

**DEPARTMENT
OF
TRANSPORT SAFETY AND LIAISON**



**RISK MANAGEMENT COMMITTEE
CHARTER**

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1. Legislative mandate

The Northern Cape Department of Transport, Safety & Liaison Risk Management Committee is established to assist the Accounting Officer to fulfil his risk management and control responsibilities in accordance with the Public Finance Management Act (PFMA), related pieces of legislation as well as corporate governance principles.

Section 38. General responsibilities of the accounting officers.- (1) The accounting officer for a department, trading entity or constitutional institution,

(a) Must ensure that that department, trading entity or constitutional institution has and maintains –

- (i) effective, efficient and transparent systems of financial and risk management and internal controls.

2. Objectives

The primary objective of the Committee is to assist the Accounting Officer in discharging his accountability as far as risk management is concerned. They do this through reviewing the effectiveness of the Departmental risk management systems, practices, and procedures, and providing recommendations for improvement.

3. Composition

Permanent members of the Committee shall be formally appointed by the Accounting Officer. The members, as a collective, shall possess the blend of skills, expertise, and knowledge of the Department, including familiarity with the concepts, principles and practice of risk management, such that they can contribute meaningfully to the advancement of risk management within the Department

Membership shall comprise of the following:

Permanent members	Standing invitees
A member (Chairperson) not in the employ of the Department	Provincial Internal Audit
Senior Management	Ethics Officer
Security Manager	IT Specialist
Legal Representative	EHWP (Covid 19)
Chief Risk Officer	Representatives of Senior Management
	Provincial Risk Management

4. Authority

The Accounting Officer shall appoint the Chairperson from outside the department.

The Committee shall have the requisite authority to request any manager to appear before it to account for their delegated responsibilities in respect of risk management.

5. Roles and responsibilities

The duties of the Committee shall be to:

- 5.1 Review the risk management policy and strategy and recommend for approval by the Accounting Officer;
- 5.2 Review the risk appetite and tolerance and recommend for approval by the Accounting Officer;
- 5.3 Review the risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register.
- 5.4 Evaluate the effectiveness of mitigating strategies to address the material risks
- 5.5 Report to the Accounting Officer any material changes to the risk profile.

- 5.6 Review the fraud prevention policy and recommend for approval by the Accounting Officer.
- 5.7 Evaluate the effectiveness of the implementation of the fraud prevention policy.
- 5.8 Review any material findings and recommendations by assurance providers on the system of risk management and monitor that appropriate action is instituted to address the identified weaknesses.
- 5.9 Set out the nature, role, responsibility, and authority of the risk management function within the Department for approval by the Accounting Officer, and oversee the performance of the risk management function.
- 5.10 Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.
- 5.11 Develop a combined Assurance plan and assess the assurances as per the frequency agreed to.

6. Meetings

The Committee shall meet at least once per quarter. The Chairperson of the Committee or a majority of the permanent members of the Committee may convene additional meetings as circumstances may dictate.

7. Administrative duties

The Chief Risk Officer, or such person as appointed by the Chief Risk Officer, shall be the secretary of the Committee. The secretary shall forward the notice of each meeting of the Committee to all members no later than 5 working days prior to the date of the meeting. The notice shall confirm the venue, time, date, and agenda and include the documents for discussion.

Any matters requested for submission by the RMC during a meeting shall be submitted ten days after such meeting.

The minutes of a meeting shall be approved during the following meeting.

8. Quorum

50% plus one of the permanent members constitutes a quorum. A permanent member of the Committee may nominate a proxy on his / her behalf, but that member cannot be considered for a quorum. A proxy is someone representing a permanent member and not acting in the position of that permanent member by virtue of an existing vacancy. Whenever a permanent committee member fails to attend 2 (50%) successive meetings without a valid reason he/she will be reported to the HOD for further action to be taken against him/she.

9. Performance evaluation

9.1 The Committee shall evaluate at least annually its performance in terms of its charter.

9.2 Internal Audit will evaluate the assurance of Risk management processes in the fourth quarter of every financial year.


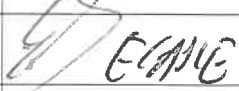


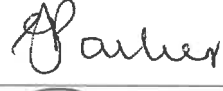


10. Review of the charter

The Committee shall review the Charter annually and recommend to the Accounting Officer for approval any amendments that may be required.

11. Endorsement

We, the Northern Cape Department of Transport, Safety & Liaison Risk Management Committee members, hereby endorse the Charter and recommend for approval by the Accounting Officer:

DTSL: RISK MANAGEMENT COMMITTEE CHARTER 2022/23


Initial and Surname	Details/ designation	Signature
Mr. O.B. Vorster	Chief Risk Officer	
Mr. E. Apie	Acting Chief Financial Officer	
Mrs. R. Williams	Senior Manager: Policy and Planning	
Mr. L.E.L Wolfe	Senior Manager: Transport Regulations	
Prof. G. Parker	Acting Senior Manager: Corporate Services	
Mr. D. Jasson	Acting Senior Manager: Provincial Secretariat	
Mr P.M. Mguza	Senior Manager: Transport Operations	

12. Approval

Recommended by:



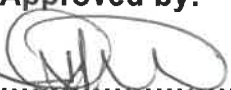
MRS. B. MASHOBAO



Date

Chairperson: RMC

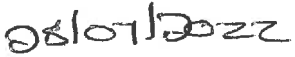
Approved by:



MR. R. PIETERSE

Accounting Officer

Department of Transport, Safety & Liaison



Date



**DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON
ISEBE LEZOTHUTO, EZOKHUSELEKO NONXULUMANO
LEFAPHA LA DIPALANGWA, PABALESEGO LE BOGOKAGANYI
DEPARTEMENT VAN VERVOER, VEILIGHEID EN SKAKELING**

Noord-kaap Provinsie / Northern Cape Province
Phondo Lomntla Kapa / Porofensi ya Kapa Bokone

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Enquiries: Mr. R.E Pieterse
Dipatlisiso:
Imibuzo:
Navrae:

Date: 26 July 2022
Letlha
Umhla:
Datum:

Reference: S4.2
Tshupelo:
Isalathiso:
Verwysing:

TO:

Mrs. R.K Williams
Director: Policy and Planning
8 Estelle Street
Northview
KIMBERLEY
8301

APPROVAL OF ACTING APPOINTMENT

Dear Mrs. Williams

This letter serves to confirm that you have been appointed to act within the position of Head of Department, for a period of two (2) days, effectively from 28 July 2022 until 29 July 2022, allowed by PSR, Part v11 B.5.2.

You are hereby authorized to perform the duties of the higher post and that the assignment of duties is made in terms of section 32 (1) and (2) of the Public Service Amendment Act 30 of 2007, and the Public Finance Management Act of 1994.

You are vested with full responsibility and authority attached to this post, and your performance will be closely monitored.

I wish to express my appreciation for your willingness to accept this responsibility and trust that you will execute the functions attached to this position with the necessary integrity, probity and irreproachable ethical conduct.

Kind regards


MR. R.E PIETERSE
HEAD OF DEPARTMENT

27.07.2022
DATE:

APPROVAL OF THE MEMBER OF THE EXECUTIVE COUNCIL: MS. S.N BLOEM

APPROVED / ~~NOT APPROVED~~

COMMENTS IF ANY:


SIGNATURE

27th / 07 / 2022
DATE

I RK. Williams ~~do not accept~~ accept to serve as Head of Department with effect from 28 July 2022 until 29 July 2022. I agree to perform the roles and responsibilities of the acting position.

