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| Service Agreement monitoring checklists |
| Funded organisation performance monitoring framework  main subheading |

# Organisation compliance checklist – blank template

**Where compliance is ‘no’ or ‘in part’, a live monitoring issue and action is likely to be required.**

| Risk areas requiring performance monitoring | Evidence  (Yes/No) | Compliant  (Yes/No/In Part) | Comments (SAMS2 text field) |
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| 1. **Can the organisation provide clear documented roles, responsibilities and accountabilities information about the board/committee and chief executive officer?** |  |  |  |
| 1. **Do the members of the board/committee have professional and service expertise relevant to the organisation?** |  |  |  |
| 1. **Has the board/committee undertaken governance training and have new members been provided with orientation material?** |  |  |  |
| 1. **Can the board/committee demonstrate that that it has a current strategic/work plan?** |  |  |  |
| 1. **Is the board/committee and chief executive officer managing its risks about conflict of interest, fraud and legislative compliance?** |  |  |  |
| 1. **In the previous 12 months, has the organisation submitted its Service Agreement Compliance Certification form on time?** |  |  |  |
| 1. **Is the organisation financially viable and are there any follow ups required?** |  |  |  |
| 1. **Does the organisation have a system for tracking police checks and Working with Children Checks?** |  |  |  |
| 1. **Does the organisation have a system for referee checks and a recruitment form for disclosure of any formal disciplinary action?** |  |  |  |
| 1. **Does the organisation maintain and use an incident reporting register?** |  |  |  |
| 1. **Does the organisation undertake analysis of incidents and have strategies to prevent reoccurrence?** |  |  |  |
| 1. **Does the organisation have systems and processes for records management?** |  |  |  |
| 1. **What measures has the organisation put in place to ensure it meets the Victorian Protective Data Security Standards (VPDSS) and the Information Privacy requirements?** |  |  |  |
| 1. **Does the organisation have evidence to demonstrate compliance with the Child Safe Standards?** |  |  |  |

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