

Organisational Healthcheck

Background and Purpose

This organisational healthcheck has been developed to assist community organisations to build strong and effective organisations and communities.

It was developed overseas and has been updated and tested to suit the communities of Aotearoa / New Zealand. It was used in 2009 by Wellington City Council (WCC) as the first step in the process of applying for ongoing Council funding. The WCC have agreed that this tool may be widely circulated to community organisations that would like to check how effective they are.

The healthcheck 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, staff (paid & volunteer), administration and so on. The scale of ratings ranges from 'at risk' to 'thriving.'

The healthcheck can provide valuable input to an organisation's decision making and identify areas to focus on to further develop the organisation. It can also be used to help funders and other external stakeholders to better understand a group's strengths and areas where development might be supported.


This healthcheck 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.**

How to use the Workplace Health Check

The Health Check 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 'staff' the following indicators align with the assessment scale:

(Example only, not complete)

1. at risk		staff not valued
2. vulnerable		treatment of staff inconsistent
3. viable		staff valued, but high expectations for low return
4. sustainable		staff valued, some training & support
5. thriving		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.

Here is an example of how it will look.

Assessment results and Visual Matrix

Example	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			√		
Staff				√	

