

How Healthy is Your Station?

Community Radio Station Health Check

www.cbaa.org.au/stationhealthcheck

The Community Radio Station Health Check is an easy-to-use, free online self-assessment tool that allows you to see how well your station's processes, activities and relationships align with best governance practices and how you can improve.

What is governance and why is it important?

Good governance makes for healthy organisations that are effectively fulfilling their purpose. It is the responsibility of a station's board or management committee and refers to system – the processes, activities and relationships – by which your station operates and the mechanisms by which it is held to account. Ethics, risk management, compliance and administration are all elements of governance.

Who should complete the Health Check?

The Health Check should be completed collectively by your station's board or management committee.

How should we complete the Health Check?

The Health Check is an online survey that we recommend completing as a group at a management committee or board meeting. This gives the most accurate picture of your current practices and provides an important forum for discussion. Once you submit your survey, you'll receive a report via email.

What do we need to complete the check?

- Working Internet – the [Health Check is available to complete online](#).
- Access to or knowledge of your station's constitution, policies and procedures.
- The [Community Radio Broadcasting Codes of Practice](#).
- Your station's last Annual Report.
- Member/supporter numbers from the last two financial years.

If you'd like to view the questions prior to undertaking the check, you can access them at www.cbaa.org.au/stationhealthcheck.

What do we do with our report?

Your report summarises your station's performance on 'key drivers' of Vision and Mission, Governance, Culture and Leadership, and Decision Making as well as other critical success factors that are vital to the successful running of a community radio station. Importantly, it gives an indication of your station's highest priority areas for improvement.

We recommend adding one of the report's Action Plans to each of your upcoming meetings and working through them one at a time. Look at the results, reflect on your current strengths and opportunities, and review the recommendations for improvement to determine what actions you

can take to build better governance at your station. Don't forget to check out the online resources to help you make these changes.

How often should we complete the check?

We recommend completing the check annually. This gives you time to work on any high priority areas indicated in the report and regularly check your station's progress.

Is our information kept private?

Yes. You will receive your report directly to your email a few minutes after completing the check, as will the CBAA. We will not share your individual station data with anyone, including organisations such as the ACMA or CBF. We want you to feel confident that you can use the toolkit to honestly assess your station's current position.

We may use aggregated data to identify key challenges for stations broadly, but will never reveal an individual station's information.

The Community Radio Station Health Check was developed in consultation with the Community Media Training Organisation and with support from the Community Broadcasting Foundation.