

# Introduction to the *Health Check Tool*

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## Background and Purpose

This tool has been developed to assist community organisations and Council officers in the task of building strong and effective organisations and communities.

The tool was developed overseas and with additional research has been updated and tested to suit the communities of Aotearoa / New Zealand.

It enables users to 'assess' the performance of an organisation by using a rating that is applied to all the important areas of the group's operation, i.e. governance, financial management, leadership, workers & volunteers, administration and so on.

The scale of ratings ranges from 'at risk' to 'thriving.' The health check can provide valuable input to an organisation's decision making and to areas for focus in order to further develop the organisation. It also helps funders to better understand a group's strengths and areas where development can be supported.

This tool is designed to be self administered and is an opportunity for groups to be open and honest about key aspects of their organisation. It also provides a benchmark for future evaluation. It is useful for members of your governing body and operational staff to work through this together so that a balanced viewpoint is reached in each area.

Should you wish to use this Health Check as an ongoing evaluative tool for your organisation we have additional information available that can support this process.

## How to use the Tool

The Health Check Tool provides a set of indicators that relate to the capacity of your organisation in particular areas of operation, allowing you to indicate where you perceive your organisation currently operates.

For example for the area of 'workers & volunteers' the following indicators align with the assessment scale:

*(Example only, not complete)*

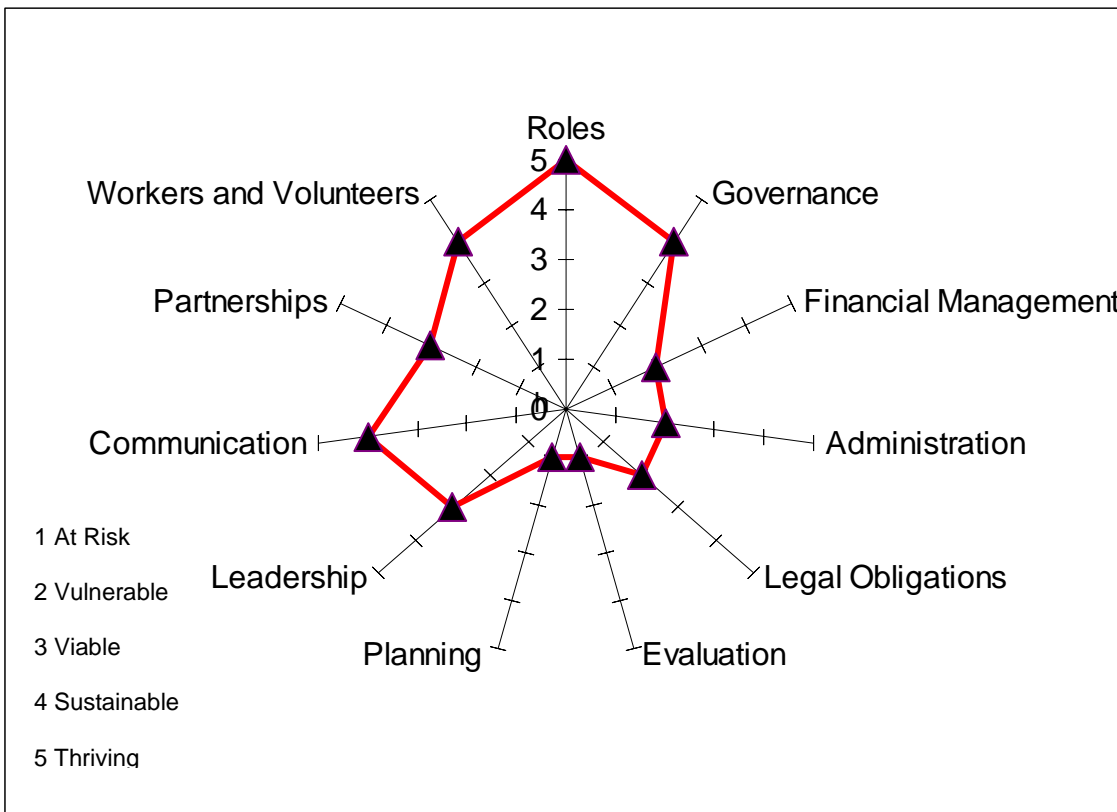
<b>1. at risk</b>	↑	staff not valued
<b>2. vulnerable</b>		treatment of staff inconsistent
<b>3. viable</b>		staff valued, but high expectations for low return
<b>4. sustainable</b>		staff valued, some training & support
<b>5. thriving</b>	↓	staff highly valued, excellent support, rewarding work conditions

Please work through and discuss each area in the tool and agree on the applicable rating. Use the following summary table and spider graph to record these assessments. Once complete please return to us along with any documentation which supports this self-assessment.

