



D A M S T R A

Governance Overview

Safety



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Governance Overview

Introduction

Damstra Safety offers powerful, customisable tools for staying on top of your Governance requirements. From defining governance objectives, to assigning accountable parties and monitoring completion progress, your Safety system can help you stay on-track and compliant.

In this video we'll demonstrate how to setup and use the Governance module using the example of vehicle lease reviews, whereby an Organisation might have one or more vehicle lease agreements that require regular review.



Defining Governance Objectives

Assigning Accountable Parties

Governance Overview

Governance Hierarchy

Governance is managed hierarchically by *Class*, *Category*, *Element* and *Assignment*. In this example, the *Class*, being the highest level grouping, might be '*Facilities Management*', the *Category* '*Leases*' and the *Element*, representing a particular task or objective, '*Vehicle Lease Review*'.

Elements are then linked (*assigned*) to one or more items in your system that represent the 'subject' of the *Element*. In this example, the '*Vehicle Lease Review*' *Element* is assigned to the vehicle whose lease requires review. In other examples, this could be a Person (e.g. in drug and alcohol testing), a Site (e.g. a building lease review) or a piece of Equipment.

Class → Category → Element → Assignment

Facilities
Management

Leases

Vehicle
Lease Review

Pool Car #1

Pool Car #2

Exec Car #1

Governance Overview

Governance Hierarchy cont.

Each assigned *Element* is also linked to an *Accountable* target. This is the person who ensures that the objective of the assigned *Element* is completed.

Additionally, each assigned *Element* is given a sensitivity rating, allowing control over its visibility to appropriate Users.

In this video, we'll explain how to create your Governance hierarchy, add and assign *Elements*, set User permissions, and determine their completion status.

Class → Category → Element → Assignment

Facilities
Management

Leases

Vehicle
Lease Review

Pool Car #1



Pool Car #2



Exec Car #1



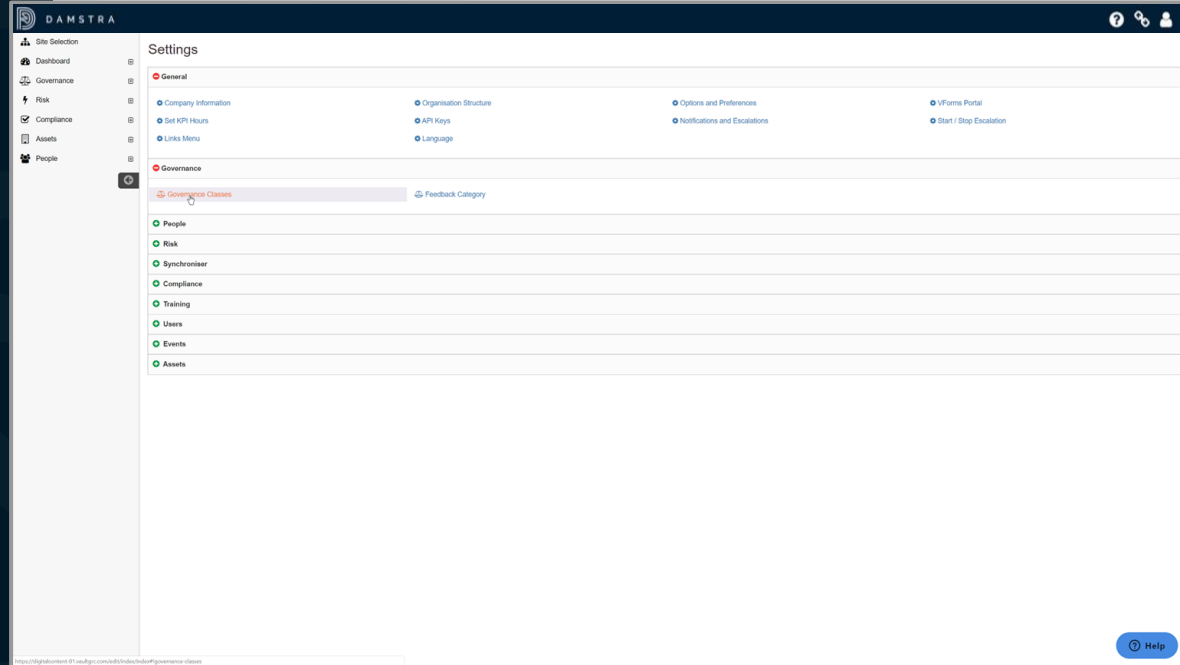
Governance Overview

Governance Classes

The process begins with creating *Classes* and *Categories* that are relevant to your Organisation.

