



Alwyndor Management Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the

**Alwyndor Aged Care Meeting Room
Dunrobin Road, Hove**

Tuesday 17 July 2018 at 6.30pm

Justin Lynch
CHIEF EXECUTIVE OFFICER

Alwyndor Management Committee Agenda

1. OPENING

The Deputy Chairman, Mr O Peters will declare the meeting open at 6.30 pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge Kaurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.

3. APOLOGIES

3.1 Apologies received

3.2 Absent

4. DECLARATION OF INTEREST

If a Committee Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Committee they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Committee Members are reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 19 June 2018 be taken as read and confirmed.

6. REPORTS/ITEMS OF BUSINESS

6.1 Appointment of Chairperson and Deputy Chairperson (Report No: 44/18)

6.2 Minutes – Governance and Operations Committee – 3 July 2018 (Report No: 49/18)

6.3 General Manager's Report (Report No: 46/18)

7. CONFIDENTIAL

7.1 Monthly Financial Report – June 2018 (Report No: 47/18)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

7.2 Residential Services Update (Report No: 48/18)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:

- a. **information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person or persons (living or dead).**

8. **URGENT BUSINESS – Subject to the Leave of the Meeting**

9. **DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on Tuesday 21 August 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. **CLOSURE**

**JUSTIN LYNCH
CHIEF EXECUTIVE OFFICER**

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Tuesday 19 June 2018 at 6.30 pm.

PRESENT

Elected Members

Councillor S Lonie

Independent Members

Chairman – Mr D Royans

Ms T Aukett

Mr T Bamford

Ms J Bonnici

Ms J Cudsi

Dr O Peters

Mr I Pratt

Ms L Wills

Staff

General Manager Alwyndor – Mr R Kluge

System Support Officer – Ms L Harper

Chief Financial Officer – Ms N Andjelkovic

Home Support Services Manager – Mr N Jeffery

1. OPENING

The Chairman declared the meeting open at 6.37 pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairman stated:

We acknowledge the Kaurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.

3. APOLOGIES

3.1 For Absence - Nil

3.2 Leave of Absence - Cr R Aust

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 15 May 2018 be taken as read and confirmed noting the following corrections:

- **7.1 Retain in Confidence cleaning services contract statement to be removed.**

Moved by Mr Pratt, Seconded by Ms Cudsi

Carried

6. REPORTS/ITEMS OF BUSINESS

6.1 Home Support Services Update (Report No: 40/18)

This report provides a summary of the activity undertaken by the Home Support Services Department for the provision of home support services to consumers of Alwyndor throughout February, March and April 2018.

The Home Support Services Manager provided a verbal update of the report. A recommendation was made to circulate any additional information such as tables and graphs as a confidential attachment going forward.

The Home Support Services Manager reported a lot of activity has occurred with consumers transferring between package levels e.g. Level 2 to Level 4 and a reasonable number of discharges into Residential Accommodation being replaced by new customers.

Resthaven will commence transitioning consumers over to their service on 1 July 2018 however some customers will retain Alwyndor staff via a brokering agreement. The Home Support Services Manager is having regular discussions with Resthaven to attempt to make the transition of consumers as smooth as possible.

A meeting with representatives of the i-Care Home Care Manager systems has occurred to discuss the areas being utilises and to review Alwyndor's use of the software. The Committee noted there is a need to invest in a Home Care Manager Champion as the 'go to person' for all staff to maximize the benefits I-Care provides.

The Committee Acknowledged the Home Support Services Department KPI's, Financials and Incident data.

Ms Jeffery left meeting at 7.26pm

Motion

That the Alwyndor Management Committee receives and notes the information provided in this report.

Moved Cr Lonie, Seconded Mr Bamford

Carried

6.2 Minutes – Governance and Operations Committee – 5 June 2018 (Report No: 42/18)

The minutes of the Governance and Operations Committee meeting held on 5 June 2018 are provided for information.

The Committee positively commented on the activity and work around policies and procedures.

The Committee queried the Clinical Incident report January to March. The General Manager reported the Committee will see the analysis and trending of incidents in Residential Report at the next meeting and noted ongoing improvement in the reporting system.

Motion

That the minutes of the Governance and Operations Committee meeting held on 5 June 2018 be noted.

