

SWELLENDAM MUNICIPALITY



RISK MANAGEMENT ANNUAL IMPLEMENTATION PLAN: 2023/2024

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 (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 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).

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON(S)
HUMAN RESOURCE CAPACITY	Revise structure to assign specific Risk Management Roles and Responsibilities	Once-off	31 January 2024	Municipal Manager (MM)
	Formally revise, identify and appoint Risk Champions.	Ongoing	Ongoing	Management/ MM
	Facilitate orientation and training for Risk Champions.	Ongoing	Ongoing	MM
QUARTERLY MUNICIPAL RISK MANAGEMENT FORUM	Nominate a member and proxy to the forum.	Once-off	30 July 2024	MM
	Attend meetings (In terms of the forum ToR)	Bi-Annually	CRO/Alternates	CRO/Proxy
	Provide feedback to FARMCO and the APAC regarding the outcomes of the CRO Forums and/ or other relevant engagements	Bi-Annually	CRO/ Alternates	CRO/ Proxy
STRATEGIC RISK IDENTIFICATION & ASSESSMENT	Arrange a strategic risk identification and assessment workshop.	Annually	28 Feb 2024	MM/CRO
	Prepare for the workshop, by obtaining the Municipality's strategic objectives.	Annually	28 Feb 2024	MM
	Send notification of the workshop to the various department heads.	Annually	28 Feb 2024	MM
	Send preparation packs.	Annually	28 Feb 2024	MM
	Facilitate the strategic risk identification and assessment workshop. (Inherent & residual risk assessment)	Annually	28 Feb 2024	MM

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON(S)
	Ensure that all risks, controls, risk owners, risk responses and actions and dates are captured.	Annually	28 Feb 2024	MM
	Ensure that risks are rated fairly.	Annually	28 Feb 2024	MM
	Generate a strategic risk report.	Annually	31 March 2024	MM
	Submit the strategic risk report to the risk management oversight committee.	Annually	31 March 2024	MM
	Submit the minutes of the risk management oversight committee meeting to the APAC.	Annually	30 June 2024	FARMCO
	Submit the report to the Municipal Manager and the various department heads.	Annually	31 May 2024	CRO/IA
	Submit the report to Council.	Annually	30 June 2024	MM
OPERATIONAL RISK IDENTIFICATION & ASSESSMENT	Arrange operational risk identification & assessment workshops with the various departments.	Annually	28 Feb 2024	MM
	Prepare for the workshop, by obtaining the objectives of each department etc.	Annually	28 Feb 2024	MM
	All Municipal Directorates:			
	Facilitate the operational risk identification and assessment workshop. (Inherent & residual)	Annually	28 Feb 2024	Risk Champions/CRO
	Ensure that all risks, controls, risk owners, risk responses and actions and dates are captured.	Annually	28 Feb 2024	MM

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON(S)
	Ensure that risks are rated fairly.	Annually	28 Feb 2024	MM
	Generate an operational risk report for the directorates, highlighting the high risks.	Annually	31 March 2024	MM
	Submit the report to the risk management oversight committee.	Annually	31 March 2024	FARMCO
	Submit the minutes of the risk management oversight committee meeting to the APAC.	Annually	30 June 2024	MM/AC
OPERATIONAL RISK REGISTER	Consolidate the various risk identified by the Risk Champions.	Annually	31 March 2024	IA
	Provide Internal Audit with the approved operational risk register upon request.	Annually	31 March 2024	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 and APAC).	Quarterly	Quarterly	CRO/MM/ Risk Management Oversight Committee (FARMCO & APAC)
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 2024	CRO/ Management
	Establish a risk universe	Annually	30 June 2024	CRO/ Management
EVALUATION OF THE ERM SYSTEM	Audit of risk management effectiveness.	Annually	30 June 2024	Internal Audit

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON(S)
TRAINING & SUPPORT	Identify training interventions for the CRO and his/her staff (if any).	Ongoing	30 June 2024	MM/CRO
	Attendance to training and workshops.	Ongoing	30 June 2024	MM
OTHER	Reviewed the Business Continuity Framework	Annually	30 June 2024	MM
	Facilitate Risk Management Awareness	Ongoing	30 June 2024	MM
	Facilitate Ethics Awareness and Control-self Assessments (CSA)	Annually	30 June 2024	MM

3. Approval

The Risk Management Implementation Plan shall be approved together with the Risk Management Policy and Strategy. These documents will also be reviewed on a regular basis.