

Audit, Risk and Improvement Committee Terms of Reference

Responsible Director/s	Chief Executive Officer
Responsible Business Unit/s	Corporate Information Services, Finance Services, Governance, People Services, Strategy and Performance
Quorum	6

1. Establishment

The Audit, Risk and Improvement Committee is established by the City of Stirling 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

The Audit, Risk and Improvement Committee is responsible for advising Council on all matters relating to:

- External audit and internal audit functions and activities;
- Financial management processes and controls;
- Risk management activities;
- Internal control effectiveness;
- Compliance with legislative and statutory requirements; and
- Ethical accountability and integrity.

4. Membership

The Committee shall consist of the following:

- The Mayor.
- Seven Councillors.
- Three External Independent Members.
- Deputy Members as determined by Council and in accordance with the *Local Government Act 1995*.

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*.



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5. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the City's adopted Meeting Procedures.
- The Committee may institute and manage any other rules considered necessary for the day-to-day operations of the Committee.
- The Committee's recommendations must be considered and adopted by 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 generally meet at 6.00pm on a Monday on a quarterly basis 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 keeping 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 Representative of this Committee.

Office Use Only	
Reviewed/Modified	
19 November 2013	Council Resolution Number 1113/017
17 November 2015	Council Resolution Number 1115/002
5 December 2017	Council Resolution Number 1217/018
3 December 2019	Council Resolution Number 1219/039
16 November 2021	Council Resolution Number 1121/006
21 November 2023	Council Resolution Number 1123/005
28 October 2025	Council Resolution Number 1025/008

Audit, Risk and Improvement Committee Terms of Reference as at October 2025