Moved Ms Cudsi, Seconded Mr Todd

Carried

6.3 General Manager's Report (Report No: 39/18)

These items are presented for the information of Members. After noting the report any items of interest can be discussed and, if required, further motions proposed.

The General Manager reported Alwyndor, with the City of Holdfast Bay, is reviewing the Contractor Management processes as part of the WHS action plan.

City of Holdfast Bay Council have endorsed the recommended appointments to the Alwyndor Management Committee. Dr O Peters expressed his concerns in regard to the differing processes of the last several appointments to the Alwyndor Management Committee. He also recommends that the members review the current Terms of Reference and the previous proposals to update.

The General Manager updated the Committee on the current Roster Review process. He stated that the new proposed rosters were sent to staff late last week with approximately 40 already returned accepting the new proposed rosters. Staff that have not responded to the proposed roster via acceptance or programming a meeting with the GM are aware this will be considered as accepting the change of roster.

Staff with concerns/queries have had one on one discussions with the General Manager over the past several weeks resulting on over 50 individual meetings. The final rosters to be confirmed on 28 June 2018 for commencement on 16 July 2018.

Fair Treatment Training is due to be completed at the end of July. A positive response has been reported on the Fair Treatment Training and anecdotally it appears the morale of staff is improving.

The General Manger updated the Committee on the Employee Engagement position and that the original preferred applicant withdrew and two other applications being considered tomorrow.

Cr Lonie left meeting at 7.35

Cr Lonie re-joined meeting at 7.40

Motion

That the following items be noted and items of interest discussed:

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan**
- 3. Appointment of Members to the Alwyndor Management Committee**
- 4. Roster Review Update**
- 5. Uniquity Action Plan Update**

Moved Ms Lonie, Seconded Mr Todd

Carried

7. CONFIDENTIAL

6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18)

Exclusion of the Public – Section 90(3)(d) Order

- 1 That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 43/18 Monthly Financial Report – April and May 2018 in confidence.**
- 2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 43/18 Monthly Financial Report – April and May 2018 on the following grounds:**
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is**

commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Mr Pratt

Carried

7.2 CCTV Upgrade – Revised Business Case (Report No: 41/18)

Exclusion of the Public – Section 90(3)(k) Order

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 41/18 CCTV Upgrade – Revised Business Case in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 41/18 CCTV Upgrade – Revised Business Case on the following grounds:
 - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods to upgrade Alwyndor's CCTV system.

3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 6.2 CCTV Upgrade – Revised Business Case (Report No: 41/18) in confidence under section 90(2) and (3)(k) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and/or the Chief Executive Officer is authorised to release the documents when the CCTV upgrade is complete and that this order be reviewed every 12 months.

Moved Ms Cudsi, Seconded Mr Bamford

Carried

8. URGENT BUSINESS – Subject to the leave of the meeting

7.1 Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 17 July 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.35pm.

CONFIRMED 17 July 2018

CHAIRMAN

Item No: **6.1**

Subject: **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Date: 17 July 2018

Written By: Personal Assistant

General Manager: Alwyndor, Mr R Kluge

SUMMARY

At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairperson and a Deputy Chairperson from amongst the Management Committee Members. The incumbent office bearers shall be eligible for reappointment at the expiry of their term, at the AMC's discretion.

RECOMMENDATION

That the Alwyndor Management Committee:

- 1. Declares the positions of Chairperson and Deputy Chairperson vacant and appoints the General Manager to act as the Returning Officer for the election of Chairperson and Deputy Chairperson.**

The General Manager seeks nominations for the positions of Chairperson and Deputy Chairperson. Following nominations, Committee members are asked to cast their ballot votes.

- 2. Appoints _____ to the position of Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**
 - 3. Appoints _____ to the position of Deputy Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**
 - 4. The Returning Officer then vacated the Chair, and _____ assumed the role of Chairperson for the remainder of the meeting.**
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COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Alwyndor Management Committee (AMC), as currently constituted, is continued as a committee of the Council pursuant to Section 41 of the Act. This position was confirmed by the Council on 28 November 2006.

As per the AMC Terms of Reference 2010:

7. OFFICE BEARERS

7.1 At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairman and a Deputy Chairman from amongst the Management Committee Members who shall be eligible for reappointment at the expiry of their term of office at the AMC's discretion. The Chairman is to be appointed from those members who are not Elected Members of the City of Holdfast Bay.

