



AGENDA

AUDIT, RISK, AND IMPROVEMENT COMMITTEE MEETING

NOTICE OF MEETING

I respectfully bring to the attention of Committee Members that a Audit, Risk, and Improvement Committee Meeting will be held in the City of Melville Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Wednesday, 8 April 2026 commencing at 6:00pm.

Gail Bowman
Chief Executive Officer

The City of Melville acknowledges the Bibbulmun people as the Traditional Custodians of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders past, present and future.



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Vision

Vibrant, Sustainable, Inclusive Melville

Mission

To provide good governance and quality services for the City of Melville community.

Values

In everything we do, we seek to adhere to our values that guide our behaviour.

- **Excellence** - Striving for the best possible outcomes.
- **Participation** – Involving, collaborating and partnering.
- **Integrity** - Acting with honesty, openness and with good intent.
- **Caring** – Demonstrating empathy, kindness and genuine concern.

Our Approach

To put our customer at the centre of everything we do.



Social / Community	Environment	Built Environment	Economic	Governance
Healthy, Safe and Inclusive	Clean and Green	Sustainable and Connected Development	Vibrant and Prosperous	Good Governance and Leadership
Healthy, safe and inclusive communities with a sense of belonging and wellbeing.	A clean, green and sustainable City for current and future generations.	Sustainable, connected development and transport infrastructure across our City.	Economic prosperity and vibrant resilient communities and businesses.	Leadership and good governance for the benefit of the whole community.

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Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

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Audit, Risk and Improvement Committee – Terms of Reference

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise the Council in relation to internal and external audit, compliance, risk management and improvement matters as well as the City of Melville financial statements.

A full version of the ARIC Terms of Reference is available on the Elected Members Portal.

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1 OFFICIAL OPENING

2 ATTENDANCE AND APOLOGIES

In Attendance

Committee Members

Ward

Elected Members

Ward

Officers

Apologies

On Approved Leave of Absence

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3 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4 DECLARATIONS BY MEMBERS

4.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

Under sections 5.60A and/or 5.60B of the *Local Government Act 1995*

5.2 Disclosure of Interest That May Cause a Conflict

Under *22 Local Government (Model Code of Conduct) Regulations 2021* or a City of Melville Code of Conduct)

6 CONFIRMATION OF MINUTES

6.1 Audit, Risk, and Improvement Committee Meeting – 19 November 2025

That the minutes of the Audit, Risk, and Improvement Committee Meeting held on 19 November 2025 be confirmed as a true and accurate record.

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7 BUSINESS

C26/369 Insurance and Risk Management Report

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> 1. Risk Matrix (confidential) 2. Strategic Risk Register (confidential) 3. Operational Risk Register (confidential) 4. Insurance Policies 2025/2026 (confidential)

Council’s Role

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> • This report presents information in respect to insurance and risk matters for the Committees noting. • For data comparison, the period of this item is 1 July 2025 to 31 December 2025. • The key points for this reporting period are: <ul style="list-style-type: none"> ○ There are nine Strategic Risks of which five are rated high: <ol style="list-style-type: none"> 1. Impact of Climate Change. 2. Urban development/planning doesn't meet the City's current and future population needs. 3. Insufficient funding to meet current and future needs. 4. Failing to understand and meet stakeholder and community expectations and needs. 5. Inadequate or inappropriate community, sporting and recreation facilities to meet current and future needs. ○ There are 17 Operational Risks of which four are rated high: <ol style="list-style-type: none"> 1. Physical Infrastructure Asset Integrity is compromised 2. Information/records lost, inaccurate or compromised. 3. Required Technology updates advance more rapidly than the City is able to adapt. 4. Children or young people experience harm as a result of accessing City services, facilities and products. ○ There were 30 Public Liability claims submitted to LGIS in this period. ○ There were 46 Motor Vehicle Insurance claims in the reporting year. ○ The Lost Time Injury Frequency Rate (LTIFR) for December 2025 was 13.57. The previous month was 12.58, and the start of this reporting period July 2025 was 12.79. ○ The Medical Treatment Injury Frequency Rate (MTIFR) for December 2025 was 13.57. The previous month was 12.58, and the start of this reporting period July 2025 was 10.66. (MEOFR has been renamed to MTIFR)
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- There were thirteen open Workers' Compensation claims.

