

CAPABILITY STATEMENT

GOVERNANCE & ASSURANCE

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Proximity is an innovative boutique firm that is leading the market in service delivery, business management and staff engagement.

Proximity has an established reputation as a trusted adviser with strong relationships based on mutual respect and an unwavering commitment to helping you achieve your business and operational goals. We pride ourselves on taking a client focused approach, listening to our clients and thinking about creative solutions to assist our clients to achieve their objective.

Skills and Services

Proximity's advisors have a deep understanding of governance and assurance issues and can provide immediate expertise and support to your team via decision making support, customised training (for lawyers and non-lawyers), advice and audits.

We are experienced in assisting clients with the establishment of best practice frameworks for decision making and implementation, including rules, relationships, systems and processes for making and implementing decisions.

Proximity advisors set in place processes that reflect the characteristics of good governance, such as accountability and transparency, responsiveness, equity, efficiency, effectiveness and inclusivity.

Our governance practice reflects our breadth and depth of understanding of government and regulated industries and how they operate. Proximity can assist your organisation with all governance and assurance matters including:

Project Governance and Management

- > project governance structures
- > compliance and assurance systems
- > gateway and other assurance reviews
- > risk and benefit management
- > strategic planning, performance and monitoring, evaluation and reporting

Duties and Obligations

- > directors' and officers' duties, including government officers
- > delegations and authorisations
- > handling public money
- > governance policy and guidance documents

Decision Making and Legislation

- > decision making powers, including for statutory committees
- > decision-making structures (accountability, delegations and authorisations)
- > legislative compliance schemes

Policies and Guidance

- > drafting and implementing policies and procedures
- > development and delivery of business ethics programs

Work Health and Safety

- > strategy and planning
- > safety management systems
- > due diligence frameworks
- > compliance audits
- > risk management
- > contractor management
- > incident management
- > claims and litigation

Proximity provides you with access to the highest quality advisors when and where you need them. Proximity is highly regarded for its unique offering:

- > **one model** – we work onsite with you and your team; dedicated to achieving your objectives
- > **the right people** – we are technically excellent, strategic, practical, experienced and efficient; our advisors are hand-picked based on having the right attributes to work successfully with your team
- > **the right skills** – we combine big-picture strategy with attention to detail in implementation and
- > **the right experience** – we have experience advising both private and public sector organisations on governance and assurance

The Proximity advantage

Advantages of Proximity include:

- > **intensive support** – dedicated resources working directly with your team
- > **no increase to your head count** – the flexibility to scale up and down as required
- > **high quality** – well regarded practitioners that understand your sector
- > **fresh approach** – the flexibility and varied experience of outside counsel with the intimate knowledge and commercial focus of in-house counsel
- > **combined skills** – our advisors are legally qualified and have auditor and training competencies
- > **tailored pricing** – pricing solutions that suit your needs; whether you require price certainty or flexible pricing solutions that allow you to deal with uncertain demand
- > **value for money** – we eliminate unnecessary expensive overheads; and you benefit from the savings

Contact us

Please contact us if you have any questions regarding Proximity. We are happy to meet with you to discuss a customised solution for your needs.

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