In addition, it has been normal practice to appoint the Chairman of both the AMC Finance and Building Sub-Committees at the July meeting of the AMC, annually. As neither the Finance nor Building Sub-Committees currently meet, this is not applicable.

The Alwyndor Management Committee is made up of 8 independent members and two Elected Members. The current AMC membership is as follows:

Member	Term Start	Term Expires
D. Royans	July 2007	July 2018
T. Bamford	July 2013	July 2019
Cr. R. Aust	N/A	November 2018
Cr. S Lonie	N/A	November 2018
L. Wills	July 2015	July 2019
O. Peters	July 2015	July 2019
I. Pratt	July 2005	July 2018
J. Bonicci	October 2016	July 2019
J. Cudsi	March 2017	July 2019
T. Aukett	September 2017	September 2019

Mr Royans served as the Chairperson of the Alwyndor Management Committee since 2015, retiring after the June 2018 meeting of the Committee.

Mr Peters held the role of Deputy Chairperson for the 2017/18 Financial Year.

Mr Pratt also retired after June 2018 meeting of the Committee.

Council has appointed Mr K. Whitford and Mr K. Cheater to the Committee for a period of two years, to expire on 31 July 2020.

REPORT

The City of Holdfast Bay Code of Practice for Meeting Procedures outlines a ballot process to be followed to appoint members to committees, positions or external organisations.

The Code of Practice states:

1. Call for nominations for the vacant positions before debate on a motion to appoint members can occur. If there are more nominations than positions a ballot is conducted.
2. All members indicate which member(s) they wish to vote for on the ballot is conducted by ballot paper or by show of hands.
3. A senior officer collects the ballot papers and/or conducts the count.
4. In the case of a tied ballot, members are to cast a further vote for their preferred candidate from the candidates who are tied. In the event that a revote cannot determine a clear winner, then lots must be drawn to determine which candidate(s) will be excluded.
5. The senior officer will then announce the successful candidate.
6. The meeting will then make the appointment by resolution.

It is recommended that the Alwyndor Management Committee deliberate and appoint both the Chairperson and Deputy Chairperson.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Honorarium payments are made to Committee members. These payments are within budget.

Item No: 6.2
Subject: MINUTES – GOVERNANCE AND OPERATIONS COMMITTEE – 3 JULY 2018
Date: 17 July 2018
Written By: General Manager, Mr R Kluge
General Manager: Alwyndor, Mr R Kluge

SUMMARY

The minutes of the Governance and Operations Committee meeting held on 3 July 2018 are provided for information.

RECOMMENDATION

That the minutes of the Governance and Operations Committee meeting held on 3 July 2018 be noted.

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Culture: Providing customer-centred services
Culture: Enabling high performance
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

At the meeting held on 21 November 2017, the Alwyndor Management Committee considered changes to the corporate governance structure at Alwyndor (via Report No: 59/17), and moved that:

Motion

1. That the Alwyndor Management Committee agree to the new governance committee structure, with minor adjustments.
2. That the General Manager develop a framework, policy, and terms of reference for the new governance committee structure and present to the Alwyndor Management Committee for review in 6 months.

Moved Mr Peters, Seconded Mr Bamford

Carried

The Governance and Operations Committee role is to oversee the following:

- Governance (Standard 8);
- Consumer Engagement;
- Accountability, Monitoring and Assessment;
- Organisational Wide Systems:
 - Compliance
 - Continuous Improvement (CI)
 - Risk Management
 - Information Systems;
- Service Development;
- Operational Performance; and
- Strategic Priorities.

REPORT

This report presents the minutes for the July 2018 meeting of the Governance and Operations Committee.

Refer Attachment 1

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.



Attachment 1



**ALWYNDOR AGED CARE
GOVERNANCE AND OPERATIONS COMMITTEE
MINUTES**

Date and commencement time: 03/07/2018	Attendees: Chief Financial Officer – Ms N Andjelkovic, Home Support Services Manager – Ms N Jeffery, Active and Healthy Living Manager – Mr. S. Drew, Engagement and Communications Advisor – Ms. T. Helbers
Chairperson: R. Kluge (GM)	
Meeting Minutes taken by: R. Cantos (BPIC)	Apologies: S. Wirth, B. Capes, T. Hill

