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**GTAV Audit Committee Meeting Minutes**

**9.30 am Wednesday 15 April 2015**

GTAV Offices, LVL 3, 478 Albert Street East Melbourne 3002 Victoria

1. **Attendance**

Robin Goodwill (Chair) Mark Knox (teleconference) Dean Luciani

Gary Workman

1. **Apologies**
2. **Declaration: Conflict of Interest - none**
3. **Minutes from previous Audit committee meeting.** The committee accepted the meeting minutes from the 18 March 2015 as a true reflection of the meeting. Motion MK seconded RG.
4. **Review P&L and Balance sheet reports (End of March 2015)**

**2014/15 YTD reports**

Including cash flow report up to end of December 2016.

New XERO management reports format. The committee discussed the new format, and the changes made to a few of the chart of accounts and the way GTAV treat income and expenses – to achieve greater consistency. The committee identified the corrections made to the AL and LSL provision were correct.

**XERO implementation**. (GW provided a demonstration of live data)

Teleconference –Brad Huffels The Finance Department (10.00am)

The committee discussed the EOM reports with Brad Huffles to confirm any queries.

GW commented that the implementation is going very well, with most processes now fully implemented. Work still to be completed includes; Online credit card processing/payments, superannuation payments, staff training with timesheets, which will be in place by the end of April.

MK also noted that the current changes will need to be flagged to the auditors prior to the audit process. Action Item: GW to follow up with Crowe Horwath.

The committee accepted the EOM March reports.

**GTAV Financial Controller, Marisa Martini (MM) Redundancy and notice period.**

GW commented that he and Carly Quinlan completed a handover of the GTAV financial accounts and processes and on 24 March. MM also finished her employment with GTAV on that day and was paid out the 5 weeks’ notice period, 9 weeks redundancy pay and other staff entitlements.

1. **GTAV Policy and risk management review**

(refer to updated version of GTAV policies and Risk Management – refer to Board meeting papers)

(as per calendar review) (Individual directors to review and provide feedback/ comments)

 **Action Item: GW**

 Minor changes to policies 17,19,20,21 and 22 (refer to updated policies)

MKto provide example list of “minimum levels of delegated authority” for potential use in policies 20 and 22.

RG discussed Policy 18 – Board diversity which will be raised at the Board meeting for further discussion

1. **GTAV Projects Update** (All current projects are being delivered on time and budget).

**ISC (Corrections Victoria – Industry Skills Centre – Pre and Post release support)**

All current project milestones are being met as at 1 April 2015. Next Quarterly meeting scheduled for 17 April (65%+ employment outcome for Jan- March quarter). GTAV working with department on current contract – no word as yet on process of a new contract/tender (current agreement until end of December 2016). New Jobactive (employment services) contractors may have an impact on current Field officers engaged by GTAV. GTAV to monitor support required over the coming months.

**Small Business SuccessMap**

All current project milestones are being met as at 1 April 2015. (CQ working directly with consultants and members to ensure all project reporting requirements are to the standard required and completed on time).GTAV currently have 82 SBSM businesses approved in total as at 8 April 2015.

1. **Other business**

**Victorian 2015 State Training Awards – Sponsorship** confirmed $12,000+GST

GW confirmed that GTAV has the “Employer Apprentice development award” and will encourage members to participate/ nominate for the State awards.

**Meeting close: 10.45am**

**Next Meeting**

10.00am Wednesday 13 May 2015 (Audit committee and Board meeting)

GTAV Office – level 3 478 Albert Street East Melbourne

Audit Committee

10.00am (late start due to clash with VRQA meeting)

Board meeting

11.00am