OVERBERG DISTRICT MUNICIPALITY

RISK MANAGEMENT
ANNUAL IMPLEMENTATION PLAN
2022/2023

Approved by Council: 27 June 2022, Item A92

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	Formally revise, identify and appoint Risk Champions.	Ongoing	Ongoing	Management/ MM
	Facilitate orientation and training for Risk Champions.	Ongoing	Ongoing	CRO
QUARTERLY 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 & ASSESSEMENT	Arrange a strategic risk identification and assessment workshop.	Annually	March 2023	MM/ CRO
	Prepare for the workshop, by obtaining the Municipality's strategic objectives.	Annually	March 2023	CRO
	Send notification of the workshop to the various department heads.	Annually	March 2023	CRO
	Send preparation packs.	Annually	March 2023	CRO
	Facilitate the strategic risk identification and assessment workshop.	Annually	March 2023	CRO

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
	Submit the strategic risk report to the risk management FARMCO committee	Annually	31 March 2023	CRO/ AC
	Submit the minutes of the FARMCO meeting to the APAC.	Annually	30 June 2023	CRO
	Submit the report to the Municipal Manager and the various department heads.	Annually	31 May 2023	CRO
	Submit Strategic Risk Register to Council for approval	Annually	30 June 2023	CRO
OPERATIONAL RISK IDENTIFICATION & ASSESSMENT	Arrange operational risk identification & assessment workshops with the various department.	Annually	April 2023	MM/ CRO
	All Municipal Directorates:			
	Facilitate the operational risk identification and assessment workshop. (Inherent & residual)	Annually	April 2023	Risk Champions/ CRO
	Ensure that all risks, controls, risk owners, risk responses and actions and dates are captured.	Annually	April 2023	CRO
MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
	Generate an operational risk report for the directorates, highlighting the high risks.	Annually	May 2023	CRO
	Submit the report to the risk management oversight committee.	Annually	May 2023	CRO/ FARMCO
	Submit the minutes of the risk management oversight committee meeting to the APAC.	Annually	June 2023	CRO/ AC

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
OPERATIONAL RISK REGISTER	Consolidate the various risk identified by the Risk Champions.	Annually	31 March 2023	CRO
	Provide Internal Audit with the approved operational risk register upon request.	Annually	31 March 2023	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 2023	CRO/ Management
	Establish a risk universe.	Annually	30 June 2023	CRO/ Management
TRAINING & SUPPORT	Identify training interventions for the CRO and his/her staff (if any).	Ongoing	30 June 2023	MM/ CRO
PERFORMANCE EVALUATION	Self-Evaluation by members of the FARMCO	Annually	30 June 2023	CRO / FARMCO members

MEASURE	ACTION	FREQUENCY	DUE DATE	RESPONSIBLE PERSON (S)
OTHER	Attendance to training and workshops.	Ongoing	30 June 2023	CRO
	Reviewed the Business Continuity Framework	Annually	30 June 2023	CRO
	Facilitate Risk Management Awareness	Ongoing	30 June 2023	CRO