|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | Audit and Risk Committee  | **Date:** | Tuesday, 4 June 2024 |
| **Meeting No.:** | 1/2024 | **Time:** | 7.30pm |
| **Chair:** | Gary Dore  | **Venue:** | On-line |

**Members In Attendance:**

|  |  |
| --- | --- |
| Robyn George | Board Director/Treasurer |
| Edwin Vandenberg | Board Director |
| Gary Dore | Board Director |
|  |  |

**Others In Attendance:**

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

**Apologies:**

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

| **Agenda 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**This is the first meeting of the Audit and Risk Committee; therefore, there are no previous minutes.  |
|  | **Matters For Committee Discussion & Recommendation to the Board**5.1 Risk Management Framework – Revised DraftThe Committee reviewed the revised draft Framework. It was agreed that further Board discussion was required to determine the appropriate financial levels in Consequence Table of the Risk Matrix.Action: Chair to circulate the Consequence Table of the Risk Matrix to Directors and have this item listed on the agenda of the next Board Meeting. 5.2 Previous AuditsThe Committee noted the pleasing results detailed in the following audits –* Financial Audit Report 30 June 2023
* NDIS Audit Reports 22 December 2020 and 11 June 2021
* NDIS Certificate of Registration 13 February 2024 to 13 February 2027

No further action required. 5.3 Renewal of Insurance PoliciesThe Committee noted the Insurance Renewal Report for 2023/24. Action: The Committee will review the 2024/2025 Renewal Report when it becomes available to check that there is no under or over insured cover across the portfolio. |
|  | **Other Business**6.1 Risk RegisterAction: The Committee will review the Risk Register at its next meeting.6.2 Meeting SchedulingThe Committee agreed that it will meet in the two weeks after each Board meeting. |
|  | **Next Committee Meeting**Date: TBC Time: TBCVenue: TBC |

|  |
| --- |
| **Meeting Closed** |
| Date: | Tuesday, 4 June 2024  |
| Time: | 8:15 pm. |
| Chair: | Gary Dore  |
| Signature: |  |
| Date signed: |  |
|  |  |