**RISK MANAGEMENT CHECKLIST: New funding, service delivery, public advocacy**

This checklist is intended to be used in the context of the organisation’s overall [Risk Management Policy](http://www.ourcommunity.com.au/files/policybank/RiskMgtRegPolicy.doc) and Procedure. This checklist provides a starting point for staff to use in the scoping of new business, programmatic activity, or public advocacy. This checklist is not designed to manage other risks involved in running **[organisation name]** – financial risks, IT risks, HR risks – please consult with the Risk Management Policy and Procedure for how these risks are managed.

| ***This checklist was commenced on [date] …………………………………………………… by [name] ……………………………………………………… for [activity] ………………………………………………………*** |
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| What potential risks have you identified? | Yes/No | Risk Rating  (High/Medium/Low) | Comments | Date | Completed  (signed off) |
| --- | --- | --- | --- | --- | --- |
| Does the activity align with **[organisation name**]’s Values, Strategic Plan and objectives of **[organisation name]** Constitution? |  |  | Provide example of alignment: |  |  |
| Do you have the permission of the **[organisation name]** CEO/Manager to scope the activity? |  |  |  |  |  |
| Does the activity require **[organisation name]** Board approval/endorsement, as advised by the **[organisation name]** CEO/Manager? |  |  |  | Board meeting:  (date) | Approved/endorsed by **[organisation name]** Board: (Yes/No) |
| Have stakeholders been consulted?  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Method of consultation:  Provide overview of feedback: |  |  |
| Will the activity impact on current or future relationships with **[organisation name]** stakeholders? |  |  |  |  |  |
| Should any stakeholders be invited to be a partner to the activity? |  |  |  |  |  |
| Will the activity impact on current or future relationships with key **[organisation name]** stakeholders? |  |  |  |  |  |
| Should any stakeholders be invited to be a partner to the activity? |  |  |  |  |  |
| Will activity be funded through existing **[organisation name]** funds? |  |  | Funding source: (project code) |  |  |
| Will the activity require public media? |  |  |  |  |  |
| Have controls been implemented to minimise impact/s of the activity on the environment? For example, have strategies been implemented to reduce paper waste and promote recycling? |  |  |  |  |  |
| Have preventative strategies been implemented to address work health and safety risks (e.g. from trauma, COVID-19, environmental exposure, etc.)? |  |  |  |  |  |
| **[Insert your own]** |  |  |  |  |  |

***This checklist was signed off to proceed with activity on [date] ………………………………………………… by [[organisation name] Board/[organisation name] CEO/Manager] ……………………………………………………………………***