OFFICER RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Insurance and Risk Management Report for the period 1 July 2025 to 31 December 2025.

PURPOSE

To inform the Audit and Risk Committee (Committee) on how the City of Melville (the City) addresses and mitigates potential risks and liabilities faced by the City and the community it serves. Insurance and risk management play crucial roles in safeguarding assets, operations, and services while protecting from financial losses.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.
	5.1	Provide transparent and accountable good governance.

BACKGROUND

The City recognises that achieving its objectives involves facing both internal and external factors and risks that may impact its success. To address this, the City is committed to integrating risk management principles into its culture and values, aiming to maximise opportunities while minimising risks.

The City employs a risk management approach that involves directing and controlling the organisation to effectively handle potential adverse effects and capitalise on opportunities. While the City endeavours to manage risks internally, it also employs insurance to transfer some financial risk. The insurance coverage is provided through LGISWA, a member-based self-insurance scheme established by WALGA in collaboration with Marsh.

This report presents the status of the City's risk management portfolio, detailing the measures in place to identify, assess, and mitigate various risks. Additionally, it provides an overview of the City's insurance portfolio, ensuring that adequate coverage is in place to protect against potential losses.

By providing this comprehensive report, the City aims to demonstrate its proactive approach to risk management, its commitment to safeguarding the community's interests, and its dedication to ensuring the continuity and resilience of its operations and services.

OFFICIAL**CONSIDERATION**Risk Management Update

The City adopts a comprehensive three-tiered approach to risk management, which includes strategic, operational, and project levels.

At the strategic level, the City focuses on identifying and addressing risks that could impact its overall objectives and long-term vision. This involves aligning risk management activities with the City's Risk Management Framework, SP-021 Risk Management Procedure, and CP-099 Risk Management Policy.

On the operational level, risk management efforts are directed towards day-to-day activities and processes across various service areas. The aim is to proactively identify potential risks and implement appropriate measures to mitigate their impact.

Additionally, at the project level, the City assesses and manages risks specific to individual projects or initiatives. This ensures that risk considerations are integrated into project planning and execution, promoting successful outcomes.

Overall, the City's risk management approach is guided by the established framework, policies, and procedures, providing a structured and systematic way to address risks at different organisational levels, and assessed in accordance with the City's Risk Matrix set out in Attachment 1.

Strategic Risks

The presence of uncertainty poses a potential impact on the City's vision, mission, Corporate Business Plan, and Strategic Community Plan objectives. A strategic risk, being external to the organisation, has the capacity to necessitate a change in the organisation's strategic direction.

Five high and four medium risks have been identified and acknowledged by stakeholders, including the Executive Leadership Team (ELT) and Elected Members as set out in Attachment 2. The five high risks are:

1. Impact of Climate Change.
2. Urban development/planning doesn't meet the City's current and future population needs.
3. Insufficient funding to meet current and future needs.
4. Failing to understand and meet stakeholder and community expectations and needs.
5. Inadequate or inappropriate community, sporting and recreation facilities to meet current and future needs.

According to the Risk Management Framework, any strategic risks rated as extreme or high, along with the status of their actions, will be reported to the Committee through this report. Additional reporting may be provided at the discretion of the Chief Executive Officer (CEO) when requested. To ensure effective risk management, comprehensive Strategic Risk reviews should take place at least once every two years or as deemed necessary by the CEO. The previous workshop was held on Tuesday, 26 February 2024 with the City's consultant RiskWest, and the following strategic risk review is scheduled to take place with the Elected Members and ELT in 2026.

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The City's strategic risks have been reviewed and ELT has conducted an update on the treatments, which are reviewed quarterly as part of reporting to the Committee. Detailed information about the high-rated strategic risks are available in the current Strategic Risk Register, along with updates on their treatments, the register is attached for reference.

Operational Risks

Uncertainty with the potential to impact various actions or processes within or across a Service Area or Directorate is considered an operational risk. This event can originate either internally or externally to the organisation and has the potential to affect the organisation's ability to achieve its current strategy.

