

No.	Activity	Output	Capacity required	Due date	Responsible person
Risk Governance					
1.	Update the Risk Management Policy, Strategy and Implementation Plan	Approved Risk Management Policy, Strategy and Implementation Plan for the 2017/18 financial year	App		
2.		Communicate contents of the Risk Management Policy, Strategy and Implementation Plan to all staff members			
3.	Risk Committee Terms of Reference updated, approved and implemented	Approved Risk Committee Terms of Reference for 2017/18			
4.	Nominate/reconfirm nominations of Risk Champions.	Appointment letters issued by the MM to the risk champions. Signed by risk champions as acknowledgement of receipt.			
4.	Embed risk management into daily business operations and decision making	Staff and Management meeting agendas to include discussion on status of risk management processes and emerging risks for escalation to the risk registers			
5.	Update the Fraud Prevention Policy and Plan	Approved Fraud Prevention Policy and Plan			
6.	Finalise, approve and implement a Business Continuity and Disaster Recovery Plan	Approved Business Continuity and Disaster Recovery Plan			
Risk Identification, Analysis and Evaluation					
7.	Quarterly review and approval of the strategic risk register	Risk registers approved by the MM			
8.	Quarterly review and approval of the operational risk registers	Risk registers approved by the Directors and communicated to the MM			
Risk Reporting					
9.	Quarterly report to the Risk Committee	Include updated and approved risk register on the Risk Committee agenda			

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10.	Submit the risk register to internal audit	Latest available approved risk register submitted to internal audit for the internal audit plan			
11.	Submit relevant risk information to external audit	Risk documentation to be provided during the annual audit process			
Risk Monitoring					
12.	The risk committee evaluates effectiveness of risk management in the municipality	Minutes of meetings indicating the review and evaluation of risk management			
13.	Job descriptions and performance agreements to include risk management responsibilities of relevant staff members	Updated and agreed job descriptions and performance agreements			
14.	Consideration and incorporation of risk management in the annual planning and budget process of the municipality	Risks incorporated into annual planning and budget documents			
Risk Awareness and Training					
15.	Communicate the main principles of the approved Risk Policy and Strategy to the staff at the municipality	Communications to staff			
16.	Provide training to the relevant role players in terms of their roles and responsibilities in risk management at the municipality	Training held and an attendance register of role players at the training			