



Australian Government

Australian Sports Commission

Partner Portal User Guide

Governance and Organisational Enhancement (GOE) Plan

Prepared by

ASC ICT

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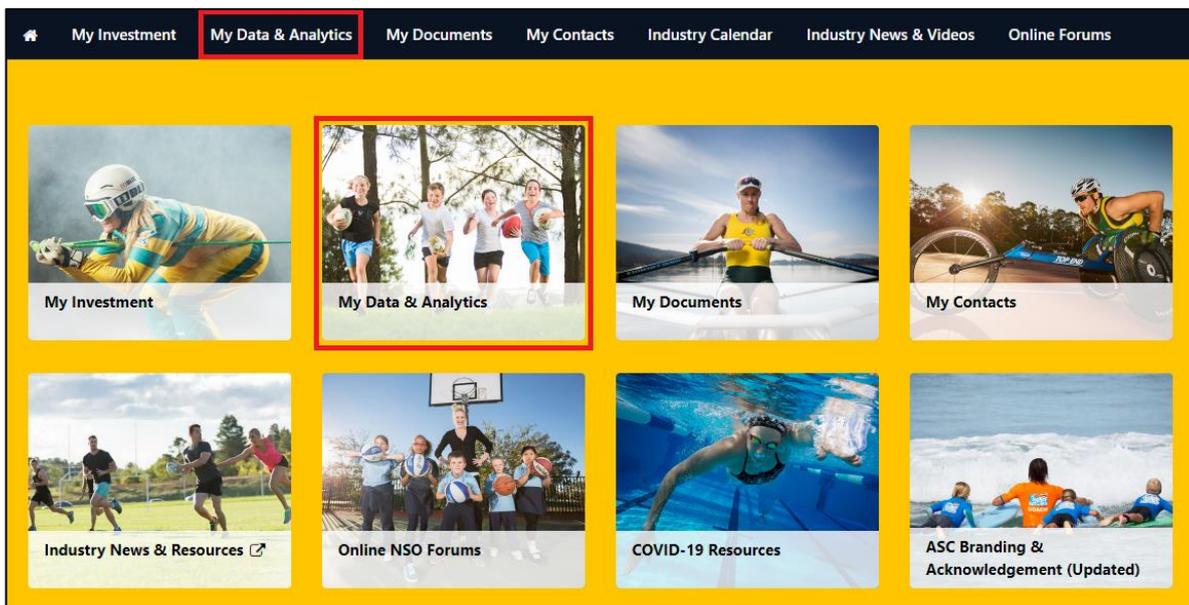


Navigate to Governance and Organisational Enhancement Functionality

The Partner Portal now has updated functionality for NSO/Ds to complete their Governance processes within the Partner Portal. These functions include the ability for NSO/Ds to:

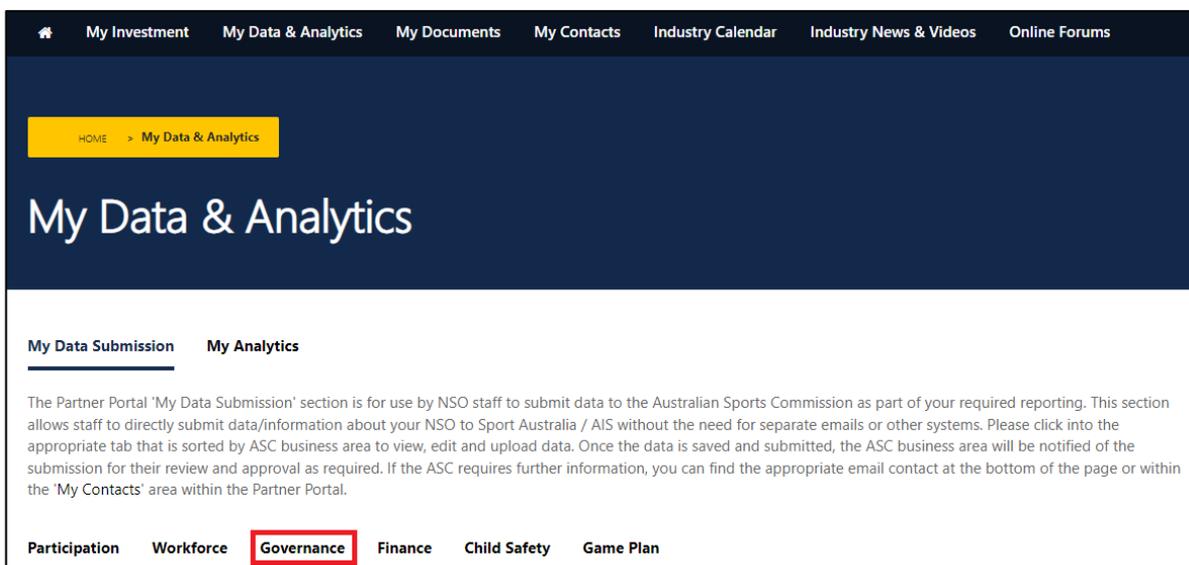
1. Create and submit a Sport Governance Standards (SGS) self-assessment
2. Review and approve or reject a SGS self-assessment
3. Create and submit a Governance and Organisational Enhancement (GOE) Plan
4. Review and approve or reject a GOE Plan

