

## RISK MANAGEMENT COMMITTEE AGENDA TEMPLATE

### AGENDA

XYZ Institution<sup>1</sup> Risk Management Committee meeting to be held on XXX (date) at XXX (venue and time).

### COMMITTEE MEMBERS

Attendees and apologies list:

<b>John Smith</b>	Chairperson	Confirmed
<b>Zodwa Dlomo</b>	Member	Apology
<b>Lebohang Mandaba</b>	Member	Confirmed
<b>Gregory Moonsamy</b>	Member	Confirmed
<b>Luzuko Bana</b>	Member	Confirmed
<b>Kristina Jones</b>	Secretary	Confirmed

### INVITEES

Attendees and apologies list:

<b>Zakes September</b>	Accounting Officer	Confirmed
<b>Natasha Wednesday</b>	Chief Financial Officer	Confirmed
<b>Anna Maria</b>	Chief Audit Executive	Confirmed

1. Welcome and Apologies Chairperson
2. Confirmation of the Agenda Chairperson
3. Declaration of interest Members
4. Minutes of the previous meeting Chairperson
  - 4.1 Approval of previous minutes
  - 4.2 Matters arising from previous meetings (attach a schedule of matters arising with actions, action owners and dates)

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<sup>1</sup> For the purposes of this guideline, the term "Institution" refers to Municipalities (Metropolitan, Local and District) and Municipal Owned Entities.

5. Presentation on specific risk profiles:
  - 5.1 Key risk 1 Risk Owner A
  - 5.2 Key risk 2 Risk Owner B
6. New / emerging risks for consideration by risk management committee All
7. Risk to be considered for removal from risk profile All
8. Insurance report Designated employee
9. Occupational health and safety report Designated employee
10. Incident and accident report Designated employee
11. Legal and Compliance report Designated employee
12. Fraud and whistle blowing incidents Designated employee
13. Business Continuity and Disaster Recovery Designated employee
14. Review of the various risk and assurance reports:
  - 14.1 Risk Management Report Chief Risk Officer
  - 14.2 Internal audit report and planning Chief Audit Executive
15. Matters to be referred to the Council / Board of Directors Chairperson
16. Other All
17. Closing Chairperson
18. Date of next meeting Chairperson