



**REPORT OF THE ASSOCIATION – April 2023**  
prepared by Kylie Bryan (General Manager)  
Meeting of the Board of Management Wednesday 26<sup>th</sup> of April 2023

**Budget 2023-2024**

Unfortunately, due to the significant delay on incoming capital expenses this will not be available until the first week in May.

**Action Required: Nil**

**MYOB**

All data has been re entered and reconciled and is now back to original capacity. MYOB are still investigating what caused this to occur.

**Action Required: Nil**

**Sublease of 56 Cimitiere Street, Launceston**

The final negotiation has landed as follows:

The rent has not been increased since 2020. Metcash are seeking for a 3.5% increase of the current rent, effective from 1<sup>st</sup> June 2023, then increase by fixed 3.5% annually.

Please find the following terms for board approval,

Commencement: 01/06/2023

Annual Rent: \$31,184.14+GST gross

Term: 3 years

Option: 3 years

Rent reviews: Annual fixed 3.5% in the first term; Market review at option and CPI increase in 2027 and 2028.

Please note evidently in initial negotiations with Metcash it was the responsibility of the lessee to cover the costs of the solicitor to draw up the lease agreement. Again after much discussion Metcash will absorb the cost on this occasion (slightly in excess of \$6,000) but keep in mind the expectation would be full cost or half moving forward.

**Action Required: Decision**

**Working It Out**

Discussion held with Working It Out the current arrangement has been increased by the full 7%.

**Action Required: Nil**

**Insurances**

Extensive work undertaken for the insurance renewals for the coming 2023-2024 year. The support



from the Board and jointly from Glen Cornish in this matter is commended and appreciated. In sum the decision has been made to take out policy with Mackillops. I suggest that this is for the coming three years as a minimum, with review of the policies each year and a third party health check along the way.

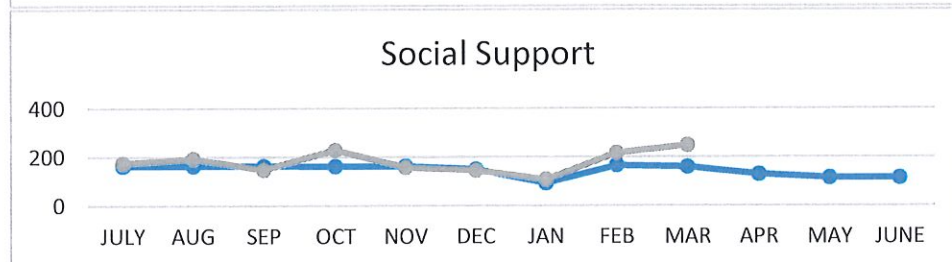
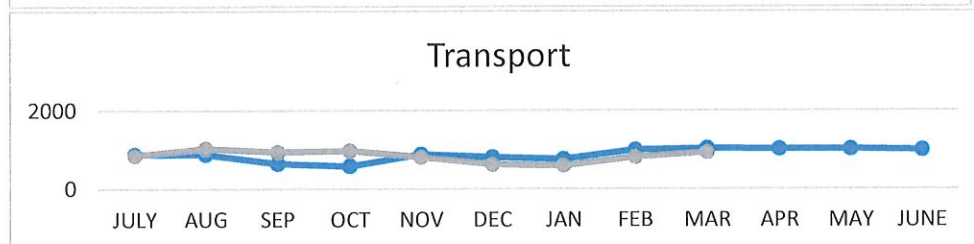
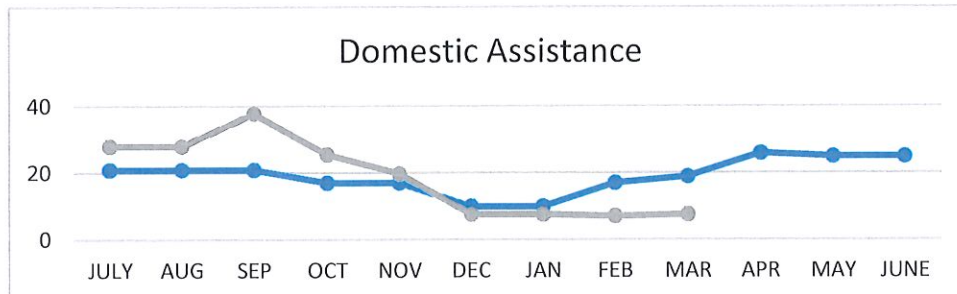
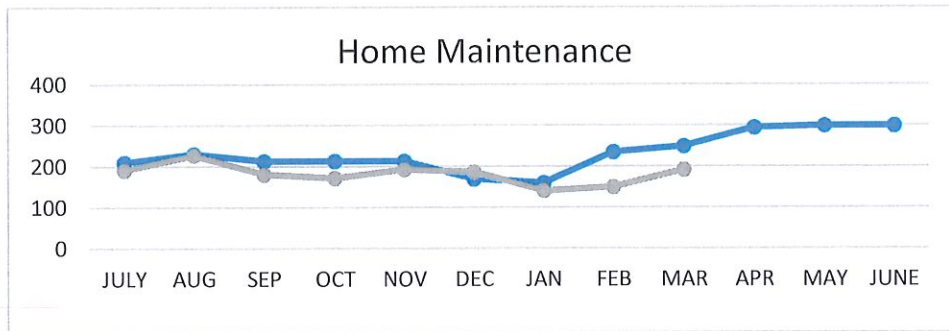
**Action Required: Discussion**