You can access the functionality on the Partner Portal by accessing **My Data & Analytics** selecting the option menu bar or tile.



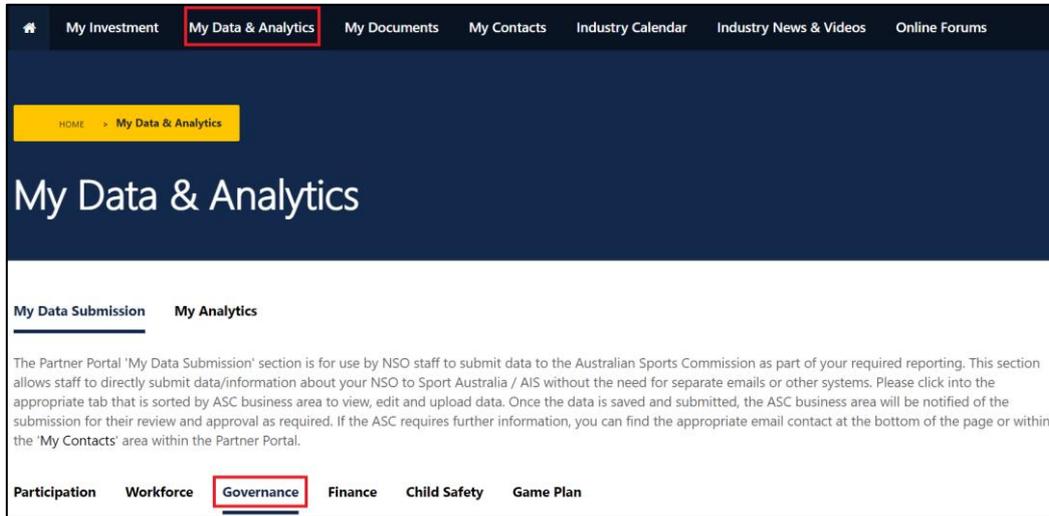
Once you have displayed the **My Data & Analytics** page, select **Governance**. Follow the rest of the document to access and use the new capability that has been released.

*Note: To be able to view the capabilities in the **Governance** tab, you will be required to have the correct permissions in the Partner Portal. Contact portalsupport@ausport.gov.au for assistance.*



Access and Update NSO/D Governance and Organisational Enhancement (GOE) Plan

- 1) Navigate to the Governance capability by selecting **My Data & Analytics > Governance** tab



The screenshot shows the 'My Data & Analytics' dashboard. The navigation bar at the top includes 'My Investment', 'My Data & Analytics' (highlighted with a red box), 'My Documents', 'My Contacts', 'Industry Calendar', 'Industry News & Videos', and 'Online Forums'. Below the navigation bar, there is a breadcrumb trail 'HOME > My Data & Analytics'. The main heading is 'My Data & Analytics'. Underneath, there are two tabs: 'My Data Submission' and 'My Analytics'. A paragraph of text explains the 'My Data Submission' section. At the bottom, there is a horizontal menu with 'Participation', 'Workforce', 'Governance' (highlighted with a red box), 'Finance', 'Child Safety', and 'Game Plan'.

