



**REPORT OF THE ASSOCIATION – February 2023**  
prepared by Kylie Bryan (General Manager)  
Meeting of the Board of Management Tuesday 28<sup>th</sup> of February 2023

**Budget 2023-2024**

Please note the budget will be supplied to the ARC prior to the April meeting post below renewals and return quotations on a number of capital items.

**Action Required: Nil**

**Sublease of 56 Cimitiere Street, Launceston**

Negotiations have begun in regards to the lease offer for the 2023 year. Current offer tabled is:

Commencement: 01/05/2023

Term: 3 years

Option: 3 years

Gross Rental: \$30,130.00+GST per annum

Rent reviews: Greater of CPI or 3.5%; Market review at option.

*Please note current retail rent and outgoings payable are \$2761.88 inc.*

The rental figures going forward are -:

From 01/05/2023 \$30130.00

From 01/05/2024 \$31184.55 ( 3.5% increase) or CPI whichever is the greater

From 01/05/2025 \$32276.00 ( 3.5% increase) or CPI " "

From 01/05 2026 market review but will not be less than 2025/26 rent

**Action Required: Discussion**

**Working It Out**

In turn the MOU between LVFC and WIO (Working It Out) the current arrangement stands at \$1,200.00 p/m inclusive. Suggestion rate of increase is 7% this is in line with CPI, and largely covers additional overheads.

**Action Required: Discussion**

**Insurances**

On reviewing our current Public Liability policy there is an exclusion on cover for Molestation. In order to obtain best practice risk management, all suppliers have been asked to include this in there quotes for the 2023-2024 year.

**Action Required: Discussion**



**4.1 WH&S**

COVID Update:

The standard review has been undertaken of the COVID safety plans in line with the most recent Public Health releases. All outbreak management plans remain appropriate and surpassing current requirements.

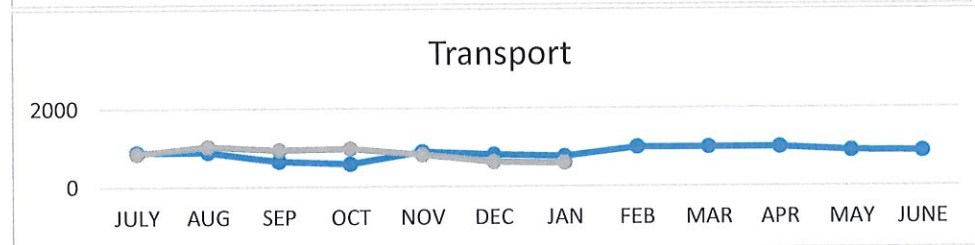
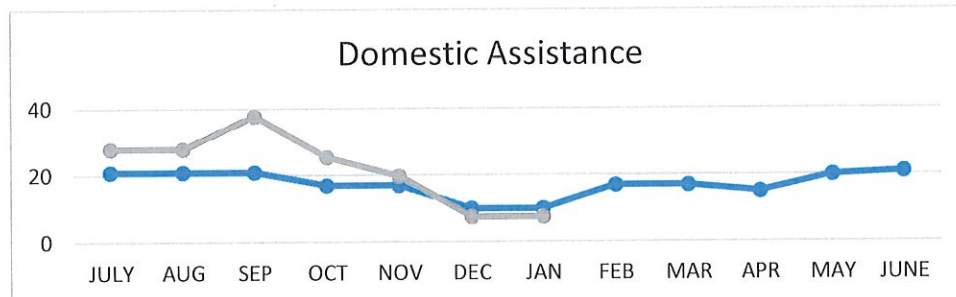
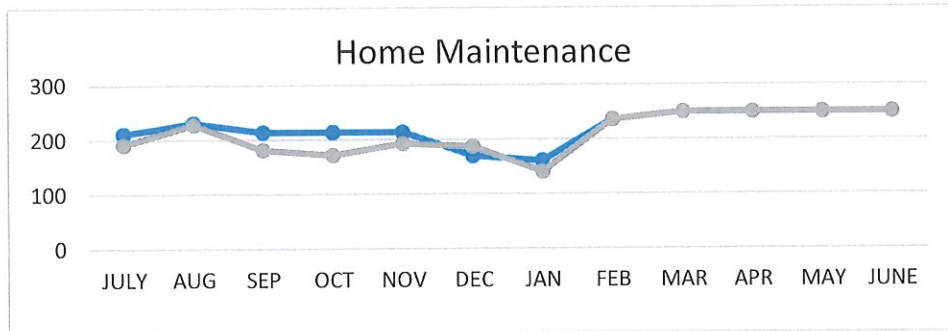
**Action Required: Discussion**

