ECDOE RISK MANAGEMENT COMMITTEE WORK PLAN

2024/25

DOCUMENT NAME	Risk Management Committee Work Plan
RESPONSIBLE	Risk Management Committee Chair

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1. PLAN APPROVAL AND OWNERSHIP

The Risk Management Committee approves this Work Plan. The plan applies to the entire Department.

2. PURPOSE

The purpose of the Work Plan is to ensure that the Risk Management Committee fulfils all its responsibilities during the financial year and reports to its relevant stakeholders.

3. WORK PLAN

A REQUIRED POLICIES AND PROCEDURES

No	Policy Name	Status	Implementation Date	Revision Date	Compliance Reference
1	Risk Management Committee Charter / Terms of Reference	Approved	01/04/2021	10/06/2025	King IV Report Treasury Regulation 3.2.1
2	Ethics Policy	Approved	18/05/2024	10/06/2025	Section 195 of the Constitution Public Service Co-ordinating Bargaining Council Resolution 2 of 1999 Employment of Educators Act No. 76 of 1998
3	Combined Assurance Model / Framework	Approved	10/06/2024		Public Finance Management Act section 38(1)(a)(i) Treasury Regulation 27.2.9 and 27.2.10
4	ECDoE RWOPS Policy	Draft			Public Service Regulations, 2016

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No	Policy Name	Status	Implementation Date	Revision Date	Compliance Reference
					chapter 3 Public Service Act 1994 section 30
5	Risk Management Strategy & Framework	Approved	27/07/2024	10/06/2025	Public Finance Management Act (PFMA) section 38(1)(a)(i) Treasury Regulation 3.2.1 Public Sector Risk Management Framework, Section 8(1)
6	Risk Management Policy	Approved	19/06/2024	10/06/2025	PFMA section 38(1)(a)(i) Public Sector Risk Management Framework, Section S7(1)
7	Risk Management & Fraud Prevention Implementation Plan	Approved	27/07/2024	10/06/2025	PFMA section 38(1)(a)(i) Treasury Regulation 3.2.1
8	Risk Appetite & Tolerance Framework	Draft			Public Sector Risk Management Framework section 25 (2)
8	Fraud Prevention & Anti-Corruption Policy	Approved	19/06/2024	10/06/2025	Treasury Regulation 3.2.1 The Prevention and Combating of Corrupt Activities Act 12 of 2004

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B. ITEMS FOR ANNUAL CONSIDERATION/ACTION

No	Consideration/Action	Meeting 1 Special RMC	Meeting 2 Q1 Reports	Meeting 3 Q2 Reports	Meeting 4 Q3 Reports	Meeting 5 Q4 Reports	Compliance Reference
Meeting Dates:		22 June	Early August	Early November	Early February	Early May	
1.	Review and recommend for the Approval of the Accounting Officer the Risk Management Policy.	X					
2.	Review and recommend for the Approval of the Accounting Officer the Enterprise Risk Management Framework.	X					
3.	Review and recommend for the Approval of the Accounting Officer the Risk Management & Fraud Prevention Implementation Plan.	X					
4.	Review and recommend for the Approval of the Accounting Officer the Fraud and Anti-Corruption Policy.	X					
5.	Review and recommend for the Approval of the Accounting Officer the Ethics Policy.	X					
6.	Review and recommend for the Approval of the Accounting Officer the Institution's Risk Appetite & Tolerance Framework.		X				
7.	Review and recommend for the Approval of the Accounting Officer the Institution's RMC Charter/ Terms of Reference.	X					

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C. ITEMS FOR QUARTERLY CONSIDERATION/ACTION

No	Consideration/Action	Meeting 2 Q1 Reports	Meeting 3 Q2 Reports	Meeting 4 Q3 Reports	Meeting 5 Q4 Reports	Compliance Reference
Meeting Dates:		Early August	Early November	Early February	Early May	
8.	Evaluate the extent and effectiveness of integration of risk management within the Institution (RMC Self-evaluation Assessment Form).				X	
9.	Assess implementation of the risk management policy and Strategy (including plan).	X	X	X	X	
10.	Review the quarterly reports submitted by the CRO on performance against the Risk Management Plan and Fraud Prevention Plan.	X	X	X	X	
11.	Review the risk management maturity of the Institution on a quarterly basis and make recommendations for improvement.	X				
12.	Review the findings from AGSA that indicate key risks of the department and the overall effectiveness of the department's risk management processes.			X		
13.	Review the findings from Internal Auditors that indicate key risks of the department and the overall effectiveness of the department's risk management processes.	X	X	X	X	
14.	Review the findings from Provincial Treasury that indicate key risks of the department and the overall effectiveness of the department's risk management processes.	X	X	X	X	

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No	Consideration/Action	Meeting 2 Q1 Reports	Meeting 3 Q2 Reports	Meeting 4 Q3 Reports	Meeting 5 Q4 Reports	Compliance Reference
15.	Review the Department's fraud risk management processes and fraud risk register; and evaluate the Department's exposure to fraud.	X	X	X	X	
16.	Review reports on the prevention, detection and investigation of fraudulent activities or misconduct within the Department and the related management responses.	X	X	X	X	
17.	Evaluate the effectiveness of the mitigating strategies implemented to address the material risks of the Institution. (Source: **Including Risk Registers**).		X	X		
18.	Evaluate the Institution's Risk Identification and Assessment Methodologies for effectiveness in timeously and accurately identifying and assessing the Institution's risks. (Source: **Quarterly Risk Management Report**	X	X	X	X	
19.	Review whether Management has considered legal and compliance risks as part of the risk assessments.				X	
20.	Review the process for communicating the code of conduct to the officials, and for monitoring compliance therewith.				X	
21.	Obtain regular updates from Management regarding compliance matters.				X	
22.	Review its annual workplan with goals, objectives and key performance indicators for the Committee for approval by the Accounting Officer.				X	
23.	Interact with the Audit Committee to share information relating to material risks of the Institution.	X	X	X	X	
24.	Provide timely and useful reports quarterly to the Accounting Officer and Audit Committee on the state of risk management, together with					

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No	Consideration/Action	Meeting 2 Q1 Reports	Meeting 3 Q2 Reports	Meeting 4 Q3 Reports	Meeting 5 Q4 Reports	Compliance Reference
	accompanying recommendations to address any deficiencies identified by the Committee.	X	X	X	X	
25.	Meet separately with the Director: Risk Management, when the need arises, to discuss any matters that the RMC or the Director: Risk Management requires to be discussed privately.	X	X	X	X	
26.	The Chairperson of the risk committee shall attend the Risk Management Committee Chairperson Forum bi-annually and present the department's risk management committee report.		X		X	
27.	Review the Institution's Financial Risk mitigation plans and changes to the financial risk profile.	X	X	X	X	
28.	Review the Institution's Strategic Risk mitigation plans and changes to the strategic risk profile.	X	X	X	X	

4. CONTINUOUS IMPROVEMENT

The Risk Management Committee is dedicated to continuous improvement of its own processes and procedures, as well as identifying potential risks to developing and implementing strategies to mitigate them effectively of the Department it serves.

5. EVALUATION OF ACTIVITIES

The Committee will annually undertake self-assessment of its performance. Feedback will be provided to the Accounting Officer and Provincial Treasury on the results of the findings of the evaluation.

6. POLICY REVIEW PERIOD

This Annual Work Plan should be reviewed by the Risk Management Committee on an annual basis to ensure its continued application and relevance.

7. AMENDMENT HISTORY

VERSION	AMENDMENTS	DATE
V.2	Included meeting dates to ensure that all quarterly reports are reviewed timeously. Included Meeting 5 to accommodate a special meeting to review policies and risk registers.	24 June 2025

8. DOCUMENT APPROVAL

NAME	POSITION	REVIEWER SIGNATURE	DATE
Ms. F. Kobo	RMC Chairperson		24 June 2025
Ms. S.A Maasdorp	HOD		07/07/2025