



TOWN OF
VICTORIA PARK



Special Audit, Risk and Improvement Committee

Agenda – Monday 25 May 2026



**WE'RE OPEN
VIC PARK**

Please be advised that an **Audit, Risk and Improvement Committee** will be held at **5:30 PM** on **Monday 25 May 2026** in **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
22 May 2026

Table of contents

Item	Page no
1 Declaration of opening	3
2 Attendance.....	4
2.1 Apologies.....	4
2.2 Approved leave of absence.....	4
3 Declarations of interest.....	5
4 Confirmation of minutes.....	6
5 Presentations.....	6
6 Method of dealing with agenda business	6
7 Reports	7
7.1 Terms of Reference, Audit Risk and Improvement Committee.....	7
8 Motion of which previous notice has been given	9
9 Meeting closed to the public.....	9
9.1 Matters for which the meeting may be closed.....	9
9.2 Public reading of resolutions which may be made public	9
10 Closure.....	9

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 kaaditjin, 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

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

2.1 Apologies

2.2 Approved leave of absence

Nil.

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 April 2026.

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	<ol style="list-style-type: none">1. Terms of Reference Audit Risk and Improvement Committee Marked [7.1.1 - 5 pages]2. Terms of Reference Audit Risk and Improvement Committee Clean C [7.1.2 - 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 2.

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.

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