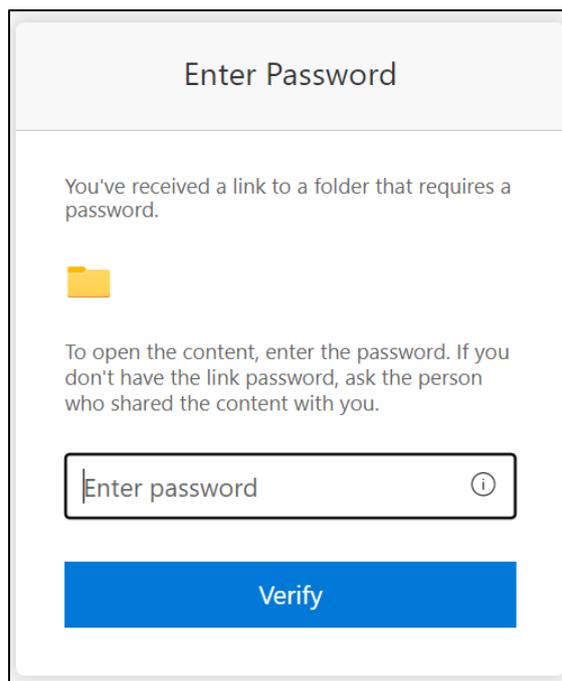
- 2) To access the GOE Plan, select **Access GOE Plan**



The screenshot shows the 'GOE Plan' page. The heading is 'GOE Plan'. Below it, there is a button labeled 'Access GOE Plan' (highlighted with a red box). Underneath the button, the password '@Wklo7mVkn' is displayed. Below the password, there is a table with the following data:

GOE Plan Year	GOE Plan Status ↑	Date
2021/2022	Draft	03/05/2022 8:27 AM

- 3) This will open a new tab in your browser, requesting that you enter your unique password to access the GOE Plan.



The screenshot shows a dialog box titled 'Enter Password'. The text inside reads: 'You've received a link to a folder that requires a password.' Below this text is a yellow folder icon. Further down, it says: 'To open the content, enter the password. If you don't have the link password, ask the person who shared the content with you.' At the bottom, there is a text input field with the placeholder text 'Enter password' and an information icon (i) to its right. Below the input field is a blue button labeled 'Verify'.



4) Enter your unique password that is on the Partner Portal and select **Verify**.

GOE Plan

Access GOE Plan

Password: @Wklo7mVkn

GOE Plan Year	GOE Plan Status ↑	Date
2021/2022	Draft	03/05/2022 8:27 AM

Enter Password

You've received a link to a folder that requires a password.



To open the content, enter the password. If you don't have the link password, ask the person who shared the content with you.

Verify

5) Once you have entered the password, you will be allowed access into the NSO/D workspace. You will be able to view you GOE Plan in this workspace.

 Name	Modified
 Approved	3 days ago
 _GOEPlan.xlsx	4 hours ago



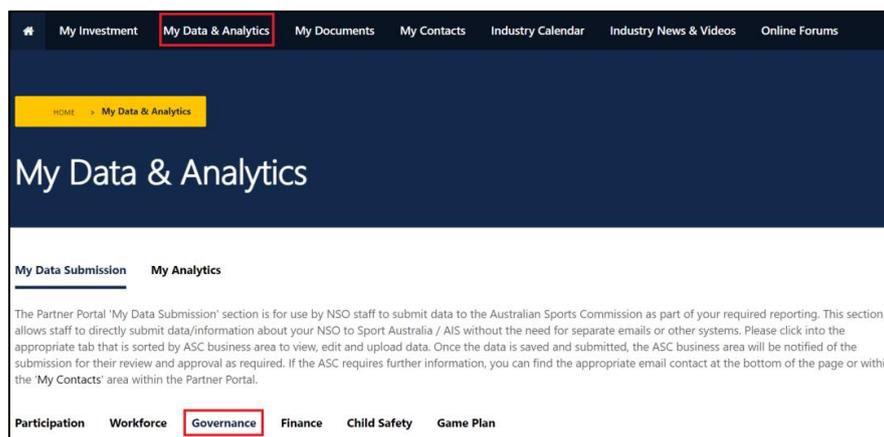
- 6) Select the file that has been uploaded in the NSO/D workspace. This will open the GOE Plan that has been specifically created for your NSO/D, including your NSO/D's SGS scores. You can access and edit the NSO/D GOE Plan in this view.

Governance & Organisational Enhancement Plan 2022-2023						
Insert Sport Name						
Priority Standard						
Sport Governance Principle	Sport Governance Standard	2022 Sport Governance Maturity Level	Expected 2023 Sport Governance Maturity Level	Expected Sport Governance Standard Measure	ACTIVITIES required to achieve Expected Maturity Level	TASKS Q2 (Dec 31)
<i>Example</i>						
1. The spirit of the game	1.1		4	Our board does not have a directors' code of conduct		
				Our board has a directors' code of conduct, executed by its directors during their induction		
				Our board has a published directors' code of conduct, which is reviewed annually by the board and annually executed by all directors		
				Our board has a published directors' code of conduct, which is reviewed annually by the board (and with input from stakeholders) and annually executed by all directors. The code directly integrates behavioural expectations with the organization's values.		
	1.2		3	Our organisation does not have defined and published values and behaviours		
				Our organisation has defined and published values and behaviours		
				Our organisation has defined and published values and behaviours, which are aligned nationally and reviewed by stakeholders		
				Our organisation has defined and published values and behaviours, which are aligned nationally and reviewed by stakeholders. The values and behaviours are		