**Financial & Statistical Data**

3.4 Service outcomes for 2022/2023:

**Department of Health and Aged Care (Federal Funding.)**

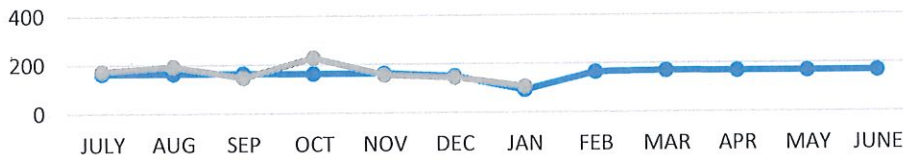
Please note the grey lines indicate the actual outputs achieved, the blue is reflective of target line across the year.





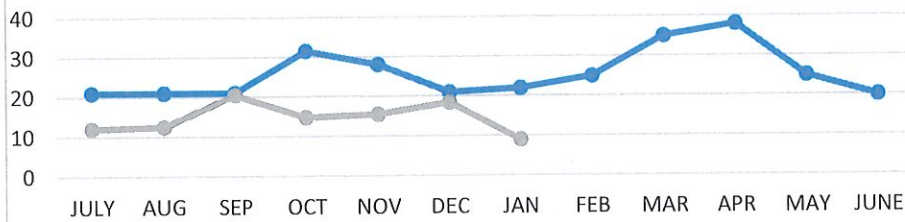
**Social Support**

73

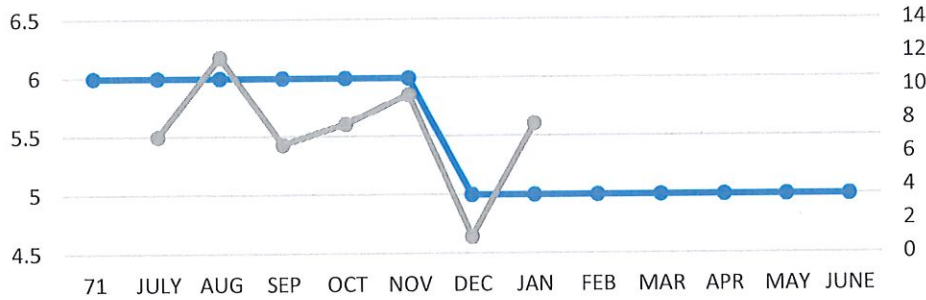


**Home and Community Care – State Funding**

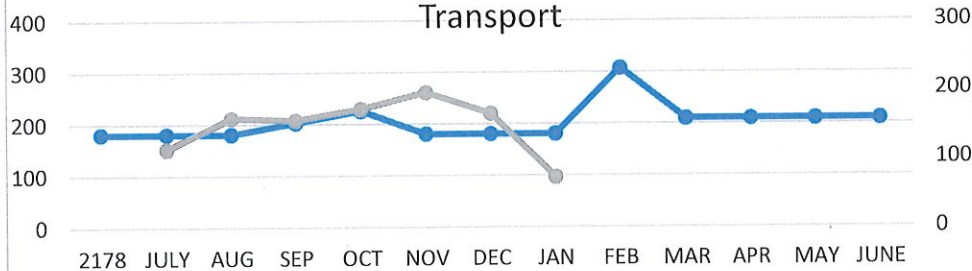
**Home Maintenance**



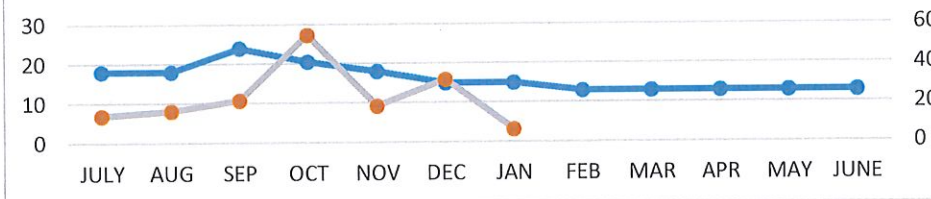
**Assessment**



**Transport**



**Social Support**





As per above all deliverables remain on track to achieve target by the 30<sup>th</sup> of June 2023. Please note the downturn of services supplied in January to Home and Community Care Funded clients, was due to large volume of clients being away during this period. This is an unusual occurrence and not one we would likely see continue into Feb.

**Department of Health and Aged Care**  
 Contract negotiations continue.

The Department of Health and Aged Care will be seeking to make these Proposed changes to your CHSP 2023-2024 Activity funding as per the table below:

Activity Name	Funding (ex GST.) 2023-24	Outputs 2023-24	Unit Price \$
CHSP Transport	\$212,387.40	10630	\$19.98
Domestic Assistance	\$12,936.00	245	\$52.80
Home Maintenance	\$147,440.70	2529	\$58.30
Social Support - Individual	\$67,395.90	1571	\$42.90
Total	<b>\$440,157.00</b>	14,975	

Activity Name	Funding (ex GST.) 2022-23	Outputs 2022-23	Unit Price \$
CHSP Transport	\$191,340.00	10630	\$18.00
