

Quarterly Risk Management Report Template

Entity logo

NAME OF PUBLIC SECTOR ENTITY

RISK MANAGEMENT REPORT

(INSERT QUARTER/FINANCIAL YEAR)

(INSERT REPORT REFERENCE NUMBER)

Report Recipients

Table 1: Distribution List

Department	For Action	For Information

List of Figures and tables (If any)

Definition of Terms — this should include all the unique terms used in the strategic plan (If any)

Acronyms and Abbreviations (If any)

Executive Summary

This section will provide a summary of the report.

- i. Risk Management Activities
- ii. Risk Management Status as per Q
- iii. Any other significant matters

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Chapter 1: Introduction

This section will outline the rationale of risk management and the requirements of risk management policy on a quarterly basis.

[User note]: Entities are expected to provide a brief background of emerging issues that warrant quarterly reporting.

Chapter 2: Risk Management Activities

This section will outline risk management activities undertaken within the quarter under review.

[User note]: Entities are expected to provide an overview of risk management activities undertaken within the period.

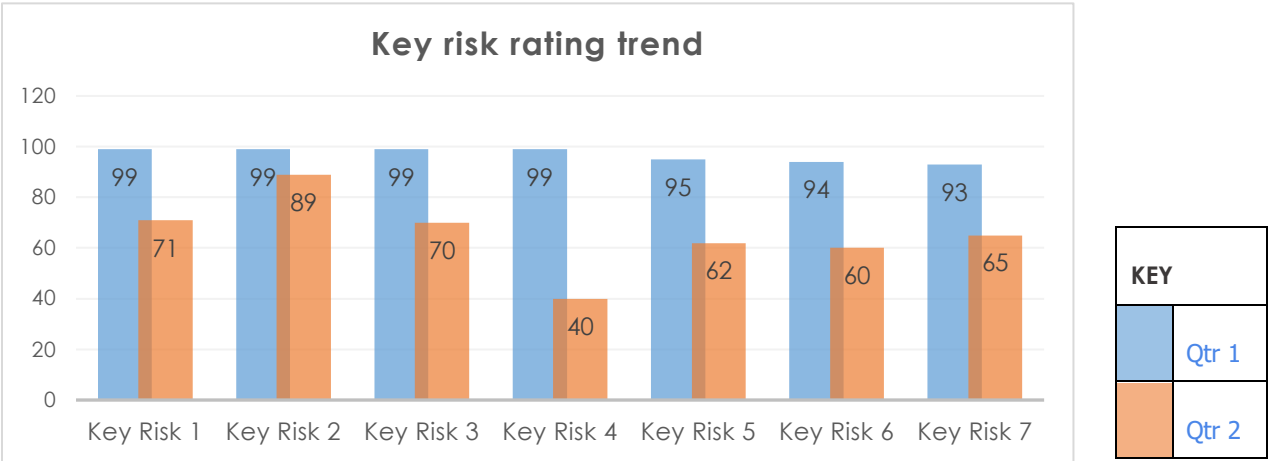
2.1 Risk Assessment

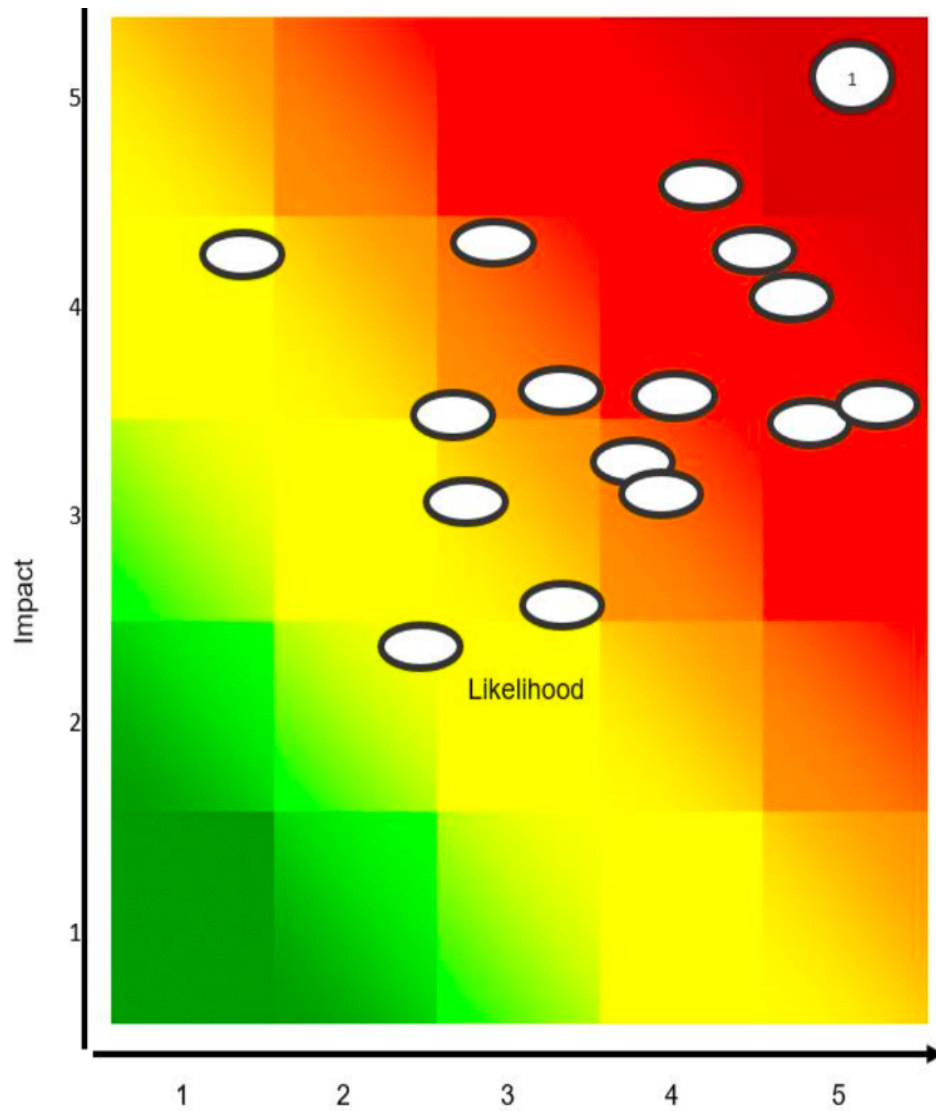
[User Note]: Entities are expected to provide an update on the review of risk registers, mitigation plans adopted by management and outline additional risk assessments on specific/unique subject matter.

2.2 Risk Management Status as at QuarterXX

[User Note]: Entities are expected to provide status of key risk and insights of emerging risks that have been identified, assessed, mitigated, and monitored.

Entities are encouraged to provide a graphical presentation of the trend of risks analyzed in relation to likelihood and impact.





KEY

Strategic

1 -

2 -

3 -

Compliance

4 -

5 -

6 -

Operations

7 -

8 -

9 -

Financial

10 -

11 -

2.2.1 Key Risks

[User Note]: Entities are expected to document an update on the status of key risks including information on the previous and current scoring.

2.2.2 Emerging risk

