

# A guide to writing your risk management policy



A policy guides decisions about how to use resources to achieve outcomes. It defines those outcomes in definite and measurable terms so that it can be implemented, whether that is through a dedicated [risk management strategy](https://vmia.vic.gov.au/-/media/Internet/Content-Documents/Tools/VGRMF-tools/a-guide-to-writing-your-risk-management-strategy.ashx), or a range of strategies, procedures and activities.

On this page we have unpacked steps for developing a risk management policy with your executive team. We also have a list of questions to help drive the discussions about what should be written into your policy.

## Steps for developing and implementing a policy

1. Convene a workshop of the executive team.
2. Use the questions on the next page to drive the discussion and elicit the information you need for your policy.
3. Draft a policy for review by the executive team.
4. Test the policy with decision makers across the organisation who will be responsible for implementing it.
5. Update the policy based on the results of testing.
6. Present the policy to the Audit and Risk Committee for endorsement.
7. Formally release the policy to the organisation with thought leadership on how decision makers should use it.
8. Monitor its use.
9. Act when policy is not being followed.

Review and update the policy annually.

|  |  |
| --- | --- |
| Questions | Links to useful information |
| What does creating and protecting value mean for our organisation and the people, places and systems in our care? | [Creating and protecting value](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/create-and-protect-value?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will taking, and creating, a risk help us to achieve our objectives? | [Identifying, analysing and evaluating risk](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/identifying-analysing-evaluating-risks?search-url=/tools-and-insights/practical-guidance-for-managing-risk)  [Defining your organisation’s risk appetite](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/defining-your-organisations-risk-appetite?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will it help us improve the organisation’s performance? | [The link between organisational performance and risk maturity](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/performance-and-risk-maturity?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will our frameworks and processes help decision makers to manage risk effectively? | [Designing processes](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/designing-processes?search-url=/tools-and-insights/practical-guidance-for-managing-risk)  [Building your framework](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/building-risk-management-framework?search-url=/tools-and-insights/practical-guidance-for-managing-risk)  [Foundation-level frameworks](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/foundation-level-risk-management-framework?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will we go about improving our frameworks and processes? | [The link between organisational performance and risk maturity](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/performance-and-risk-maturity?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| What sort of culture of decision making do we want to foster? |  |
| What programs do we have in place to create a culture that is alert to risk? |  |
| How can our leadership shape that culture? |  |
| What will we do to make sure we have the culture that we want? |  |
| How will manage change both within the organisation and in our external context? |  |
| How can we support our responsible body to perform their role in setting risk appetite? | [Defining your organisation’s risk appetite](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/defining-your-organisations-risk-appetite?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How can we help our responsible body attest confidently? | [Attesting to VGRMF requirements](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/attesting-to-vgrmf-requirements?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| What state-significant risks do we want to call out for attention? |  |
| How will we work with others on shared risk? | [Sharing risk](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/managing-shared-risk?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will our executive team influence partners and potential partners in managing shared risk? | [Sharing risk](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/managing-shared-risk?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will we minimise our insurable risk? | [Minimising insurable risk](https://www.vmia.vic.gov.au/tools-and-insights/practical-guidance-for-managing-risk/minimising-exposure?search-url=/tools-and-insights/practical-guidance-for-managing-risk) |
| How will managing risk effectively help us to absorb or adapt to change in our context? |  |
| How will we know when the policy is breached? |  |
| What will we do if anyone in our organisation breaches this policy? |  |
| What are the responsibilities of everyone in the organisation when it comes to managing risk? |  |
| What are the legal obligations of people in various roles in the organisation? |  |
| How do we define the responsibilities of people in key roles across the organisation? |  |
| How will we make sure everyone in the organisation understands their role and responsibilities when it comes to managing risk? |  |