

AFCP Component and Area		Action required	Responsible person	Action Due Date
1. Codes of Conduct for Municipal Employees and Councillors				
	1.1	Review of the gifts register by the Municipal Manager and the Directors	Senior Management	Monthly
	1.2	Review of the gifts register by Internal Audit on a quarterly basis.	Manager: Internal Audit	Quarterly
	1.3	Approved private work reported to the Audit Committee on a quarterly basis.	Manager: Internal Audit	Quarterly (as applicable)
2. Systems, Policies and Procedures				
	2.1	Circulation of a policy register with all the municipality's policies and procedures to all employees.	Manager Administration	Annually
	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 to be implemented to inform existing and new staff of policies, updates to policies and new policies.	Human Resources and Public Relations Officer	Ongoing
3. Fraud Perception Surveys				
	3.1	Fraud perception survey	Risk Management Function	Annually
4. Fraud Risk Assessments and Risk Registers				
	4.1	Update, monitoring and reporting on the fraud risk register	Risk Management Function	Quarterly

Anti-Fraud and Corruption Plan (2021/22 Financial Year)

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5. Awareness and Training				
	5.1	Training in respect of fraud and corruption matters (including the whistle blowing policy) be included in the workplace skills plans as appropriate.	Human Resources	Annually
	5.2	Fraud awareness communicated on the intranet and monthly newsletters.	Public Relations Officer	Ongoing
6. Monitoring				
	6.1	Reporting of the fraud and corruption allegations to the Fraud and Risk Committee	Internal Audit	Quarterly
7. Policy review				
	7.1	Review of Anti-Fraud and Corruption Strategy and Policy and the Whistle Blowing Policy	Risk Management Function	Annually