AGENDA ITEM NUMBER	ITEM	Expected Outcome	OUTCOME/AGREED ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE	COMPLETED DATE
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1	OPENING	N/A	The Chairperson, Mr R Kluge declared the meeting open at 1.00pm.	GM	N/A	N/A
2	TRADITIONAL ACKNOWLEDGEMENT	N/A	We acknowledge Kurna people as the traditional owners and custodians of this land. We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to the Kurna People today.	GM	N/A	N/A
3	APOLOGIES	N/A	Apologies received from COO, RSM, CPCO	GM	N/A	N/A
4	CONFIRMATION OF MINUTES	N/A	Minutes of the Governance and Operations Committee meeting held on 3 May 2018 were taken as read and confirmed.	ALL	N/A	N/A
5	MINUTES OF SUB-COMMITTEES	St 2, 3, 4	<ul style="list-style-type: none"> • Care Services Committee – 14/06/2018 • Support Services Committee – 19/06/2018 	BPIC COO	N/A	N/A
6	STANDING ITEMS		6.1. Reports for AMC meeting <ul style="list-style-type: none"> • Residential report due for AMC. • There are new members on board the AMC. • Discussion regarding CM-Assessment and Planning to be attending AMC Meeting to discuss plans for ACFI. AHLM happy to support via phone if needed 	AHLM CFO		



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		1.2	<ul style="list-style-type: none"> GoC members agreed that more feedback is required from the food services via focus group. Any feedback from the residents, staff, relatives and other stakeholders needs to be logged also in residential services. Continuous Improvement – CI log is being used by HSS and AHL, however the Residential is using consolidated CI. 	BPIC		
		1.2	<p>6.4. Regulatory Compliance Register</p> <ul style="list-style-type: none"> BPIC gave update regarding three firms that can provide the legislative updates. 1. ACSA – is more generalised and Alwyndor will be analysing the update to see what policy, WI etc is affected 2. Hollmann Webb Lawyers – Melbourne-based company that provides a spreadsheet which indicates all the changes and which policies, WI etc are affected. 3. O’ Loughlin’s lawyers – they are currently doing our contracts, however the person in charge is away. Will have more info regarding this. <p>6.5. Corporate Risk Register</p> <ul style="list-style-type: none"> Discussion regarding the Corporate Risk Register On the next GoC – will finalise any changes/rating/success/mitigations in the Corporate Register All department heads to review specific areas within the Corporate Register 	ALL	7/8/18	
				ALL	7/8/18	



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7	EMERGING ISSUES	1.6	7.1. Operational Review (RK) <ul style="list-style-type: none"> GM Provided update regarding roster changes within the Residential Services This opportunity also led for all staff to be given brand new contracts We still have CN positions open however 2 CNs due to join next week and the week after. New roster commencing Monday week – Duty statements reviewed and updated to ensure guidance for staff with the new model. Discussion around departure of Hospitality Manager. HSSM is currently using external contractors for maintenance works. 	HSSM	3/7/18	3/7/18
		1.6	7.2. Cultural Refresher Program <ul style="list-style-type: none"> Aligning with the primary care model, we will be having cultural refresher program with the goal of improvement of culture within Alwyndor. CPCO is working with Communications Advisor to develop Cultural Survey. Leadership Team Session tomorrow with Derek. Goal is by the end of the session we will a draft charter for the leadership team. 	CPCO and Comms Advisor	4/7/18	
8	ACTION ITEM REVIEW	1.2	<ul style="list-style-type: none"> Identify and review all memberships for Clinical and Legal Advice and Support 	Ruby		



