

EMAKHAZENI LOCAL MUNICIPALITY



RISK MANAGEMENT IMPLEMENTATION PLAN 2018/2019

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1. INTRODUCTION

The Risk Management implementation Plan forms part of the Risk Management Framework of the municipality and must therefore be read in conjunction with inter-alia the Risk Management Policy, the Risk Management Strategy as well as the Risk Management Assurance Plan.

The Risk Management implementation Plan describes how the Risk Management Strategy is to be implemented during the 2018/19 financial year.

In the compilation of the Risk Management implementation Plan, the municipality adheres to the guidelines as suggested by the National Treasury.

The municipality reviews and updates its Risk Management implementation Plan on an annual basis.

2. PURPOSE

The Risk Management implementation Plan is prepared to give effect to the implementation of the Risk Management Policy and Strategy and sets out all riskmanagement activities planned for the 2018/19 financial year.

3. APPROACH

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

- The Risk Management Policy;
- The Risk Management Strategy;
- Available resources,
- Urgency, quick wins and sustainability.

4. DETAILED RISK MANAGEMENT IMPLEMENTATION PLAN

The detailed risk management implementation plan is included below

DETAILED RISK MANAGEMENT IMPLEMENTATION PLAN 2018/19 FINANCIAL YEAR

No	PLANNED ACTION	DETAILED ACTION	DUE DATE	RESPONSIBLE PERSONNEL
1.	Conduct departmental operational risk assessment for 2018/ 2019 financial year.	<ol style="list-style-type: none">1. One on one and group meetings as well as workshops with all role prayers.2. Compilation of a draft operational risk registers.3. Circulating the draft operational risk register for Comments/inputs.4. Tabling the draft operational risk register to Top Management for inputs.	By 30 September 2018.	Risk Officer

		<p>5. Tabling the draft operational risk register Broader Management and Section 80 Committee for inputs and comments</p> <p>6. Tabling the draft operational risk register to RMAAC and AC for inputs and comments</p> <p>7. Submission of the operational risk registers to Council for approval.</p>		
2	Facilitation and Appointment of Risk Champions	1. Appoint Risk Champions for every department	By 31 July 2018	Risk Officer
3	Facilitation and Appointment of risk management, Anti- Fraud and Anti- Corruption Committee Members	1. Appointment letters be issued to the committee members	By 31 July 2018	Risk Officer
4	Compile and submit Risk Management Progress Reports to Risk Management, Anti- Fraud and Anti- Corruption Committee	<p>1. Send Request for quarterly risk progress reports to all risk owners on strategic , operational, ICT, Fraud, Mscoa and Project risks</p> <p>2. Consolidate departmental strategic , operational, ICT, Fraud, Mscoa and Project risk monitoring report</p> <p>3. Submit the Risk Management Progress Reports to RMAAC</p>	Quarterly	Risk Officer
5	Submit Risk Management, Anti- Fraud and Anti- Corruption Committee Reports to Audit Committee	<p>1. Write a Report based on items discussed in the RMAAC Meeting</p> <p>2. Submit RMAAC Report to Audit Committee</p>	Quarterly	RMAAC Chairperson
6	Conduct Fraud and Corruption Awareness Workshops.	1. Facilitate Fraud and risk awareness and training to employees	By 31 December 2018	Risk Officer
7	Conduct Whistle- blowing awareness	1 Facilitate whistle Blowing awareness	By 31 December 2018	Risk Officer
8	Conduct awareness on Risk Management Policy	1. Facilitate whistle Blowing awareness	By 30 June 2019	Risk Officer
9	Coordinate Risk Management, Anti- Fraud and Anti-Corruption Committee Meeting	1. Risk Management Committee to convene on a quarterly basis to review progress made on all risk related	Quarterly	Risk Officer

		matters		
10	Attend Provincial Risk Management Forum	To attend Provincial Risk Management Forum	Quarterly	Risk Officer
11	Attend District Audit and Risk Forum	To attend District Audit and Risk Forum	Quarterly	Risk Officer
12	Conduct Strategic Risk assessment for 2019/2020 financial year.	<ol style="list-style-type: none"> 1. Group meetings as well as workshops with all role prayers. 2. Compilation of a draft strategic risk registers. 3. Circulating the draft strategic risk register for Comments/inputs. 4. Tabling the draft strategic risk register to Top Management for inputs and comments. 5. Tabling the draft strategic risk register to RMAAC and AC for inputs and comments 6. Tabling the draft strategic risk register to sectionfor inputs and comments 7. Submission of strategic risk registers for approval by Council by 	By 30 June 2019	Risk Officer
13	Conduct Functional (Fraud,ICT,Project,Mscoa) risk assessments for 2018/2019 financial year.	<ol style="list-style-type: none"> 1. Group meetings as well as workshops with all role prayers. 2. Compilation of a draft risk registers. 3. Circulating the draft risk register to officials for Comments/inputs. 4. Tabling the draft risk registers to Top Management and Broader Management Committee for inputs and comments. 5. Tabling the draft risk registers to RMC and AC for inputs and comments 6. Tabling the draft risk 	By 31 December 2018	Risk Officer

		registers to section for inputs and comments		
		1. Submission of risk registers for approval by Council		
14	Review and approve Risk Management Related Policies, Strategies and Plans for 2019/20 financial year	<ol style="list-style-type: none"> 1. Review Risk Management Related Policies, Strategies and Plans for 2019/2020 financial year 2. Table the Risk Management Related Policies, Strategies and Plans to EMANCO, Section 80 Committee, RMC and AC for inputs and comments 3. Submission of the Risk Management Related Policies, Strategies and Plans to Council for approval 	By 30 June 2019	Risk Officer and RMAAC Members
15	Review terms of reference for the Risk Management, Anti- Fraud and Anti-Corruption Committee	1. Review and Obtain approval of the Risk Management, Anti-Fraud and Anti-Corruption Committee Charter for 2019/20 from the Council	30 June 2019	RMAAC and Risk Officer
16	Development of Risk Appetite and Tolerance Framework	<ol style="list-style-type: none"> 1. Develop the Risk Appetite and Tolerance Framework 2. 	30 June 2019	Risk Officer
17	Publication of Risk Management Related Policies and Strategies for 2019/20 financial year	1. Publicize the Risk Management Related Policies and Strategies for 2019/20 financial year on the internet, communicate Risk Management related Policies and Strategies to all Officials in Emakhazeni Local Municipality	By 30 June 2019	Risk Officer

5. REVIEWAL AND APPROVAL OF THE RISK MANAGEMENT IMPLEMENTATION PLAN

This Risk Management Implementation Plan will be reviewed annually by the Risk Management, Anti-Fraud and Anti-Corruption Committee and will be approve by Council.

PREPARED BY:

Ms. NP Malibe
Risk Officer

Date

RECOMMENDED BY:

Chairperson: Risk Committee
Mr. L.T Gafane

Date

APPROVED BY:

Mrs. EK Tshabalala
Municipal Manager

Date

Council Resolution Number: _____

6. SUMMARY

If this implementation plan is implemented; value will be added to the endeavors of the municipality to render quality, affordable and sustainable municipal services.