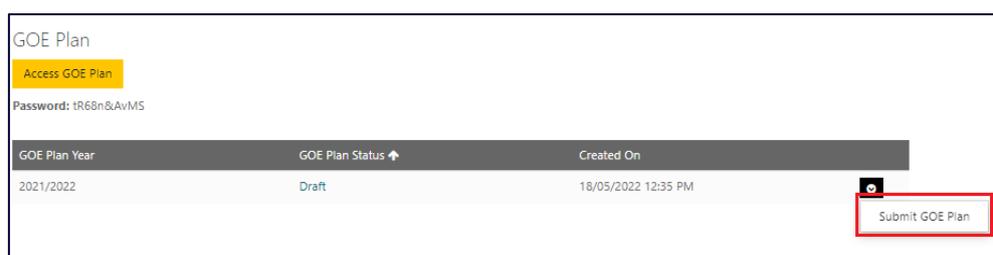


Send NSO/D Governance and Organisational Enhancement (GOE) Plan for Approval

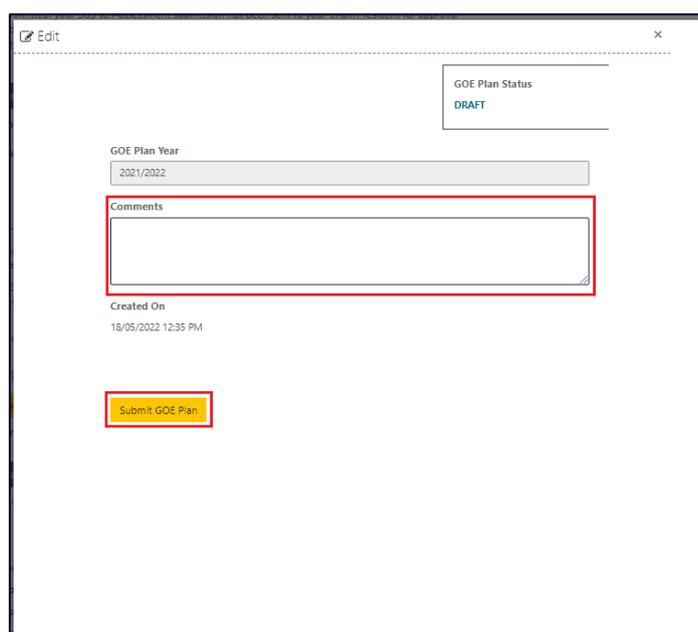
- 1) Sport Australia Governance Advisers will meet with each NSO/D to assist in developing the GOE Plan using Partner Portal.
- 2) Once the plan is developed and ready to send for approval navigate to the Governance capability by selecting **My Data & Analytics** > **Governance** tab and navigate to the **GOE Plan** second on the **Governance** page



- 3) Select the relevant GOE Plan, select the chevron and select **Submit GOE Plan**



- 4) A small window will open in your browser for the submission. You can enter a comment that will be sent to the Approver in **Comments** (the 'Comments' field is optional). Once you have entered your comments select **Submit GOE Plan**.



Note: Once you have submitted your GOE Plan for approval, the GOE Plan will be sent to your Chair/President for final approval.



Approve or Request a Review of your NSO/D's GOE Plan

- 1) Once a staff member in your organisation has submitted a GOE Plan, you will receive an email notification to action the GOE Plan.

Dear

As part of our ongoing commitment to supporting NSO/Ds with their governance requirements, Sport Australia is pleased to assist with the development a Governance and Organisational Enhancement (GOE) Plan for sports, providing a single reference point for all governance activities. From this year (FY 2022-23), your organisation's GOE Plan is accessible online as a shared, live document which can be accessed as required by both your organisation, and your Sport Australia Governance Advisor.

See below notification for your attention; we look forward to continuing working with your organisation on your governance needs.

has submitted the GOE Plan for 2022-23 and it requires your review and approval.

