|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | Audit & Risk Sub-Committee | **Date:** | Thursday, 30 January 2025 |
| **Meeting No.:** | 1/2025 | **Time:** | 4:00pm |
| **Chair:** | Gary Dore | **Venue:** | Online |

**Members In Attendance:**

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

**Others In Attendance:**

|  |  |
| --- | --- |
| Colin Mathies | Finance Manager  (4:00pm to 4:35pm) |

**Apologies:**

|  |  |
| --- | --- |
| Jenelle Henry | Chief Executive Officer |

| **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 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: Jo Harris  Seconded: Gary Dore |
|  | **Matters For Committee Discussion & Recommendation to the Board**  5.1 Finance Report  Colin Mathies, Finance Manager presented the Finance Report and responded to questions from Committee members. The Committee thanked Colin for the Executive Summary that had been included in this report as requested.  Action:   1. A staff excess leave balance report to be presented at the next Board meeting by the Chief Executive Officer. 2. An estimated projection of end of year finance report to be provided to Board members. 3. Establish if Full Circle HR has been consulted on the employment arrangements for entitlements of long term casual staff members.   Motion: Gary Dore to refer these items to the Chief Executive Officer for actioning.  Moved: Gary Dore  Seconded: Jo Harris  5.2 Schedule of Agenda Items – Audit & Risk Sub-Committee  The draft schedule was noted.  Action: The schedule to be considered further once the Board and Sub-Committees meeting dates have been confirmed.  Motion: Review the schedule at the next meeting of the Audit & Risk Sub-Committee.  Moved: Jo Harris  Seconded: Gary Dore  5.3 Policy and Procedure List  The list was noted.  Action: The prioritisation for the review of each policy and procedure will be established once the meeting frequency has been confirmed.  Motion: Finalise policy and procedure review prioritisation at the next meeting of the Audit & Risk Sub-Committee.  Moved: Jo Harris  Seconded: Gary Dore  5.4 Policy Review – Delegations of Authority  The Committee reviewed the content of the current policy and identified a number of areas for clarification and/or modification.  Action:   1. Request that Administration to determine a standard corporate template for policies and procedures. 2. At which Board meeting did the current policy get approved? The footer of version on the portal details “Pending Board Approval” 3. Who currently checks payroll? 4. Who are the current bank signatories for Headway Gippsland? 5. Clarification on titles for finance authority – Finance Officer, Operations Manager 6. The current policy appears to commence at page 6. Pages 1 to 5 appear to be an operational responsibility table. 7. There are a few conflicting details in the document e.g.   *Refunds/Cancellations*  *(Page 1) CEO >$1000, Operations Manager <$1000*  *(Page 8) Up to $1000 Finance Officer, Greater than $1000 CEO approval only*  *Bad Debts*  *(Page 2) Board < $5000, CEO <$5000, Finance Officer recommends*  *(Page 9) CEO bad debts less than $2000 and financial year aggregate less the $5000. Board approval for individual bad debts greater than $2000 and financial year aggregate greater than $5000.*  Motion: Gary Dore to refer these items to the Chief Executive Officer for responses.  Moved: Jo Harris  Seconded: Gary Dore  5.5 Expression of Interest – Audit Services  The Chief Executive Officer will prepare a draft Expression of Interest document and refer it to the Sub-Committee for comment. Once it has been approved the EOI will be forwarded to the companies identified by Board members.  Action: Note the status of this project.  Motion: Review the EOI document for audit services no later than the next meeting of the Audit & Risk Sub-Committee.  Moved: Jo Harris  Seconded: Gary Dore |
|  | **Other Business**  Nil |
|  | **Next Committee Meeting**  Date: TBA  Time: 4:00pm  Venue: Online |

|  |  |
| --- | --- |
| **Meeting Closed** | |
| Date: | Thursday, 30 January 2025 |
| Time: | 5:30pm |
| Chair: | Gary Dore |
| Signature: |  |
| Date signed: |  |
|  |  |