#### Regional Council self-assessment tool[[1]](#footnote-1)

This Regional Council self-assessment tool covers eight broad topic areas:

* Understanding the mission and functions of Council
* Leading Regional Council
* Consulting with stakeholders
* Regional Council Planning
* Operational management
* Annual review of Regional Council
* Advising the ACFE Board
* Supporting and promoting ACFE

You may choose to complete the self-assessment as an individual or as a collaborative group. It is up to your Council how the assessment is done, who is involved and how the results are discussed. It is recommended that:

* Information is drawn from a range of perspectives and experiences within your Council. You may choose to involve Council members, Department staff and/or community representatives.
* You think about and discuss tangible evidence such as plans, policies, projects and reports. While you may have an intuitive sense of your Council’s effectiveness, the most accurate self-assessment will come from in-depth discussion and evidence.
* Complete the self-assessment tool annually. Tracking your progress will help your Council grow and develop.

**Instructions for completing the self-assessment tool**

Consider each good practice element in turn. Read across each row and select the rating that best describes where your Council currently sits.

Beside your rating, briefly describe why you have selected the rating, noting any discussion and evidence you considered in reaching your conclusion.

If a good practice element is not relevant to your Council, write N/A in the comments section. If you simply have no knowledge, write ‘I don’t know’.

| *Good practice elements* | *1. Aspirational* We want to be able to do this well | *2. Emerging* We are developing but we need more capability | *3. Consolidating* We do this well but we are looking to improve | *4. Transformative* We do this really well and are open to sharing with others | *Evidence or discussion* |
| --- | --- | --- | --- | --- | --- |
| *Understanding the mission and functions of Council (see your Regional Council’s Charter and* [*Fact Sheet – Legislation and governance*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfslegislation.docx)*)* |  |  |  |  |  |
| 1. All our Regional Council members share a common understanding of the mission of the ACFE Board and Regional Council that has been tested through discussion. |  |  |  |  |  |
| 1. Our Regional Council members have a good grasp of the general educational environment and the issues for communities and disadvantaged learners in our region. |  |  |  |  |  |
| 1. Our Regional Council’s deliberations show a clear understanding of our functions as set out in the *Education and Training Reform Act 2006* and explained in the Regional Council’s Charter. |  |  |  |  |  |
| 1. All Regional Council members share a common understanding of what the Council wants to achieve in one to two years. |  |  |  |  |  |
| 1. Our Regional Council and the Department staff we work with understand their roles and functions and work effectively together to achieve our plans. |  |  |  |  |  |
| *Leading Regional Council* (*see* [*Fact Sheet – Leading Regional Council*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsleading.docx)) |  |  |  |  |  |
| 1. Our Regional Council members abide by their [Code of Conduct](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubcodeconduct.docx). |  |  |  |  |  |
| 1. Our Regional Council complies with our [Conflict of Interest policy](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconflict.docx) and procedures. |  |  |  |  |  |
| 1. Our Regional Council values members that:  * reflect the knowledge, skills and experience of the adult education sector * reflect the diversity of the community in our region * have knowledge and experience of governance responsibilities. |  |  |  |  |  |
| 1. Our Regional Council has clear, well-understood and accepted processes for electing the chairperson and deputy chairperson and to transition Council leadership. |  |  |  |  |  |
| 1. Our Regional Council chairperson and deputy chairperson understand their roles and lead the Council effectively. |  |  |  |  |  |
| 1. Our Regional Council has a formal induction that covers key topics such as mission, governance and Code of Conduct. Members feel welcomed and quickly become effective members of the Council (see [Fact Sheet – Inducting and Mentoring new members](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsinducting.docx)). |  |  |  |  |  |
| 1. Our Regional Council members actively think about and communicate future opportunities and risks, and challenge the status quo to improve the way we do things. |  |  |  |  |  |
| *Consulting with stakeholders (see* [*Fact Sheet – Consulting with stakeholders*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconsultstake.docx)*)* |  |  |  |  |  |
| 1. Our Regional Council seeks feedback from and communicates with its stakeholders. |  |  |  |  |  |
| 1. Our Regional Council uses a wide range of consultation strategies in decision-making and strategy setting. |  |  |  |  |  |
| 1. We know and understand the needs of our communities and the people using adult, community and further education (ACFE)[[2]](#footnote-2) in our region. We draw on this information in providing advice to the ACFE Board, and setting outcomes and performance measures. |  |  |  |  |  |
| 1. Our Regional Council members make themselves available to meet with stakeholders. Our stakeholders know about the Regional Council. |  |  |  |  |  |
| 1. Our Regional Council proactively reaches out into the community to build awareness and excitement about the Council. Members are very effective ambassadors for the Council. |  |  |  |  |  |
| 1. Our Regional Council is influential in its reach to other organisations in the region. |  |  |  |  |  |
| *Regional Council planning (see* [*Fact Sheet – Regional Council planning*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsplanning.docx)*)* |  |  |  |  |  |
| 1. Our Regional Council’s plans are aligned with the mission, the ACFE Board’s strategy and the Government’s priorities. |  |  |  |  |  |
| 1. Our Regional Council has a future focused Regional Council Plan that clearly defines what we aim to achieve. |  |  |  |  |  |
| 1. Our Regional Council determines strategy in light of its review of regional information, issues and environment. |  |  |  |  |  |
| 1. We use qualitative and quantitative information to set our direction, measure progress and review our performance. |  |  |  |  |  |
| 1. The Regional Council translates its Regional Council Plan into a set of concrete goals for the Council, including timelines and required resources. |  |  |  |  |  |
| 1. Our Regional Council sets success indicators in our plans and monitors them. |  |  |  |  |  |
| 1. Our Regional Council regularly reflects on our progress towards our Regional Council Plan, adjusting our strategy in response to changes and risks in the external environment. |  |  |  |  |  |
| 1. Our Regional Council has an agreed Statement of Expectations with the ACFE Board and is working towards these outcomes. |  |  |  |  |  |
| *Operational management* |  |  |  |  |  |
| 1. Our Regional Council meetings operate smoothly:  * Calendar of meetings distributed for the year * Agenda for individual meetings sent out ahead of time with indication of expected focus or high impact areas for Council consideration * Council members receive quality background papers well in advance of meetings and arrive at meetings prepared * Meetings start and end on time and are managed to ensure Council discussion on important topics * Minimal presentations/reports by Department staff * Most time dedicated to Council discussion and debate on important issues * Council members feel involved and their contributions valued. |  |  |  |  |  |
| 1. Council interactions are productive and enjoyable. There is a good mixture of activities, including efforts to connect Council members to the mission (for example, site visits) and to the ACFE Board. Council members hate to miss meetings. |  |  |  |  |  |
| *Annual review of Regional Council* (*see* [*Fact Sheet – Regional Council annual review*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubannualreview.docx)*)* |  |  |  |  |  |
| 1. Our Regional Council’s chairperson and individual members regularly review their performance to improve the Council’s effectiveness. |  |  |  |  |  |
| 1. Our Regional Council evaluates its performance against its goals and uses the lessons learned to develop plans to improve the Council’s effectiveness. |  |  |  |  |  |
| *Advising the ACFE Board (see* [*Fact Sheet – Advising the ACFE Board*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsadvisingboard.docx)*)* |  |  |  |  |  |
| 1. Our Regional Council takes the initiative of providing advice to the ACFE Board on matters it has identified as important. |  |  |  |  |  |
| 1. Our Regional Council provides well-researched advice to the ACFE Board on all matters where the Board seeks advice. |  |  |  |  |  |
| 1. Our Regional Council keeps abreast of issues/policy of the ACFE Board and government priorities. |  |  |  |  |  |
| 1. Our Regional Council monitors risks in its environment and reports these, where appropriate, to the ACFE Board. |  |  |  |  |  |
| *Supporting and promoting ACFE* |  |  |  |  |  |
| 1. Our Regional Council supports and promotes the provision, including diversity and flexibility, of ACFE[[3]](#footnote-3) in its region. |  |  |  |  |  |
| 1. Our Regional Council supports and promotes networks between community-based providers in our region. |  |  |  |  |  |