To action the submission, please follow these steps:

Step 1: Review the GOE Plan details by accessing the following link: <https://ausport.sharepoint.com/:f/s/SportGovernanceStandard/EvWEyeyDOXhNma1ClIkla7QBjpx637BYw03UXanxXXe6tA?e=NMPDeC>

Step 2: Access the following form and select the appropriate response on the form in response to the GOE Plan submission: https://forms.office.com/Pages/ResponsePage.aspx?id=TA8ufjVtUyO59pd0_82ANnF5UilyVhLm6B4821wpOdUQI3WDFYU1pFOUcxRUpCQ1VEVNNNSkiDRC4u

- **Approve** - if the GOE Plan is finalised and ready to be implemented for 2022-23
- **Review Required** - if the GOE Plan requires changes prior to implementation for 2022-23

Note:
Copy the below GOE Plan ID into the GOE Plan ID field on the form:
GOE Plan ID: 9931f1ed-44da-ec11-bb3d-00224894400f

If you have any questions regarding this email or the approval process, contact the Sports Governance team at SportsGovernance@ausport.gov.au.

Regards

NSO Partner Portal

- 2) To review the GOE Plan, select the link in **Step 1** in the email notification. This will open a page in a browser on your device. The page is to access your NSO/D's SharePoint which contains the GOE Plan.

Dear

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Step 2: Access the following form and select the appropriate response on the form in response to the GOE Plan submission: https://forms.office.com/Pages/ResponsePage.aspx?id=TA8ufjVtUyO59pd0_82ANnF5UilyVhLm6B4821wpOdUQI3WDFYU1pFOUcxRUpCQ1VEVNNNSkiDRC4u

- **Approve** - if the GOE Plan is finalised and ready to be implemented for 2022-23
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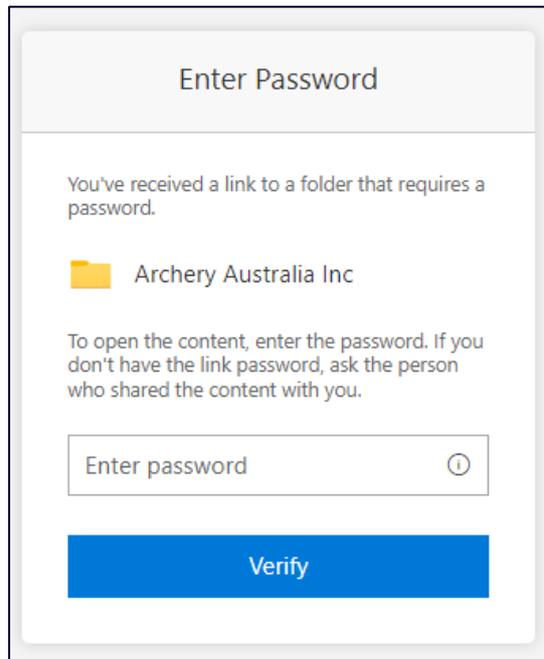
Note:
Copy the below GOE Plan ID into the GOE Plan ID field on the form:
GOE Plan ID: 9931f1ed-44da-ec11-bb3d-00224894400f

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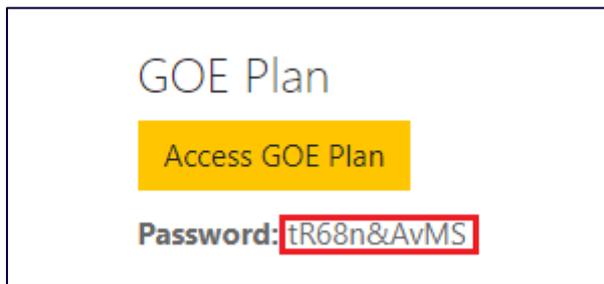
Regards

