

# A11 Risk Register Guide

Purpose and Outcomes

This guide provides you with information, examples and templates on how to capture your risks in a register.

Using this guide, you can create your own risk register.

Risk Management Glossary

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| Term | Definition |
| Consequence | The outcome of an event and has an effect on objectives. |
| Control | A measure modifies a risk. |
| Likelihood | The chance that something might happen. |
| Risk rating | It is determined by mapping the consequence and likelihood of a risk. |
| Risk register | Record of information about identified risks. |
| Risk treatment | Process to modify risk, it can involve: avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk, taking or increasing the risk in order to pursue an opportunity, and/or removing the risk source. |

Supporting Documents

[Victorian Government Risk Management Framework (VGRMF) Practice Guide](https://www.vmia.vic.gov.au/vgrmfresources)

Instructions

1. Use this guide to inform you when designing or amending your Risk Register.
2. Customise to your organisation’s requirements, using the support material and
examples to assist.
3. Use the considerations and questions to inform the structure of your Risk Register.
4. Use the example plans to help guide the structure of your register.

Considerations and Support

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| **Consideration** | **Questions to ask** | **Support information** |
| Function and format of Risk Register | How does our organisation intend to use it's risk register? | Victorian Government Risk Management Framework (VGRMF) Practice Guide, page 29 |
| Content | What needs to be included in our organisation's Risk Register? | Victorian Government Risk Management Framework (VGRMF) Practice Guide, page 29 |
| Risk Register Software | What should I consider when sourcing a risk register application/tool? | The functionality required to cover the data elements in the attached example templates |

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[Insert organisation]

See Excel Sheet for Risk Register Template.