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AGENDA ITEM NUMBER	ITEM	Expected Outcome	OUTCOME/AGREED ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE	COMPLETED DATE
		1.2	<ul style="list-style-type: none"> • Meet with Council's Governance Officer & Manager People & Culture to identify Local Government legislative requirements around policies and procedures 	Brett		
		1.8	<ul style="list-style-type: none"> • Policy/procedure re: Data Breaches Scheme changes to be prepared and presented to next GOC meeting. 	Travis		
		1.5	<ul style="list-style-type: none"> • Organisational road map, including all departments/ business plans and key time lines, required. 	Rick		
		1.5	<ul style="list-style-type: none"> • PA to generate a schedule of reports to GOC. 	Rebecca		
		2.11	<ul style="list-style-type: none"> • Residential Services to review in 3 months the success of the new Skin Assessment and Management policy and procedure, and the short-fall of iCare for this process and policy. 	Susan		
		1.8	<ul style="list-style-type: none"> • Document control working party to meet ASAP. COO, CFO, HSSM and BPIC to meet to consolidate document control & records management. CFO will lead the working party. 	Nadia	10/06/18	10/6/18
		1.8	<ul style="list-style-type: none"> • GOC members to review policies and documents tabled by BPIC and provide feedback by COB Friday, 9 June. 	Ruby	09/06/18	9/6/18
		2.2	<ul style="list-style-type: none"> • Monthly clinical incident report KPI draft to be tabled. 	Susan	ASAP	
		2.2	<ul style="list-style-type: none"> • January to March quarter clinical indicator to be reported to AMC as soon as possible 	Susan	ASAP	02/07/18
		1.1	<ul style="list-style-type: none"> • COO to review how the CIP can be managed through Power BI 	Travis Ruby	09/06/18	9/06/18



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AGENDA ITEM NUMBER	ITEM	Expected Outcome	OUTCOME/AGREED ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE	COMPLETED DATE
		1.8	<ul style="list-style-type: none"> Feedback on agenda and minutes template due to BPIC by Friday, 9 June. To be ratified out of session, with aim to commence using templates by 1 July 			
9	URGENT BUSINESS		Home Care Self-Assessment to be removed as a standing agenda. Self-assessment will be reviewed quarterly moving forward by HSSM, AHLM.	HSSM and AHLM	3/7/18	3/7/18

Date and time meeting closed: **3 pm**

Next meeting to be held at: **07/08/2018 on 1300 hrs**

Venue: **Board Room**

Chair:

Date: 03/07/2018

Item No: 6.3
Subject: GENERAL MANAGER'S REPORT
Date: 17 July 2018
Written By: General Manager
General Manager: Alwyndor, Mr R Kluge

SUMMARY

These items are presented for the information of Members.

After noting the report any items of interest can be discussed and, if required, further motions proposed.

RECOMMENDATION

That the following items be noted and items of interest discussed:

1. Meeting Dates and Task Schedule
 2. WHS Implementation Plan
 3. Register of Interest Form – Related Party Disclosure
 4. CCTV Upgrade
 5. Strategic Plan Review
 6. Review of AMC Terms of Reference
-

COMMUNITY PLAN

Community: Building a healthy, active and resilient community

Culture: Providing customer-centred services

Culture: Enabling high performance

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT**1. Meeting Dates and Task Schedule**

The register of meeting dates with attendance and annual governance task schedule listing are attached for reference.

Refer Attachment 1

This is a standing item in the General Manager's Report.

2. WHS Implementation Plan

A monthly progress report on WHS is provided for information.

Refer Attachment 2

This is a standing item in the General Manager's Report.

3. Register of Interest Form – Related Party Disclosure

Council requires AMC members to complete a register of interest form annually. Please complete the attached form and return to Alwyndor by 24 July 2018.

Refer Attachment 3

4. CCTV Upgrade

The General Manager will provide a verbal update on the CCTV upgrade following Confidential Reports 36/18 CCTV Upgrade, and 41/18 CCTV Upgrade – Revised Business Case.

4. Strategic Plan Review

The current strategic plan is provided for review and to commence discussions regarding future strategic planning.

Refer Attachment 4

5. Review of AMC Terms of Reference

Council's current Terms of Reference for the Alwyndor Management Committee were developed in 2010. The current Terms of Reference are provided for the Committee's information and to support discussion regarding possible updates and changes required.

Refer Attachment 5

Draft updated Terms of Reference for the AMC are in development and an early draft is provided to members for information and feedback. This draft has not yet been reviewed or approved by the City of Holdfast Bay's Senior Leadership Team, Lawyers, or Council. The draft is circulated separately.