NSO Partner Portal

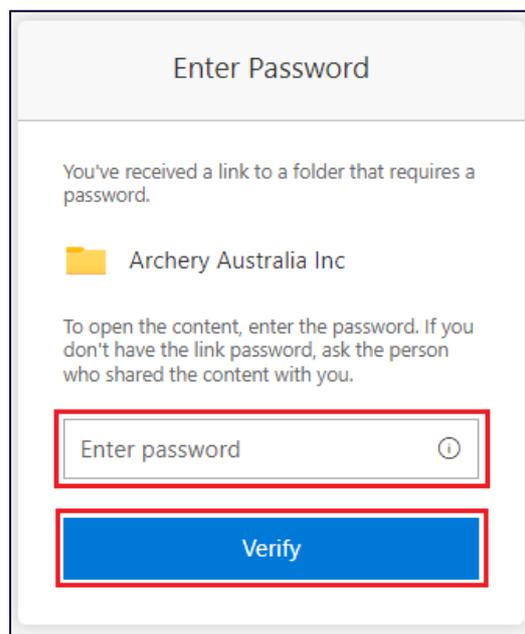




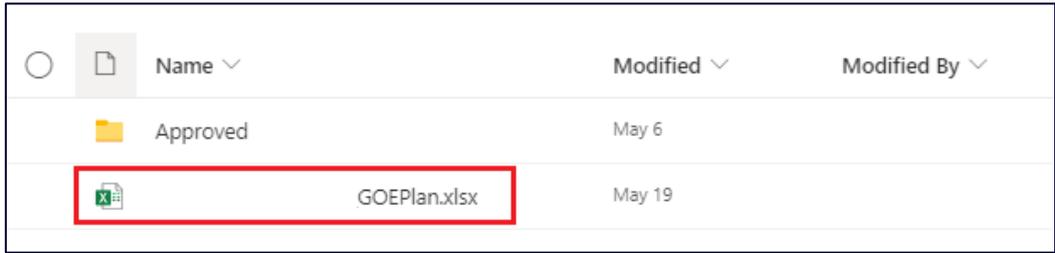
- 3) The unique password to access your NSO/D's can be accessed in the Partner Portal via **My Data & Analytics > My Data Submission > Governance**.



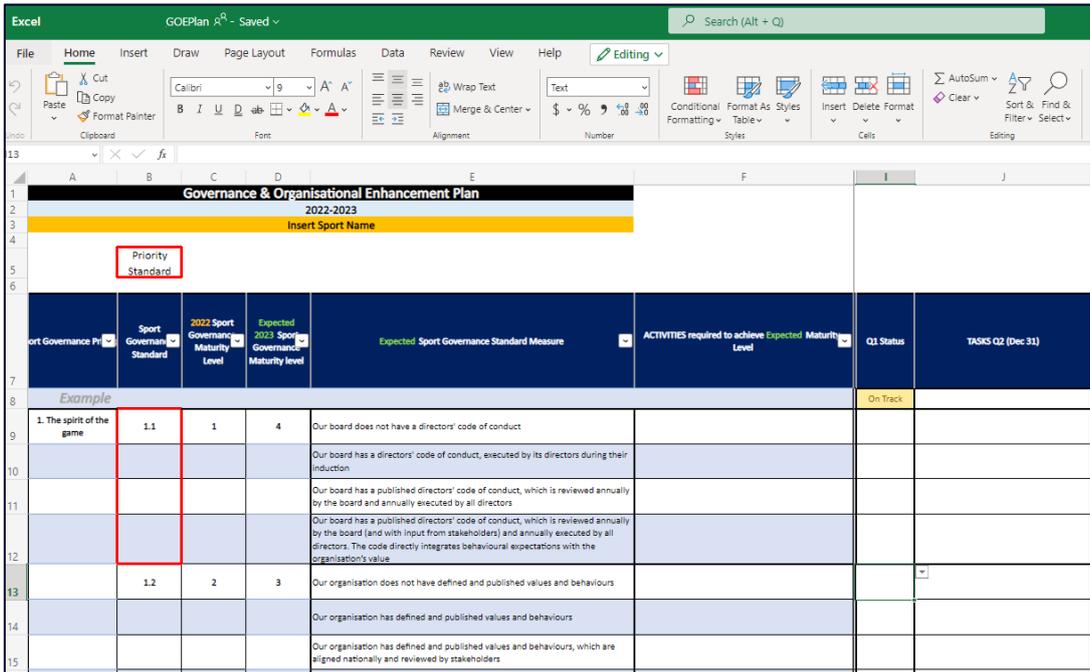
- 4) Once you have obtained your password, enter your password and select **Verify**.



- 5) Once you have entered the correct password for your NSO/D's SharePoint, you will be able to select your NSO/D's GOE Plan.