There are four operational risks categorised as high as set out in Attachment 3:

1. Physical Infrastructure Asset Integrity is compromised
2. Information/records lost, inaccurate or compromised.
3. Required Technology updates advance more rapidly than the City is able to adapt.
4. Children or young people experience harm as a result of accessing City services, facilities and products.

The City maintains an enterprise-wide register with assigned treatment strategies, which are overseen by individual stakeholders. Operational Risk Workshops with individual service areas will be scheduled for later in the year, these are to enhance risk awareness and management throughout the City.

As per the Risk Management Framework, any operational risks rated as Extreme or High, along with the status of their action plans, will be reported to the Committee through this report. If necessary, additional reporting may be provided at the discretion of the CEO.

An update on risks and their corresponding treatments has been conducted in collaboration with the Management Leadership Team (MLT) and are reviewed quarterly as part of the Committee reporting process. The City's Operational Risk Register, along with updates on their treatments, is attached for reference.

Project Risks

Day-to-day project operations may be influenced by various uncertainties. The City's Project Team are responsible for managing risks associated with their respective projects. As part of the Project Management Framework, this team is required to identify potential risks and devise appropriate treatments. Additionally, the City has conducted further training to enhance awareness, identification, and management of project-related risks.

Business Continuity Update

In the event of any disruptive incident that hinders the City's ability to carry out its business operations at any of its facilities, the City's Business Continuity Plan will be implemented. Responsible individuals will use this plan to effectively coordinate the recovery of their respective areas and/or departments. The primary objective of this plan is to encompass all essential information required for a successful business recovery during such situations.

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RiskWest has been awarded the contract to facilitate multiple desktop exercises of our Business Continuity Plan over a three-year term with a two-year option period. A simulated Cyber security exercise was held on Tuesday, 16 September 2025. The exercise aimed to evaluate four key objectives, team familiarity, crisis communication, operational readiness and identification of improvement opportunities. The exercise demonstrated a strong foundation of preparedness and collaboration within the City.

The final summary report and recommendations have been received from RiskWest and an action plan has been developed.

Insurance Updates

The City currently maintains 15 insurance policies, and a comprehensive list for the year 2025/2026 is included and set out at Attachment 4. These policies serve as a crucial mitigation strategy, allowing the City to transfer financial risks appropriately. Below, you will find relevant information concerning any claims filed against these policies and the ongoing management of said claims.

Public Liability		
Period 01/07/2025 - 31/12/2025		
Claim/s Paid	Paid to Claimant	3
Damage to brick wall due to tree roots (Submitted 22/09/2025)	\$15,064.00	
Damage to vehicle due to dropped bin by waste truck (Submitted 20/03/2025)	\$2,278.61	
Property damage due to fallen tree branch (Submitted 25/03/2025)	\$2,308.00	
Total Amount Paid	\$19,650.61	
Claim/s Status: Submitted & In Progress		3
Claim/s Status: Submitted & Declined		30
Property		
Period 01/07/2025 - 31/12/2025		
Claim/s Paid	Paid to City (Minus Excess)	2
Accidental Damage to iPad (Submitted 20/06/2025)	\$41.82	
Accidental Damage to iPad (Submitted 06/08/2025)	\$306.33	
Total Amount Paid	\$348.15	
Claim/s Status: Submitted &/or In Progress		5
Claim/s Status: Submitted & Declined		0
Management		
Period 01/07/2025 - 31/12/2025		
Claim/s Paid	Excess Paid to Insurer	
Confidential Claim (Submitted 18/03/2025)	\$5,000.00	
Total Amount Paid	\$5,000.00	
Claim/s Status: Submitted &/or In Progress		1
Claim/s Status: Submitted & Declined		0

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Motor Vehicle		
Period 01/07/2025 - 31/12/2025		
Claim Status		
Closed		16
Open		30
Total Claims for Period		46
Breakdown of Financials		
Repair Cost (Under Excess)		
Amount \$		\$6,447
Incidents		9
Excess Paid		
Amount \$		\$11,250
Incidents		9

LGIS WorkCare – Workers’ Compensation

The City has thirteen open workers compensation claims.

