



Audit and Risk Meeting – 16th of October 2023
 prepared by Kylie Bryan (General Manager)

Compliance Report

Part A: Financial Compliance	Yes	No	Comment
Assets – Any asset acquired or disposed?		<input checked="" type="checkbox"/>	
Delegations – All delegations have been exercised according to the approved delegation’s policy and procedure?	<input checked="" type="checkbox"/>		
Liquidity – are there sufficient funds to pay current and outstanding debts?	<input checked="" type="checkbox"/>		
Debt management – 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"/>		
Funds Management Investment - Are all financial investments in accordance with policy?	<input checked="" type="checkbox"/>		
Reporting - Have all material transactions been included in the accounts and reflected in reports?	<input checked="" type="checkbox"/>		
Grant Proposals - Have all proposals received been prepared in accordance with approved budget parameters	<input checked="" type="checkbox"/>		
Grant Agreements – 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"/>		
Contractual Requirements (new contracts signed in this period) Nil Nil Nil Nil			
Ongoing Contractual liabilities – term more than one year. Nil			
Acquittals - Internal - Have funds been dealt with in accordance with the relevant contracts?	<input checked="" type="checkbox"/>		
Acquittals - External - Have all deadlines for reporting to government been met with correct reports?	<input checked="" type="checkbox"/>		
Employment arrangements - Have all staff been paid in accordance with employment contracts; including proper processing of superannuation and taxation?	<input checked="" type="checkbox"/>		
Part B: Statutory Compliance	Yes	No	Comment
Statutory compliance: 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"/>		

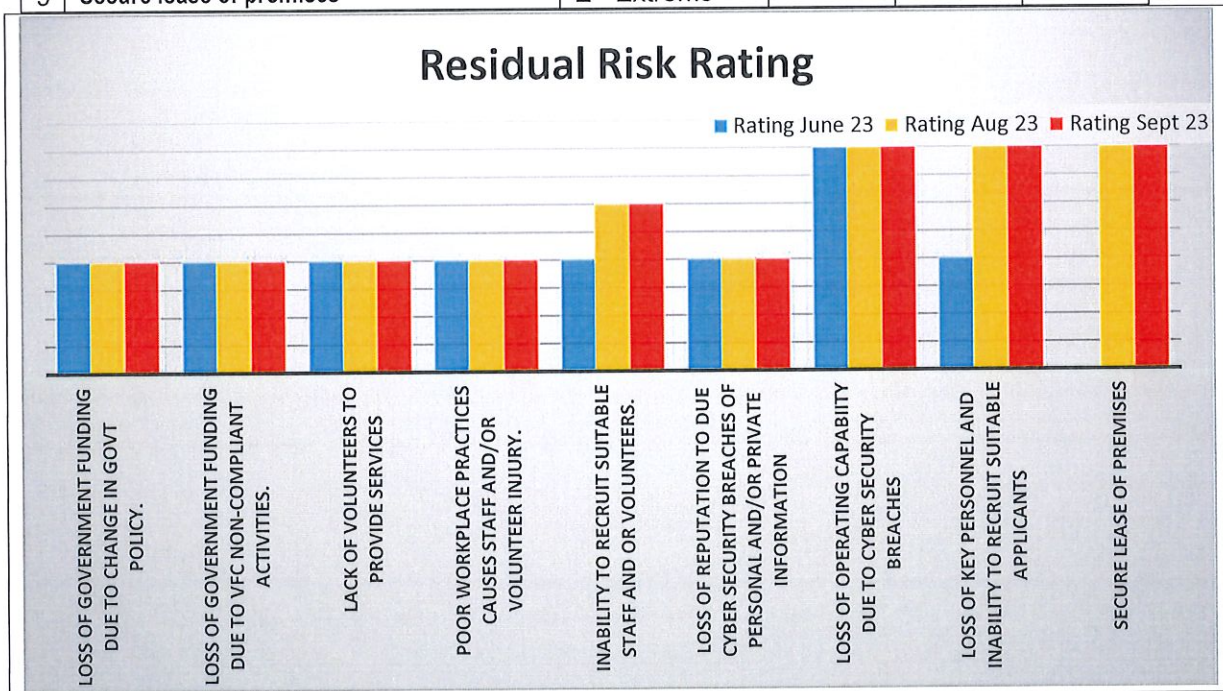
<p>c) Has superannuation been lodged and paid on time?</p> <p>d) Have CHSP / HACC / ACNC returns been lodged correctly and on time.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>																				
<p>Insurances - are necessary and sufficient insurances in place for staff and property, and liability insurance for directors, staff and the public including:</p> <table border="1" data-bbox="199 504 925 884"> <thead> <tr> <th>WHAT</th> <th>DUE DATE</th> <th>SUPPLIER</th> </tr> </thead> <tbody> <tr> <td>Business Insurance</td> <td>30/03/2024</td> <td>McKillops</td> </tr> <tr> <td>Management Liability (Directors & Officers Indemnity) – (\$10m)</td> <td>30/03/2024</td> <td>McKillops</td> </tr> <tr> <td>Public & Products Liability (\$10m)</td> <td>30/03/2024</td> <td>McKillops</td> </tr> <tr> <td>Workers Comp - TAS</td> <td>30/03/2024</td> <td>McKillops</td> </tr> <tr> <td>Cyber Insurance</td> <td>30/03/2024</td> <td>McKillops</td> </tr> </tbody> </table>	WHAT	DUE DATE	SUPPLIER	Business Insurance	30/03/2024	McKillops	Management Liability (Directors & Officers Indemnity) – (\$10m)	30/03/2024	McKillops	Public & Products Liability (\$10m)	30/03/2024	McKillops	Workers Comp - TAS	30/03/2024	McKillops	Cyber Insurance	30/03/2024	McKillops	<input checked="" type="checkbox"/>		
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<p>Part C: Legal Compliance</p>	<p>Yes</p>	<p>No</p>	<p>Comment</p>																		
<p>Legal matters:</p> <p>a) Demolition clause lodged with Simmons Wolfhagen – Fenton Jones for consideration as per board instruction. No final</p>																					
<p>Project Contracts:</p> <p>a) Are all new contracts in line with the original proposals?</p> <p>b) Are all active contracts in line with strategy?</p> <p>c) Are all new contracts in line with growth strategy?</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>																				
<p>WH&S:</p> <p>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")?</p>	<input checked="" type="checkbox"/>		<p>One report of Scheduled visit unmet in community transport. Tasmania Police check performed Clients status considered well; to be reviewed via My Aged Care system.</p>																		
<p>Privacy: The company has maintained its IT and HR privacy requirements and experienced no breaches?</p>	<input checked="" type="checkbox"/>																				

