NAA
NATIONAL ARCHIVES OF AUSTRALIA

DIGITAL
AUTHORISATIONS
FRAMEWORK

BUILDING
TRUST
IN THE PUBLIC
RECORD

PHASE 1 BUSINESS PROCESS RISK ASSESSMENT

START

1. FINANCIAL
Does the business process, interaction or approval relate to the allocation or expenditure of money in excess of the procurement threshold set under the Commonwealth Procurement Rules?

YES → Document the procurement details and relevant file references.

NO ↓

2. LEVEL OF AUTHORITY
Does the business process, interaction or approval involve or require approval from a Senior Executive Service (SES) level (or equivalent) or higher?

YES → Document position or delegations required for the approval.

NO ↓

3. EXTERNAL INTERACTION
Does the business process, interaction or approval involve or require approval from an external entity outside the Australian Government?

YES → Document details of approvals involving interactions outside the Australian Government.

NO ↓

4. EXTERNAL SCRUTINY
Does the business process, interaction or approval involve, or is it likely to involve, a high-level of public or media scrutiny, relate to issues that are politically, commercially or personally sensitive, or likely to be the subject of litigation or an external audit?

YES → Document details of likely external scrutiny, sensitivities, litigations or audits.

NO ↓

5. SECURITY
Does the business process, interaction or approval involve significant security related matters?

YES → Document details of any significant security related risks.

NO ↓

If you answered "No" to all questions continue to Question 2 in Phase 3 – Approval method selection. You may also choose to complete Phase 2 for additional assurance.

If you answered "Yes" to one or more questions continue to Phase 2 – Module 1 – Stakeholder identification and agreement