

TERMS OF REFERENCE AUDIT, RISK AND IMPROVEMENT COMMITTEE

Purpose

The purpose of the Audit, Risk and Improvement Committee 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.

Committee Function

The Audit and Risk Committee is a Committee of Council established under s7.1A and s5.8 of the *Local Government Act 1995*, with the following responsibilities:

- 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		
3	Elected Member		
4	Elected Member		
5	Elected Member		
6	External Member		
	CEO or Delegate	(non voting member)	

Appointed by the Council OMC XX Month 2024

In accordance with 7.1A(2) of the *Local Government Act 1995* members of the Audit and Risk and Improvement Committee will be 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 terms. The external member will have no association with the City of Melville either as an Elected Member, an officer or a closely associated person.

The external member shall be paid in accordance with s.5.100 of the Local Government Act and as determined by the Salary and Allowance Tribunal.

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

External presenters may be invited to attend the meetings, based on topical matters.

Term of Membership

Elected Member membership of the Committee will be reviewed after every Local Government Ordinary Election and will be appointed by an absolute majority decision of the Council.

External Member membership of the Committee will be reviewed every two years on the years alternate to Local Government Elections.

Presiding Member

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.

Meeting Schedule

Meetings will be held at least quarterly and where possible will be set annually in advance. Additional meetings may be convened at the request of the Committee 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 Presiding Member and the CEO.

Delegated Authority

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

Committee Governance

- (a) Committee meetings will be convened by the CEO, as required by the Meeting Schedule above;
- (b) Committee deliberations will be resolved by simple majority vote with each Committee member being entitled to one vote. The Presiding Member of the Committee 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 is 4.
- (d) The Committee'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.
- circulate an agenda before each meeting to all members and other required officers.
- take notes of the meeting, including actions, to be taken and registered in the City's Document Management System and made available to all Elected Members via the Elected Members Portal and provided to the external member by an agreed method.
- Progressing Committee 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 Presiding Member.

Code of Conduct

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

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