- Seven open claims from the 2024/2025 financial year and
- Six open claims from the 2025/2026 financial year.

The City received six claims and closed two claims within this reporting period.

There were six WorkSafe notifiable injuries within this reporting period.

All six WorkSafe notifiable injuries were reportable under the treatment type – “Injury or illness that a medical practitioner considers likely to prevent the person from being able to do their normal work for at least 10 days”, which includes injuries where workers are on restricted work duties.

As of 3 December 2025 the:

- Lost Time Injury Frequency Rate (LTIFR) for the organisation was 13.57
- Medical Treatment Frequency Rate (MTIFR) for the organisation was 13.57

The LTIFR measures the number of lost time injuries (LTI) per million hours worked during a single reporting period. A LTI is one that resulted in time lost from work of one day/shift or more. This includes injuries resulting in fatality or permanent disability and psychosocial injuries.

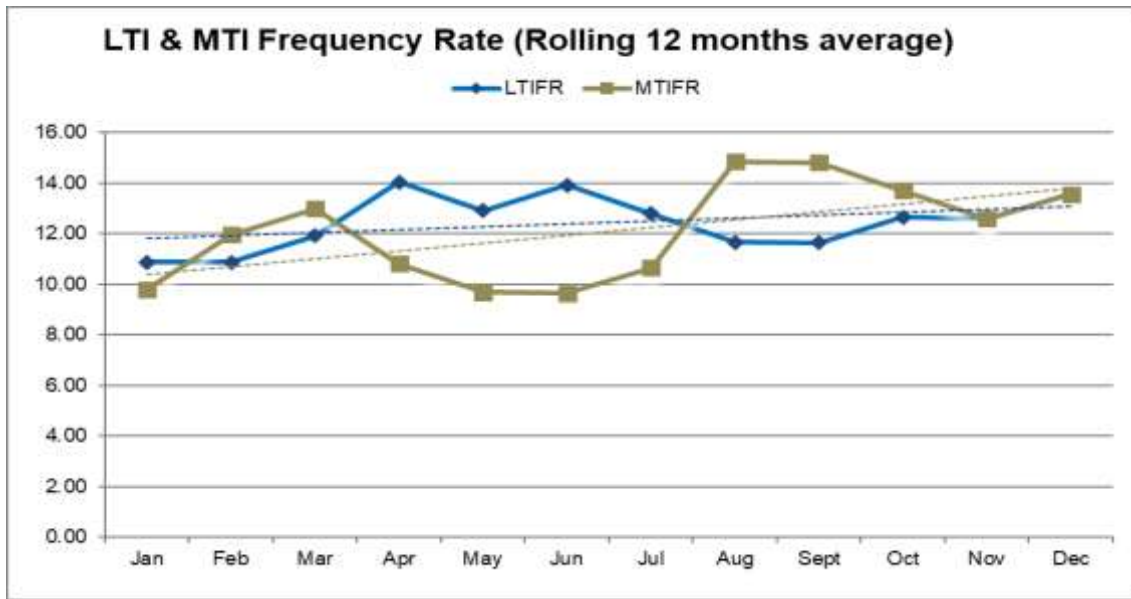
The MTIFR measures the number of medical treatment injuries (MTI) per million hours worked during a single reporting period. A MTI injury is recorded when a worker is assessed as requiring medical attention from a health professional beyond the requirements of first aid.

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The formula to calculate an LTIFR or MTIFR is:

$$\frac{\text{Number of lost time injuries or medical treatment injuries in the reporting period}}{\text{Total hours worked in the reporting period.} \times 1,000,000}$$

LTI and MTI injuries are recorded for all incidents involving employees, not just those that result in workers compensation claims.



LGIS WORKCARE – JOURNEY INJURY

Nil.

ENGAGEMENT

No external engagement has been undertaken as part of this report.

SUSTAINABILITY IMPLICATIONS

Sustainability implications in relation to this report have been considered within the Risk Registers.

LEGISLATIVE AND POLICY ALIGNMENT

There are no direct policy implications associated with this report.