### Financial & Statistical Data

#### 3.4 Service outcomes for 2022/2023:

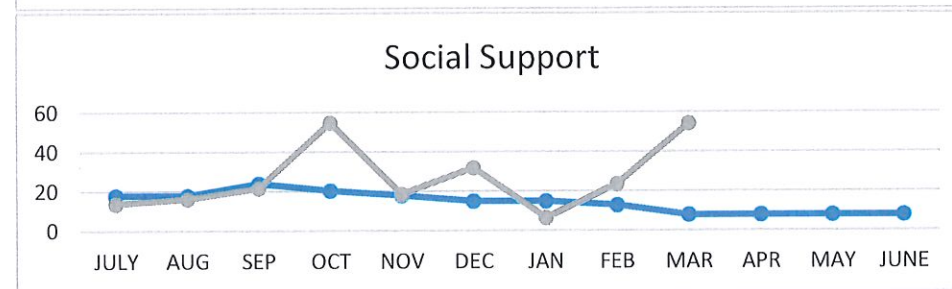
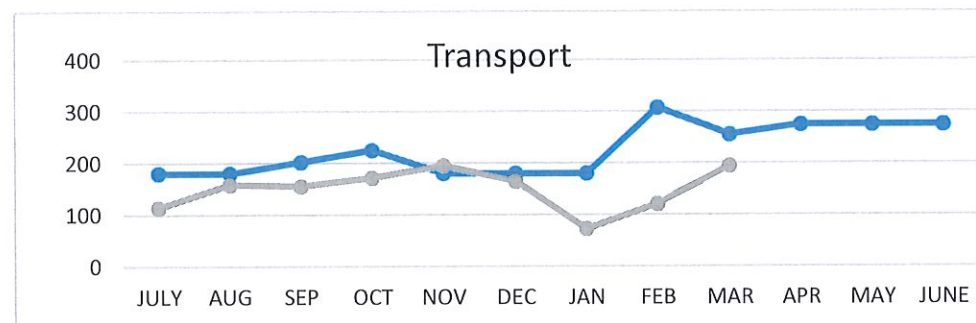
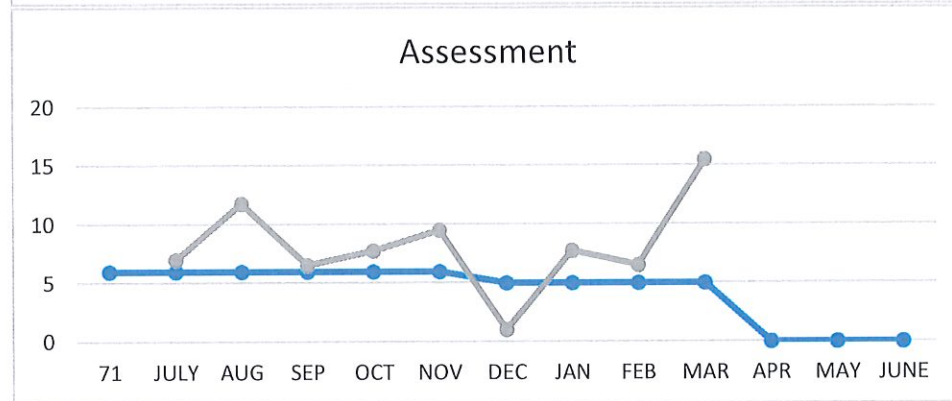
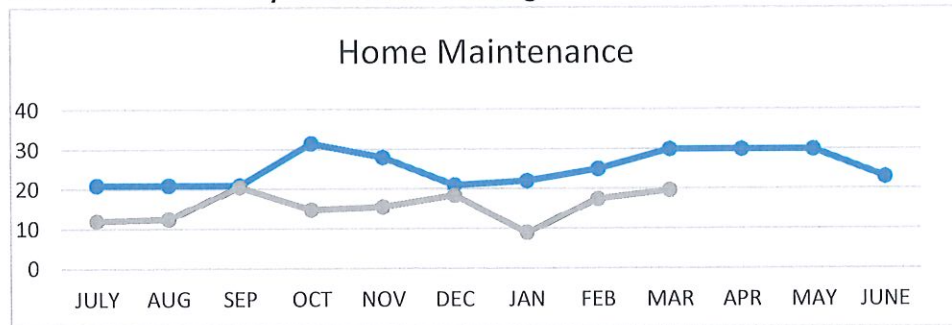
#### Department of Health and Aged Care (Federal Funding.)

