



**West Rand District
Municipality**

**Risk Management
Implementation Plan**

2013/2014

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1 Purpose of this document

This document sets out the annual risk management implementation plan.

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 West Rand District Municipality was prepared to give effect to the implementation of the risk management policy and framework and sets out all risk management activities planned for the 2013/14 financial year.

3 Approach

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

- the risk management policy;
- the risk management framework;
- available resources;
- Urgency, quick wins and sustainability.

4 Detailed risk management implementation plan

The detailed risk management implementation plan is included below.

West Rand District Municipality
Risk Management Implementation Plan

Planned Action	Detailed Actions	Outputs	Due date and responsible person	Progress to date
Risk orientation				
<ul style="list-style-type: none"> Review the following documents: Risk management policy, Fraud Prevention Plan, Charter, and Implementation plan 	<ul style="list-style-type: none"> Risk Management Committee (RMC) to review the policies and recommend to Council for approval. RMC to review the charter and the implementation plan 	<ul style="list-style-type: none"> Approved Risk management policy Approved Fraud prevention plan Risk Management charter Implementation plan 	<p>Coordinator: ERM and RMC</p> <ul style="list-style-type: none"> June 2014 31 December 2013 31 December 2013 31 December 2013 	<ul style="list-style-type: none"> The policy will be reviewed at year end for the new financial year. RMC has reviewed and approved the charter and the plan.
<ul style="list-style-type: none"> Completion of National Treasury Risk Management e-learning programme Provision of Risk Management training to other role players (raising awareness) 	<ul style="list-style-type: none"> Key officials to be identified to complete the Risk Management e-learning programme Capacitate (training, awareness, etc.) all role players throughout the municipality 	<ul style="list-style-type: none"> Skilled officials that are risk intelligent ERM incorporated into daily operations 	<p>HOD's</p> <ul style="list-style-type: none"> January to June 2014 On or before 31 March 2014 	<ul style="list-style-type: none"> HOD's to identify Coordinators within different departments to carry out the e-learning programme Risk and fraud workshops/training underway

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<ul style="list-style-type: none"> Induction and orientation of new appointments of Risk Management officials 		<ul style="list-style-type: none"> ERM incorporated into daily operations 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> No appointments has been made
<ul style="list-style-type: none"> Incorporate Risk Management responsibilities into the performance contract of section 57 managers Risk management be a standing item on the management agenda Developments of performance indicators to assess value add of risk management 	<ul style="list-style-type: none"> Responsibilities for management of risks shall be linked to the SDBIP and Performance Agreements of Senior Managers and the Accounting Officer Risk management is a standing item at all management meetings The committee shall Review its own key performance indicators for approval by the Accounting Officer. 	<ul style="list-style-type: none"> Performance Agreement of senior managers and municipal manager Extended Management Team meetings - minutes Key performance indicators report 	<p>Coordinator: ERM</p> <ul style="list-style-type: none"> 31 October 2013 <p>Monthly</p> <p>Risk Management Committee</p> <ul style="list-style-type: none"> Ongoing to June 2014 	<ul style="list-style-type: none"> Done Progress on Enterprise risk management is monitored and reported on quarterly basis Province has provided a template that can be used by the RMC.

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	The Committee shall annually undertake self-assessment on its performance.			
Risk assessment				
<ul style="list-style-type: none"> Conducting operational and strategic risk assessments Incident Register in place Identify new and emerging risks 	<ul style="list-style-type: none"> Information gathering Facilitate risk identification and assessment sessions. Analyse information and develop risk assessment reports Library of risk incidents to be kept to build historical record of the municipality As and when situation arise that requires the risk profile to be reviewed 	<ul style="list-style-type: none"> Updated Risk Register Updated risk register Updated risk register 	<p>Coordinator: Risk Management</p> <ul style="list-style-type: none"> 30 October 2013 Quarterly As need arise 	<ul style="list-style-type: none"> Annual risk assessment was conducted and risk profile was updated Incidents register is kept and updated on continuous basis
Risk response				
<ul style="list-style-type: none"> Development of risk 	<ul style="list-style-type: none"> Development of action 		MM and HOD's	Done when compiling risk profile

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response strategies	plans, assigning responsible parties and timeframes for implementation in the 2013/2014 financial year	<ul style="list-style-type: none"> Action plans 	<ul style="list-style-type: none"> 30 October 2013 	
Risk Monitoring				

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<ul style="list-style-type: none"> Management's performance with the processes of risk management will be measured and monitored through the following performance management activities 	<ul style="list-style-type: none"> Management to actively manage and report key action plans CRO to track progress on the implementation of action plans Risk and audit committees to monitor the implementation of action plans and hold accountable responsible parties 	<ul style="list-style-type: none"> Quarterly progress reports Management's progress made with risk mitigation action plans Review the risk management progress 	<p>HOD's and Managers</p> <ul style="list-style-type: none"> Quarterly Monthly Quarterly 	<ul style="list-style-type: none"> Progress report on Q1 was presented at both SMT and RMC in Q2. Cumulative progress will be presented on 10 March 2014. Monitoring is done continuously; a template is developed to track progress of planned actions. Risk owners present before the risk committee progress report on their key risks at both levels, strategic and operational risks and RMC chairperson present the overview risk management report to the audit committee
<ul style="list-style-type: none"> An annual quality assurance review of risk management performance. 	<ul style="list-style-type: none"> Internal audit to provide assurance on the effectiveness of ERM Audit Committee to advice on the 	<ul style="list-style-type: none"> Enterprise Risk Management (ERM) progress review Enterprise Risk Management (ERM) 	<p>Internal Audit</p> <ul style="list-style-type: none"> July 2014 and August 2014 Audit Committee 30 June 2014 	

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	effectiveness of the Risk Management	progress review		