

**Analyse This: prompting tool.**

Now you have the sources with the information you need, its important you know how to sift through to find what is impressive, interesting, concerning, useful or significant – what helps you tell the story.

So, where to start?

Start with the people then move your focus through the 5 Practice Areas.

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| **Look at the information** |  |
| **Participant demographics** | **What did you find?** |
| Age |  |
| Gender |  |
| Aboriginal / Torres Strait Islander status |  |
| Cultural Background |  |
| Languages |  |
| **Staff/volunteer demographics** | **What did you find?** |
| Age |  |
| Gender |  |
| Aboriginal / Torres Strait Islander status |  |
| Cultural Background |  |
| Languages |  |
| **Committee demographics** | **What did you find?** |
| Age |  |
| Gender |  |
| Aboriginal / Torres Strait Islander status |  |
| Cultural Background |  |
| Languages |  |
| **Ask yourself these questions** |  |
| **Foundational**  | **Advanced** |
| Does anything stand out? | How does this compare to demographic data from the broader community/region? (eg low numbers of newly arrived families accessing the centre yet high numbers of newly arrived families identified in the region) |
| Is there a significant lean in one direction? (eg 90% female participants, 10% male) | Do the LGA community plans or strategies highlight specific cohorts or groups as vulnerable? Is this reflected in your data?  |
| Is there a significant shift from previous collection processes? |  |
| Is there diversity in your staff/ volunteers / committee? | Does this diversity reflect the diversity in participants? |

**Practice Area 1 & 2: Governance & Management**

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| **Look at the information** |  |
| **Committee** | **What did you find?** |
| Number |  |
| Hours |  |
| Expertise |  |
| Orientation |  |
| Documentation (inc minutes, constitution) |  |
| Training |  |
| **Organisational documentation** | **What did you find?** |
| Registration certificates |  |
| Insurances |  |
| Premises contracts |  |
| Organisational Chart  |  |
| **Policies & Procedures** | **What did you find?** |
| Governance |  |
| Financial |  |
| Human Resources (inc screening, performance management, supervision, PD) |  |
| Quality & Risk |  |
| Complaints & Grievances  |  |
| OH&S (inc emergency management) |  |
| Child Safety |  |
| Privacy and Confidentiality |  |
| **Processes / mechanisms** | **What did you find?** |
| Feedback |  |
| Consultation |  |
| **Ask yourself these questions** |  |
| **Foundational**  | **Advanced** |
| Does anything stand out? | Do you have the evidence as listed in the Good Practice Self Assessment? |
| Are there clear gaps? | How do these compare to examples of best practice across the sector? Have you benchmarked? |
| Is there a significant shift from previous collection processes? |  |
| Even if you have them, are they high quality, accessible and up to date? |  |

**Practice Area 3: Delivery & Operations**

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| **Look at the information** |  |
| **Delivery Approach** | **What did you find** |
| Alignment with Community Development Model and Sector Principles |  |
| Alignment with relevant legislation |  |
| Alignment with Good Practice Guidelines  |  |
| **Programs** | **What did you find?** |
| Participant numbers |  |
| Diversity of programs |  |
| Age group of participants |  |
| Diversity of participants |  |
| Programs reflecting community need |  |
| Ratio of internal/external |  |
| **Facilities** | **What did you find?** |
| Usage internal |  |
| Usage external |  |
| Accessibility |  |
| Availability |  |
| **Ask yourself these questions** |  |
| **Foundational**  | **Advanced** |
| Are you familiar with the Community Development Model, Sector Principles, relevant legislation and Good Practice Guidelines? | Can you provide evidence of this? If the answer is no, this may be an area requiring strengthening.  |
| Do the programs match the people? Is there a clear demand? Are the programs reflective of the needs of the community? | Do the LGA community plans or strategies highlight particular cohorts or groups as particularly vulnerable? Does this inform your program development and delivery? |
| Are the facilities safe, well maintained and up to standard? Are they being used by external partners efficiently and appropriately? | Is there a need to upgrade facilities to meet disability standards and to be more accessible for the community? Should you conduct a cost benefit analysis? |
| Is there a significant shift from previous collection processes? | Are there duplicate programs being delivered elsewhere in the community? |

**Practice Area 4: External Relationships**

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| **Look at the information** |  |
| **Program delivery partners** | **What did you find?** |
| Number |  |
| Diversity |  |
| Contribution |  |
| Alignment to values |  |
| **Financial or other support**  | **What did you find?** |
| Number |  |
| Diversity |  |
| Contribution |  |
| Alignment to values |  |
| **Valuable Relationships** | **What did you find?** |
| Local Government |  |
| State Government |  |
| Funders |  |
| Local business |  |
| Other community service organisations |  |
| **Financial or other support**  | **What did you find?** |
| **Ask yourself these questions** |  |
| **Foundational**  | **Advanced** |
| How are the current partners contributing to the success of the centre? | How often is a due diligence process conducted on current or potential partners?  |
| Is there a significant lean in one direction? (eg 80% health and fitness partners, 20% education and training partners) | Does an audit of current partners need to take place? |
| Is there a significant shift from previous collection processes? | Would the centre value from actively broadening external partnerships? How could this be achieved? |

**Practice Area 5: Capacity Building**

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| **Look at the information** |  |
| **Committee, staff, volunteer and delivery partners** | **What did you find?** |
| Qualifications |  |
| Expertise |  |
| Role specific professional development needs |  |
| Quality & Risk requirements |  |
| OH&S requirements |  |
| **Ask yourself these questions** |  |
| **Foundational**  | **Advanced** |
| Does anything stand out? | Is there new legislation or sector reform that will impact the centre and require training? Ie CIMS, Child Safe Standards etc.  |
| Are there any significant barriers? ICT infrastructure, policy development, supervision and support etc.  |  |
| Is there a significant shift from previous collection processes? |  |