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**GTAV Audit Committee Meeting Minutes**

**9.30 am Wednesday 18 March 2015**

GTAV Offices, 113 Drummond Street Carlton

1. **Attendance**

Robin Goodwill (Chair) Mark Knox Dean Luciani Gary Workman

1. **Apologies - none**
2. **Declaration: Conflict of Interest – none**
3. **Minutes from previous Audit committee meeting. –** 18 February 2015

The committee accepted the minutes presented for the audit committee meeting held on 18 February 2015 as a true reflection of the meeting. Motion MK, seconded RG.

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

**2014/15 YTD reports**

Including cash flow report up to end of December 2016.

 The committee accepted the end of January financial reports

**Action Item:** GW to follow up on MV insurance additional as to the negative -$1300.08 entry

**XERO implementation** timetable of key milestones over the March – April period, authorisation levels – demonstration of XERO software. Review of EOM February data/ reports.

GW: Provided a live demonstration of XERO and discussed the implementation of XERO and data (as at end of February 2015) GW commented that the transition has gone smoothly to date and end of February data has reconciled.

Further work to be completed, includes – XERO accepting live bank feeds (usually takes 10 business days, providing access to other board and staff members. GTAV had a “go live” date Monday 16 March (however a few entries/ invoices were made by Marisa Martini on Tuesday 17 March into MYOB)

**Action Item:** GW, DL and Carly Quinlan to complete ANZ banking forms (ANZ – XERO bank feeds, and individual access levels )

The audit committee accepted the implementation of XERO and will make a recommendation to the GTAV Board for full implementation to proceed.

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

GW discussed the conversations held with MM and all staff over the past 2 months regarding the implementation of XERO.

After IR advice from Worksight (Janet Nicolson) MM redundancy would include;

 8 weeks redundancy as per the old GTAVic award (8 weeks after min. 4 years served)

 MM has approx 4 weeks annual leave accrued.

 GTAV 4 week notice period plus 1 week (over 45) job search allocation.

The committee agreed that due to the complex nature of running MYOB as a backup and having the new financial reporting system done by other staff and external support that MM may prefer to be paid out the notice period. GW to discuss further with MM.

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)

 The committee provided minor comments/ changes for GW to update.

1. **GTAV Projects Update**

**NWDF**

2013-14 Certificate IV WHS. – This group has successfully completed / and graduated from RMIT. GTAV has invoiced for all project components with IBSA and are finalising project costs with RMIT. GTAV has also received a contract for future WHS “fee-for-service” training with RMIT.

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

All current project milestones are being met as at 1 March 2015. Invoicing for Oct- Dec quarter has been submitted with our quarterly review meeting now completed.

**Small Business SuccessMap**

All current project milestones are being met as at 1 March 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 78 SBSM businesses approved in total as at 18 March 2015.

GW commented that all current projects are being delivered on time and meeting budget and performance targets

1. **Other business**

**Victorian 2015 State Training Awards – Sponsorship** proposal $12,000+GST (Employer Apprentice development award)

 The committee will recommend that GTAV continue with its sponsorship in 2015.

**Meeting close 10.50am**

**Next Meeting**

11.00am Wednesday 15 April 2015 (Audit committee and Board meeting)

GTAV New Office – level 3 478 Albert Street East Melbourne

Audit committee 9.30am

Board meeting 11.00am