks to identify potential risks, inconsistencies and areas requiring improvement.

MAINTAIN

Ongoing support.

We provide practical day-to-day HR support to help businesses manage employee matters, maintain compliance and keep documentation current.

ALIGN

Prepare for growth.

We support businesses to strengthen operational structure, workforce frameworks and compliance processes as they grow.

Our Values.

Our values shape how we support businesses. We approach workplace matters and develop practical systems that support both people and compliance outcomes. We believe strong workplace foundations are built through clear communication, practical support, fairness, consistency and respect for the people.

We create workplaces where people feel valued.

We design processes and frameworks that help people feel supported, respected and recognised for their contributions.

We do what is right, not what is easy.

Our work is grounded in compliance, integrity and long-term outcomes that protect both the business and its people.

We build inclusive and fair workplaces.

We support businesses to create environments where everyone can succeed, ensuring processes are accessible, flexible and fair.

We lead with empathy and understanding

We recognise that every person and situation is different and approach our work with care, respect and a focus on creating safe, supportive and practical outcomes.



**Every business deserves
documentation that works
for them.**

Contact Us.



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