OFFICIAL**FINANCIAL IMPLICATIONS**

The ongoing monitoring and management of all risks and insurance claims is imperative to keeping claims, costs, and premiums under control. The City has developed strategies for the management of Workers' Compensation claims to ensure prompt return to work and minimisation of claims costs.

CONSEQUENCE

As this item is presented for the Committee's information only, there are no consequences or alternative options presented as part of this report.

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M26/72 Local Government Reform - Terms of Reference Audit, Risk and Improvement Committee

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this item has a declarable interest in the matter.
Attachments:	1. DRAFT Terms of Reference ARIC (2026) ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> • Amendments to the <i>Local Government Act 1995</i> (the Act) as part of Local Government Reform required a series of changes to the implementation and operation of Audit, Risk and Improvement Committees. • The City has undertaken a review of the Terms of Reference for the Audit, Risk and Improvement Committee (ARIC), to update and include the new legislative requirements as part of a broader review of the City’s Committees. • This report seeks to advise the ARIC of proposed changes to the Terms of Reference as part of the review process, before seeking formal endorsement of the Council.

OFFICER RECOMMENDATION

That the Audit, Risk, and Improvement Committee supports the proposed changes to its Terms of Reference as part of the review of the City of Melville Committees.

PURPOSE

To advise the ARIC of proposed changes to the Terms of Reference for the Committee as part of the review of the City of Melville Committees, following recent changes to the *Local Government Act 1995* as part of Local Government Reform.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.

OFFICIAL**BACKGROUND**

In anticipation of Local Government Reform changes to legislation as a result of the Local Government Amendment Act 2024, the City has been progressively reviewed its Committee functions and structures, which, specific to the Audit Risk and Improvement Committee has included:

- In November 2024, the Council resolved to endorse a revised Committee Structure, which included the renaming of the then Financial Management, Audit, Risk and Improvement Committee (FMARCC) to the ARIC and updated terms of reference.
- In December 2024, the Committee memberships, including the FMARCC/ARIC were vacated with nominations to fill the positions under a revised Committee Structure.
- In March 2025 Ordinary Meeting of Council, the Independent Members of the ARIC were appointed.
- The Independent Members roles as Presiding and Deputy Presiding Member were resolved by the Council at its July 2026 Ordinary Meeting of Council.

CONSIDERATION

The new regulations in relation to audit committees came into effect from 1 January 2026, and include:

- update references to an 'audit committee' to instead refer to an 'audit, risk and improvement committee'
- prescribe the functions of an ARIC to include a focus on risk management and continuous improvement
- amend the requirements for compliance audit returns, including by updating the table of prescribed statutory requirements
- repeal previous references to the appointment of auditors, following the completion of the transition to all local government audits being conducted by the Auditor General.

The functions of ARIC include:

- receive and review reports related to local government compliance audits required under the *Local Government Act 1995* and regulations
- make recommendations to the Council on actions to be taken in relation to those reports
- receive and review reports on the effectiveness of the local government's systems and procedures in relation to financial management, legislative compliance and risk management, and make recommendations to the Council on improvements to those systems and procedures
- receive and review reports on any actions the local government is required to take under the *Local Government Act 1995*, or has decided to take in relation to a compliance audit report or report into the effectiveness of the local government's systems and procedures
- perform any function conferred on the ARIC prescribed in the regulations or another written law.

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Over the last twelve months, the City has implemented a staged approach in order to reach full compliance with the amended regulations governing Audit, Risk and Improvement Committees. This phased implementation has allowed the City to progressively introduce the required structural changes and the opportunity to undertake final refinements and governance checks to confirm complete alignment with the updated regulatory framework by 30 June 2026, when the transition provisions are required to be in place.

To support the City's ongoing compliance and strengthen the effectiveness of the ARIC, it will be recommended to the Council, that as part of the review of the Committee functionality, that the Terms of Reference for ARIC be revised and updated.

