

## Anti-Fraud and Corruption Plan (2018/19 Financial Year)

AFCP Component and Area		Action required	Responsible person	Action Due Date
<b>1. Codes of Conduct for Municipal Employees and Councillors</b>				
	1.1	Review of the gifts register by Internal Audit on a quarterly basis.	Manager: Internal Audit	Quarterly
	1.2	Approved private work reported to the Audit Committee on a quarterly basis.	Manager: Internal Audit	Quarterly
<b>2. Systems, Policies and Procedures</b>				
	2.1	Circulation of a policy register with all the municipality's policies and procedures to all employees.	Manager Administration	March 2019
	2.2	Job descriptions, agreed work plans & performance contracts to be reviewed to ensure inclusion of accountability and consequences of non-adherence to the entity's systems, policies, procedures, rules and regulations	Human Resources and Strategic Services	Ongoing
	2.3	Training and communication strategies for informing existing and new staff of new policies as well as updates to existing policies to be reviewed and enhanced.	Human Resources and Public Relations Officer	Sept 2018
<b>3. Fraud Perception Surveys</b>				
	3.1	Fraud perception survey	Outsourced risk service provider	March 2019
<b>4. Fraud Risk Assessments and Risk Registers</b>				
	4.1	Update, monitoring and reporting on the fraud risk register	Outsourced risk service provider	Quarterly
<b>5. Awareness and Training</b>				
	5.1	Training in respect of fraud and corruption matters (including the whistle blowing policy) be included in the work place skills plans as appropriate.	Human Resources	Sept 2018

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	5.2	Fraud awareness communicated on the intranet and monthly newsletters.	Public Relations Officer	Sept 2018
<b>6. Monitoring</b>				
	6.1	Reporting of the fraud and corruption register to the Fraud and Risk Committee	Internal Audit	Quarterly
<b>7. Policy review</b>				
	7.1	Review of Anti-Fraud and Corruption Strategy and Policy and the Whistle Blowing Policy	Outsourced risk service provider	May 2019