This is managed via the Settings area of your Damstra Safety system.

Open the *Governance Classes* item.

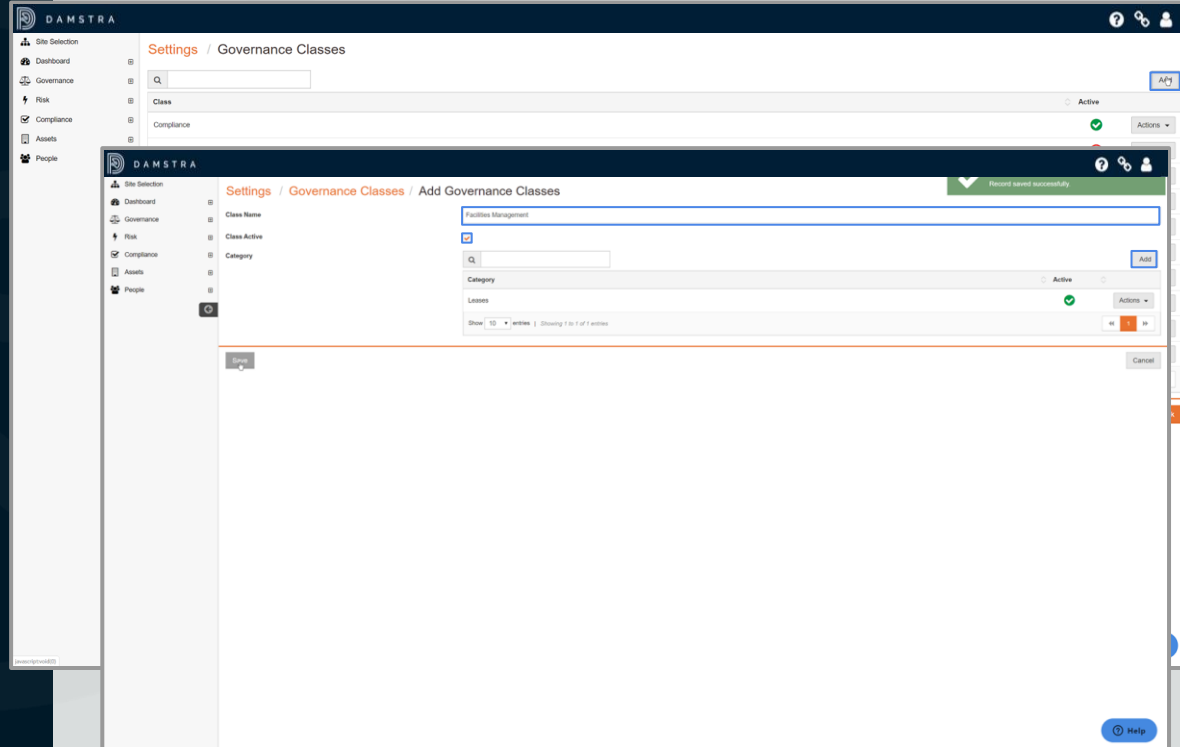


Governance Overview

Add Classes and Categories

Add a new item and give it a name, then add any *Categories* that fall under this *Class*, ensuring that these are made *active*.

Note: *Classes* and *Categories* should only be made *inactive* when you no longer wish to use them.

