

No.	Activity	Output	Capacity required	Due date	Responsible person
<b>Risk Governance</b>					
1.	Update the Risk Management Policy, Strategy and Implementation Plan	Approved Risk Management Policy, Strategy and Implementation Plan for the 2018/19 financial year		May 2018	Outsourced Risk Service Provider
2.	Update the Fraud and Risk Committee Terms of Reference	Approved Fraud and Risk Committee Terms of Reference for 2018/19		May 2018	Outsourced Risk Service Provider
3.	Appoint Fraud and Risk Committee members	Appointment letters issued by the MM to the FRC members. Signed by FRC members as acknowledgement of receipt.		Sept 2018	MM/ Outsourced Risk Service Provider
4.	Appoint risk champions	Appointment letters issued by the MM to the risk champions as nominated by the Directors. Signed by risk champions as acknowledgement of receipt.		Sept 2018	MM/ Outsourced Risk Service Provider
5.	Embed risk management into daily business operations and decision making	Staff and Management meeting agendas to include: <ul style="list-style-type: none"> <li>• discussion on status of risk management processes;</li> <li>• the applicable risk register/s; and</li> <li>• emerging risks</li> </ul>		At least quarterly	Risk Champions
6.	Update the Anti-Fraud and Corruption Strategy and Policy and Plan	Approved Anti-Fraud and Corruption Strategy and Policy and Plan		May 2019	Outsourced Risk Service Provider
7.	Recruit and appoint an external independent Fraud and Risk Committee chairperson	Appointed external independent Fraud and Risk Committee chairperson		Nov 2018	MM/Outsourced Risk Service Provider
<b>Risk Identification, Analysis and Evaluation</b>					
8.	Quarterly review and approval of the strategic risk register	Risk register approved by the MM		Quarterly	Outsourced Risk Service Provider/MM
9.	Quarterly review and approval of the operational risk registers	Risk registers approved by the Directors		Quarterly	Outsourced Risk Service Provider/MM

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<b>Risk Reporting</b>					
10.	Quarterly report to the Risk Committee	Quarterly report included on the Fraud and Risk Committee agenda		Quarterly	Outsourced Risk Service Provider
11.	Submit the risk register to internal audit	Latest available approved risk register submitted to internal audit for the internal audit plan		Annually	Outsourced Risk Service Provider
12.	Submit relevant risk information to external audit	Risk documentation to be provided during the annual external audit process		Annually	Outsourced Risk Service Provider/Internal Audit
13.	Submit minutes of the Fraud and Risk Committee meetings to the Audit and Audit Performance Committee.	Minutes of Fraud and Risk Committee to be included on the agenda of the Audit and Audit Performance Committee.		Quarterly	Secretariat to the Fraud and Risk Committee.
<b>Risk Monitoring</b>					
14.	Evaluation of the effectiveness of risk management in the municipality	Annual risk management survey planned for June 2019.		June 2019	Outsourced Risk Service Provider
15.	Evaluation of the effectiveness of the Fraud and Risk Committee	Annual self-evaluation to be performed and action plan to be drafted to address areas identified for improvement.		May 2019	Outsourced Risk Service Provider
16.	Performance agreements to include risk management responsibilities of relevant staff members	Performance agreements include risk management indicator		August 2018	Strategic Manager
17.	Consideration and incorporation of risk management in the annual planning and budget process of the municipality	Risks incorporated into annual planning and budget documents		May 2019	CFO

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<b>Risk Awareness and Training</b>					
18.	Conduct fraud awareness in line with the principles contained in the approved Anti - Fraud and Corruption Strategy and Policy.	To be included in municipal induction training. Communications on website and newsletters.		September 2018	Director Human Resources
19.	Communicate contents of the updated Risk Management Policy and Strategy to the municipal staff.	Communications to the municipal staff via intranet.		September 2018	Public Relations Officer
20.	Provide training to the relevant role players in terms of their roles and responsibilities in risk management at the municipality	Training provided to relevant role players.		As per training plan	Human Resources and Outsourced Risk Service Provider