Attachment 1



Attachment 2

WHS Management System Gap Analysis 2018 – Timeline for Implementation (Progress Report)

Item	Goal	Target (EOM)	Status	Comments
1. May 2017 (Theme: <i>Planning</i>)				
1.1	Development of the Alwyndor WHS Management System	May		System completed
1.2	Older versions of the Alwyndor Hazard Profile collated, revised and updated into the new Alwyndor Hazard and Risk Profile Register. Drafted and ready for consultation	May		Completed.
1.3	Suite of Alwyndor specific 'One Page Procedures' based on the CHB/Alwyndor shared WHS Procedures and CHB 'One Pages'. First drafts completed and ready for consultation	May		Completed. Releasing in stages
1.4	Commencement of induction and training related actions. Working parties established	February 2018		Completed
2. June 2017 (Theme: <i>Consultation, and Hazard and Risk Management</i>)				
2.1	New HSC composition finalised	June		Completed.
2.2	Review of how WHS & RTW performance information is presented to the Alwyndor HSC and SMT completed. Objectives and goals (KPI's) for the 2017/18 financial year implemented	December 2018		To be revisited post-WHSMS implementation.
2.3	Revised Corrective and Preventative Action accountability process implemented into HSC proceedings	June		Completed.
2.4	Revised WHS Contractor Management process enters final draft phase. Contractor Management training sourced for key staff	September		Rollout to coincide with changes to CHB processes.
2.5	Process for Document and Records Management (based on CHB/Alwyndor shared procedures)	June		Completed. See item 1.3.
2.6	Risk assessment program enters active phase	July 2017		Completed. Consultation still ongoing
3. August 2017 (Theme: <i>Induction and Training</i>)				
3.1	Draft frameworks and process for: <ul style="list-style-type: none"> · Tiered induction programs (incorporating CHB requirements), · Organisation-wide training needs analysis, · Individualised training plans, and · Position description consistency and control Completed and ready for consultation and implementation.	February 2018		Completed
4. September 2017 (Theme: <i>Implementation, and Management Review (Continual Improvement)</i>)				
4.1	Risk assessment program complete. Documents (assessments, SOPs, SWIs, SWMS etc.) and registers complete	December		Completed
4.2	Final consultation phase: Alwyndor WHS Management System implementation	December 2018		Ongoing
4.3	Hazard management and Alwyndor WHS Management System training – program rolled out to all staff	July 2108		Currently in place. Will transition to Skytrust post new payroll system
4.4	Internal audit process implemented	December 2018		On track.

4.5	Alwyndor continual improvement plan put into planning stages	September 2018		On track.
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Complete | Commenced – On Track | Delayed | Not Yet Started



Attachment 3

CITY OF HOLDFAST BAY
RELATED PARTY DISCLOSURE
FOR KEY MANAGEMENT PERSONNEL

An accounting standard applies which requires the disclosure of additional information. In order to comply with this, Council has prepared the following information, and attached form for completion.

BACKGROUND

Section 124 of the *Local Government Act 1999* ("the LG Act") prescribes that the Council must keep accounting records. Regulation 11(1) of the *Local Government (Financial Management) Regulations 2011* specifies that such accounting records, accounts and financial statements must be prepared and maintained in accordance with all relevant Australian Accounting Standards.

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124, Related Party Disclosures, will apply to government entities, which will include the Council, Council subsidiaries and regional subsidiaries. In essence, this standard requires disclosure of related party relationships, transactions and outstanding balances, including commitments.

DEFINITIONS

Council refers to the City of Holdfast Bay.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

A **related party** is a person or entity that is related to the entity that is preparing its financial statements (in this Standard referred to as the 'reporting entity').

- 1) A person or a close member of that person's family is related to a reporting entity if that person:
 - a) has control or joint control of the reporting entity;
 - b) has significant influence over the reporting entity; or
 - c) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- 2) An entity is related to a reporting entity if any of the following conditions applies:
 - a) The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - b) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - c) Both entities are joint ventures of the same third party.
 - d) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - e) The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - f) The entity is controlled or jointly controlled by a person identified in (a).
 - g) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - h) The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- 1) that person's children and spouse or domestic partner;
- 2) children of that person's spouse or domestic partner; and
- 3) dependants of that person or that person's spouse or domestic partner.

CITY OF HOLDFAST BAY
RELATED PARTY DISCLOSURE
FOR KEY MANAGEMENT PERSONNEL

A **related party transaction** is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged. Related party transactions which must also be disclosed, may include:

- (a) purchases or sales of goods;
- (b) purchases or sales of property and other assets;
- (c) rendering or receiving of services;
- (d) leases;
- (e) transfers of research and development;
- (f) transfers under licence agreements;
- (g) transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- (h) provision of guarantees or collateral;
- (i) commitments to do something if a particular event occurs or does not occur in the future, including executory contracts; and
- (j) settlement of liabilities on behalf of the entity or by the entity on behalf of that related party.

