



SHIRE OF  
**Kent**  
NYABING • PINGRUP  
*worth the journey*

# Terms of Reference

## Audit, Risk and Improvement Committee



---

[www.kent.wa.gov.au](http://www.kent.wa.gov.au)  
[admin@kent.wa.gov.au](mailto:admin@kent.wa.gov.au)

## Contents

1. Establishment .....	1
2. Objectives .....	1
3. Areas of Responsibility .....	1
4. Membership .....	2
5. Committee Operations.....	2
6. Meetings .....	2
7. Minutes .....	2

# 1. Establishment

The Audit, Risk and Improvement Committee is established by the Shire of Kent under sections 5.8 and 7.1A of the *Local Government Act 1995*.

# 2. Objectives

The objective of the Committee is to advise Council on its compliance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, audit functions and ethical accountability.

# 3. Areas of Responsibility

Excerpt from regulation 16 of the *Local Government (Audit) Regulations 1996*:

The Audit, Risk and Improvement Committee is to have the following functions:

- (a) to receive and review reports on, and recommend to the council actions to be taken in relation to –
  - (i) audits under Part 7 of the *Local Government Act 1995*;
  - (ii) compliance audits; and
  - (iii) reviews under regulation 17 of the *Local Government (Audit) Regulations 1996*.
  
- (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to –
  - (i) financial management; and
  - (ii) legislative compliance; and
  - (iii) risk management;
  
- (c) to receive reports and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government –
  - (i) is required to take under section 7.12A(3) of the *Local Government Act 1995*;
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the *Local Government Act 1995*;
  - (iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b) above; and
  - (iv) it has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a) of the *Local Government Act 1995*;

- (d) any other function conferred on the audit, risk and improvement committee under the *Local Government (Audit) Regulations 1996* or another written law.

## 4. Membership

The Committee shall consist of the following:

- One independent person, who will be the Chair of the Committee; and
- Three Councillors.

All appointments to the Committee shall be by nomination and appointed by Council.

The Presiding Member and Deputy Presiding Member are to be appointed in accordance with the *Local Government Act 1995*. It is noted that a deputy to the presiding member is required to be appointed by Council who, where present at a meeting in the absence of the independent person, is required to be chosen by the committee to chair that particular meeting.

## 5. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the Shire's adopting meeting procedures at the time.
- The committee may institute and manage any other rules considered necessary for the operation of the Committee.
- The Committee's recommendations must be considered and adopted by the Council before implementation.
- The Terms of Reference are to be reviewed in line with the election of new members and any amendment is to be submitted for Council approval prior to Committee adoption.

## 6. Meetings

The Committee will meet as determined by Council, or as required.

## 7. Minutes

- Recommendations from the Committee will be presented to the next available Council meeting for consideration.
- The Chief Executive Officer is responsible for the keeping of minutes of all business transacted at each meeting and will present the minutes to the next meeting of the Committee for confirmation.
- The minutes shall be made available to all Elected Members and the External Representatives of this Committee.