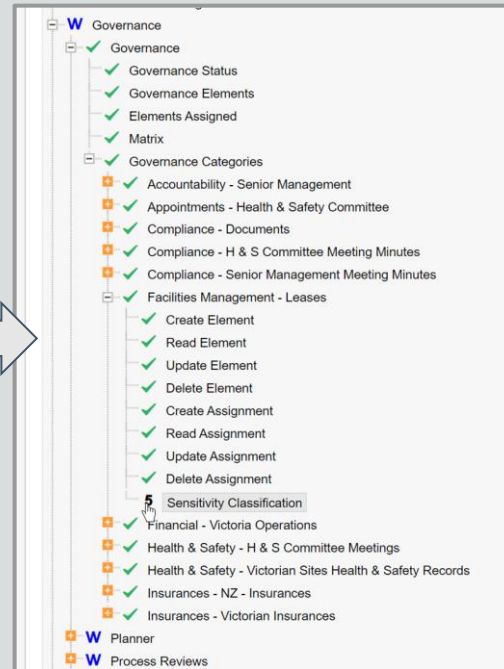
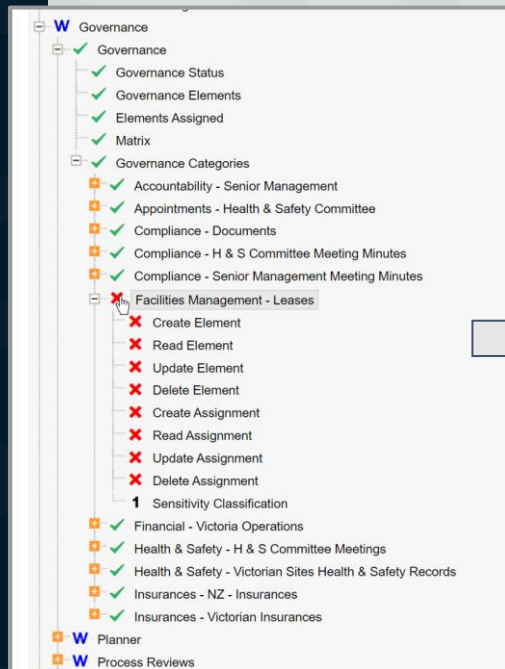


Governance Overview

User Group Access

For security and privacy reasons, new *Classes* and *Categories* are initially hidden from all users and must be explicitly permitted via the User Group Profiles setting.

For each User Group, decide the level of access the Group should have to both *Elements* and their *Assignments*, and the sensitivity level that the group should have access to, 1 being the lowest and the default setting, and 5 being the highest.



Governance Overview

Adding a new Element

Now that the Classes and Categories have been created, users with access to them can manage elements and assignments within them.

This is done via the Governance Elements module. Any existing Elements are displayed along with summary information for each one.

The screenshot displays the DAMSTRA Governance Elements module. The interface includes a sidebar with navigation options: Site Selection, Dashboard, Governance, Governance Elements, Governance Status, Elements Assigned, Matrix, Planner, Process Reviews, Reports, Feedback, Risk, Compliance, Assets, and People. The main content area is titled 'Governance / Governance Elements' and features a search bar and a table of elements. A filter sidebar on the left shows 'My Filters' (No filter saved), 'Filters' (Active), 'Class' (All selected (7)), and 'Category' (empty). The table lists 21 elements with columns for ID, Category, Element, Code, Expiry, Sensitivity, and Active status. An 'Add' button is visible in the top right corner of the table area.

ID	Category	Element	Code	Expiry	Sensitivity	Active	Actions
3362	Victorian Operations	Annual Finance Report	EOYFR	No Expiry	1	✓	Actions
3360	Victorian Operations	Monthly Finance Report - Victoria	MFRV	No Expiry	1	✓	Actions
3359	Victorian Insurances	Balfour Site	BS	No Expiry	1	✓	Actions
3357	Victorian Insurances	Geelong Site	GS	No Expiry	1	✓	Actions
3356	Victorian Insurances	Melbourne Site	MS	No Expiry	1	✓	Actions
3355	Victorian Sites Health & Safety Records	Quarterly H & S Committee Meetings	QHSCM	No Expiry	1	✓	Actions
3354	Victorian Sites Health & Safety Records	Outstanding Corrective Actions	OCA	No Expiry	1	✓	Actions
3353	Victorian Sites Health & Safety Records	Risk Assessments	RA	No Expiry	1	✓	Actions
3352	Victorian Sites Health & Safety Records	External H & S Audits	EHSA	No Expiry	1	✓	Actions
3351	Victorian Sites Health & Safety Records	Internal H & S Checks	IHSC	No Expiry	1	✓	Actions
3350	Victorian Sites Health & Safety Records	Notifiable Incidents	NI	No Expiry	1	✓	Actions
3345	Documents	Senior Management Meeting Minutes	SMMM	No Expiry	1	✓	Actions
3344	Documents	H & S Committee Meeting Minutes	HSM	No Expiry	1	✓	Actions
3343	Senior Management	12 Month Strategy	MS	No Expiry	1	✓	Actions
3342	Senior Management	Corporate Liability	CL	No Expiry	1	✓	Actions

Showing 1 to 15 of 21 entries

Governance Overview

Adding a new Element cont.