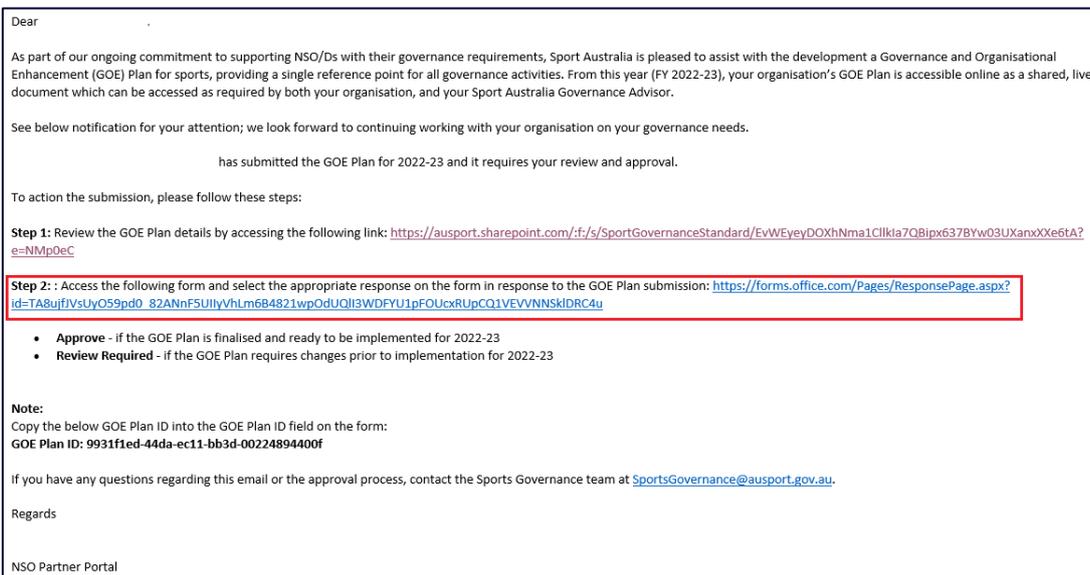


- 6) The GOE Plan document will open in a new tab in your browser. Once you have completed the review of the GOE Plan, return to the email notification to complete the next steps in approving or requesting a review of the plan.



Approve the GOE Plan

- 7) To approve the GOE Plan that has been submitted for your NSO/D, select the link in **Step 2** in the email notification.



8) This will open a browser on your device and display the following page.

The screenshot shows a web form with a teal header. The header text reads "SPORT GOVERNANCE STANDARDS - GOE PLAN - Action required". Below the header, there is a greeting: "Hi, Michelle. When you submit this form, the owner will see your name and email address." A red asterisk indicates a required field. The first question is "1. Please select the appropriate option *", with two radio button options: "Approved" (selected) and "Review Required". The second question is "2. GOE Plan ID *", with a text input field containing the placeholder "Enter your answer". The third question is "3. Comments", with a text input field containing the placeholder "Enter your answer". A teal "Submit" button is located at the bottom left of the form.

9) For **Question 1** on the form select **Approve** using the radio button.

A close-up of the first question on the form, "1. Please select the appropriate option *", which is enclosed in a red rectangular box. The question has two radio button options: "Approved" (selected) and "Review Required".

10) For **Question 2** on the form enter the GOE Plan ID, which can be found in the email notification.

A close-up of the second question on the form, "2. GOE Plan ID *", which is enclosed in a red rectangular box. The question has a text input field with the placeholder "Enter your answer".



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Step 2 : Access the following form and select the appropriate response on the form in response to the GOE Plan submission: https://forms.office.com/Pages/ResponsePage.aspx?id=TABujfVsUyO59pd0_82ANnF5UIIyVhLm6B4821wpOdUQI3WDFYU1pFOUcxRUpCQ1VEVvNNSkIDRC4u

- **Approve** - if the GOE Plan is finalised and ready to be implemented for 2022-23
- **Review Required** - if the GOE Plan requires changes prior to implementation for 2022-23

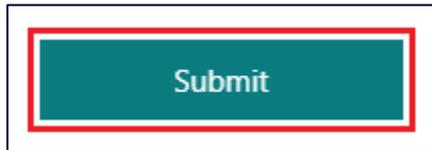
Note:
Copy the below GOE Plan ID into the GOE Plan ID field on the form:
GOE Plan ID: **9931f1ed-44da-ec11-bb3d-00224894400f**

If you have any questions regarding this email or the approval process, contact the Sports Governance team at SportsGovernance@ausport.gov.au.

Regards

NSO Partner Portal

11) Select **Submit** on the form you will be displayed a success message to advise that your response was successfully submitted



SPORT GOVERNANCE STANDARDS - GOE PLAN - Action required



Thanks!

Your response was submitted.

Submit another response

12) In the Partner Portal under **My Data & Analytics > My Data Submission > Governance**, under the **GOE Plan** table you will find that your GOE Plan has a status of **Approved**.

GOE Plan Year	GOE Plan Status	Created On
2021/2022	Approved	23/05/2022 1:03 PM



Request Review of the GOE Plan

- 13) To request a review of the GOE Plan that has been submitted for your NSO/D, select the link in **Step 2** in the email notification.

