



TOWN OF
VICTORIA PARK



Special Audit, Risk and Improvement Committee Agenda – Tuesday 16 December 2025



WE'RE OPEN
VIC PARK

Please be advised that an **Audit, Risk and Improvement Committee** will be held at **5.00 PM** on **Tuesday 16 December 2025** in **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
11 December 2025

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1 Declaration of opening

Acknowledgement of Country

Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaadijtin, moort, wer boodja ye-ye.

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

2 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Scott Ingram
Jarrah Ward	Cr Andra Biondi Cr Daniel Minson
Independent Committee Members	Mr Jonathan Seth (Presiding Member) Ms Caroline Parry
Chief Executive Officer Chief Financial Officer	Mr Carl Askew Mr Duncan Olde
Manager Governance and Strategy Audit, Risk and Assurance Advisor	Ms Bernadine Tucker Mr Mark Sully
Meeting Secretary	Mr Jordan McDermott

2.1 Apologies

2.2 Approved leave of absence

3 Declarations of interest

3.1 Declarations of financial interest

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

3.2 Declarations of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

3.3 Declarations of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

4 Confirmation of minutes

Recommendation

That the Audit, Risk and Improvement Committee confirms the minutes of the Audit, Risk and Improvement Committee meeting held on 13 October 2025.

5 Presentations

6 Method of dealing with agenda business

Recommendation

That Audit and Risk Committee in accordance with clause 58 of the *Meeting Procedures Local Law 2019* suspends clause 50 - Speaking twice of the *Meeting Procedures Local Law 2019* for the duration of the meeting.

7 Reports

7.1 Terms of Reference, Audit Risk and Improvement Committee

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Audit Risk and Improvement Committee - Terms of Reference [7.1.1 - 3 pages]

Summary

To endorse the Terms of Reference for the Audit, Risk and Improvement Committee.

Recommendation

That the Audit Risk and Improvement Committee recommends that Council adopts the Audit Risk and Improvement Committee's Terms of Reference as contained in attachment 1.

Background

1. The Terms of Reference provide officers with guidance on the type of reports that are eligible to be submitted to the Audit, Risk and Improvement Committee.
2. The Terms of Reference also provide Committee Members with a clear understanding of the Committee's objectives, areas of responsibility and structure.
3. The Terms of Reference were last reviewed and amended by Council on 21 November 2023.

Discussion

4. Under the *Local Government Act 1995*, a local government must have an Audit Committee.
5. The Town has established an Audit, Risk and Improvement Committee made up of four (4) Elected Members and two independent members.
6. The two independent members have been appointed as Chair and Deputy Chair of the Committee.
7. Following the local government elections of 2025, the membership of the Committee changed. As such, the Terms of Reference are to be endorsed with a recommendation that they be adopted by Council.
8. The Terms of Reference have been reviewed with suggested changes and includes recommended changes identified in the recent Risk Management audit.

Relevant documents

Not applicable.

Legal and policy compliance

[7.1A of the Local Government Act 1995](#)

[Local Government \(Audit\) Regulations 1996](#)

Financial implications

Current budget impact	Nil
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation	Not having a Terms of Reference for the Committee may be viewed as poor governance.	Low	Low	Treat the risk by endorsing Terms of Reference for the Committee
Service delivery interruption			Medium	

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Adoption of the Terms of Reference for the Audit Risk and Improvement Committee promotes accountability and good governance.

Further consideration

7.2 Independent Auditor's Report and Annual Financial Statements 2025

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none">1. Independent Auditor's Report 2025 - Town of Victoria Park [7.2.1 - 3 pages]2. CONFIDENTIAL REDACTED - Interim Audit Management Letter - Town of Victoria Park - Year ended 30 June 2025 [7.2.2 - 6 pages]3. CONFIDENTIAL REDACTED - Final Audit Management Letter - Town of Victoria Park - Year ended 30 June 2025 [7.2.3 - 3 pages]4. Audited Annual Financial Statements 2025 - Town of Victoria Park [7.2.4 - 71 pages]

Summary

As part of Council's committee structure, the Audit, Risk and Improvement Committee has been established to review areas of an audit or compliance nature. The Office of the Auditor General has provided an Independent Auditor's Report 2025, Management Letters for the year ended 30 June 2025 and have signed off on the Town's Annual Financial Statements 2025.