Launceston VFC Services Risk & Residual Risk Register

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

Trend analysis of Launceston VFC Risk and Residual Risk Level of medium and above.

Risk Description		Residual Risk Rating	Rating June 23	Rating Aug 23	Rating Sept 23
1	Loss of Government funding due to change in govt policy.	M - Medium	2	2	2
2	Loss of Government funding due to VFC non-compliant activities.	H - High	2	2	2
3	Lack of volunteers to provide services	M - Medium	2	2	2
4	Poor workplace practices causes staff and/or volunteer injury.	M - Medium	2	2	2
5	Inability to recruit suitable staff and or volunteers.	H - High	2	3	3
6	Loss of reputation to due cyber security breaches of personal and/or private information	E - Extreme	2	2	2
7	Loss of operating capabiity due to cyber security breaches	E - Extreme	4	4	4
8	Loss of key personnel and inability to recruit suitable applicants	H - High	2	4	4
9	Secure lease of premises	E - Extreme		4	4



Rating for Chart

- 4 **Extreme**
- 3 **High**
- 2 **Medium**
- 1 **Low**

I would like to draw your attention to points 8 and 9.

Point 8. Leanne Christie resigned on September 22nd citing and evidencing physical and mental incapacity exacerbated by the passing of her mother. Her pro-rata long service leave has been paid according to the guidelines provided by <https://worksafe.tas.gov.au/topics/laws-and-compliance/long-service-leave/pro-rata-long-service-leave>. Anita Wells will be leaving on October the 13th, due to financial considerations and career plans. Leanne specifically requested to pass on 'thanks to the board for their vision in growing LVFC to an outstanding organisation.'

Retaining the risk rating at four is warranted for several reasons. Both resignations were meticulously integrated into our succession planning, ensuring no surprise element. Recruitment for the front office position is underway, targeted for completion by October 30. Our team collectively concurs that this is the only current staffing requirement, aligning with our sustainability goals for effective recruitment and coverage. This decision-making process was collaborative, involving departing members and current staff, and we eagerly anticipate the addition of a new team member. To date we have received a number of applications, however with the financial flexibility now available we are able to also fill with a temporary or casual until the right candidate is found.

Point 9. In an email dated the 8th of September 2023, the President contacted Metcash seeking a response for lease renewal, no response has been received to date. Discussion needed in regards to ARC risk appetite in this matter.

Action Required: Discussion regarding secure lease of premises.

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



Signed: General Manager

Date 4th of October 2023