City of Ryde

Lifestyle and opportunity @ your doorstep

Terms of Reference
AUDIT, RISK AND IMPROVEMENT COMMITTEE

15 SEPTEMBER 2021

Document Version Control

Document Name:	Terms of Reference – Audit, Risk and Improvement Committee
Document Title:	As above
Document ID:	D22/9831
Document Status:	Adopted by Audit, Risk and Improvement Committee
Version Number:	Version 1.7
Date:	19 September 2021
Author:	City of Ryde
Authorised By:	
Distribution:	Distribution to the ARIC members/website

Change History

Version	Issue Date	Author	Reason for Change
1.1	18 May 2010	John Schanz	To bring in line with the Resolution of Council 20 April 2010 – Provision for casual vacancies: page 6 – 7
1.2	14 March 2013	John Schanz	To bring in line with the Resolution of Council March 2013
1.3	13 August 2013	John Schanz	To bring in line with the Resolution of Council August 2013
1.4	30 June 2015	John Schanz	Amendments as requested by Audit and Risk Committee
1.5	9 April 2018	John Schanz	Amendments to comply with the S428A LG Act and Local Government Amendment (Governance and Planning) Act 2016 No 38 and incorporate best practice approaches
1.6	19 November 2018	John Schanz	Amendments in line with the current OLG directives.
1.7	15 September 2021	John Schanz	Contents unchanged, minor formatting amendments in line with the corporate standards

Lifestyle and opportunity @ your doorstep

City of Ryde

CONTENTS

Lifestyle and opportunity @ your doorstep

City of Ryde

1.   Introduction

The following Audit, Risk and Improvement Committee (referred to in these Terms of Reference as the "Committee" or "ARIC") Terms of Reference sets out the objectives, authority, roles, responsibilities, composition and operation of the Committee.

The Committee has been established to promote good corporate governance at City of Ryde Council. Good governance ensures that people of Ryde receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The objective of the Committee is to provide independent assistance to Council with respect to the following key areas as per Section 428A of the Local Government Amendment (Governance and Planning) Act 2016 No 38:

- Compliance
- Risk management
- Fraud control
- Internal control
- Financial management
- Governance (including internal audit)
- Implementation of Council's strategic plan, delivery programs and strategies
- Service reviews
- Collection of performance management data
- Other matters prescribed by the regulations, and execution of Council functions.

The Committee is an independent advisory Committee that assists the Council to fulfil its oversight responsibilities. It does not have any executive powers, management functions, or delegated financial authority.

Council acknowledges that the advisory activity of the Committee does not absolve Council from its responsibilities.

The Committee must not assume any Management functions, nor should Management exert undue influence over the work of the Committee.

Lifestyle and opportunity @ your doorstep

City of Ryde

2. Role and Authority

2.1 The primary role of the Audit, Risk and Improvement Committee

- To provide a forum for communication between all stakeholders i.e. the Council, General Manager, Senior Management, Internal and External Audit, Risk Management and other compliance and improvement functions.

- To champion and support the independence of the Internal Audit function.

- To monitor the resources allocated to the Internal Audit function and to make recommendations to the General Manager where required to ensure that sufficient and appropriate resources are made available.

- To review and endorse the annual and long-term Audit planning as developed by the Internal Auditor.

- To endorse, review and monitor the outcomes of the Annual Internal Audit plan and Internal Audit function.

- To help facilitate and promote sound governance procedures throughout the City of Ryde, including (but not limited) to:

  1. Risk management
  2. Compliance
  3. Improvement
  4. Organisational performance

Responsibilities are further discussed in section five of this Terms of Reference.
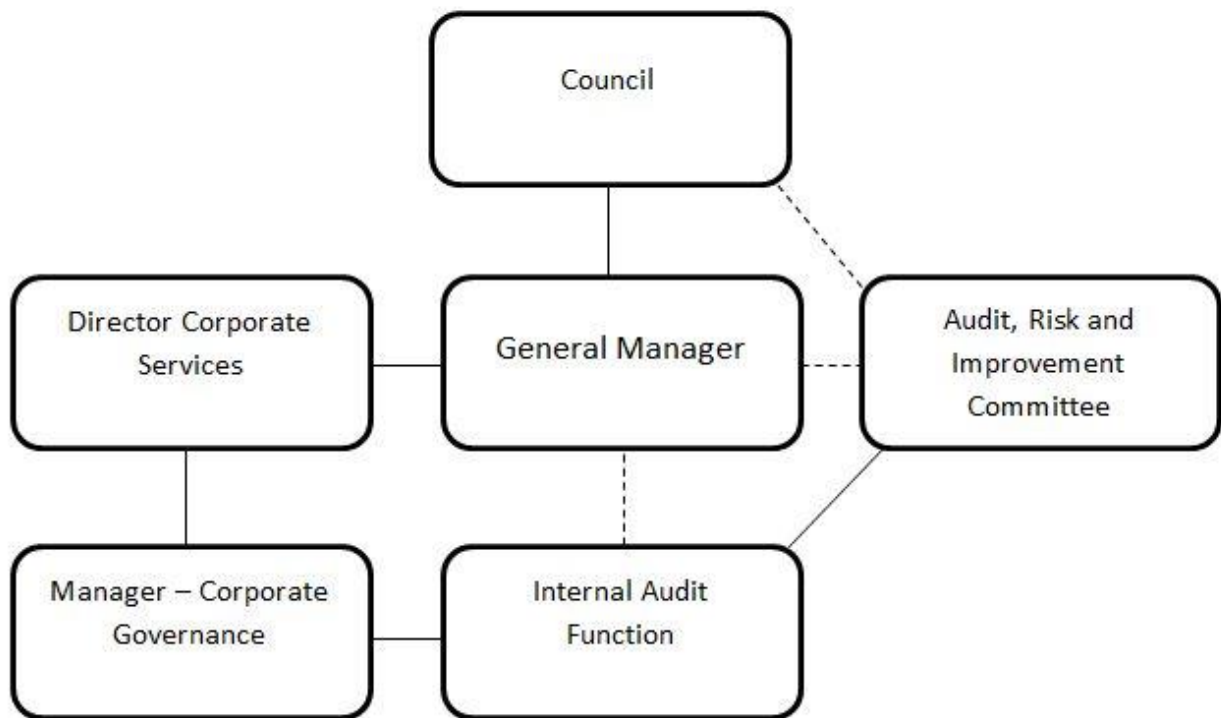
2.2 Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

a) Obtain any information it reasonably needs from any employee or external party (subject to their legal obligations to protect information)
b) Discuss any matters with the General Manager, External Auditor or other external parties (subject to confidentiality considerations)
c) Request the attendance of any employee or Councillor at Committee meetings
d) Request within the resources allocated by Council, external legal or other professional advice considered reasonably necessary to meet its responsibilities. Such a request should be made through the Chair and the General Manager and will not be unreasonably withheld
e) Provide regular assessments of the adequacy and effectiveness of Council's processes and controls for managing its activities and risks

2.3 Reporting relationships

The ARIC's relationships with Council, other Council Committees and internal reporting relationships are represented diagrammatically below (Flowchart 1):

Flowchart 1 – Reporting relationships

Lifestyle and opportunity @ your doorstep

R City of Ryde

3. Membership, Chairperson and Voting

3.1 Committee membership

The Committee shall comprise of the 5 voting members: 3 independent external members and 2 Councillor Members.

Three external independent members are to be appointed following public advertisement inviting expressions of interest.

The independent members on the Committee should be remunerated for attending Committee meetings at the remuneration level adopted by Council.

Any vacancies that occur during the period of tenure of the independent members will be filled in accordance with section 3.2.6.

Former Council staff and Councillors may be eligible for appointment as an independent member to the Committee following a five year 'break-from-service'.

Committee members must decline any request to act as referee to applicants for vacant positions on the Committee.

3.2 Membership of the Audit and Risk and Improvement Committee will comprise:

3.2.1 Voting Members

  a) Independent external members – three
  b) Councillors - two (Alternates – two. Refer to 3.2.4 for further details)

3.2.2 Non-voting advisors (these persons will ordinarily attend all or relevant parts of the meetings)

  a) General Manager
  b) Manager - Corporate Governance
  c) Internal Auditor
  d) Risk and Insurance Manager

3.2.3 Other persons

The ARIC may request the following persons to attend all or part of the meetings to present relevant information as required:
  a) Other Council Officers
  b) Representative of the External Auditor
  c) Other external parties
  d) Other Councillors.

Other Council Staff may be invited to attend meetings as observers and advisors from time to time.

Lifestyle and opportunity @ your doorstep

Ⓡ City of Ryde

The Committee may also invite, via the General Manager, the external auditor or other external parties to provide expert advice, information or presentations from time to time.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

3.2.4 Alternates

Two Councillors shall be the Council representatives on the ARIC. Council may by resolution nominate alternates for the Council representatives of the ARIC. An alternate can attend meetings in place of the Council representative where that representative is unable to attend the meeting and has registered an apology. All other Councillors are welcome to attend the meetings; however, they would not have voting rights.

3.2.5 Resignation

Any ARIC member wishing to resign from the ARIC shall do so in writing to the ARIC Chairperson or, in the case of the ARIC Chair wishing to resign, by notice in writing to the ARIC Facilitator.

3.2.6 Casual Vacancy

A casual vacancy caused by the resignation or death of a Member will be filled by undertaking the following process:

I. Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Committee meeting and record it appropriately in the Minutes, and highlight it in the report to the next available Council or Committee of the whole meeting.

II. The Committee Facilitator will provide a report to next available Council or Committee of the whole meeting regarding the proposed replacement that will give consideration to the following options:

   a) The Committee Facilitator will review the original expressions of interest received and will confirm if any of those individuals who previously nominated, are suitable and still prepared to be considered as a member of the Committee. A recommendation may be made, for an appointment by Council resolution;
   b) Where, due to either no other previous nominations, or those nominations not being appropriate or current, an expression of interest will be called for in replacing member/s, for appointment by Council;
   c) Where a vacancy occurs within 9 months of the end of the Term of the current Council, the vacancy will not be filled until after the impending Council election.

III. Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

3.3 Chairperson

The ARIC will be chaired by one of the Independent External members. The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another independent member of the Committee shall chair the meeting.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

3.4 Tenure

Subject to the following paragraph, the independent members will be appointed for a term of four years, after which they may be eligible for extension or re-appointment at Council's discretion. The maximum term allowed for independent members is 2 (two) terms of Council.

Upon the appointment of an independent member, Council may set the initial term of that member for a period less than four years, so that the changeover of the independent members on the ARIC is staggered with one independent member being replaced or reappointed at a different time from the other two independent members. This will allow for continuity and transfer of corporate knowledge.

Notwithstanding the above, independent membership of the Committee will expire at the end of the calendar year in which a Local Government General election takes place. This is to allow the new Council to review the membership and provide for transition to a new membership.

The Council may at its absolute discretion, resolve to remove a member from the Committee at any time but must provide the reasons for that removal. The removal or suspension of a Councillor or independent member where she/he is found by the appropriate investigative body to have behaved inappropriately (for example, found to have breached disclosure of interests requirements under the Local Government Act) and/or breached Council's Code of Conduct, following a Code of Conduct investigation, requires a resolution of Council.

3.5 Assessment of Committee performance

The Chairperson of the Committee will initiate a review of the performance of the Committee every twelve months. This review will consider the performance of individual members of the Committee as well as overall performance. The review will be conducted on the following basis:
- Self-assessment by the Committee
- An assessment by stakeholders with input sought from the Council, the General Manager, Director – Corporate Services, Manager - Corporate Governance, Internal Auditor, and member Councillors.

15 September 2021, Version 1.7

Lifestyle and opportunity @ your doorstep

City of Ryde

The assessment will be conducted utilising a standard evaluation format. The assessment of the performance of the ARIC will be presented to Council for its review. Any action proposed that arises from this review can only be taken as a result of a decision of Council.

3.6   Competencies

Independent members of the Committee should have:

- Relevant professional qualifications
- Relevant professional knowledge and expertise
- Understanding of/experience in local government
- Understanding of the role of corporate governance in organisations
- Current /prior experience on similar committees

3.7   Induction and Training

All new members will be inducted to the Committee through a formal process that provides them with sufficient information to understand their responsibilities and expectations of the Council about their responsibilities and performance.

3.8   Administrative Support

The Audit, Risk and Improvement Committee will be provided with administrative support by the Corporate Governance Section of Council.

3.9   Responsibilities of Members

Members of the Committee are expected to:

a) Understand the relevant legislative and regulatory requirements appropriate to City of Ryde;
b) Contribute the time needed to review and understand the papers provided;
c) Apply good analytical skills, objectivity and good judgment;
d) Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry;
e) Abide by the City of Ryde's Code of Conduct.

3.10 Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for co-coordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers.

3.11 Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Lifestyle and opportunity @ your doorstep   ® City of Ryde

3.12 Proxy

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Committee.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter.

The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

3.13 Attendance at meetings

The attendance by members at meetings of the ARIC shall be recorded. Where a member does not attend and does not provide an apology for 2 consecutive meetings, this will be reported to Council and a determination will be made by Council as to their ongoing tenure on the Committee. The attendance at meetings by all members will be presented in Council's Annual report.

Lifestyle and opportunity @ your doorstep   ℝ City of Ryde

4. Meetings

4.1 Scheduling of meetings

The Committee will meet at least four (4) times per year with one of these meetings to include review of the annual audited financial reports and external audit opinion. Another of these meetings will specifically consider the Annual and Long-Term Internal Audit Plans.

4.2 Insurance

ARIC members are covered by Council's personal accident insurance and Professional Indemnity for attendance at meetings and other activities formally endorsed by the ARIC.

4.3 Additional meetings

The Chairperson of the Committee may convene additional meetings if required. Other Committee members may submit requests to the Chairperson for additional meetings.

4.4 Forward meeting plan

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit, Risk and Improvement Committee Terms of Reference.

4.5 Distribution of agenda and working papers

The agenda & meeting papers shall be circulated to members at least 5 working days prior to meeting. Each meeting shall be properly recorded by the taking of minutes.

4.6 Conflicts of Interest

Where members or invitees at committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from committee deliberations on the issue.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chairperson of the Committee.

4.7 Quorum

A minimum of three (3) members of the Audit, Risk, and Improvement Committee will need to be in attendance to constitute a quorum, including at least one independent member. Meetings can be held in person or by telephone or videoconference.

4.8 Public Participation

Due to the often confidential nature of the items presented at the meetings, all meetings of the Committee will be closed to the public.

Lifestyle and opportunity @ your doorstep

Ⓡ City of Ryde

4.9   Record keeping

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

The Draft minutes will be completed within 4 (four) weeks of the Committee meeting and then circulated to Council.

The draft minutes will then be confirmed at the next quorate Committee meeting.

Lifestyle and opportunity @ your doorstep   ℞ City of Ryde

5. Responsibilities of the Audit, Risk and Improvement Committee

The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

In addition to the role outlined under section 2.1 above, the Committee's responsibilities include an oversight function in the following specific areas:

5.1 Risk Management

Oversee Council's risk management arrangements and review whether:

a) Council complies with relevant risk management principles and guidelines such as ISO 31000 (2018);

b) Management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of business and financial risks, including fraud. Ensure that these risks are taken into account when formulating Internal Audit planning;

c) A sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically and results reported;

d) A sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

e) Risk mitigation strategies are adequate and effective, including insurance arrangements.

5.2 Internal Control Framework

Oversee Council's internal control framework arrangements and review whether:

a) Management has adequate, appropriate, and sound internal controls in place.

b) Management has in place relevant policies and procedures, and these are periodically reviewed and updated.

c) Appropriate processes are in place to assess and document levels of compliance with Council policies and procedures.

d) Appropriate policies and procedures are in place for the management and exercise of delegations.

e) Management is taking effective steps to embed a culture which is committed to good governance, ethical and lawful behaviour.

Lifestyle and opportunity @ your doorstep

City of Ryde

5.3 External Accountability, including financial reporting

Oversee Council's external accountability obligations and:

Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls:

a) Review the financial statements and External Audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;

b) Consider contentious financial reporting matters in conjunction with Council's management and External Auditors;

c) Periodically review External Audit plans and reports in respect of planned or completed External Audits, and monitor the implementation of audit recommendations by management;

d) Consider significant issues raised in relevant External Audit reports and better practice guides, and ensure appropriate action is taken;

e) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;

f) Meet "in camera" with the External Auditor without the presence of management at least annually.

5.4 Legislative Compliance

a) Determine whether management has used best endeavours in appropriately considering legal and compliance risks as part of risk assessment and management arrangements as recommended in any guidelines provided by the Office of Local Government;

b) Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

5.5 General Compliance and Business Improvement (S428A Local Government Act and Local Government Amendment (Governance and Planning) Act 2016 No 38):

The Committee will oversee and review the following:

a) The implementation of the strategic plan, delivery program and strategies;

b) Service reviews;

c) The collection of performance measurement data by the Council;

d) Any other matters prescribed by the regulations;

e) Provide general information to the Council.

Lifestyle and opportunity @ your doorstep

City of Ryde

5.6   Internal Audit

Oversee Council's internal audit function and:

a) Act as a forum for communication between the Council, General Manager, senior management, Internal Audit and External Audit;

b) Ensure that the Internal Audit Plans (strategic and annual) are linked with and cover the major risks identified in Council's risk profile as per its risk registers, and approve the Plans;

c) Promote the co-ordination between management, internal and external auditors;

d) Ensure and support the independence of the internal audit function;

e) Review the Internal Audit coverage and Annual Internal Audit Plan, ensure the plan has considered the Risk Management Framework, and endorse the plan for approval by Council.

f) Consider the adequacy of Internal Audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan and actioning of the projects identified in that plan.

g) Review audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.

h) Monitor the implementation of Internal Audit recommendations by management.

i) Review the Audit, Risk and Improvement Committee Terms of Reference once every 2 years ensuring appropriate organisational structures, authority, access and reporting arrangements are in place.

j) Periodically review the performance of Internal Audit.

k) Meet "in camera" with the Internal Auditor without the presence of management, at least annually.

5.7   Fraud and corruption prevention

Oversee Council's fraud and corruption prevention arrangements and:

a) Review and discuss with management their philosophy with respect to business ethics and corporate conduct, its Code of Conduct and the programme it has in place to monitor compliance with that code;

b) Monitor the issues raised in relation to Public Interest Disclosures, customer complaints, and internal and external conduct investigations (for example by the Independent Commission Against Corruption);

c) Review Council's assessment of the level of exposure to fraud and corruption;

d) Receive and review management's strategies and controls to manage fraud and corruption risks.

Lifestyle and opportunity @ your doorstep   City of Ryde

5.8 Continuous Improvement

Oversee Council's continuous improvement activities by:

a) Reviewing the overall approach and arrangements in place that support management through the implementation of a successful culture of continuous improvement to drive productivity and efficiency gains.

b) Monitoring continuous improvement initiatives, programmes, projects etc., including:

   – Organisational/operational reviews;

   – Service reviews;

   – Organisation Planning;

   – Development of performance criteria/data requirements and the collection of data for performance reporting against such criteria.

c) Reviewing the annual performance of Council against its documented key performance criteria and providing advice to the General Manager on the adequacy of Council's performance against the documented criteria;

d) Identifying and recommending to the General Manager Activities, services, business processes, systems etc. that may benefit from a review, through the Committee's exercise of its functions.

5.9 Accountability of the Committee and members

The key requirements are:

a) The Committee is accountable for ensuring that it meets the requirements as set out in this Terms of Reference;

b) All members are accountable to ensure that they abide by the Council Code of Conduct at all times;

c) All members are accountable to ensure that they act in accordance with the conflicts of interest section of this Terms of Reference;

d) d) All members of the Committee are individually accountable for:

   – Understanding the relevant legislative and regulatory requirements appropriate to Council;

   – Contributing the time needed to study and understand the papers provided

   – Applying good analytical skills, objectivity and good judgement;

   – Expressing opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry;

   – Acting honestly and in good faith;

   – Actively participating in the work of the Committee;

Lifestyle and opportunity @ your doorstep

City of Ryde

- Performing their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- Conducting the business of the Committee with the care, diligence and skill appropriate to the role;
- Declaring any change in employment status that may give rise to any real or perceived conflict of interest, and
- Complying with the Committee's Terms of Reference.

5.10 Transparency

The Committee:

a) Will provide guidance to Management on the public disclosure of records relating to the internal audit function, consistent with relevant legislation such as the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Government Information (Public Access) Act 2009 (GIPA), including the redaction of any sensitive information;

b) Due to the inherent risks associated with the disclosure of potentially sensitive and/or confidential information, may give due consideration to each item presented at a Committee meeting on a merit (case by case) basis;

c) In some instances, may recommend the non-release, or delayed release, of a particular report, at least until such time as the findings contained within it are sufficiently managed so as not to jeopardise Council's financial, legal, safety or other risks;

d) May seek input or advice from Council's nominated GIPA and PPIPA specialists in relation to any public disclosures;

5.11 Other Responsibilities

Consider other activities related to the Committee as requested by the Council.

Once every two years review and assess the adequacy of the Committee Terms of Reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

Lifestyle and opportunity @ your doorstep

City of Ryde

6. Communications & Reporting

6.1 Reporting

Minutes of each Committee meeting will be posted on Board Vantage for the information of all Councillors.

The Committee through the Chairperson shall also submit and present a formal report outlining its major achievements, issues identified and other relevant matters to a closed session of a Council meeting on an annual basis.

6.2 Annual Report

The Annual Report is to include information on the Audit, Risk and Improvement Committee's roles and responsibilities, membership and its principal activities during the year. This information should be included as part of the wider corporate governance information included in the Annual Report.

The following material should be included in the corporate governance section of the Annual Report:

- Details of the names and qualifications of those appointed to the Audit Risk and Improvement Committee;
- The number of meetings held by the Committee and the attendance record of members;
- Information about the audit processes and the results of work completed by the internal and external auditors; and
- Other matters the Committee believes need to be reported.

6.3 Other reports

The Committee can also elect to report to Council at other times. Examples where this may be required include proposed significant changes to the   scheduled Audit tasks as per the endorsed Internal Audit plan.

6.4 Website

The following information should be made publicly available on Council's website.

- The Audit, Risk and Improvement Committee Terms of Reference;
- Names of ARIC members;
- Information on meetings held and a person to contact with any enquiries;

Lifestyle and opportunity @ your doorstep

City of Ryde

6.5   Information requirements of the Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee will be presented with the following standing information for each meeting.

- Progress against the adopted Annual Internal Audit Plan;

- Status of completed Internal Audit reports;

- Audit and Risk Management updates;

- Unplanned investigations/complaints handling report;

- Report on Status of Implementation of Audit Recommendations;

- A report outlining any relevant correspondence received from regulatory authorities such as the Independent Commission Against Corruption (ICAC), the NSW Ombudsman's Office, Office of Local Government or the NSW Auditor General;

- The Annual Internal Audit Plan shall be presented to the Audit, Risk and Improvement Committee for endorsement at the meeting held prior to the commencement of the ensuing financial year.

Lifestyle and opportunity @ your doorstep

City of Ryde

7.   Code of Conduct and other Council Policies

Each Committee member who is not otherwise a Councillor or staff member   shall be provided with a copy of Council's Code of Conduct and other related   policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8.   Confidentiality and Managing Privacy

ARIC members, through their involvement in the ARIC, may come in contact with confidential or personal information retained by Council. ARIC members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit Risk and Improvement Committee of which he or she is a member that is or was in his or her possession except in accordance with such terms and in such a manner as stipulated by City of Ryde. ARIC members are also required to maintain confidentiality and security in relation to any such information and not access, use of remove that information, unless authorised to do so.

The Privacy and Personal Information Protection Act 1998 deals with the collection, holding, use, correction, disclosure and transfer of personal information. Should an ARIC member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the General Manager immediately.

9.   Media Protocol

The Chairperson is the only person permitted to speak to the media on behalf of the ARIC, subject to obtaining the approval of the Mayor in accordance with section 226 of the Act.

No other member of the ARIC is permitted to speak to the media in their capacity as an ARIC member.

Lifestyle and opportunity @ your doorstep

City of Ryde

10. Review of ARIC Terms of Reference

Every two years, the Committee will review and recommend any changes to its Terms of Reference to ensure it remains current, relevant and accurately reflects the Committee's composition, role and responsibilities. Council is responsible for adoption of the Terms of Reference.

11. Related Legislation, Guidance and Policies

Related Legislation and Guidance:

Local Government Act 1993

General Compliance and Business Improvement (S428A LG Act and Local Government Amendment (Governance and Planning) Act 2016 No 38)

Government Information (Public Access) Act 2009

Government Information (Public Access) Regulation 2009

Privacy and Personal Information Protection Act 1998 No 133.

Related Council Policies:

Code of Conduct – Policy, Standards of Conduct, and Complaints Procedure

Code of Meeting Practice

'Thank you is enough' – Gifts and Benefits Policy

The Recruitment, Selection and Induction Policy

Recruitment and Selection Procedure

_____**END OF DOCUMENT**_____