



9. Facilitated development session: **Risk management**



Introduction

The aim of this working session is to:

- review the organisation's risk management processes
- identify what is involved in effective risk management and the board or committee's role in risk management
- develop a risk management plan
- review processes for ensuring compliance with legal requirements.

Ideally, this development session should be facilitated by a person with a good understanding of risk management and the role of the board or management committee in ensuring compliance. This may be an experienced person within the organisation or an external facilitator.

Timing of this program: 2.5 hours

FACILITATOR'S NOTES

20 min

1. What is risk management and what is the board or management committee's role in risk management?

Ask the group what they think is involved in risk management and how they see their role in managing risks in the organisation.

Take the group through the information from *Info sheet: Risk management* (by way of overhead, handout or PowerPoint).

15 min

2. Reviewing current risk management practices

Using the quick checklist in *Tool: Risk management checklist and planner*, lead the group through reviewing their current risk management practices. Items that are in place should be ticked and areas not ticked will become part of the risk management plan.

1 h

3. Risk management plan

Using either the risk management planner in *Tool: Risk management checklist and planner* (simple template) or the risk management plan in *Tool: Developing a risk management plan* (a more complex template for more advanced organisations), lead the group through the process of identifying the key areas of risk, assessing the level of risk (rating), and deciding the action to manage each risk area. If using the risk management planner (simple template), leave the final column (monitoring) for the next session.



30 min

4. Monitoring risk management

Ask the group how they think the risk management plan will be most effectively monitored:

- What compliance checks will be conducted (for example, critical incident reports, occupational health and safety reports, legal audit, insurance cover)?
- What reports will the board or committee receive, how often and from whom?
- How will the board or committee ensure that action is taken in response to issues arising from risk management reports?

20 min

5. Insurance checklist

Ask the group how insurance coverage is currently monitored. Is the board or management committee confident that insurance coverage is adequate and current?

Review the items in *Tool: Insurance checklist* and work through what insurance coverage they are aware of. Check whether they would find this tool useful and, if so, who will take responsibility for completing and maintaining the register.

How will the board or management committee monitor this? For example, will they receive a copy of the completed register annually or delegate an office bearer to sight register periodically?

Materials

- *Info sheet: Risk management*
- *Tool: Risk management checklist and planner*
- *Tool: Developing a risk management plan*
- *Tool: Insurance checklist*