

Attachment A - Audit and Risk Committee Charter

Membership

Name	Role	Term ending
Neil Byron	Committee Chair (External, non-APS)	June 2024
Michael Everitt	Independent member (External, non-APS)	March 2023
Jenny Zahara	Independent member (External, non-APS)	March 2025

Attendance at Committee meetings

Any Management Committee member may attend any Committee meeting and will be provided with all relevant papers prior to the meeting.

The Head of Office, the Chief Finance Officer, and the Director of Finance and Office Services, or their delegates, are expected to attend Committee meetings to assist the Committee in its work.

Attendance at Committee meetings may also include other members of management as necessary, internal auditors, internal audit function staff, and ANAO representative(s).

Secretariat

Secretariat services will be provided by the Corporate Group. The secretariat will ensure the agenda for each meeting is approved by the Committee Chair; the agenda and supporting papers are circulated at least one week before the meeting; and ensure timely minutes of the meetings are prepared and maintained. Minutes must be reviewed by the Chair of the Committee and circulated in a timely manner to each member and Committee advisers and observers, as appropriate.

Agenda

The meeting agenda and any papers will be emailed to members at least one week before a meeting unless circumstances require a shorter timeframe. The meeting agenda will include details of any conflicts of interest previously declared by Committee members.

The standing agenda will comprise:

No.	Agenda item
1	Welcome and apologies
2	Declaration of interests (where not previously declared)
3	Confirmation of previous minutes
4	Actions arising
5	Specific agenda items
6	Other business
7	Next meeting

Minutes

The secretariat will be responsible for preparing the minutes of each meeting, circulating minutes for review, and maintaining the minutes of each meeting as a complete record in accordance with records management requirements.