

Risk Management, Audit and Fraud Awareness Sessions

Dates: 12 to 14 November 2012

Venue: 4th Floor Training Room WestWing

Time: 09:00 to 14:00

Who must attend: All Staff Members

Branch	Date
Corporate Management	12 November 2012
Gauteng Planning Commission and Cabinet Services	13 November 2012
Provincial Communication	14 November 2012

The awareness session has been approved by the Director General.

All staff members are requested to attend the sessions.

Enquiries can be directed to: John Legodi at X6046 or by email to john.legodi@gauteng.gov.za



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GAUTENG PROVINCE

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INTERNAL MEMO

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TO : EMT, BMT AND All Staff Members

DATE : 20 September 2012

**SUBJECT : ETHICS, FRAUD, RISK AND AUDIT AWARENESS
SESSIONS**

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1. The Risk Management unit will be conducting awareness sessions on ethics, fraud, risk and audit from the 02 to 05 October 2012.
 2. The purpose of the sessions is to educate staff on amongst others, ethical behaviours, compliance to code of conduct, role internal and external auditors, what constitute fraud etc.
 3. The topics covered will outline the following:
 - 3.1 What is ethics?
 - 3.2 What constitute fraud?
 - 3.3 What is enterprise risk management and its role within the department?
 - 3.4 How to obtain and maintain a clean audit?
 - 3.5 What are Labour relations processes?
 4. The proposed schedule of the sessions will be communicated in due course.
 5. It is envisaged that the programme will run from 9:00 to 14:00.
 6. All managers are urged to release their sub ordinates to attend the sessions.
 7. I trust that you will give the team all your support and co-operation.

A handwritten signature in black ink, appearing to read 'M. Diedericks', written over a horizontal line.

**Margaret-Ann Diedericks
Director General**

Date: 21/9/2012