



GOVERNANCE SOLUTIONS

SYSTEMS + STRUCTURE



Governance Health Check



3-4 weeks

Let's start at the beginning.

Conducting a governance health check helps pinpoint areas where your current practices align with compliance and governance standards. It also points out opportunities to minimise risks in areas where you may lack awareness, visibility, or need enhancement.

I will support you to implement improvements so you can spend less time on compliance - sound good?



Governance Frameworks



Up to 3 months

Governance encompasses all of the systems and processes that ensure your business is set up for safety and success. I will support you in developing a 'one stop shop' that describes what you do to meet your obligations, how you do it and why, that you can use time and time again with tender submissions, compliance evidence and other governance activities.

Create a strong foundation for your business now, and into the future.



Risk Management



Up to 3 months

Have you considered the risks you are willing to embrace to reach your objectives and those you prefer to avoid? Have you been caught out because you hadn't considered your business risks?

A solid risk management approach will reduce uncertainty in strategic decision-making and enhance your capacity to meet your strategic objectives.

I will collaborate with you to identify the obstacles to achieving your strategic objectives, anticipate when these risks might arise, help you implement controls to mitigate these risks, and determine your risk appetite.

The stage is now set for improved decision-making as a board member or director, and less time wasted in the board room.



GOVERNANCE SOLUTIONS

TRAINING + DEVELOPMENT



Director and Committee Training



Range from 2 hours to full day sessions

Being your own boss and in roles of responsibility involves numerous obligations for which you could be personally accountable if not fulfilled.

I provide customised training, either online or in-person, that offers practical guidance to company directors, board members, committee members and executive/management teams.

Training spans from introductory to advanced levels, encompassing crucial subjects such as director responsibilities and behaviours, governance fundamentals, risk management, policy frameworks and committee member responsibilities.



Governance mentoring service



Flexible

Time is something we always want more of, and never have enough of.

Are you dedicating sufficient time to working on your business rather than in it?

Regular check-ins can be arranged to address your queries, confirm compliance, and guarantee that you are progressing in enhancing your governance practices to align with your growth and future business strategies.

I will provide you with common sense tools and templates to increase efficiencies in your governance and oversight mechanisms.



Governance management service



Flexible

Have you had an incident or assessment that has identified a need for immediate change?

Do you need short term focused support to implement governance and compliance change?

I can provide weekly management services to ensure things keep moving in the right direction, quickly.



GOVERNANCE SOLUTIONS

ADMINISTRATION



Policy Book-Keeping



1 - 3 months (initial review)
Annual maintenance thereafter

Are you struggling to keep your policies up-to-date? Are you confident they're relevant? You are not alone.

As a business owner or CEO, it's extremely difficult to juggle your everyday responsibilities and also manage your governance obligations. I will review, consolidate, update and maintain your policies to ensure they are relevant, current and meaningful.

No-one wants more policies than they need!



Good Governance Meeting Packs



2-4 weeks

Are you a member of a board, executive team or a volunteer committee?

Keeping accurate records is essential for effective governance (in fact it's a legal requirement). Are your agendas and minutes comprehensive enough to fulfill your compliance duties? Is it easy for a new member to grasp these responsibilities?

I will create personalised templates to help you save time and fulfill your obligations, allowing you to focus on reviewing critical areas that pose the highest risks and are most significant to your business.

Make handover and induction a breeze.



Good Governance Member Induction Packs



2-4 weeks

Regular changes to board and committee membership is a given.

Save time and effort by creating a comprehensive induction package to attract and familiarise new members with their duties and your organisation's values and expectations.



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ABOUT ME



I am a common sense governance professional with experience working in the public and private sectors.

I have proven capability in training and development of directors, and implementing sound oversight mechanisms from operations to the board.

I hold a Bachelor of Applied Management, a Graduate Diploma of Applied Corporate Governance, and am an Associate Member of the Governance Institute of Australia..



Most of all, I am committed to supporting businesses to ensure their governance systems and structures bring value, and mean something to the most important part of any business.

The people.



Contact Me:



Lauren Daly



0418 350 117



www.peopleoverpolicy.com.au



hello@peopleoverpolicy.com.au