

Appendix 1 NANDTB RISK MANAGEMENT CHECKLIST

<i>This Risk Assessment was commenced on [date] by [name/position]</i>								
What potential risks are there for the NANDTB ?	Date Assessed	Risk likelihood 1,2,3,4,5	Risk Impact 1,2,3,4,5	Risk Rating 2 - 7	What should we do about it?	Who will do it?	By when	Date Completed
1.General								
Is there a business plan and strategic plan? Is it current?								
Are there regular financial reports?								
Are NANDTB activities and finances audited?								
Are internal controls effective?								
Is there a detailed budget?								
Are the financial procedures sufficient to prevent or expose fraud or unauthorised spending?								
Are there limits set on spending?								
Is there adequate information to make informed financial decisions (eg: properly prepared balance sheets, profit and loss statements, cash flow reports)?								
Is the Board adequately insured? (see CASA Grant)								
Does the Board comply with tax rules and incorporations law?								

Is there a contingency if the Board is not financially sustainable?								
Does the NANDTB satisfy the definition in AS3669?								
Does the Board have a guideline document for planning, financing and running events?								
Are Board procedures suitable and current for purpose?								
Are there any unique risks to the Board?								
2. Members								
Does the Board vet potential members and co-opted members?								
How does the Board identify training for members?								
Are new members mentored?								
Are members' expenses reimbursed according to verified expenditure?								
Is there a process for dealing with complaints against the Board or a Board member?								
Are roles and responsibilities clearly defined?								
Does the Board have all the resources required to fulfil its role?								
Does the Board have the required expertise to fulfil its role?								
3. Customers / Stakeholders								
How does the Board ensure its customers/stakeholders are treated								

fairly?								
Is the Board offering advice? If so, who to? What risks are involved in providing the advice?								
Is the Board offering services? If so, what are they? Who are they to? What risks are involved in providing these services?								
Are Board procedures for dealing with customers/stakeholders achieving the desired outcomes?								
Does the Board solicit/use feedback from customers/stakeholders?								
Risk Assessment will next be reviewed at [date] by [name/position]								