

**EXECUTIVE AND RISK SERVICES PROGRAM 2015-16**

<b>Joondalup 2022</b> Key Theme and Objective	<b>Actions and Projects</b>	<b>Project Milestone</b>	<b>Quarter</b>
<b>Governance and Leadership</b> Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.	<b>Internal Audit Program</b>	Review of Event Risk Management Plans <ul style="list-style-type: none"> <li>• Little Feet Festival</li> <li>• Summer Concerts</li> <li>• Sunset Markets</li> <li>• Joondalup Festival</li> <li>• Valentines Concert</li> <li>• Others as required</li> </ul>	Q1 – Q4
		Corporate Risk Register – reporting to the Chief Executive Officer	
		Testing of information technology systems and networks to determine the effectiveness of security and any risk exposures to external intrusion and unauthorised access (partnership between the City and Security Research Institute at Edith Cowan University).	
		Audit Committee Requests and Reports	
		Audit follow-up (implementation of agreed recommendations)	
		Audit of corporate trade cards and corporate credit cards	Q1
		Review Ranger Services enforcement process (hand held electronic devices)	
		Implementation of Recommendations Action Plan from review of systems and processes in relation to the operation of CCTV and surveillance devices.	
		Review of changes to user access and security within TechOne	Q2
		Actions from Fraud and Misconduct Risk Assessment – strengthen conflict of interest requirements	

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<b>Governance and Leadership</b> Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.	<b>Internal Audit Program</b>	Compliance Audit Return (submit to Department of Local Government and Communities by 31 March 2016)	Q3
		Actions from Fraud and Misconduct Risk Assessment – development of a Fraud, Misconduct and Corruption Policy	
		Corporate Risk Register <ul style="list-style-type: none"> <li>• Review of new emerging risks</li> <li>• Development of 2016/2017 register</li> </ul>	
		Review of Consolidated Business Continuity Plan	Q4
		Actions from Fraud and Misconduct Risk Assessment <ul style="list-style-type: none"> <li>• Audit of payments made not using a purchase order</li> <li>• Research into use of data analytics techniques and tools to enable risk based targeted audits</li> </ul>	

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<b>Governance and Leadership</b> Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.	<b>Service Effectiveness and Efficiency Review Program</b>  Includes business, financial and operational analysis; benchmarking and value for money audits of internal and external services.	Implementation of recommendations from independent review (using Procurement and Contract Management Review)	Q1 – Q4
		External review of implementation of recommendations from independent review (using Procurement and Contract Management Review as evidence for testing)	
		Audit Committee Requests and Reports (Program Status)	
		Procurement and Contract Management Review – <i>Detailed Scope / Business Case Development</i>	Q1
		Tenders 041/14, 046/14 and 047/14 (provision of median and verge mowing to nominated locations) – <i>Data Collection</i>	Q2
		Procurement and Contract Management Review – <i>Service Redesign</i>	
		Governance and Strategy Directorate Review: Human Resources	
		Governance and Strategy Directorate Review: Marketing	Q3 – Q4
		Procurement and Contract Management Review – <i>Implementation / Change Management</i>	
Ranger and Community Patrol Services (CJ105-06/15) – assist (if required) with reviewing the effectiveness of the new service after 12 months of operation.	Q4		
<b>Financial Sustainability</b> Seek out efficiencies and regional collaborations to reduce service delivery costs.	<b>Service Levels</b>	Monitor implementation and performance levels, and develop new Service Level Agreements as requested by the Chief Executive Officer	Q1 – Q3
<b>Governance and Leadership</b> Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.	<b>Improvement Projects</b>  Review of implementation of agreed recommendations	Craigie Leisure Centre Minor Process Review	Q1 – Q3
		Rating Services Improvement Project	Q2