New *Elements* are added by selecting:

- The *Class* and *Category* they belong to
- a name
- any internal code your Organisation might use for the element
- a sensitivity rating
- and a description detailing the objective of the element.

Select the *site* or *sites* that should have visibility of the *Element* by scrolling or searching the org structure and making one or more selections at blue, red or global level.

Next, **select** whether the *Element* should expire and if so after how long, then save.

The screenshot shows the 'Add Element' form in the DAMSTRA application. The breadcrumb navigation at the top reads 'Governance / Governance Elements / Add Element'. The left sidebar contains a navigation menu with options: Site Selection, Dashboard, Governance, Governance Status, Governance Elements, Elements Assigned, Matrix, Planner, Process Reviews, Reports, Feedback, Risk, Compliance, Assets, and People. The main form area contains the following fields:

- Class:** Facilities Management
- Category:** Leases
- Element *:** Vehicle Lease Review
- Code *:** VLRD1
- Active:** ☒
- Sensitivity *:** 2
- Visibility *:** ABC Group
- Expiry Type *:** Default Expiry
- Default Expiry:** 3 Years
- Description *:** Review current vehicle lease and either renew or cancel

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A 'Help' button is located in the bottom right corner of the application interface.

Governance Overview

Assigning Elements

Having created a '*Vehicle Lease Review*' *Element*, we now need to *assign* that *Element* to the vehicles whose leases need to be reviewed, and record the accountable person for each.

This is done via the *Elements Assigned* register where any existing *assignments* are displayed in the table.

Governance / Elements Assigned

My Filters
No filter saved.

Filters
Active
Required

Status
All selected (3)

Class
All selected (7)

Category
Element

Show 15 entries

Apply Clear

Save this filter

Filter Name

Save

ID	Category	Element	Assigned to	Accountable	Start Date	End Date	Status	Active	Actions
4532	Victorian Sites Health & Safety Records	Internal H & S Checks	Martin, Fred Harry	Martin, Fred Harry	30/10/2019	No Expiry	Not Started	✓	Actions
5530	Victoria Operations	Annual Finance Report	Finders, Judy	Finders, Judy	03/11/2014	No Expiry	Underway	✓	Actions
5528	Victoria Operations	Monthly Finance Report - Victoria	Crow, William T	Finders, Judy	03/11/2014	No Expiry	Completed	✓	Actions
5527	Victorian Insurances	Ballaarat Site	Clihenne, Rhonda	Finders, Judy	06/03/2017	No Expiry	Underway	✓	Actions
5526	Victorian Insurances	Geelong Site	Thompson, Gary Darius	Finders, Judy	06/03/2017	No Expiry	Underway	✓	Actions
5524	Victorian Insurances	Melbourne Site	Bradler, Jack	Finders, Judy	06/03/2017	No Expiry	Completed	✓	Actions
5523	Victorian Sites Health & Safety Records	Quarterly H & S Committee Meetings	Kent, Henry	Kent, Henry	06/02/2017	No Expiry	Completed	✓	Actions
5522	Victorian Sites Health & Safety Records	Outstanding Corrective Actions	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Underway	✓	Actions
5521	Victorian Sites Health & Safety Records	Risk Assessments	Blake, Joshua John	Kent, Henry	06/03/2017	No Expiry	Not Started	✓	Actions
5520	Victorian Sites Health & Safety Records	External H & S Audits	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Completed	✓	Actions
5519	Victorian Sites Health & Safety Records	Internal H & S Checks	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Underway	✓	Actions
5517	Victorian Sites Health & Safety Records	Notifiable Incidents	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Completed	✓	Actions
5513	Documents	H & S Committee Meeting Minutes	Corson, Rebecca	Kent, Henry	07/09/2017	No Expiry	Completed	✓	Actions
5511	Senior Management	Monthly Senior Management Meetings	Finders, Judy	Stott, Clinton	07/09/2017	No Expiry	Completed	✓	Actions
4470	NZ - Insurances	NZ Contractor Insurances			02/11/2015	02/11/2016	Underway	✓	Actions

Showing 1 to 15 of 17 entries

Help

Governance Overview

Assigning Elements cont.