The proposed updates include:

- Rewording of the ARIC functions to broaden the scope of matters the ARIC has oversight of;
- the ARIC's membership to include the Mayor, one representative from each ward, and the two external members (previously appointed). To provide an appropriate balance of Elected Member representation, independent expertise, and organisational oversight, consistent with best-practice governance principles.
- the quorum to five (5) based on the increased membership
- reference to the legislative requirement that Independent Members hold the positions of Presiding and Deputy Presiding Members.
- That meetings will be open to the public in accordance and the Local Government Act and that meeting dates are published on the City's website;
- Agendas for meetings are circulated and published in accordance with the Local Government Act and the Local Government (Administration) Regulations;
- Minor typographical amendments.

A copy of the proposed changes to the ARIC Terms of Reference is included as an appendix to this report.

ENGAGEMENT

There is no external engagement associated with this report.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

The proposed changes are reflective of the recent changes to the *Local Government Act 1995* as a result of portions of the *Local Government Amendment Act 2025* coming into effect.

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FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONSEQUENCE

This is an opportunity for the ARIC to provide any feedback on the proposed updated terms of reference before the matter is presented to the Council for consideration as part of the broader Committee Review process.

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8 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

RECOMMENDATION

That the Council considers the confidential report(s) listed below behind closed doors in accordance with Section 5.23(2) of the Local Government Act 1995:

CD26/59 Arts Culture and Events Service Review - Final Report

This matter is considered to be confidential under Section 5.23(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

E26/94 Sustainability Improvement Plan Close Out Report

This matter is considered to be confidential under Section 5.23(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

9 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

10 NEXT MEETING

11 CLOSURE

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**TERMS OF REFERENCE
AUDIT, RISK AND IMPROVEMENT COMMITTEE**

Purpose

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise and support the Council ~~in relation to internal and external audit, compliance, risk management and improvement matters as well as the City of Melville financial statements.~~ by providing oversight and guidance on the City's audit functions, risk management systems, internal improvements, financial reporting and ethical and compliance accountability:

Committee ARIC Function

The ~~Audit, and Risk Committee~~ ARIC is a Committee of Council established under sections 7.1A and 5.8 of the *Local Government Act 1995*. The ARIC is formally appointed by the Council, with the following responsibilities:

- internal and external audit activities, including service reviews;
- compliance, integrity and improvement matters;
- risk management, specifically including fraud, misconduct and corruption control;
- financial management processes and controls;
- ~~as well as the City of Melville financial statements.~~

The ARIC does not have any delegated authority or executive powers, therefore is not a decision-making committee.

- ~~• The integrity of the City's annual financial statements~~
- ~~• Compliance with legal and statutory audit requirements, including the Department of Local Government annual Compliance Audit Return~~
- ~~• External audit~~
- ~~• The City's internal audit program, including Service Reviews and improvement opportunities~~
- ~~• The City's risk management framework~~

Membership

		Member	Deputy
1	Mayor		
2	Elected Member Applecross-Mount Pleasant Ward		
3	Elected Member Bateman-Kardinya-Murdoch Ward		
4	Elected Member Bicton-Attadale-Alfred Cove Ward		
5	Elected Member Bull Creek-Leeming Ward		
6	Elected Member Central Ward		
7	Elected Member Palmyra-Melville-Willagee Ward		
8	External Member Presiding Member		
9	External Member		

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	Member	Deputy
Deputy Presiding Member		
CEO or Delegate	(non voting member)	

Elected Members Appointed by the Council OMC XXXXXX

In accordance with 7.1A(2) of the *Local Government Act 1995* members of the ~~Audit and Risk and Improvement Committee~~ ARIC ~~will be~~ ~~are~~ appointed by an absolute majority decision of the Council.

The appointment of an external members shall be made by the Council, by way of a public advertisement and be for a term of two years, to a maximum of ~~three~~ ~~four~~ terms. The external members ~~will~~ ~~must~~ have no association with the City of Melville either as an Elected Member, an officer or a closely associated person.

Designated City of Melville employees, whilst not permitted to be members of ~~this Committee~~ ~~the ARIC~~, will be required to attend meetings of the ~~Committee-ARIC~~ to provide advice, information and guidance to the ~~Committee-ARIC~~.