Dear

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Step 2: Access the following form and select the appropriate response on the form in response to the GOE Plan submission: https://forms.office.com/Pages/ResponsePage.aspx?id=TABuifjVsLyO59pd0_82ANnf5UIlyVhLm6B4821wpOduQI3WDFYU1pFOUcRUpCQ1VEVWNSkiDRCAu

- **Approve** - if the GOE Plan is finalised and ready to be implemented for 2022-23
- **Review Required** - if the GOE Plan requires changes prior to implementation for 2022-23

Note:
Copy the below GOE Plan ID into the GOE Plan ID field on the form:
GOE Plan ID: 9931f1ed-44da-ec11-bb3d-00224894400f

If you have any questions regarding this email or the approval process, contact the Sports Governance team at SportsGovernance@ausport.gov.au.

Regards

NSO Partner Portal

- 14) This will open a browser on your device and display the following page.

SPORT GOVERNANCE STANDARDS - GOE PLAN - Action required

Hi, Michelle. When you submit this form, the owner will see your name and email address.

* Required

1. Please select the appropriate option *

Approved

Review Required

2. GOE Plan ID *

Enter your answer

3. Comments

Enter your answer



15) For **Question 1** on the form select **Review Required** using the radio button.

1. Please select the appropriate option *

Approved

Review Required

16) For **Question 2** on the form enter the GOE Plan ID, which can be found in the email notification.

2. GOE Plan ID *

Enter your answer

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Step 2 : Access the following form and select the appropriate response on the form in response to the GOE Plan submission: https://forms.office.com/Pages/ResponsePage.aspx?id=TABuifIVsUyO59pd0_82ANnF5UIIyVhLm6B4821wpOdUQI13WDFYU1pFOUcxRUpCQ1VEVVNNSkIDRC4u

- **Approve** - if the GOE Plan is finalised and ready to be implemented for 2022-23
- **Review Required** - if the GOE Plan requires changes prior to implementation for 2022-23

Note:
Copy the below GOE Plan ID into the GOE Plan ID field on the form:
GOE Plan ID: **9931f1ed-44da-ec11-bb3d-00224894400f**

If you have any questions regarding this email or the approval process, contact the Sports Governance team at SportsGovernance@ausport.gov.au.

Regards

NSO Partner Portal

17) For **Question 3** on the form enter your comments to advise why the GOE Plan has not been approved.

Note: Once you have submitted the form, your comments will be sent via email notification to the staff member in your NSO/D that had submitted the GOE Plan for review and approval.

3. Comments

This is a test comment.



18) Select **Submit** on the form and you will be displayed a success message to advise that your response was successfully submitted.



SPORT GOVERNANCE STANDARDS - GOE PLAN - Action required

✔

Thanks!

Your response was submitted.

[Submit another response](#)

19) In the Partner Portal under **My Data & Analytics > My Data Submission > Governance**, under the **GOE Plan** table you will find that your GOE Plan has a status of **Under Review**.

GOE Plan Year	GOE Plan Status ↑	Created On	⌵
2021/2022	Under Review	23/05/2022 1:03 PM	⌵

*Note: The staff member who has requested the approval of the GOE Plan will be sent an email notification containing the reason the GOE Plan was not approved. The comments will also be retained in the Partner Portal under **My Data & Analytics > My Data Submission > Governance**, under the **GOE Plan** table.*

*To view the comments, select chevron for the relevant GOE Plan record and select **Submit GOE Plan**. This will open a window in the browser and show all historical comments that have been provided by the Chair or President of the NSO/D.*

GOE Plan Year	GOE Plan Status ↑	Created On	⌵
2021/2022	Under Review	23/05/2022 1:03 PM	⌵

Submit GOE Plan

GOE Plan Status
UNDER REVIEW

GOE Plan Year

2021/2022

Reviewer Comments

27/05/2022 09:52 This is a test comment.



Statuses of GOE Plan

Status Name	Description	Actions (Next Steps)
Draft	The GOE Plan has been uploaded into your NSO/D's workspace	Access the workspace to populate NSO/D GOE Plan
Submitted	The GOE Plan has been submitted to your NSO/D Chair/President for review and approval or rejection	Await approval or request for review outcome action from NSO/D Chair/President
Approved	NSO/D Chair/President has reviewed your GOE Plan and has approved the submission	No further action required, the submission is completed and has been approved by the NSO/D Chair/President
Under Review	NSO/D Chair/President has reviewed your GOE Plan has requested that you review and resubmit the GOE plan	Review your GOE Plan and resubmit for NSO/D Chair/President Approval