Domestic Assistance	\$11,760.00	245	\$48.00
Home Maintenance	\$134,040.90	2529	\$53.00
Social Support - Individual	\$61,304.04	1571	\$39.02
Total	<b>\$398,444.94</b>		

This is an increase of close to 10% for the 2023-2024 year.



# Launceston Volunteers For Community

Office: 56 Cimitiere St, Launceston TAS 7250

Mail: PO Box 3052, Launceston TAS 7250

Phone: (03) 6336 5147 Fax: (03) 6334 3602

Email: [lvfc@lvfcservices.com.au](mailto:lvfc@lvfcservices.com.au)

ABN: 325 936 125 73

## Important notes:

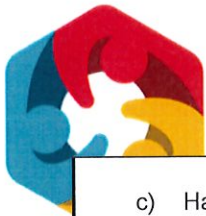
- The Table describes a full financial year, with GST Exclusive amounts, and the proposed funding includes indexation.
- Funding and outputs are shown at the activity level and are informed by the current CHSP 2022-2023 Standard Grant Agreement
- The Actual change(s) may vary from what is Proposed in the Table, this is an indication of the proposed funding and outputs.
- Certain funding agreements may also be reviewed and varied by reducing the amount of Commonwealth funding paid in 2023-2024 to account for unexpended funds from previous years, to better reflect performance or address local service needs.
- This letter does not yet constitute a formal offer.
- Discussions are still at hand with the Department to increase the unit prices further, this will not impact the the Deed Variation which will be issued during the first half of 2023.



**ARC Meeting 20<sup>th</sup> of February 2023,  
56 Cimitiere Street, Launceston**

**ISSUE:** To ensure Management are carrying out compliance matters correctly this report is tabled at each Board Meeting.

