



RISK MANAGEMENT ANNUAL IMPLEMENTATION PLAN 2024/2025

Approved by Council 29/07/2024

1. Purpose of the Implementation Plan

The Risk Management Plan is a management tool that defines how the various risk management strategies, policies and procedures are to be implemented to address risk faced by the Municipality. It sets out how risk management activities will be performed, recorded and monitored throughout the year.

2. Monitoring, Controlling and Reporting

The level of risk on a project will be tracked, monitored and reported throughout the risk implementation of the plan.

Monitoring

The Fraud and Risk Management Committee (FARMCO) has the overall responsibility to monitor the various components that made up the Risk Management Plan. Monitoring will include identification of any threats or opportunities that have the potential to impact the success of the plan.

Controlling

Control over the implementation of the plan will reside with the Performance and Risk Management Department who will update the FARMCO during each FARMCO meeting.

Reporting

Quarterly reports on the implementation of the Risk Management Plan will be submitted to the Accounting Officer and the Audit and Performance Audit Committee (APAC).

Responsibility of Actions

The Overberg District Municipality's Risk Management Services is responsible for the implementation of the Risk Management Implementation that is outlined below.

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
HUMAN RESOURCE CAPACITY	Appoint Risk Champions for the next 2 years	Ongoing	July 2024	CRO//Management/MM
	Ad hoc -Formally revise, identify and appoint Risk Champions.	Ongoing	Ongoing	Management/ MM
	Facilitate orientation and training for Risk Champions.	Ongoing	Ongoing	CRO
MUNICIPAL RISK MANAGEMENT FORUM	Provincial CRO Forum: Attend meetings.	Bi-annually	CRO/ Alternates	CRO/ Proxy
	District CRO Forum: Attend meetings	Quarterly	CRO/ Alternates	CRO/ Proxy
STRATEGIC RISK IDENTIFICATION & ASSESSMENT	Arrange a strategic risk identification and assessment workshop.	Annually	April/May 2025	MM/ CRO
	Prepare for the workshop, by obtaining the Municipality's strategic objectives.	Annually	April/May 2025	CRO
	Send notification of the workshop to the various department heads.	Annually	April/May 2025	CRO
	Send preparation packs.	Annually	April/May 2025	CRO
	Facilitate the strategic risk identification and assessment workshop.	Annually	April/May 2025	CRO
MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
OPERATIONAL RISK IDENTIFICATION & ASSESSMENT	Submit the strategic risk report to the risk management FARMCO committee	Annually	May/June 2025	CRO/ AC
	Submit the minutes of the FARMCO meeting to the APAC.	Annually	June 2025	CRO

	Submit the report to the Municipal Manager and the various department heads.	Annually	31 May 2025	CRO
	Submit Strategic Risk Register to Council for approval	Annually	June 2025	CRO
	Arrange operational risk identification & assessment workshops with the various department.	Annually	April 2025	MM/ CRO
	All Municipal Directorates:			
	Facilitate the operational risk identification and assessment workshop. (Inherent & residual)	Annually	April 2025	Risk Champions/ CRO
	Ensure that all risks, controls, risk owners, risk responses and actions and dates are captured.	Annually	April 2025	CRO
MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
OPERATIONAL RISK REGISTER	Generate an operational risk report for the directorates, highlighting the high risks.	Annually	Quarter 4	CRO
	Submit the report to the risk management oversight committee.	Annually	Quarter 4	CRO/ FARMCO
	Submit the minutes of the risk management oversight committee meeting to the APAC.	Annually	Quarter 4	CRO/ AC
	Consolidate the various risk identified by the Risk Champions.	Annually	May 2025	CRO
	Provide Internal Audit with the approved operational risk register upon request.	Annually	May 2025	CRO/ IA
INFORMATION & COMMUNICATION	Communicate progress of the Risk Management Implementation Plan and any changes to the plan to the MM, Risk Management Oversight Committees (FARMCO).	Quarterly	Quarterly	CRO/MM/ Risk Management Oversight Committee (FARMCO)

RISK MANAGEMENT GOVERNANCE	Provide guidance and assist Management with the review of the relevant Risk Management Policies and other related risk documents.	Annually	30 June 2025	CRO/ Management
	Establish a risk universe.	Annually	30 June 2025	CRO/ Management
TRAINING & SUPPORT	Identify training interventions for the CRO and his/her staff (if any).	Ongoing	January 2025	MM/ CRO
PERFORMANCE EVALUATION	Self-Evaluation by members of the FARMCO	Annually	30 June 2025	CRO / FARMCO members
MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
OTHER	Attendance to training and workshops.	Ongoing	30 June 2025	CRO
	Reviewed the Business Continuity Framework	Annually	30 June 2025	CRO
	Facilitate Risk Management Awareness	Ongoing	30 June 2025	CRO
COMBINED ASSURANCE	Combined Assurance Model - updates and reporting (According to approved Combined Assurance Policy Framework)	Quarterly	Quarterly	CRO/Risk Champions/Management
RISK MANAGEMENT DOCUMENTS	Review Risk Management Strategy, Policy and Terms of Reference	Annually	June 2025	Risk Management
ALIGN RISK WITH IDP AND SDBIP	Alignment of strategic risks with IDP and SDBIP	Annually	June 2025	CRO