New *Assignments* are recorded by selecting:

- an existing *Element*
- the type and name of the vehicle or item being assigned
- the type and name of the accountable person
- the date the *Assignment* was made (including the time where an intra-day *Assignment* is being made)
- the sensitivity level of the *Assignment*
- the current status.

ID	Category	Element	Assigned to	Accountable	Start Date	End Date	Status	Active	Actions
4552	Victorian Sites Health & Safety Records	Internal H & S Checks	Martin, Fred Harry	Martin, Fred Harry	30/10/2019	No Expiry	Not Started	✓	Actions
5530	Victoria Operations	Annual Finance Report	Finders, Judy	Finders, Judy	03/11/2014	No Expiry	Underway	✓	Actions
5528	Victoria Operations	Monthly Finance Report - Victoria	Crow, William T	Finders, Judy	03/11/2014	No Expiry	Completed	✓	Actions
5527	Victorian Insurances	Ballarat Site	Clihenne, Rhonda	Finders, Judy	06/03/2017	No Expiry	Underway	✓	Actions
5526	Victorian Insurances	Geelong Site	Thompson, Gary Darius	Finders, Judy	06/03/2017	No Expiry	Underway	✓	Actions
5524	Victorian Insurances	Melbourne Site	Bradler, Jack	Finders, Judy	06/03/2017	No Expiry	Completed	✓	Actions
5523	Victorian Sites Health & Safety Records	Quarterly H & S Committee Meetings	Kent, Henry	Kent, Henry	06/02/2017	No Expiry	Completed	✓	Actions
5522	Victorian Sites Health & Safety Records	Outstanding Corrective Actions	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Underway	✓	Actions
5521	Victorian Sites Health & Safety Records	Risk Assessments	Blake, Joshua John	Kent, Henry	06/03/2017	No Expiry	Not Started	✓	Actions
5520	Victorian Sites Health & Safety Records	External H & S Audits	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Completed	✓	Actions
5519	Victorian Sites Health & Safety Records	Internal H & S Checks	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Underway	✓	Actions
5517	Victorian Sites Health & Safety Records	Notifiable Incidents	Kent, Henry	Kent, Henry	06/03/2017	No Expiry	Completed	✓	Actions
5513	Documents	H & S Committee Meeting Minutes	Corson, Rebecca	Kent, Henry	07/09/2017	No Expiry	Completed	✓	Actions
5511	Senior Management	Monthly Senior Management Meetings	Finders, Judy	Stott, Clinton	07/09/2017	No Expiry	Completed	✓	Actions
4470	NZ - Insurances	NZ Contractor Insurances			02/11/2015	02/11/2016	Underway	✓	Actions

Governance Overview

My Governance

Users will find any Governance *Assignments* for which they're accountable in the *My Governance* register within the *Dashboards* module.

These Users should update the status of the *Assignment* as it progresses from 'Not Started' to 'Underway' to 'Completed'.

The screenshot displays the 'My Governance' interface within the DAMSTRA system. The left sidebar contains a navigation menu with options like 'Site Selection', 'Dashboard', 'My Dashboard', 'My Actions', 'My Assignments', 'My Planned Events', 'My Governance' (selected), 'All Actions', 'Environment Dashboard', 'Operational Dashboard', 'Performance Indicators', 'Business Intelligence', 'Governance', 'Risk', 'Compliance', 'Assets', and 'People'. The main content area is titled 'My Governance' and features a search bar, a filter section with 'My Filters' (No filter saved), 'Filters' (Active, Required), and 'Status' (All selected (3)). Below this is a table of governance assignments. The table has columns for ID, Category, Element, Assigned to, Accountable, Start Date, End Date, Status, and Active. A single entry is visible: ID 6535, Category Leases, Element Vehicle Lease Review, Assigned to PSS241, Accountable Davison, Laurie, Start Date 06/11/2019, End Date No Expiry, Status Not started, and Active (checked). The status 'Not started' is highlighted in red. Below the table, there are buttons for 'Apply', 'Clear', 'Save this filter', and 'Filter Name', along with a 'Show 15 entries' dropdown and a 'Save' button. A 'Help' button is located in the bottom right corner.

