
Guide to completing the REAF Risk Assessment Tool

Introduction

If a project or program has been identified to be within the scope of the Recurrent Expenditure Assurance Framework (REAF) either because its Estimated Total Cost passes the threshold, or it has been nominated by an agency, ERC or Treasury, the first step is to register the project in the Whole of Government Assurance Portal.

REAF Risk Assessment Tool aims to help apply REAF policy to projects and assess Risk Tier and Assurance Plan. It is provided for guidance and information only and can be downloaded from Treasury internet site. This Tool is an Excel workbook.

The workbook consists of

	A green tab for data entry
	Blue tabs summarising relevant information to assist in entering data

You must complete the data entry in the **Green tab** (the rest of the workbook is protected).

Data entry

The data entry sheet is self-explanatory. You can only enter data in unprotected cells, which are clearly identified.

There are 7 steps of data entry in the data entry tab:

- **Step 1** is project registration where you are required to enter project and contact details, including the ETC
- **Step 2** is a self-assessment of the risk rating on each of 6 risk criteria:
 - Government priority
 - Interface complexity
 - Procurement complexity
 - Agency capability
 - Criticality of Service
 - Implementation complexity

In making these self-assessments you should consult the Tab marked Appendix 1 in the workbook (which more fully describes the criteria, sub-criteria and questions to be considered in determining a rating)

- **Step 3** is an automatic calculation of a preliminary risk tier - no data input is required here
- **Step 4** consists of a set of additional considerations that could influence or change the preliminary risk tier and allows you to adjust the preliminary risk tier based on these considerations
- **Step 5** requires you to propose an assurance plan based on the adjusted risk tier (that is the Gates and/ or Health Checks for your project)
- **Step 6** asks you for your Treasury contact (if you have discussed this with Treasury Policy and Budget analyst)

Contact

Please contact Treasury Gateway Team on gateway@treasury.nsw.gov.au for assistance with using this Tool.