<b>Part A: Financial Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Assets</b> – Any asset acquired or disposed?		<input checked="" type="checkbox"/>	
<b>Delegations</b> – All delegations have been exercised according to the approved delegation’s policy and procedure?	<input checked="" type="checkbox"/>		
<b>Liquidity</b> – are there sufficient funds to pay current and outstanding debts?	<input checked="" type="checkbox"/>		
<b>Debt management</b> – a) Has debt collection been timely? b) Has debt collection been timely in accordance with policy and procedures? c) Have debts been written off in accordance with policy and procedures? If c) I ‘Yes’ then d) will be active. d) Are bad debts written off in accordance with policy and procedures? If blank c) equals ‘No’.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
<b>Funds Management Investment</b> - Are all financial investments in accordance with policy?	<input checked="" type="checkbox"/>		
<b>Reporting</b> - Have all material transactions been included in the accounts and reflected in reports?	<input checked="" type="checkbox"/>		
<b>Grant Proposals</b> - Have all proposals received been prepared in accordance with approved budget parameters	<input checked="" type="checkbox"/>		
<b>Grant Agreements</b> – a) Are all new agreements in line with the original budget in proposals? b) Are all active agreements in line with approved budgets?	<input checked="" type="checkbox"/>		
<b>Contractual Requirements</b> (new contracts signed in this period)			
Nil			
<b>Ongoing Contractual liabilities – term more than one year.</b>			
Nil			
<b>Acquittals - Internal</b> - Have funds been dealt with in accordance with the relevant contracts?	<input checked="" type="checkbox"/>		
<b>Acquittals - External</b> - Have all deadlines for reporting to government been met with correct reports?	<input checked="" type="checkbox"/>		
<b>Employment arrangements</b> - Have all staff been paid in accordance with employment contracts; including proper processing of superannuation and taxation?	<input checked="" type="checkbox"/>		
<b>Part B: Statutory Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Statutory compliance:</b> a) Have adequate records been kept for taxation compliance purposes b) Have ATO obligations been lodged correctly and on time?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		



c) Has superannuation been lodged and paid on time?		<input checked="" type="checkbox"/>		
d) Have CHSP / HACC / ACNC returns been lodged correctly and on time.		<input checked="" type="checkbox"/>		
<b>Insurances</b> - are necessary and sufficient insurances in place for staff and property, and liability insurance for directors, staff and the public including:		<input checked="" type="checkbox"/>		Request for quotes sent to Mackillops, Armstrongs & Intas and AON in preparation for the 2023-2024 year.
<b>WHAT</b>	<b>DUE DATE</b>	<b>SUPPLIER</b>		
Business Insurance	15/04/2023	Intas Group Community Underwriting		
Management Liability (Directors & Officers Indemnity) - (\$10m)	15/04/2023	Intas Group Community Underwriting		
Public & Products Liability (\$10m)	15/04/2023	Intas Group Community Underwriting		
Workers Comp - TAS	15/04/2023	Intas Group CGU Insurance		
Cyber Insurance	15/04/2023	Intas Group		
<b>Part C: Legal Compliance</b>		<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Legal matters:</b>				
a) .....				
<b>Project Contracts:</b>		<input checked="" type="checkbox"/>		
a) Are all new contracts in line with the original proposals?		<input checked="" type="checkbox"/>		
b) Are all active contracts in line with strategy?		<input checked="" type="checkbox"/>		
c) Are all new contracts in line with growth strategy?		<input checked="" type="checkbox"/>		
<b>WH&amp;S:</b> WH&S has been exercised according to the approved policy and procedure, including reporting any WH&S incident to the Board (including "Nil Incident to Report")?		<input checked="" type="checkbox"/>		
<b>Privacy:</b> The company has maintained its IT and HR privacy requirements and experienced no breaches?		<input checked="" type="checkbox"/>		

This report is presented in the context of delegations. It is verified as true and accurate to the best of our knowledge after enquiry.

  
 \_\_\_\_\_  
 Signed: General Manager

Date: 20/02/2023