|  |  |  |  |
| --- | --- | --- | --- |
| **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:**

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

**Others In Attendance:**

|  |  |
| --- | --- |
| Jenelle HenryColin Mathies  | Chief Executive OfficerFinance Manager |

**Apologies:**

|  |  |
| --- | --- |
| Nil |  |

| **Item No.** | **Subject** |
| --- | --- |
|  | **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 DoreMinute 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 ReportReview 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-CommitteeReview updated draft document. Moved: Choose an item.Seconded: Choose an item.5.3 Policy and Procedure ListCurrent 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 2025Discussion 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 ServicesUpdate 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: TBATime: TBA Venue: On-line |

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