[User Note]: The entity is expected to document the result of a review of internal and external environments and how this may impact the profile of the entity's opportunities and risks, as illustrated in the table below.

Emerging Issue	External/Internal	Emerging Risk Event	Overall risk rating	Consequence on the entity	Proposed Mitigation Strategy Quarter X
[User Note]: Describe the issue that has changed in either external or internal environment e.g Change in legal framework	[User Note]: Describe the source if external or internal e.g External	[User Note]: Describe the uncertain event likely to impact the entity's objectives e.g Non compliance with changing legal framework	[User Note]: Provide the risk assessment score	[User Note]: Describe the outcome of the event e.g Non alignment with changed legal framework	[User Note]: Describe the mitigation measures that may be employed to mitigate

Chapter 3: Risk Mitigation Status

This section outlines the proposed mitigations/controls that should be considered to manage the residual risk to an acceptable entity's risk appetite.

[User Note]: Entities are expected to provide information on;

Risk ID:	Risk Description	Root Cause(s)	Proposed mitigation/response strategies.	Person Responsible [For Implementation of Treatment Options]	Resources required	Implementation due date

Chapter 4: Incident Reporting

This section will outline incidents that have occurred in the quarter and corrective action taken/to be taken.

[User Note]: Entities are expected to provide information on risk events that have occurred during the period.

[illegible]

Chapter 5: Business Continuity Management (BCM) Activities

This section will outline the status of development, review and implementation of business continuity plan and disaster recovery plan.

[User Note]: Entities are expected to provide information on activities undertaken to maintain critical business operations during and after an incidents has occurred.

Chapter 6: Conclusion

The section will outline the summary of risk management initiatives for the period.

[User Note]: Entities are expected to provide information on the overall risk status and recommendations made there off.

Report Sign Off

Name:

Date:

Signature: