Audit, Risk and Improvement Committee (ARIC)

Minutes

CONFIRMED

Date: 23 September 2026
Venue: Council Chambers, 34 Padbury Street, Moora



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1. Declaration of Opening and Announcement of Visitors

The Chairperson will declare the meeting open at 1.10pm and welcome the attendees.

2. Attendance, Apologies and Leave of Absence

2.1 Attendance

Ms S Bailey	- Chairperson (Independent Member)
Cr KM Seymour	- President
Cr EI Hamilton	- Deputy President

Staff

G Robins	- Chief Executive Officer
B Hoogland	- Deputy Chief Executive Officer
H Ulferts	- Executive Support Officer

Public

-

2.2 Apologies

Nil.

2.3 Approved Leave of Absence

Nil.

3. Declaration of Interest

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the Shire of Moora and its community.

4. Public Question Time

4.1 Response to Previous Public Questions Taken on Notice

Nil.

4.2 Public Questions

Nil.

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5. Petitions, Deputations and Presentations

Nil.

6. Confirmation of Minutes

6.1 Audit Meeting – 1 October 2025

COMMITTEE RESOLUTION – ARIC01/26

Moved: Cr Seymour **Seconded: Cr Hamilton**

That the Committee confirm the Minutes of the Audit Meeting held on 1 October 2025 as a true and correct record.

CARRIED: 3/0

For: Ms Bailey, Cr Seymour and Cr Hamilton.
Against: Nil.

7. Business Arising from Previous Meetings

Nil.

8. Reports of Officers

8.1 Compliance Audit Return (CAR) Report

Report Date	2 August 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hogland – Deputy Chief Executive Officer
Attachments	1. Draft Compliance Audit Return - 2025 Calendar Year

Purpose of Report
To present the draft Compliance Audit Return for review.

Background
Local governments are required to submit a Compliance Audit Return (CAR) each year. The CAR seeks confirmation by the local government with respect to compliance with the broad suite of legislated obligations.

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Comment

Prior to the introduction of the Local Government Inspector, the CAR was due for lodging in by the end of March of each year for the previous calendar year. For the 2025 calendar year, this was postponed to the end of September.

A review of the compliance requirements for Shire of Moora has been undertaken and provided to ARIC. Many of the legislated obligations are not relevant to Shire of Moora and are noted as such. Where compliance was relevant, compliance was achieved in all except three:

> CAR *Local Government Act 1995* s. 3.16 - Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?
>
> Response - No, in the sense that local laws have not been presented to Council. However, the status of Local Laws has been reviewed. Review period for Local Laws has been extended to 15 years. Cemeteries Local Law is the only one due for Review and will go to Council asap.
>
> *Local Government Act 1995* s. 5.46 - Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees?
> Were all delegations made under Division 4 reviewed by the delegator at least once during the 2024/2025 financial year?
>
> Response – A Register of Delegations has been kept but the review due during 2025 was not undertaken until OCM April 2026
>
> *Local Government (Administration) Regulations 1996* Reg 19DA - Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)? If yes, provide date of review
>
> Response – No. The Shire is in the process of procuring a compliance calendar. The periodic assessment and review of key organisational plans will be added to the calendar as a compliance requirement. The Chief Executive Officer has undertaken a full review of departmental responsibilities, which includes a clear allocation of responsibilities for the review of key organisational plans.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 s.7.13 specifies the requirements to undertake audits

Local Government (Audit) Regulations 1996 r.11-15 details the requirements of the Compliance Audit Return

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Strategic Implications

Goal 5: Professionally, collaboratively and accountably advocate for and nurture the community	
Outcome 5.2:	A professional and accountable organisation modelling legislative compliance, equity and tolerance actively advocating for community outcomes
Strategy 5.2.1:	Elected members and staff develop and implement governance processes to achieve and communicate legislative compliance

Sustainability Implications

- **Environment**
  There are no known significant environmental implications associated with this proposal.
- **Economic**
  There are no known significant economic implications associated with this proposal
- **Social**
  There are no known significant social implications associated with this proposal

Financial Implications

Nil.

Voting Requirements

Simple Majority

COMMITTEE RESOLUTION – ARIC02/26

Moved: Cr Seymour **Seconded: Cr Hamilton**

That the Audit, Risk and Improvement Committee recommend that Council adopt the Compliance Audit Return for the 2025 Calendar Year for lodgement.

CARRIED: 3/0

For: Ms Bailey, Cr Seymour and Cr Hamilton.
Against: Nil.

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9. Confidential Items

Nil.

10. General Business

10.1 Change to Terms of Reference

Clause 8d of the Terms of Reference for the Audit, Risk and Improvement Committee (ARIC) state that the meetings be video/audio recorded. Since this is not specifically stated in the legislation, the DCEO suggested to ARIC to recommend to Council this clause be deleted from the Terms of Reference.

COMMITTEE RESOLUTION – ARIC03/26

Moved: Cr Hamilton **Seconded: Cr Seymour**

That the Audit, Risk and Improvement Committee recommend to Council to amend the Terms of Reference and delete clause 8d.

CARRIED: 3/0

For: Ms Bailey, Cr Seymour and Cr Hamilton.
Against: Nil.

10.2 Setting of Two Mandatory Meetings per Year

The DCEO suggested to ARIC that the two mandatory meetings per year be held around March and October to allow for review of the Compliance Audit Return (CAR) report and External Audit Report to make recommendations to Council before their respective due dates. Further meetings can be called on an as-need basis at any time.

COMMITTEE RECOMMENDATION

That Council be advised that the two mandatory meetings of the Audit, Risk and Improvement Committee be held around March and October each year to review the Compliance Audit Return (CAR) and External Audit Report.

11. Next Meeting

The next meeting of the ARIC will be held on Wednesday, 28 October 2026, subject to the availability of the External Audit Report.

12. Closure of Meeting

Being no further business the Chairperson declared the meeting closed at 1.27pm.