

**IKHEIS LOCAL MUNICIPALITY**

**RISK MANAGEMENT  
IMPLEMENTATION PLAN**

**2014/2015**

**Contents**

- 1 Purpose of this document
- 2 Objective
- 3 Approach
- 4 Detailed risk management implementation plan

**1 Purpose of this document**

This document sets out the annual risk management implementation plan for !Kheis Local Municipality.

**2 Objective**

The primary objective of risk management implementation plan is to facilitate the execution of risk management. 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 2014/2015 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.

**!KHEIS LOCAL MUNICIPALITY**  
Risk Management Implementation Plan

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
Review risk management policy	Risk Management Committee (RMC) to review the policy and recommend to the Accounting Officer / Authority for approval.	Approved risk management policy	Chief Risk Officer 31 January 2015	
<b>Risk orientation</b>				
Develop/ review risk management strategy	Develop ERM Implementation Framework Develop guidelines on roles and responsibilities for risk management Review Fraud Prevention Plan RMC to review the strategy and recommend to the Accounting Authority for approval	Approved risk management strategy	Chief Risk Officer 31 January 2015	
Structures and responsibilities	The CRO to develop the risk management unit structure and present it to	Additional structure created and approved as required	Accounting Officer October 2014	

**IKHEIS LOCAL MUNICIPALITY**  
*Risk Management Implementation Plan*

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
	the RMC to review and recommend for approval by the Accounting Authority	Appointment into approved positions and structure Formal delegation of responsibilities to existing personnel (via appointment letters and performance agreements) and structures (via charters)		
Publication of Risk Management Policy	Publicize the policy on the intranet	Communicated risk management policy to all officials in the Institution	Chief Risk Officer February 2015	
Raising awareness and risk management training	Develop and formalise detailed training programme/ plan for all officials and any cost implications. Develop risk orientation programme for new employees.	Completed orientation for all officials, RMC and Audit Committee members. All new employees orientated on risk management. Make presentations on risk management at management forums.	Chief Risk Officer  Ongoing  Ongoing	
Terms of reference for the Risk	Review existing RMC's	Approved risk management	Chief Risk Officer	

**IKHEIS LOCAL MUNICIPALITY**  
Risk Management Implementation Plan

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
Management Committee	Terms of Reference and align to the RM strategy.	committee charter	October 2014	
<b>Risk assessment</b>				
Develop/ review risk management methodologies and processes	Development of a risk assessment protocol which includes risk quantification and risk ranking. Conduct research and benchmark with latest developments in RM (best practice).	Approved risk assessment methodologies and processes	Chief Risk Officer October 2014	
Facilitate enterprise-wide risk assessments.	Information gathering Facilitate risk identification and assessment sessions Analyse information and develop risk assessment reports.	Approved strategic risk register	Chief Risk Officer 07 – 09 October 2014	
		Approved operational risk registers (as per the agreed cycle)	Chief Risk Officer and operational manager 07 -09 October 2014	

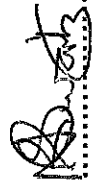
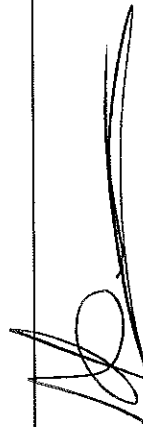
**KHEIS LOCAL MUNICIPALITY**  
Risk Management Implementation Plan

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
		Approved and updated functional risk registers (as per the agreed cycle)	Chief Risk Officer and each functional manager Quarterly	
<b>Risk response</b>				
Development of risk response strategies	Drafting action plans for all gaps identified in addressing the top risks.	Action plans implemented per agreed milestone	Risk Owner 07 – 09 October 2013	
<b>Risk monitoring</b>				
Assess risks controls effectiveness	Assign assurance providers to assess the controls of medium and low risks identified (monitored risks).	Combined assurance plan Report on risks controls assessed	Internal Audit	
Ensure risk management processes and methodologies are reviewed independently.	Audit of risk management effectiveness	Performance audit report Status reports on risk management implementation.	Internal / External Audits	
Facilitate the execution of ERM processes and infrastructure.	Implement appropriate risk reporting to the Accounting Officer, Executive Authority, Audit Committee, RMC and	Approved progress reports: present progress reports to various stakeholders at various intervals.	Chief Risk Officer Quarterly	Executive Authority report/ Audit Committee report/

**!KHEIS LOCAL MUNICIPALITY**  
Risk Management Implementation Plan

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
	Senior Management.			RMC report

**APPROVAL**

<p>.....            Ms N Swartz – Finance Intern</p> <p>.....          29/01/2015          Date</p>	<p>Approved/ Not approved by:</p> <p>.....            Ms T Scheepers – Municipality Manager</p> <p>.....          29/01/2015          Date</p>
--	---

<p><b>!KHEIS MUNISIPALITEIT</b>          Private Bag X2          Groblershoop 8850</p> <p><b>2015 -01- 29</b></p> <p>Tel: 054 833 9500          Fax: 054 833 0690</p> <p><b>!KHEIS MUNICIPALITY</b></p>
---