Here is an example of how it will look.

## Assessment results and Visual Matrix

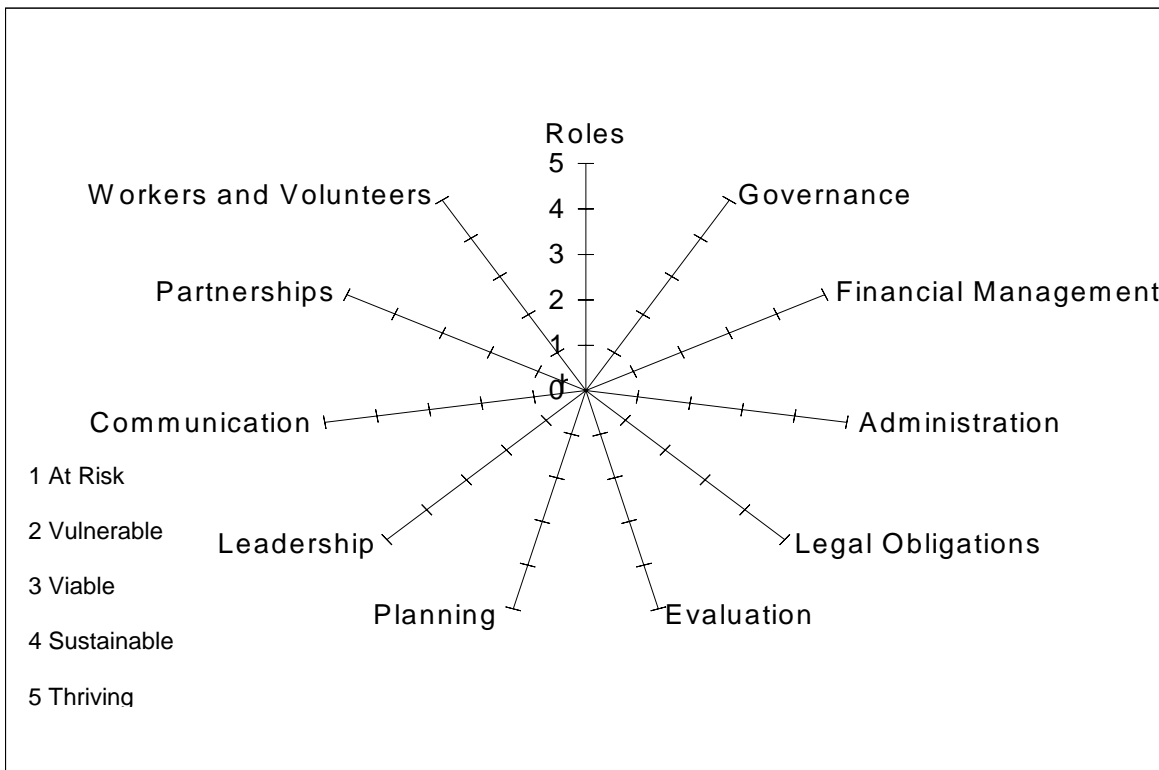
<b>Example</b>	At risk (1)	Vulnerable (2)	Viable (3)	Sustainable (4)	Thriving (5)
Governance/Te Roopu Kaitiaki					√
Roles				√	
Administration		√			
Financial Management		√			
Legal Obligations		√			
Evaluation	√				
Planning	√				
Leadership			√		
Communication				√	
Partnerships			√		
Workers and Volunteers				√	



**Organisation:**

**Contact person:**

	At risk (1)	Vulnerable (2)	Viable (3)	Sustainable/ Successful (4)	Thriving (5)
Governance/Te Roopu Kaitiaki					
Roles					
Administration					
Financial Management					
Legal Obligations					
Evaluation					
Planning					
Leadership					
Communication					
Partnerships					
Workers and Volunteers					



**Please list attached supporting documentation**

Please return to Grants Team, Wellington City Council, PO Box 2199, Wellington