External presenters may be invited to attend the meetings, based on ~~topical~~ ~~the matters within the remit of the ARIC, including the opportunity for internal and external auditors to meet with the ARIC without City Officers, including the CEO, present.~~

Term of Membership

Elected Member membership of the ~~Committee-ARIC~~ will ~~be reviewed~~ ~~terminate on the day of each~~ ~~after every~~ Local Government Ordinary Election, following which, all Elected Members will be eligible for appointment as a member of the ~~Committee-ARIC~~. ~~and will be appointed by an absolute majority decision of the Council.~~

External Member membership of the ~~Committee-ARIC~~ will be reviewed every two years ~~on the years alternate to Local Government Elections~~. ~~The~~ External members shall be paid in accordance with s.5.100 of the Local Government Act as determined by the Salary and Allowance Tribunal, any other entitlements are as provided for in Council Policy CP-130 – External Committee Members.

Presiding Member

The Presiding Member of the ARIC shall be an appointed external Committee Member in accordance with s.7.1A(3) of the *Local Government Act 1995*.

~~The Committee Members shall elect a Presiding Member and a Deputy Presiding Member from the Committee membership, as required. In the circumstance that the Presiding Member and the Deputy Presiding Member are not available, the Committee shall elect a Presiding Member from the Committee Members available.~~ The Presiding Member will:

- ensure an efficient and effective meeting process in accordance with the relevant Meeting Procedures Local Law;
- foster a positive culture within the meeting that provides an opportunity for all attendees to participate, and promotes openness and honesty,
- encourage appropriate questioning;
- ensure the clarity of the roles of Elected Members and Officers; and
- ensure clarity of the recommendations to the Council.

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**Meeting Schedule**

Meetings will be open to the public, as required by s.5.23(b) of the Local Government Act 1995, held at least quarterly ~~and where possible will be~~ set annually in advance and published on the City's website.

Additional meetings may be convened at the request of the CEO in consultation with the ~~Committee-ARIC~~ Presiding Member to deal with topical or urgent matters.

Where there are no items for discussion at a particular meeting, the meeting may be cancelled at the direction of the ~~Committee-ARIC~~ Presiding Member and the CEO.

Delegated Authority

There is no delegated authority (under s5.16 of *the Act*) associated with this ~~Committee-ARIC~~.

Committee-Governance

- (a) ~~Committee-ARIC~~ meetings will be convened by the CEO, as required by the Meeting Schedule above;
- (b) ~~Committee-ARIC~~ deliberations will be resolved by simple majority vote with each ~~Committee-ARIC~~ member being entitled to one vote. The Presiding Member of the ~~Committee-ARIC~~ will not have a casting vote in addition to his/her deliberative vote in the case of an equality of votes for and against a motion.
- (c) A quorum for the ~~Committee-ARIC~~ is 5.
- (d) The ~~Committee's-ARIC's~~ recommendations must be considered and adopted by the Council before implementation.
- ~~(e) The Committee will be required to provide an annual report to the Council on its activities for the preceding year.~~

Administration

City officers, under the direction of the CEO, will:

- be responsible for coordinating meetings.
- Ensure ARIC Meeting dates are published on the City's website annually;
- Circulate and publish ~~an~~ the agenda and minutes in accordance with the requirements of the *Local Government Act 1995* and the *Local Government Administration Regulations 1996* ~~before each meeting to all members and other required officers.~~
- take ~~notes~~ minutes of the meeting, including actions to be taken, and
- ensure all documents related to the ARIC are registered in the City's Document Management System and made available to Committee Members ~~and made available to all Elected Members via the Elected Members Portal and provided to the external member by an agreed method.~~
- Progress ~~Committee-ARIC~~ resolutions through to Council meetings for determination.

Agenda Setting

Items for inclusion on the agenda are to be sent to the governance.team@melville.wa.gov.au for scheduling in consultation with the ~~Committee-CEO-and the-ARIC~~ Presiding Member.

Code of Conduct

Elected Members and external ~~Committee-ARIC~~ Members are bound by the City of Melville Code of Conduct for ~~Elected~~ Council Members, Committee Members and Candidates.

Officers are bound by the City of Melville Code of Conduct Employees.