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**GTAV Audit Committee Meeting Minutes**

**9.30 am Wednesday 18 February 2015**

Victorian TAFE Association Offices Level 3

478 Albert Street East Melbourne

1. **Attendance**

Robin Goodwill (Chair) Mark Knox Dean Luciani Gary Workman

1. **Apologies - none**
2. **Declaration: Conflict of Interest**
3. **Minutes from previous Audit committee meeting. –** 10 December 2014

The committee accepted the minutes from the 10 December 2014 audit committee meeting as a true reflection of the meeting. Motion RG seconded GW

1. **Review P&L and Balance sheet reports (End of December 2014 & January 2015)**

**2014/15 YTD reports**

The committee accepted the end of December and January Financial reports Motion MK seconded DL.

**Action Items:** GW to confirm NWDF -$6,449.80 cost of sales entry in January EOM report. (This entry was made as an adjustment for RTO payments for our 2011-13 NWDF projects, which GTAV had already paid last financial year).

Cash flow report up to end of December 2016 will be presented at the March meeting.

1. **Risk Management assessment**

Board discussion for all directors to undertake reviews as per the 2015 review calendar.

The committee discussed the review process and frequency of review of GTAV board policies and risk management reviews. The committee agreed that this would be discussed at the March Board meeting, and that the current individual director review with comments tabled at Audit and Board meetings continue at this stage.

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| **GTAV Board Policy &** **Risk Management Schedule (February 2015)** |
| **Reference** |  | **Risk Rating**  | **Control Rating** |
| **1** | Overarching Governance Process |  |  |
| **2** | Governance Policies |  |  |
| **3** | Linkage to Owners |  |  |
| **4** | Code of Ethics and Proper Practice |  |  |
| **5** | Governance Philosophy |  |  |
| **RR04** | Lack of Good Governance | High | Good |
| **RR18** | Knowledge of Legislation and Statute | Low | Good |
| **RR03** | Lack of Industry Intelligence - Government, G.T. Industry, Business & Industry | High | Good / exe |
| **RR05** | Political – Change of Government Policy / Funding  | High  | Fair |
| **6** | Chairperson Role Description |  |  |
| **7** | Agenda Planning |  |  |
| **8** | Board Member Induction |  |  |
| **9** | Conflict of Interests |  |  |
| **10** | Board Committees and Working Parties |  |  |

No change to the above policies and risk management schedule were made.

1. **GTAV Projects Update**

**GTAV Projects**

**NWDF**

2013-14 Certificate IV WHS. – This group are progressing well, with 20 students successfully completing all course work, with RMIT processing assessments and issuing qualifications (GTAV anticipate). GTAV has invoiced for all project components with IBSA and are finalising project costs with RMIT. GW & CQ met with RMIT to also finalise current outstanding debt from previous programs and to have a new “fee-for-service” contract for 2015 (WHS course only).

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

All current project milestones are being met as at 1 January 2015. Invoicing for Oct- Dec quarter has been submitted with our quarterly review meeting scheduled for 20 Feb.

**Small Business SuccessMap**

 (Participating members and external consultants - have confirmed their MOU/participation for 2014- Gforce, BGT, ATEP, Kestrel, Westvic, ATEL,MEGT, SED advisory, NEM Australia)

All current project milestones are being met as at 1 January 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 70 SBSM businesses approved in total as at 27 January 2015.)

1. **GTAV – XERO transition process**

**Discussion: GTAV draft processes, responsibilities and timeframes.**

The committee discussed the proposed implementation / “Staff discussion paper” and approved in principal the approach that will be used over the coming weeks.

GW discussed the proposed staff redundancy process and the alternative staffing arrangements that might be required during the notice period. GW will host a full staff consultation process during the week of 23 February and will then work with worksight (Janet Nicolson / IR specialist) and RG to discuss GTAV new financial services model with the staff member affected.

GW: will provide a proposed timetable of key milestones over the March – April period, and to summarise the implementation plan, and staff discussion paper to focus on the justification of the new system.

1. **GTAV office move (VTA sub lease) timeframes**

GTAV proposed move dates March 30 & 31 (week before Easter)

GTAV and VTA are working together on logistics and responsibilities as needed over the coming weeks. GTAV will announce the move to members through the Friday file e-newsletter on Friday 20 February – with reminders to members as we get closer to the date.

The committee approved the sub-lease agreement and proposed timeframes.

1. **Other Business**

**Apprenticeship Luncheon – Tuesday 3 March (RACV Club)**

GTAV currently have 77 registrations for the event (hoping for 90 by close of registrations on Friday 20 Feb). Board members reminded to confirm their availability to attend.

Minister confirmed as guest speaker with 4 other government officials attending and 2 journalists.

The event will be run with the minister presenting for 30 minutes, then guests will be invited to participate in round table discussions with short presentations from each table to the minister at the conclusion of the luncheon.

GW to work with DL to finalise event running order, introduction speech, prepared questions for the minister and seating arrangements. GW to finalise briefing to ministers office and final guest list with VIP’s.

**Meeting Close: 11.05am**

**Next Meeting**

Wednesday 18 March 2015 (9.30am)

GTAV Office – 113 Drummond Street Carlton.