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| **Meeting:** | Audit & Risk Sub-Committee | **Date:** | Thursday, 30 January 2025 |
| **Meeting No.:** | 1/2025 | **Time:** | 7:30 pm |
| **Chair:** | Gary Dore | **Venue:** | On-line |

**Members In Attendance:**

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| Jo Harris | Board Director/Treasurer |
| Gary Dore | Board Director |

**Others In Attendance:**

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| Jenelle Henry  Colin Mathies | Chief Executive Officer  Finance Manager |

**Apologies:**

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| Nil |  |

| **Item No.** | **Subject** |
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|  | **Acknowledgement**  I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. |
|  | **Appointment Of Positions**  Timekeeper: Gary Dore  Minute Taker: Gary Dore |
|  | **Declaration Of Conflict of Interest**  Nil |
|  | **Confirmation Of Previous Minutes**  Motion: That the minutes of the previous meeting, held on Wednesday, 20 November 2024, be accepted.  Moved: Choose an item.  Seconded: Choose an item. |
|  | **Matters For Committee Discussion & Recommendation to the Board**  5.1 Finance Report  Review and discussion on report for period ending 31 December 2024.  Moved: Choose an item.  Seconded: Choose an item.  5.2 Schedule of Agenda items – Audit & Risk Sub-Committee  Review updated draft document.  Moved: Choose an item.  Seconded: Choose an item.  5.3 Policy and Procedure List  Current policy and procedure list.  Moved: Choose an item.  Seconded: Choose an item.  5.4 Policy Review – Delegations of Authority  Review of Delegations of Authority Policy that was last reviewed in March 2023.  Moved: Choose an item.  Seconded: Choose an item.  5.5 Meeting Dates and Times for 2025  Discussion and determination of suitable dates and times for Audit & Risk Sub-Committee meetings for 2025.  Moved: Choose an item.  Seconded: Choose an item.  5.6 Expression of Interest – Audit Services  Update on the process and timelines.  Action: {insert action here}  Motion: {insert motion here}  Moved: Choose an item.  Seconded: Choose an item. |
|  | **Other Business**  Nil |
|  | **Next Committee Meeting**  Date: TBA  Time: TBA  Venue: On-line |

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| **Meeting Closed** | |
| Date: | Wednesday, 29 January 2025 |
| Time: | Choose an item. |
| Chair: | Gary Dore |
| Signature: |  |
| Date signed: |  |
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