Recommendation

That the Audit and Risk Committee recommends that Council:

1. receives the Independent Auditor's Report 2025 and Management Letters for the year ended 30 June 2025.
2. accepts the Annual Financial Statements 2025.

Background

1. Each year, as part of Council's audit process, an independent audit is undertaken to assess Council's Annual Financial Statements and the legitimacy and accuracy of Council's accounts. An Independent Auditor's Report is then produced by the Auditor. The Auditor, after completing the audit, is to forward a report to;
 - a. Mayor
 - b. Chief Executive Officer
 - c. Minister for Local Government, via the Department of Local Government, Industry, Regulation and Safety
2. The Independent Auditor's Report is also required to be included in Council's Annual Report. Any issues arising from the Independent Audit Report are to be investigated and action taken to resolve those issues.

Discussion

- 3. The Annual Financial Report was audited by the Office of Auditor General. It is recommended that the Audit, Risk and Improvement Committee recommends Council to accept the Annual Financial Statements 2025.
- 4. In accordance with the Local Government Act 1995 (Section 7.12A – Duties of local government with respect to audits) a representative(s) who conducted the audit, will also attend the meeting to speak to the audit and take questions from committee members.
- 5. The Independent Auditor’s Report notes that: “In my opinion, the financial report:
 - is based on proper accounts and records.
 - presents fairly, in all material respects, the results of the operations of the Town for the year ended 30 June 2025 and its financial position at the end of that period.
 - is in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting.

Relevant documents

Not applicable.

Legal and policy compliance

[*The Local Government Act 1995- Part 7*](#)

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Misstatement or significant error in annual financial report.	Moderate	Low	TREAT risk by conducting daily and monthly reconciliations and internal audits, external interim audits and annual report audits.
Financial	Fraud and illegal acts.	Moderate	Low	TREAT risk by strengthening internal controls, internal audits and segregation of duties.
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information	Not applicable		Medium	

Technology and Cyber				
Assets	Not applicable	Medium		
Compliance Breach	Annual financial report not complying with the requirements of the Local Government (Financial Management) Regulations 1996.	Moderate	Low	TREAT risk by engaging external auditors to audit the annual financial statements.
Reputation	Council not accepting the Independent Auditor's Report.	Moderate	Low	TREAT risk by providing reasoning and detailed explanations to Council to enable informed decision making.

Engagement

Internal engagement	
Stakeholder	Comments
Service Area Leaders and Senior Management	Service area leaders were consulted and engaged during the external annual audit to provide information and responses to auditor queries.

External engagement	
Stakeholders	Office of the Auditor General (OAG), and OAG appointed auditors.
Period of engagement	Interim audit – May. Final audit – through October to December.
Level of engagement	3. Involve
Methods of engagement	On-site visits, email correspondence, and in-person.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	
CL2 - Communication and engagement with the community.	To make available timely and relevant information on the annual financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL3 - Accountability and good governance.	Ensure Town meets its legislative responsibility in accordance with Part 7 of the Local Government Act 1995.

Further consideration

7.3 Annual Report 2024/2025

Location	Town-wide
Reporting officer	Manager Governance and Strategy / Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Absolute Majority
Attachments	1. Annual Report 24-25 [7.3.1 - 59 pages]

Summary

For Council to accept the Town of Victoria Park Annual Report 2024-2025 and to set the meeting date for the Annual Electors Meeting.

Recommendation

That the Audit and Risk Committee recommends that Council:

1. Accept the Town of Victoria Park Annual Report 2024-2025 forming Attachment 1 to this Report.
2. Holds an Annual Electors Meeting on Monday 16 March 2026, commencing at 6:00pm in the Council Chamber, Town of Victoria Park Administration Centre, 99 Shepperton Road, Victoria Park.

Background

1. In accordance with section 5.53 of the *Local Government Act 1995* (the Act), local governments are to prepare an annual report.
2. Once the annual report is accepted, it is to be presented to an Annual Electors Meeting.
3. The Annual Electors Meeting must be advertised by way of 14 days public notice to the community in accordance with the public notice provisions in the Act.