#### Regional Council development priorities

Each Council works with different stakeholders and has different development priorities. In considering each priority for your Council, you may want to ask the following questions:

* *How important is this function to our Council?*
* *How developed is the function within our Council?*
* *Where do we want to be as a Council?*
* *What development is required or what expertise is required within the Council?*
* *What plans do we need to set for the future?*

### *Indicate (high, medium or low) priority*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***High*** | ***Medium*** | ***Low*** |
| Understanding the mission and functions of Council |  |  |  |
| Leading Regional Council |  |  |  |
| Consulting with stakeholders |  |  |  |
| Regional Council planning |  |  |  |
| Operational management |  |  |  |
| Annual review of Regional Council |  |  |  |
| Advising the ACFE Board |  |  |  |
| Supporting and promoting ACFE |  |  |  |

Comments for discussion

1. Sources

   McKinsey & Company Nonprofit Self-Assessment Tool source <https://socialsector.haas.berkeley.edu/documents/McKinsey_Dynamic_Board_Report_w_Assessment_Grid.pdf>

   Victorian Public Sector Commission website accessed 24 June 2014

   *Education and Training Reform Act 2006* s. 3.3,

   Organisational Capability Self-Assessment Tool, Ministry of Social Development, New Zealand

   *ACFE Regional Council Good Governance Guide*, 2004 [↑](#footnote-ref-1)
2. Definition from the Education and Training Reform Act [↑](#footnote-ref-2)
3. Definition from the Education and Training Reform Act [↑](#footnote-ref-3)