

Appendix C: Risk Categories and Factors

Category	Organisational area	Factors
Strategic	Governance <i>Effectiveness of the governing body and CEO</i>	<ul style="list-style-type: none"> • Skills and experience • Directing (setting goals) • Stewardship (monitoring performance and holding management to account) • Leadership • Committees (structure and performance)
	Planning <i>Achievement of goals and elements of strategy</i>	
	Stakeholder relationship management	<ul style="list-style-type: none"> • Sponsors • Funders • Government • Key stakeholders • Iwi
Management	Setting objectives, planning and budgeting, action planning	
	Developing policies and procedures	
	Performance monitoring and management	
	Financial management	<ul style="list-style-type: none"> • Funding • Accounting and auditing • Investment and fund management
	Staff and volunteer management	<ul style="list-style-type: none"> • Competency • Recruitment • Retention • Remuneration and reward • Training and development • Performance management • Succession planning
	Suppliers' contract management	<ul style="list-style-type: none"> • Purchasing • Contract management (suppliers, consultants)
	Asset management	<ul style="list-style-type: none"> • Purchasing, depreciation and disposal • Maintenance • Buildings, IT, information • Equipment
	Membership management	<ul style="list-style-type: none"> • Recruitment • Subscriptions • Retention • Satisfaction

Category	Organisational area	Factors
Operational	Event planning and management	<ul style="list-style-type: none"> • Good event management practice • Compliance with local and central government requirements and expectations • Liaison with local community, iwi and cultural interest groups
	Logistics management	<ul style="list-style-type: none"> • Transport • Equipment • People and communication • Money collection
	Liability, incident and injury risk management	<ul style="list-style-type: none"> • Environment • Property and equipment • People (participants, staff, members, volunteers)
Compliance	Legislative compliance	<ul style="list-style-type: none"> • Form of organisation and accountability requirements • Financial and taxation • Health, safety and wellbeing • Contracts (funding and suppliers) • Employment and equal opportunity rights • Human rights and privacy • Liquor and food hygiene • Environment
	Bylaw compliance	<ul style="list-style-type: none"> • Noise • Abatement • Works • Traffic Management
	Common law compliance	<ul style="list-style-type: none"> • Negligence • Nuisance • Defamation

DISCLAIMER: This information is a guide only and may not be accurate for all situations. It should not be used as a substitute for legal or other expert advice.