

# LETSEMENG LOCAL MUNICIPALITY



## Risk Management Implementation Plan

**2019/20 Financial Year**

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## **1 Purpose of this document**

This document sets out the annual risk management implementation plan.

## **2 Objective**

The risk management implementation plan for the Institution was prepared to give effect to the implementation of the risk management policy and strategy and sets out all risk management activities planned for the 2018/19 fiscal year.

## **3 Approach**

The development of the risk management implementation plan has taken into consideration:

- the risk management policy;
- the risk management strategy;
- Anti-fraud and Corruption policy;
- Fraud Prevention Strategy;
- Available resources;
- Urgency, quick wins and sustainability.

## **4 Detailed risk management implementation plan**

The detailed risk management implementation plan is included below.

Risk Management Implementation Plan 2019/20

NO	PLANNED ACTIVITY	DETAILED ACTION	DUE DATE	RESPONSIBLE PERSON	OUTPUTS / OUTCOMES
<ul style="list-style-type: none"> <li><b>RISK PLANNING</b></li> </ul>					
1	<ul style="list-style-type: none"> <li>Detailed Risk Management Implementation Plan</li> </ul>	Develop a detailed Risk Management Implementation Plan and have it approved by the Risk Management Committee (RMC) and the Municipal Manager.	30 June 2019	Risk Officer and RMC	<ul style="list-style-type: none"> <li>Approved Risk Management Implementation Plan for the 2019/20 financial Year.</li> </ul>
<ul style="list-style-type: none"> <li><b>RISK ORIENTATION</b></li> </ul>					
2	Review the following documents: <ul style="list-style-type: none"> <li>Risk Management Policy</li> <li>Anti-Fraud and Corruption Policy</li> <li>Fraud Prevention Strategy</li> <li>Risk Management Strategy</li> <li>Terms of Reference of the Risk Management Committee (Risk Charter)</li> </ul>	Risk Management Committee (RMC) to review the policies and strategies and recommend them to the Municipal Manager for approval.	26 June 2019	Risk Officer and RMC	<ul style="list-style-type: none"> <li>Approved Risk Management Policy (2019/20 FY)</li> <li>Approved Anti-Fraud and Corruption Policy (2019/20 FY)</li> <li>Approved Fraud Prevention Plan (2019/20 FY)</li> <li>Approved Risk Management Strategy (2019/20 FY)</li> <li>Approved Risk Management Charter (2019/20 FY)</li> </ul>
3	<ul style="list-style-type: none"> <li>Provision of Risk Management training to other role players</li> </ul>	Capacitate all role players in the municipality through provision of Risk Management trainings.	30 December 2019	Risk Officer/Cogta/Provincial Treasury	<ul style="list-style-type: none"> <li>Completed orientation for all key role players (audit committee, risk management committee, risk champions etc)</li> </ul>



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NO	PLANNED ACTIVITY	DETAILED ACTION	DUE DATE	RESPONSIBLE PERSON	OUTPUTS / OUTCOMES
4	<ul style="list-style-type: none"> <li>Increase awareness on risk and fraud prevention among employees.</li> <li>Workshop employees on the approved Risk management strategic documents</li> </ul>	<p>The Municipality will use the following campaigns to promote increased risk awareness and fraud prevention within the Municipality:</p> <ul style="list-style-type: none"> <li>Promotional aids such as flyers and posters that indicate the Municipality stand on fraud;</li> <li>Promote the Municipality values during the orientations;</li> <li>Once off presentations to staff;</li> <li>Making use of induction processes;</li> </ul>	30 December 2019	Risk Officer	<ul style="list-style-type: none"> <li>ERM incorporated into daily operations</li> <li>Understanding of Risk and Fraud Management by all role players.</li> <li>Increased awareness on risk and fraud prevention that will result in increased involvement of employees in taking proactive steps when realizing risk and fraud indicators</li> </ul>
5	<ul style="list-style-type: none"> <li>Review the performance contract of section 57 managers to ensure that</li> </ul>	Responsibilities for management of risks to be linked to the SDBIP and Performance	31 July 2019	Risk Officer and PMS Officer	<ul style="list-style-type: none"> <li>Risk Responsible management owning up to risks within their department.</li> </ul>

NO	PLANNED ACTIVITY	DETAILED ACTION	DUE DATE	RESPONSIBLE PERSON	OUTPUTS / OUTCOMES
	they incorporate Risk Management responsibilities	Agreements of Senior Managers and the Accounting Officer.			
<b>RISK ASSESSMENT</b>					
6	Conduct annual Operational, Fraud and Strategic Risk Assessment for the whole municipality (2019/20) Financial Year)	Information gathering Facilitate risk identification and assessment sessions. Analyse information and compile risk assessment reports	30 June 2019	Risk Officer	An Updated and Approved Operational, Fraud and Strategic Risk Register for the 2019/20 financial year. Signed Risk assessment report. Risk-Based Internal Audit plan for the 2019/20 financial year.
<b>RISK RESPONSE AND MONITORING</b>					
7	Drafting of individual key risk indicators and action plans for all gaps identified for the top risks.	Risk Owners to draft individual key risk indicators and action plans for all gaps identified for the top risks by the risk owners.	30 June 2019	Risk Officer	Action plans implemented per agreed timeframes.
8	Monitoring effectiveness of mitigation strategies.	Risk Officer to track progress on the implementation of mitigation strategies by Risk Owners.	10 December 2019 20 February 2020 23 May 2020	Risk Officer	Obtain assurance from Risk Owners of the extent to which mitigating strategies are effective.



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NO	PLANNED ACTIVITY	DETAILED ACTION	DUE DATE	RESPONSIBLE PERSON	OUTPUTS / OUTCOMES
			23 August 2020		Signed quarterly Risk management report
9	Evaluating effectiveness of Risk Management processes/ERM.	Internal audit to provide assurance on the effectiveness of ERM Audit Committee to advise on the effectiveness of the Risk Management	30 June 2020	Internal Audit and FS Provincial Treasury	Risk management evaluation report by Internal Audit and PT
10	Risk management committee report	Risk Officer to compile and present a quarterly risk management report to the Risk Management Committee on the activities performed by the Risk Management unit.	10 December 2019 20 February 2020 23 May 2020 23 August	Risk Officer	Signed report produced as per agreed frequency and content
11	Audit committee report	Risk Committee Chairperson to table the Risk Management report to the Audit committee meeting on the activities performed by the Risk Management unit	10 December 2019 20 February 2020 23 May 2020 23 August 2020	Risk Officer	Signed report produced as per agreed frequency and content
12	Review of 2020/21 Risk Management Strategic documents	Risk Committee to convene meeting to review and approve the 2020/21 Risk Management Strategic documents	30 June 2020	Risk Officer and RMC	Approved Risk Management Strategic Documents for 2020/21 financial year.

Prepared by:

*Th Lichaba*


Risk Management Implementation Plan 2018/19

  
Mr. TH Lichaba  
Risk Officer

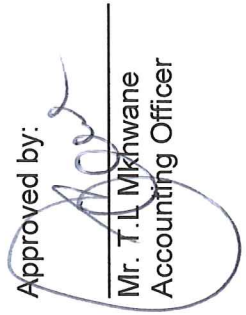
Date: 26/06/2019

Recommendation and Approval:

The Risk Management Committee recommends the approval of this Risk Management Implementation Plan:

  
Ms. D.S Nage  
Chairperson:  
Risk Management Committee

Date: 26 JUNE 2019

Approved by:  
  
Mr. T.L Mkhwane  
Accounting Officer

Date: 26/06/2019