

Annual Risk Management Report Template

Entity logo

NAME OF PUBLIC SECTOR ENTITY

RISK MANAGEMENT REPORT

(INSERT 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 at end of financial year
- 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 an annual basis.

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

Chapter 2: Risk Management Activities

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

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

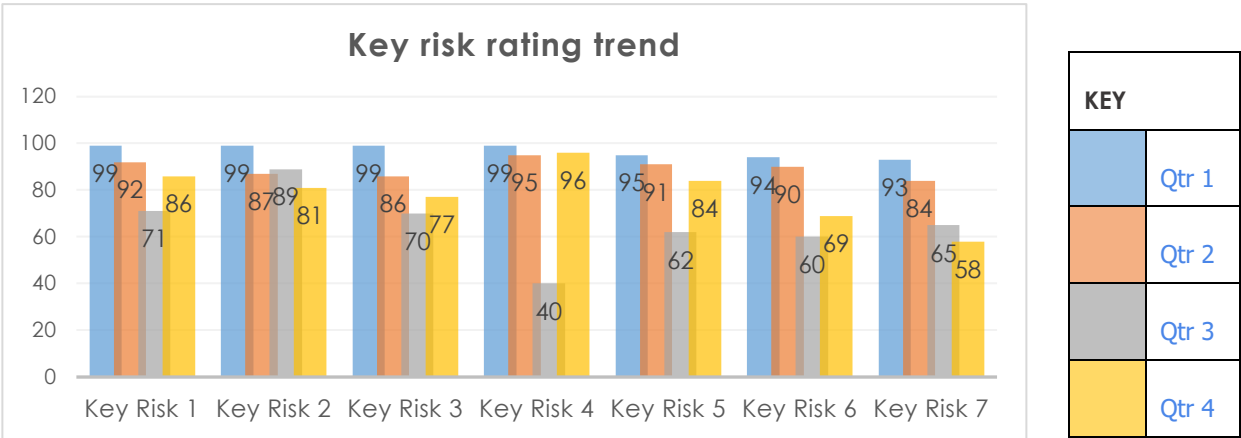
2.1 Risk Assessment

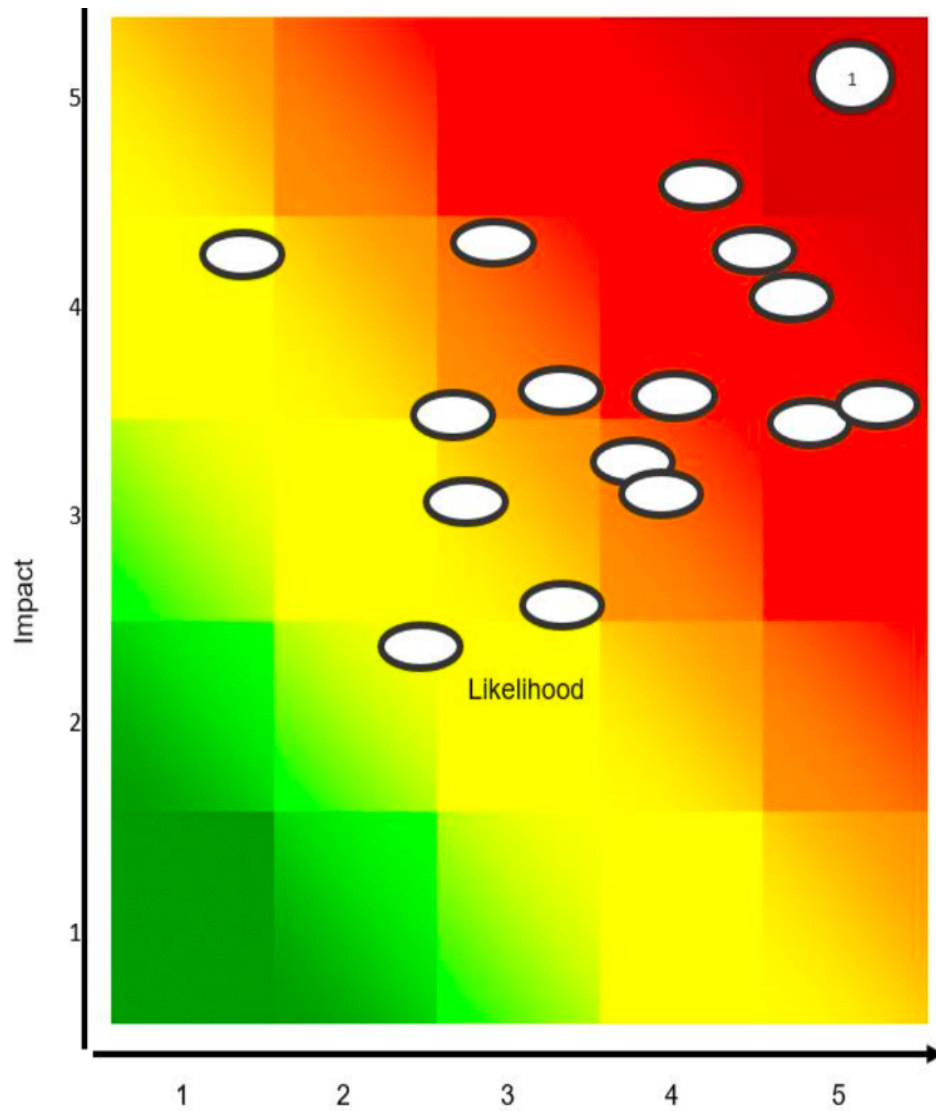
[User Note]: Entities are expected to provide an update on the review of risk registers, mitigation plans adopted by management and outline additional risk assessments on specific/unique subject matter.

2.2 Risk Management Status as at end of financial year

[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 year 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: Other Significant Matters

The section will outline other significant risk management initiatives for the period.

[User Note]: Entities are expected to provide information on the other significant risk management activities undertaken such as policy reviews, progress on the implementation of the roadmap, results of the risk maturity assessments.

Chapter 7: 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: