

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

Fraud Prevention Action Plan

2017/18

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1 Purpose of this document

This document sets out the Fraud Prevention Action Plan (FPAP) for the Northern Cape Department of Roads and Public Works (DRPW) and the Northern Cape Fleet Management Trading Entity (NCFMTE). The multiplicity of supportive actions which have been detailed in the document will play a significant part in preventing and combating corruption in the DRPW and NCFMTE.

Objective

Sections 38 and 39, of the Public Finance Management Act, outline general responsibilities of Accounting Officers.

These responsibilities include, among others, that the Department:

- a) Has and maintains effective, efficient and transparent systems of financial and risk management and internal control.
- b) Is responsible for the effective, efficient, economic and transparent use of departmental resources.
- c) Takes effective and appropriate steps to prevent unauthorized, irregular, fruitless and wasteful expenditure as well as other losses resulting from criminal conduct.
- d) Is responsible for the management, including the safeguarding and maintenance of the departmental assets.

- e) Takes effective and appropriate disciplinary action against any official in the service of the Department who:
- i) Contravenes or fails to comply with provisions of the PFMA;
 - ii) Commits an act which undermines the financial management and internal control system of the Department;
 - iii) Makes or permits an unauthorized, irregular, fruitless or wasteful expenditure

The primary objective of the FPAP is to put measures in place which would prevent and combat fraud and corruption in DRPW and NCFMTE.

2 Approach

The development of the Fraud Prevention Action plan has taken into consideration the following:

- DRPW Fraud Prevention Policy;
- DRPW Fraud Prevention Strategy;
- DRPW Whistle-Blowing Policy
- DRPW Code of Conduct;

3 Detailed Fraud Prevention Action plan (FPAP)

The detailed FPA plan is presented below:

Northern Cape Department of Roads and Public Works
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Planned Action	Detailed Actions	Responsible person / Delegation / Due Date	Progress to date
Creating awareness of anti-corruption and fraud prevention.	<ul style="list-style-type: none"> • Education of employees regarding fraud and corruption through workshops in Districts, Head Office, and its associated governance structures (NCFMTE). • Communication campaign. Publication of brochures, posters, articles in departmental newsletter; use of email and departmental website. • Staff to sign pledge on Anti-Corruption and Fraud Prevention Awareness (Anti-Corruption and Fraud Prevention Charter) 	Mr F. Borman Acting Director Legal Services Mr J Bobeje Director IA and Org Risk Ms C. Robertson Assistant Manager Communications	Fraud Prevention Policy, Fraud Prevention Strategy, Whistle Blowing Policy and Code of Conduct were reviewed in April 2015 and will be reviewed again at the next RMC (08 August 2017).
Compliance principles inherent in PFMA and the supporting Treasury Regulations	Development and review of the following policies: <ul style="list-style-type: none"> • Gift and Sponsorship Policy • Transport Policy • Subsistence and Travel Policy • Cellular and Telephone Policies • SCM Policy • Catering Policy 	Mr D. van der Merwe Director: Finance and Management Accounting Mr R Seaman CFO: NCFMTE	SCM policy is currently being drafted and the other policies are being reviewed. Annually

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<ul style="list-style-type: none"> • Theft and Losses Policy • Asset Management Policy 	<p>Compliance with Public Service Act and the supporting Public Service Regulations</p> <p>Development and/or review of the following policies:</p> <ul style="list-style-type: none"> • Recruitment • Working hours • Resettlement • Overtime • Termination of service • Leave policy • Job Evaluation Policy • Bursary Policy 	<p>Mr A. Rudman Acting Human Management</p>	<p>Approved policies are being reviewed and new policies are in the process of being developed.</p> <p>Director: Capital Management</p> <p>Annually</p>
<p>Verification of qualifications</p>	<p>Qualifications of shortlisted applicants (candidates that qualify for interviews) for advertised positions to be verified.</p>	<p>Mr A. Rudman Acting Human Management</p>	<p>A system of verification is in place. HR is working together with Security Unit to ensure timeous verification of qualifications.</p> <p>The entire provincial government is currently busy with a biometric system to verify the qualifications of all employees. DRPW will in future ensure the verification of shortlisted</p> <p>Quarterly reporting,</p>

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Compliance with the requirements of the Minimum Information and Security Standards (MISS)	<p>Pre-employment and screening of Senior Managers and employees in sensitive positions.</p> <p>Pre-screening of suppliers and service providers rendering services and supplying of goods to Department of Roads and Public Works in sensitive areas (e.g. security, IT and consultancy services) and all bids in excess of R10 million.</p>	<p>Mr A. Mkhize Manager: Security Management</p> <p>Mr K. Moeketsi Director: Supply Chain Management</p> <p>On-going</p>	<p>This is an on-going process.</p>
Compliance with the Disciplinary Code issued in terms of the PSCBC Resolution No. 2 of 1999.	<p>Training of line managers on Disciplinary Code</p> <p>Consistent application of the disciplinary code to all transgressors.</p>	<p>Mr N. Mkosana Manager: Labour Relations</p> <p>On-going</p>	<p>Capacity constraints results in cases at times not being concluded within the prescribed times.</p>
Physical security of all departmental resources	<p>The following measures will be applied to control access:</p> <ul style="list-style-type: none"> • Searches of persons and vehicles entering or exiting premises. • Implementation of departmental identity / 	<p>Mr A. Mkhize Manager: Security Management</p> <p>On-going</p>	<p>The department is considering the implementation of a card access control in future for all its buildings that is currently occupied.</p>

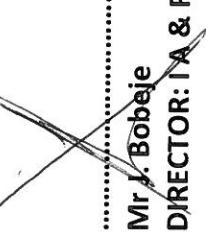
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Perform a risk assessment for the Department which includes a fraud and corruption assessment	<ul style="list-style-type: none"> • Recording of visitors' particulars • Any other measure the Management Unit deems necessary to apply. 	<ul style="list-style-type: none"> • Units and District Offices to identify their risks • Managers to implement appropriate controls to mitigate and manage the risks identified in their Units • Development of risk register • The Risk Management Committee to monitor the implementation of controls. • District offices to have own Risk and Internal Audit committees 	<p>Mr D. Mokgatlhe Chief Risk Officer Annually</p> <p>Operational Risk Assessment workshop has been conducted with the Risk Champions and Strategies Risk Assessment was conducted with all managers and district managers. Future risk assessment has been scheduled for August and September 2017.</p>
Perform compliance audits at all directorates and districts.	<ul style="list-style-type: none"> • Quarterly audit of payments. • Managers to respond promptly to audit reports 	<p>Mrs. M. v/d Merwe Manager: Financial Inspectorate Quarterly</p>	<p>Quarterly reports are discussed at Financial Misconduct Committee.</p>
	Submission of SMS financial disclosures to Public Service Commission by 31 July 2014	Mr B. Bobej(Ethics)	100% submission of SMS 2016/17 Financial Disclosures has been submitted through the E-

Planned Action	Detailed Actions	Responsible person / Delegation / Due Date	Progress to date
Awareness of DRPW Code of Conduct	Verify that all employees are aware of the Public Service Code of Conduct and its provisions. Human Resources to include Code of Conduct awareness at induction	Mrs A. Mpotsang Chief Corporate Management Services Mr N. Bosch CEO: NCFMTE On-going	All newly appointed staff members are to be issued with a copy of the code conduct. A copy of the code should also up-loaded on the Departmental website. The Code of Conduct was workshoped at the JTG District and further workshops have been planned for the other districts.
Development approval of departmental investigations process	and a policy /	Investigations process / guidelines are to be implemented.	Mr A. Mkhize Manager: Security Management On-going
Signed SCM Practitioner's Code of Conduct for all SCM officials	All SCM official to sign SCM Practitioner's Code of Conduct	Mr K. Moeketsi Director: Supply Chain Management	Process for 2017/18 signing of SCM Code of Conduct underway.

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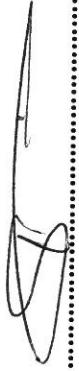
Planned Action	Detailed Actions	Responsible person / Delegation / Due Date	Progress to date
Signed Declaration of Interest by members of the supply management committees members.	All bid committees members to sign a Declaration of Interest for each tender/bid being considered.	31 st July 2017 Mr K. Moeketsi Director: Supply Chain Management	Members of the SCM bid committees sign the Declaration of Interest form when each tender is being considered. On-going

Compiler:


Mr D. Mokgatlhe
MANAGER: RISK MANAGEMENT

Mr J. Bobeje
DIRECTOR: IA & RISK

08/08/2017

Approved by


Mr K. Nogwili
ACCOUNTING OFFICER: DEPARTMENT OF ROADS AND PUBLIC WORKS

08/08/2017
DATE