



**THE ISLAMIC COUNCIL OF
PERTH WESTERN AUSTRALIA**

ICWA RISK ASSESSMENT FOR EXECUTIVE COMMITTEE

ORGANISATION RISK AUDIT

Use this checklist to assist with the development of your risk management action plan.

| | YES | NO |
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| Does your organisation have a constitution? | | |
| Is your organisation incorporated? | | |
| Does your club have any policies to guide its decision making (member protection, drugs etc.) | | |
| Are these policies communicated to all affected? | | |
| Are procedures in place to ensure security of membership information and do they comply with the Privacy legislation? | | |
| Does your organisation communicate regularly with its members? | | |
| Does your Board meet regularly with all decisions and actions documented? | | |
| Is the annual report circulated to all members? | | |
| Are all financial transactions accurately recorded? | | |
| Is an annual audit conducted of your financial records? | | |
| Is all expenditure authorised through an identified process? | | |
| Do you have a realistic budget and present regular financial reports that identify how you are going? | | |
| Does the organisation have the following insurance covers – public liability, professional indemnity and directors' and officers' liability? | | |
| Are your rules, by-laws and practices non-discriminatory? | | |
| Do you have a clear plan for the future that describes what you want to do and how you are going to do it? | | |
| Have you considered the health and safety of everyone in the organisation and do you meet OHS regulations? | | |
| Do you have an emergency plan? | | |
| Do you have position descriptions for all office bearers/staff? | | |
| Has everyone agreed to a code of behaviour or conduct? | | |
| Do members understand the extent of their "Duty of Care"? | | |
| Do you meet the legislative requirements for paid employees? | | |
| Do you have a procedure for dealing with complaints? | | |
| Do you require participants to sign a waiver or release form prior to participating? | | |
| Do all Instructors/leaders have appropriate, current accreditation? | | |
| Do you promote education and training opportunities? | | |

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| Does your organisation meet the terms of any contracts it is involved with? | | |
| Do you conduct risk assessments on all programs, activities and events? | | |
| Are risk assessments documented? | | |
| Is there a clear procedure for reporting accidents/injuries? | | |
| Are regular safety inspections made of buildings, grounds and equipment? | | |
| Are you aware of the legislation or local government by-laws that could apply to your activities? | | |
| Are you aware of the industry standards that apply to your operations? | | |
| Do you ensure the recommended rules AND protocols are followed for your activity? | | |