



# capability

Megan J Buntine Consulting Services



## Good Governance Health Check

### Self- Assessment Tool

The Self- Assessment Tool is designed to help organisations under the Victorian Associations Incorporations Reform Act 2012 to understand how they are functioning in terms of Good Governance and to provide some indicators of areas that may need some attention.

There may be other areas requiring attention that are not addressed in this Tool.



## GOOD GOVERNANCE HEALTH CHECK

For each of the statements below:  
Score 1 if you answered "Yes"  
Score 0 or a "No" answer.

| Statement   | Score |
|---|-------|
| <b>Good Practice and Compliance</b>   |       |
| The Rules of Association are consistent with the Associations Incorporation Reform Act 2012 |       |
| All members are provided with a copy of the Rules when joining the organisation             |       |
| Board members are familiar with the Associations Incorporation Reform Act 2012 and Rules    |       |
| The Rules are reviewed periodically, and updated appropriately, when needed                 |       |
| Other applicable legislative compliance requirements are understood and maintained          |       |
| Board members understand and comply with their fiduciary duty                               |       |
| Conflicts of Interest are recognised and managed appropriately                              |       |
| Board (and individual Board member) performance is regularly monitored and reviewed         |       |
| A Board member succession planning framework is in place                                    |       |
| The organisation has articulated its Values, Vision, Mission (or similar)                   |       |
| A Code of Conduct is in place for staff/members (including Board members)/volunteers        |       |
| An orientation process is in place for staff/members (including Board members)/volunteers   |       |
| An effective staff support and supervision framework is in place                            |       |
| A policy/procedure framework suitable to the needs of the organisation is in place          |       |
| Staff/members (including Board members)/volunteers are held accountable to policy/procedure |       |
| Policies and procedures are reviewed periodically and updated when needed                   |       |
| Financial accountability requirements are upheld  |       |
| An asset register is in place and maintained  |       |
| Meetings are held regularly and meet the requirements of the Rules of Association           |       |
| Meetings are effective in progressing the business of the organisation                      |       |
| Organisational records are maintained and stored appropriately                              |       |

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## GOOD GOVERNANCE HEALTH CHECK

For each of the statements below:  
Score 1 if you answered "Yes",  
Score 0 for a "No" answer.

| Achieving Your Purposes   | Score |
|---|-------|
| The Purposes outlined in the Rules reflect the activities of the organisation           |       |
| A Strategic Plan which describes high-level organisational priorities is in place       |       |
| The Board drives the development of the Strategic Plan                                  |       |
| Operational Plans are in place to deliver on the Strategic Plan                         |       |
| Plans are monitored regularly for progress, and reviewed periodically                   |       |
|   |       |
| <b>Managing Risk</b>  |       |
| A Risk Management Plan is in place to address prioritised risk                          |       |
| The Risk Management Plan is monitored regularly for progress, and reviewed periodically |       |
| Incidents are reported and investigated   |       |
| A process is in place to check regularly for known potential risks                      |       |
| A Risk Register is in place and any newly-identified risks are added and addressed      |       |

### What does this mean?

A score of 0–21 is in the low range – this is likely to be quite a risky position to be in, and you should seriously consider taking urgent action to improve.

A score of 22–42 is in the moderate range – you are likely covering the basics but should consider taking action in the areas that are lacking.

A score of 43–63 is in the high range – you likely have most things in place, but there may still be some room for improvement.

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