ID	Category	Element	Assigned to	Accountable	Start Date	End Date	Status	Active
6535	Leases	Vehicle Lease Review	PSS241	Davison, Laurie	06/11/2019	No Expiry	Not started	☒

Governance Overview

Governance Status

Progress of *Assignments* can be checked by any User with the appropriate level of access via the *Governance Status* module where an expandable view of the *Class*, *Category* and *Element* hierarchy is shown.

At each level, the total number of *Assignments* within is shown in brackets, and the status is reflected via a colour code, the key for which is shown underneath.

The screenshot displays the 'Governance / Governance Status' interface. At the top, there is a dark blue header with navigation icons (help, search, user). Below the header, the breadcrumb 'Governance / Governance Status' is shown. A list of governance categories is presented, each with a colored square icon and a count in brackets: Accountability (1) in green, Appointments (1) in orange, Compliance (1) in green, Facilities Management (1) in orange, Financial (2) in orange, Health & Safety (7) in red, and Insurances (5) in red. A 'Status Description' section below the list defines the color codes: red for 'Not Started (Overdue, Required)', orange for 'Underway (Due < 1 Month)', green for 'Completed (OK)', and grey for 'Not Assigned (Not Required)'.

Category	Status	Count
Accountability	Completed (OK)	1
Appointments	Underway (Due < 1 Month)	1
Compliance	Completed (OK)	1
Facilities Management	Underway (Due < 1 Month)	1
Financial	Underway (Due < 1 Month)	2
Health & Safety	Not Started (Overdue, Required)	7
Insurances	Not Started (Overdue, Required)	5

Governance Overview

Governance Status cont.

In this example Safety system, some *Classes* are green, meaning *Completed*. A *Class* or *Category* is only considered *complete* if all of its child *Categories* or *Elements* are also *Completed*.

Classes or *Categories* that are 'underway' or 'not started' can be expanded to determine which child items are incomplete.

Clicking on any item in the hierarchy displays a pop-up menu from which you can go directly to either the *Elements* or *Assignments* within it, or to the *Governance Matrix*.

The screenshot displays the 'Governance / Governance Status' interface. At the top, there is a navigation bar with a question mark, a link icon, and a user profile icon. Below the navigation bar, the title 'Governance / Governance Status' is shown. The main content area features a hierarchical tree structure of governance items. The tree is organized as follows:

- Accountability (1) [Green square icon]
- Appointments (1) [Green square icon]
- Compliance (1) [Green square icon]
- Documents (1) [Green square icon]
 - H & S Committee Meeting Minutes (1) [Green square icon]
 - Senior Management Meeting Minutes [Grey square icon]
 - H & S Committee Meeting Minutes [Grey square icon]
 - Senior Management Meeting Minutes [Grey square icon]
- Financial (2) [Orange square icon]
- Health & Safety (7) [Red square icon]
- Insurances (5) [Red square icon]

A pop-up menu is visible over the 'Documents (1)' item, showing three options: 'Elements', 'Assignments', and 'Matrix'. Below the hierarchy, a 'Status Description' section provides a legend for the status indicators:

- Not Started (Overdue, Required) [Red square icon]
- Underway (Due < 1 Month) [Orange square icon]
- Completed (OK) [Green square icon]
- Not Assigned (Not Required) [Grey square icon]

Governance Overview

Governance Matrix

The *Governance Matrix* offers another way of determining Governance status.

With its configurable filters, **select** either one or more *Elements*, one or more *Assignment* targets, or a combination of both, then check progress by matching *Elements* in columns with *Assignments* in rows.

The screenshot displays the DAMSTRA Governance Matrix interface. The sidebar on the left includes navigation links for Site Selection, Dashboard, Governance, and Risk. The main content area is titled 'Governance / Matrix' and features a search bar and filters for Target, Department, Position, and Shift. The matrix table shows a list of vehicles (e.g., BBG411, BCC731, BSG722) and their assigned elements. A 'Show: 10 entries' dropdown is located at the bottom left, and a 'Help' button is at the bottom right.

Target	Assigned to
Vehicle	BBG411
Vehicle	BCC731
Vehicle	BSG722
Vehicle	C78550
Vehicle	DF6VDY
Vehicle	DF614
Vehicle	FKL089
Vehicle	FS20987
Vehicle	JHV022
Vehicle	JHV433

