



## Key Services

Governance structures

Organisation reviews & structures

Project management structures

Policy development & reviews

Process audits

Asset reviews

Workshop facilitation

Community engagement

Representation reviews

Systems & process reviews

Systems implementation

Project scoping

## Governance

Holmes Dyer has a wealth of experience in governance and can tailor a governance solution to any corporation, organisation or project.

Our governance experience draws on skills and experience gained over 35 years in State and Local Government and through appointments to various Boards, both public and private.

Our governance solutions assist clients to develop robust processes and structures that address matters such as efficiency and effectiveness, risk, compliance, transparency and competency.

Our range of services cover a variety of governance fields including:

- Corporate Governance;
- Corporate and Business Planning;
- Management;
- Operations;
- Training; and
- Consultation.

### Corporate Governance

- Review processes and systems for efficiencies, compliance, risk and resourcing, and report and present findings to Audit Committees and/or management teams.
- Assistance with establishment and operation of subsidiaries.
- Prepare terms of reference for Committees.
- Undertake Local Government representation reviews in accord with legislative requirements.
- Develop governance structure appropriate to organisations that are robust, transparent, compliant and enduring.

### Corporate & Business Planning

- Preparation of corporate plans with clear visions and missions to establish a governance framework.
- Preparation of practical business plans to assist organisations achieve and implement their corporate plans through the development of specific goals, strategies, and measurable targets and indicators.



# Governance

- Prepare strategic plans (including those required by the Local Government Act 1999) to provide a coordinated approach to future development of areas and regions.
- Assist organisations to articulate meaningful vision and mission statements for the organisation or specific projects.
- Assist organisations to set goals that are specific, measurable, attainable (and stretch where appropriate), realistic and timely.
- Develop funding strategies and budgets to support plans.

## Management

- Develop governance structures that foster communication and deliver outcomes.
- Undertake organisation reviews to ensure management and staff resources support corporate objectives.
- Mentor staff to assist with development.
- Provide advice on delegations that will contribute to the effective discharge of duties in a transparent and accountable manner.
- Undertake organisational reviews and recommend organisational structures that will most effectively and efficiently deliver the organisation's duties and functions.
- Preparation of job descriptions to most effectively meet the needs of organisations.
- Provide organisations with support and assistance with the introduction of new systems.

## Operations

- Prepare implementation plans as part of strategic plans or as standalone plans to coordinate activities over time and resourcing for successful implementation.
- Develop infrastructure provision plans and negotiate infrastructure provision to ensure project delivery

with the provision of services and facilities in a timely and equitable manner.

- Assist organisations to scope projects and estimate resources including the development of project briefs.

## Training

- Design and facilitate workshops to foster team building and common goals.
- Provide tailored training courses for staff working in Local Government and/or Planning ie how to work with and support Elected Members, how to write reports for the Council, how to deal with counter enquiries, good record management, sitting on an interview panel and preparing effective briefs for consultants.
- Deliver modules of training to assist with staff education and development.

## Consultation

- Design and facilitate community consultation and/or community information sessions.
- Work with focus groups/reference groups to establish trustful relationships.
- Design, develop and deliver innovative engagement processes targetted to the audience and/or specific matters for engagement.
- Provide advice regarding engagement processes designed to variously or collectively inform, educate, engage, partner and/or gather information.



# Governance

## Project Examples



### Corporate Planning

- Board restructuring for efficiency improvements
- Implementation of corporate employment review process
- Vision statements for new business and redirecting existing businesses
- Corporate organisational reviews
- Remuneration reviews
- Delivery of Ward Forums

### Business Planning

- Business plans for new and existing buildings
- Budget workshops
- Tourism business plans
- Develop business plans for private organisations

### Strategic Planning

- Infrastructure provision plans (traffic, stormwater and social infrastructure) and negotiations
- Council Strategic Plan development and preparation
- Review of performance against Councils' Strategic Plans
- Strategic Plan facilitation workshops

### Representation Reviews

- Local Government representation reviews

### Vision & Goal Setting

- Visioning exercises for Councils
- Blue Sky Workshops
- Establishing goals and targets for Councils

### Governance Structures

- Review of Governance Scheme, including Establishment Deed and Agreements
- Advice regarding preferred governance arrangements for individual projects
- Guide to using 'Precinct Declarations'
- Develop Council reporting structures

### Organisational Reviews

- Organisation reviews
- Planning Department organisational and efficiency and effectiveness reviews
- Develop Board support and reporting structures

### Workshop Facilitation

- Facilitation of major new towns design workshops
- Strategic planning workshops
- Team building workshops
- Budget workshops
- Governance workshops
- Project workshops

### Delegations Advice

- Advice on development assessment delegation (Development Act 1993 & Development Regulations 2008) structure (State level)
- Preparation of planning delegations (Development Act 1993 & Development Regulations 2008) (Councils)
- Preparation of Local Government Act 1999 delegations

### Policy Development & Review

- Representative Participant in Pipeline Safety Management Studies
- Sign Policy
- Planning project and policy delivery manual
- Planning, housing, development and infrastructure advice to the Minister
- Roadside memorial policy framework
- Outdoor dining policy
- Development Plan Amendments
- Section 30 (Development Act 1993) Reviews

### Process Audits

- Development assessment process audits
- Council system audits

# Governance

## Project Examples



### Community Engagement

- Community Engagement in respect of development projects
- Community Engagement in respect of Council facilities
- Community Engagement over the future use of community land and assets
- Community Engagement on Strategic Plans
- Ward Forums

### Asset Reviews

- Review of location cost and delivery options for libraries
- Combined review of assets, facilities and services
- Review of Community Halls
- Evaluation of Reserves
- Review of University property assets
- Acquisition of land for Councils
- Evaluate performance and develop recommendations for leasing Council properties
- Review management of Council facilities and encourage shared use

### Training

- Initiation of employee training scheme
- Interview Panel Training
- Delivery of modules in the Certificate iv – Planning Assistants Programme
- Delivery of modules in the UDIA – Development Programme
- Working effectively with Boards and Committees Training
- Meeting Procedure Training

### Scoping

- Provision of panel assistance and technical advice for the appointment of senior public appointments
- Preparation of job descriptions
- Staff mentoring
- Performance management
- Development of Key Performance Indicators
- Employment policy

### Systems Review & Implementation

- Implementation of Business Improvement programmes
- Process and system audits
- Budget Reviews
- Policy Reviews