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





**Home and Community Care – State Funding**





**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

As per above all deliverables remain on track to achieve target by the 30<sup>th</sup> of June 2023. As previously reported the downturn of services supplied in January has recovered over the January February window.

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

The Department of Health and Aged Care have settled on the initial 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	\$398,444.94		

As previously advised this is an increase of close to 10% for the 2023-2024 year. The contracts will be produced over the coming four weeks and may include the same unit price with a slightly reduced outputs. LVFC will be sent a formal offer detailing funding and outputs as proposed. This offer pack will include a Deed of Variation, Activity Work Plan and revised copy of Standard Grant Agreement.

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**Action Required: General Manager to discuss**

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Signed: General Manager

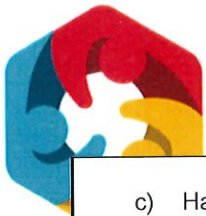
Date: 20/04/2023



ARC Meeting 17<sup>th</sup> of April 2023 not held to be submitted at BOM meeting for review.  
 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) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nil</td><td></td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Nil										
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<b>Ongoing Contractual liabilities</b> – term more than one year. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nil</td><td></td></tr> </table>	Nil										
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<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"/>		New supplier Mackillops transitioning and providing full coverage.																		
<table border="1"> <thead> <tr> <th>WHAT</th> <th>DUE DATE</th> <th>SUPPLIER</th> </tr> </thead> <tbody> <tr> <td>Business Insurance</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Management Liability (Directors &amp; Officers Indemnity) - (\$10m)</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Public &amp; Products Liability (\$10m)</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Workers Comp - TAS</td> <td>15/04/2023</td> <td>Intas Group CGU Insurance</td> </tr> <tr> <td>Cyber Insurance</td> <td>15/04/2023</td> <td>Intas Group</td> </tr> </tbody> </table>	WHAT	DUE DATE	SUPPLIER	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			
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<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.

  
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 Signed: General Manager

Date: 10/04/2023