

Victory Offices Limited
Auditor Independence Policy

1. Purpose

The purpose of this policy is to define those areas the Audit Committee should consider in relation to the provision of external audit services. This policy also provides guidance on the provision of external audit services for the Company.

This policy should be read in conjunction with the Audit Committee Charter, which outlines the responsibilities of the Audit Committee in relation to the provision of audit services.

A responsibility of the Audit Committee is to oversee, review and report to the Board on the half-year and full-year financial statements of the Company. The Audit Committee looks to external audit as one form of assurance that the financial statements are free from material error and internal controls are operating effectively.

2. Appointment and Removal of the External Auditor

The Audit Committee, in accordance with its charter, has been empowered to recommend to the Board the appointment or termination of the external auditor.

If the role of external auditor becomes vacant, or if the Audit Committee otherwise considers it appropriate to do so, the Audit Committee will conduct a tendering process. Tenders will be evaluated in accordance with the disclosed criteria as appropriate at the time. However, tenders are not assessed solely on price but on a number of issues including but not limited to:

- Skills and knowledge of the proposed external audit team;
- Independence of the external audit firm and more specifically the audit partner in relation to Victory Offices Limited;
- Type and amount of fees for Non-audit services provided by each tenderer
- Understanding of the industry;
- Quality and thoroughness of proposed audit coverage; and
- Value for money,
- Timeliness in the preparation, consultation and completion of the audit.

3. Performance of Auditor

The Audit Committee, in accordance with its charter, is to assist the Board to fulfil its responsibilities for considering and reviewing the scope of work, reports and activities of the external auditor. This is performed on an annual basis. In reviewing the performance of the external auditor the Audit Committee focuses on:

- the quality and rigour of the audit;
- the quality of service provided;
- the audit firm's reputation; and
- the independence of the auditor.

Where the performance of the external auditor is assessed as being unsatisfactory, the Audit Committee determines and recommends to the Board the course of action, which may include:

- Discussion with the external audit firm to resolve performance issues;
- Replacement of members within the external audit team; and/ or
- Commencement of a competitive tender process in order to select a new service provider.

4. Auditor Independence

The Audit Committee will review the independence of the external auditor, their procedures and rotation policy for audit partners annually.

In evaluating auditor independence, it is important that the auditor is independent not only in fact, but also in appearance, such that a reasonable third party, having knowledge of all relevant information, would reasonably conclude that the firm's independence has not been compromised.

The external auditor is precluded from providing any services that might threaten its independence or conflict with its assurance and compliance role. Specifically, any firm providing audit services to Victory Offices Limited will need to satisfy the Audit Committee that:

- No services will be provided that will result in a conflict of interest;
- No partner, professional member of staff or superannuation fund of the firm holds any shares or options, either directly or indirectly, in Victory Offices Limited or its controlled entities;
- Any services provided by the firm additional to that of the audit function involving non-audit services traditionally performed by accounting firms, would not have a material bearing on the audit and would not involve the firm auditing itself;
- The firm has an appropriate and agreed audit personnel rotation policy including lead and second partners;
- No partner or member of staff or spouse or close relative of an audit partner or member of the audit staff holds a position as a director or executive of Victory Offices Limited or its controlled entities;
- There will be no situations where the auditor assumes the role of management or where the auditor is placed in the role of advocate for Victory Offices Limited.

Attachment A of this Policy highlights those audit and audit related services that are permitted and those that are prohibited.

Annual reports on the provision of auditing and related services are to be provided to the Audit Committee. The Audit Committee reviews these reports and satisfies itself that any non-audit services do not compromise the external auditor independence.

5. Provision of Non-Audit Related Services

The external auditor can be engaged to perform audit or non-audit services in line with the permitted services as detailed in Attachment A of this Policy subject to the prior approval of the Chief Financial Officer, and such approval is to be advised to the Chair of the Audit Committee.

If the annual fees for non-audit services are reasonably likely to exceed 50 per cent of the annual fee for audit services, prior approval must be received from the Chair of the Audit Committee, and such approval is to be advised to the Audit Committee at the next Audit Committee meeting.

6. Responsibility of the External Auditor

The external audit firm will maintain a quality control system that provides assurance that its independence will not be impaired. The external auditor semi annually provides a letter to the Company Secretary on their independence within the meaning of relevant legislation and professional standards.

7. Audit Delivery and Reporting

Each year as part of the external audit assignment the external auditors, after discussions with management will issue an external audit plan for review and discussion with the Audit Committee. The audit plan should outline the standard combination of control and substantive based procedures to be completed.

The plan should also include additional audit procedures, based on the external auditor's analysis and understanding of developments during recent months, which require additional emphasis during the audit.

The external audit plan will apply materiality to assist in determining when the external auditors would expect to involve the Audit Committee, should it become necessary, in order to resolve an audit or accounting issue. It also affects the extent to which the external auditors perform detailed procedures on smaller account balances in the financial records.

All audit differences in excess of a set limit each year are to be brought to the attention of management for further consideration and action as appropriate.

On completion of the semi-annual audit, the Auditors provide the Audit Committee with a closing Management Report and an audit opinion. The Management Report will confirm the audit findings and highlight any of these audit differences that have not been addressed by management and the potential impact on the accounts. The audit opinion will indicate the auditor's conclusion as to the integrity of the financial statements.

8. Review of this Policy

This policy was approved by the Board on 23 November 2020.

Attachment A - Permitted and Prohibited Provision of External Auditor Services

1. Permitted Services – General Approval

1.1 Audit Services

- Audits of consolidated financial statements including interim reviews, consultation on accounting issues, internal control work, attendance at Board, and Audit Committee meetings, use of specialists in connection with the foregoing, preparation of management letter and other services integral to audits of financial statements.
- Audit of subsidiary financial reports required by local reporting requirements or from time to time by management.
- Assistance in the interpretation of accounting principles.
- ASIC consultation, including review of correspondence relating to filings.

1.2 Non-audit Services

Assurance related services

- Services that result from the role of the firm as independent auditor.
- Compliance letters, agreed-upon procedures, reviews and similar reports based on audited financial statements, financial information or the role of the independent auditor.
- Acting as scrutineer at general meetings of the company.
- Assistance in the implementation of new accounting pronouncements.
- Assistance in reviews and tests of internal control and related systems.
- Assessment of the design and implementation of internal controls.
- Provision of training and technical material in relation to application of accounting principles.

Tax related services

- Tax return and tax accrual reviews, consultations and assistance.
- Tax planning and other non compliance related consultation or services.
- Other tax related services.

Audit Related Services – Specific Approval

- Transactional assistance, such as due diligence.*
- Preparation of Investigating Accountant's Reports.*

* Prior approval must be obtained from the Chair of the Audit Committee, and such approval is to be advised to the Board at the next Board meeting.

Criteria for selection of statutory auditors to perform these permitted non-audit services will be where there is specific expertise, know-how or company knowledge, which provides a compelling benefit to Victory Offices Limited.



2. Prohibited Services

- Bookkeeping or other services, related to the accounting records or financial statements of the audit client;
- Financial information systems design and implementation;
- Appraisal or valuation services, fairness opinions, or contribution-in-kind reports;
- Actuarial services;
- Internal audit outsourcing services;
- Management functions or human resources;
- Broker or dealer, investment adviser, or investment banking services; and
- Legal services and expert services unrelated to the audit.