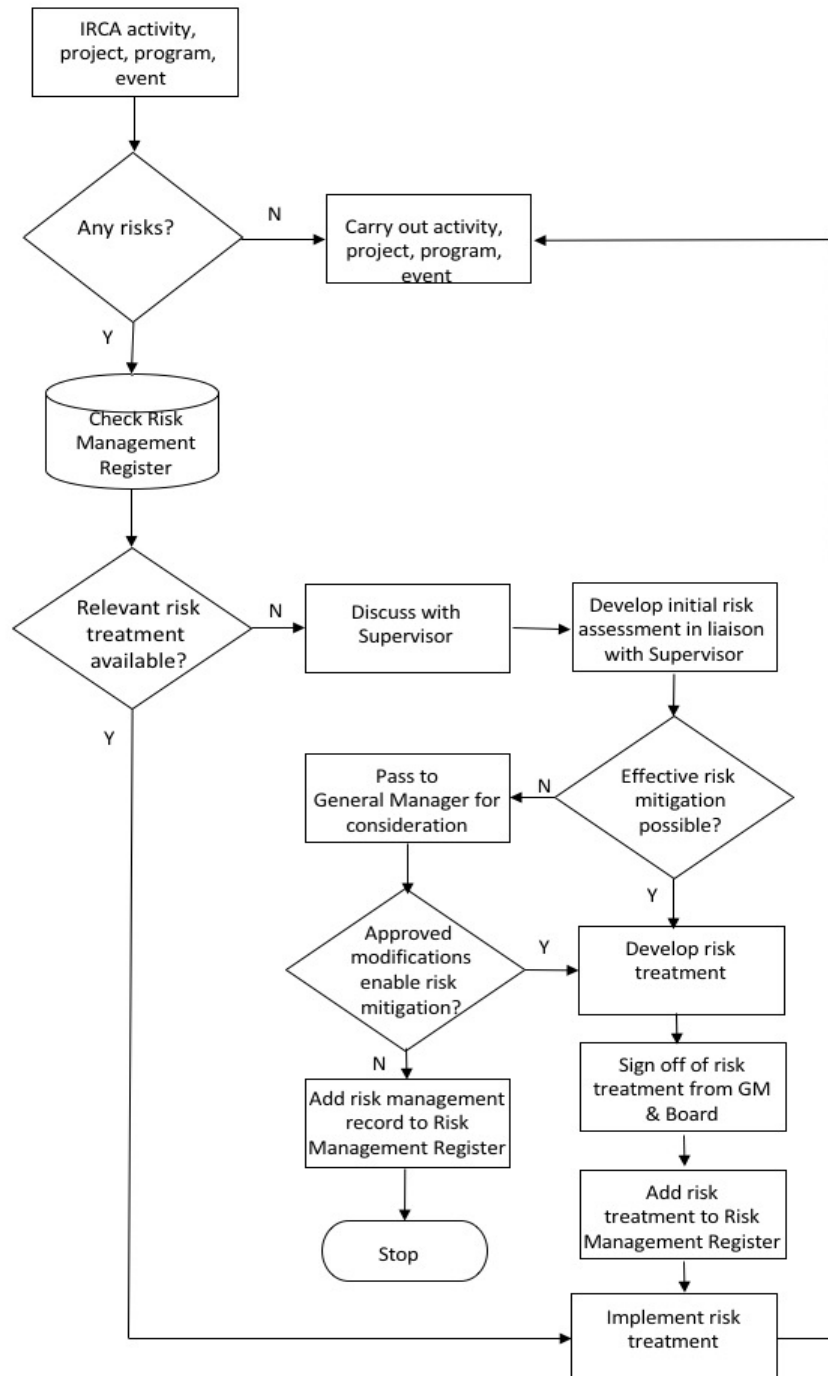# First Nations Media Australia Risk Management Procedures

These Procedures are to be read in connection with the First Nations Media Australia Risk Management Policy.

1   Identifying and Responding to Risk: Flowchart

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2 Identifying and Responding to Risk: Steps

- For each activity, program or project, First Nations Media Australia staff members should assess any risks to the organisation in the carrying out of their work.

- Where there is risk, First Nations Media Australia staff members should check the First Nations Media Australia Risk Management Register for relevant risk treatments and implement as needed.

- **Where a risk is identified for which there IS a risk treatment:**

  - The First Nations Media Australia staff member is to include the risk treatment in the implementation of the activity, program or project.

- **Where a risk is identified for which there is NO First Nations Media Australia risk treatment**:

  - The First Nations Media Australia staff member should discuss the risk with their Supervisor and/or the Risk Management Officer in the first instance.

  - *Where an effective risk treatment CAN be identifed*, the staff member is to:

    - Use the First Nations Media Australia Risk Management Register to record the attributes of the risk using relevant field's on the Register.

    - Draft the risk treatment document.

    - Provide the draft risk treatment document to the Risk Management Officer when completed for any further development.

    - Apply the draft risk treatment in the implementation of the activity, program or project pending its approval.

  - *Where an effective risk treatment CANNOT be identified*, the risk is to be referred to the General Manager for decision making.

- The Risk Management Officer is to table drafted risk treatments with the General Manager for approval consideration by the First Nations Media Australia Board of Directors.

- The Risk Management Officer will update the First Nations Media Australia Risk Management Register with the details of approved risk treatments and upload the risk treatment document to the First Nations Media Australia Risk Management Register and the First Nations Media Australia server.

3 Risk Management Officer

The Risk Management Officer will:
- Ensure that each First Nations Media Australia member of staff is aware of risk treatments relevant to their work area.
- Review new risk treatments developed by staff members and make modifications as needed.

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- Table new risk treatments with the General Manager for presentation to the Board of Directors for approval.
- Update the Risk Management Register with approved risk treatments.
- Upload approved risk treatments to the First Nations Media Australia Risk Management Register and to the First Nations Media Australia server.
- Inform staff members of new risk treatments.
- Review each risk treatment annually to ensure that any changed circumstances can be managed within the current risk treatment.
- Modify risk treatments as needed and table with the General Manager for presentation to the Board of Directors.

4 Risk Management Register

- First Nations Media Australia will maintain a Risk Management Register.
- Each risk treatment be recorded on the Risk Management Register.
- The Risk Management Register will be implemented in Smartsheet (see http://publish.smartsheet.com/39e602ff8a9a45549333ce42eaa222e5) and will include the following fields:

    o Risk group
    o Relevant Work Areas
    o Date
    o Primary Risk Category
    o Secondary Risk Category
    o Risk Name
    o Risk Description
    o Causes
    o Consequences
    o Existing Controls
    o Control Evaluation
    o Risk Rating if no Risk Treatment
    o Risk Rating with Risk Treatment
    o Risk Treatment Category
    o Risk Accepted (Yes/No)
    o Risk Accepted Comments
    o Existing Risk Treatment (Policy, Procedures, etc)
    o Risk Treatment Plan (if none in place)
    o Role Responsible for Treatment Implementation
    o Risk Owner
    o Risk Treatment Evaluation
    o Risk Treatment Evaluation Comments
    o Next Review Date

Version	Date adopted/revised	Endorsement/Description of change
1.		General Manager Daniel Featherstone
2.	8/5/19	Endorsed by First Nations Media Australia Board

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