

TERMS OF REFERENCE

I. REQUIREMENT:

Procurement of HR consultancy and advisory services for the comprehensive review of workplace policies, employment contracts, work health and safety systems and processes.

II. BACKGROUND:

The Philippine Department of Tourism Sydney Office (PDOT) is a Philippine government office promoting the Philippines as a tourist destination to the Australian and New Zealand market, with business address at Suite 11.01/92 Pitt St., Sydney, NSW, and with ABN No. 68 017 144 671. PDOT is fully funded by the Philippine government and does not engage in any activity for profit.

PDOT employs locally hired employees and is aware of its obligation to create a Fair Work and Safe Work environment and to comply with current and future legislation.

III. SCOPE OF WORK / DELIVERABLES:

1. Review existing employment and (WHS) work health and safety systems and processes and provide recommendations and action plan;
2. Review employment documents and provide recommendations;
3. Assist in the preparation of SOPs, workplace safety plans, covid-19 safety plans, and WHS employee handbook;
4. Provide access to e-learning modules;
5. Provide unlimited access to advice service;
6. Provide access to tailored documents to support employment matters and to provide documentation in line with relevant health and safety legislation;

IV. CONTRACT TERM

12 months

V. BUDGET:

PDOT is allocating a maximum budget of \$1,200 monthly, excluding GST.

Prepared by:



ELEANOR A. PALIMA
Officer-in-Charge