Discussion

4. In accordance with section 5.53 of the Act, the Town of Victoria Park Annual Report has been prepared for the 2024-2025 financial year.
5. The Annual Report provides a summary of the previous year's achievements and challenges, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town's 10-year Strategic Community Plan.
6. The Annual Report is a key reporting mechanism of the Town's Integrated Planning and Reporting Framework. In accordance with guidelines from the Department of Local Government, Sport and Cultural Industries, local governments are expected to outline progress towards achieving the objectives of their respective 10-year Strategic Community plan and the major projects and priorities of their 5-year Corporate Business Plan.
7. The Annual Report is also seen as an essential tool to inform the community and key stakeholders about the Town's achievements, challenges, and future plans, promote greater community awareness of the Town's programs and services, and illustrate the Town's commitment to accountable and transparent government.

8. In accordance with section 5.54 of the Act, the Council is required to accept an Annual Report by an Absolute Majority and present the Annual Report to the Annual Electors Meeting.
9. Section 5.55 of the Act states the Chief Executive Officer is to give local public notice of the availability of the Annual Report as soon as practicable, following its acceptance by Council. This notice is to apply for at least seven days.
10. Section 5.27 of the Act also requires that the Annual Electors Meeting is to be held on a day selected by the local government, but not more than 56 days after the local government accepts the Annual Report.
11. Section 5.29 of the Act states the CEO is to convene an Annual Electors Meeting by giving at least 14 days public notice.
12. It is recommended that the Annual Electors Meeting be held on Monday 16 March 2026, commencing at 6:00pm in the Council Chamber, Town of Victoria Park Administration Centre, 99 Shepperton Road, Victoria Park.
13. Regulation 15 of the Local Government (Administration) Regulations 1996 provides that the Annual Report for the previous financial year and any other general business can be discussed at the Annual Meeting of Electors.
14. The committee should note that although the president/mayor report is included in the legislative requirements, it has been drafted but not yet approved. The final report to be presented to Council will have the president/mayor report included.

Relevant documents

[Strategic-Community-Plan.pdf](#)

[Corporate-Business-Plan.pdf](#)

Legal and policy compliance

[Section 5.53 of the Local Government Act 1995](#)

[Section 5.54 of the Local Government Act 1995](#)

[Section 5.55 of the Local Government Act 1995](#)

[Section 5.55A of the Local Government Act 1995](#)

[Regulation 19B of the Local Government \(Administration\) Regulations 1996](#)

[Section 1.7 of the Local Government Act 1995](#)

[Regulation 3A of the Local Government \(Administration\) Regulations 1996](#)

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The achievements and deliverables stated in the annual report have been subject to the adopted budget of Council.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Delay in financial transparency and reporting obligations	High	Low	Adopt the Annual Report to ensure timely financial disclosure and maintain stakeholder confidence.
Environmental	Missed opportunity to report on sustainability initiatives and environmental performance	Medium	Medium	Adoption ensures compliance with reporting standards and demonstrates environmental accountability.
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets	Non-compliance with legislative requirements		Medium	Adoption demonstrates good governance and accountability to the community.
Compliance Breach	Town's reputation is affected	Medium	Low	Adoption demonstrates good governance and accountability to the community.
Reputation	Reduced confidence in service delivery performance	Medium	Low	Adoption provides clarity on achievements and future service commitments.
Service delivery interruption	Delay in financial transparency and reporting obligations	Medium	Medium	Adopt the Annual Report to ensure timely financial disclosure and maintain stakeholder confidence.

Engagement

Internal engagement	
Stakeholder	Comments
CEO	Minor changes made the reporting inclusions in November, all requests were made to the final document.
SMT	SMT approval of the final inclusions in the November meeting.
C-Suite	Two reports were formally presented to C-Suite. Pagination and reporting framework was adopted in August and the final inclusions in October. Report recommendations were adopted and the Annual Report was developed in line with the decisions.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Annual Report provides a summary of the previous year's achievements and challenges, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town's 10-year Strategic Community Plan
CL2 - Communication and engagement with the community.	The Annual Report details the previous year's achievements and challenges of the Town, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town's 10-year Strategic Community Plan.
CL3 - Accountability and good governance.	The Annual Report demonstrates accountability and good governance to the community and other stakeholders.

Further consideration

8 Motion of which previous notice has been given

9 Meeting closed to the public

9.1 Matters for which the meeting may be closed

9.2 Public reading of resolutions which may be made public

10 Closure