Compensation includes all employee benefits (as defined in AASB 119 Employee Benefits) including employee benefits to which AASB 2 Share-based Payment applies. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:

- 1) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- 2) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; Federal Register of Legislative Instruments F2015L01621
- 3) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- 4) termination benefits; and
- 5) share-based payment.

The **return period** for the purposes of this return is the period of 12 months from 1 July to 30 June.

Key Management Personnel identified for City of Holdfast Bay:

- Mayor
- Elected members
- CEO
- General Managers
- Development Assessment Panel members
- Alwyndor Management Committee members

CITY OF HOLDFAST BAY
RELATED PARTY DISCLOSURE
FOR KEY MANAGEMENT PERSONNEL

Financial year ending 30 June 20__

1. *Please respond with N/A or Nil for any sections which are non-applicable.*
2. *Please read instructions and notes below before completing this disclosure.*

SURNAME:	GIVEN NAMES:
POSITION:	
Registrable Interests	Details
Transactions between Council and you as an individual	
<p>1 Provide details of any amounts you or a close member of your family paid to Council other than amounts you paid in your capacity as a ratepayer or resident during the return period or any amounts you owe to Council as at the end of the financial year.</p> <p>Examples include (but are not restricted to) contributions for fringe benefits tax purposes, planning & building application fees, rentals/hire fees for Council property, purchases of goods or service.</p>	
<p>2 Provide details (description and value) of any amounts you or a close member of your family received from Council, other than 'Compensation' as defined above (see 'definitions').</p>	
<p>3 Provide details of any community (e.g. sporting) and other not-for-profit organisations of which you are a member of the management or a committee (note: does not apply to ordinary membership).</p> <p>Provide details (description and value) of any amounts the organisation received from or paid to Council during the reporting period.</p> <p>Provide details of any amounts owing to or from Council at financial year-end.</p>	

CITY OF HOLDFAST BAY
RELATED PARTY DISCLOSURE
FOR KEY MANAGEMENT PERSONNEL

Transactions between Council and related parties in which you or a family member has an interest	
4	<p>State the name of any company, partnership, trust, sole trading business or other body in which you held (including stating position held) or a member of your close family held any office (including stating position held) during the return period that entered into financial transactions with Council or Council-owned entities or subsidiaries during the return period.</p> <p>Provide details of:</p> <ul style="list-style-type: none"> - amounts received, receivable or committed from Council to the related party and the nature of each transaction; and - amounts paid, payable or committed from the related party to Council and the nature of each transaction.
5	<p>Provide the names of close members of your family employed by Council during the return period.</p>
6	<p>Provide the number of planning and building applications made to Council during the return period by you, members of your close family or related parties in which you or a family member has an interest in.</p> <p>Provide the amount of fees paid for these applications.</p>
7	<p>Provide details of any other transaction, whether or not money has been exchanged, in which you or a close family member were involved with the Council, other than in your capacity as a ratepayer or resident, during the return period</p>
<p>SIGNATURE: _____ DATE: _____</p>	

Attachment 4



Everybody can Live life to the Fullest

To enable a vibrant, healthy and inclusive community where people are supported in maintaining a fulfilling lifestyle with grace, dignity and purpose

Accountability
Excellence
Wellbeing
Unique
Collaboration

STRATEGIC PLAN 2017-2020

The Alwyndor Strategic Plan is developed and adopted based on a 3 year rolling time-frame basis, subject to 6 monthly reviews and annual revision. The Strategic Plan reflects the Vision and Values of the organisation and contains high level objectives found within more detailed an comprehensive business plans for each service which are underpinned by the individual performance and development plans of the Senior Management Team

Governance
Service delivery excellence and consumer confidence through a robust business framework supported by sound systems and management practices.

Quality Management System
Residential & community Accreditation
Stakeholder engagement
Risk Management

Sustainability
Ensure the long term sustainability via business focused decisions based on accurate and timely information.

Marketing & Promotion
Maximising Financial Performance
Systems
Business Acumen
Service Efficiency

People
Attract and retain exceptional and committed staff and volunteers by providing a safe, supportive and challenging work environment.

Performance Expectations
Culture
Workforce Planning
AAC Enterprise Agreement
Training and Education
Workplace Health & Safety

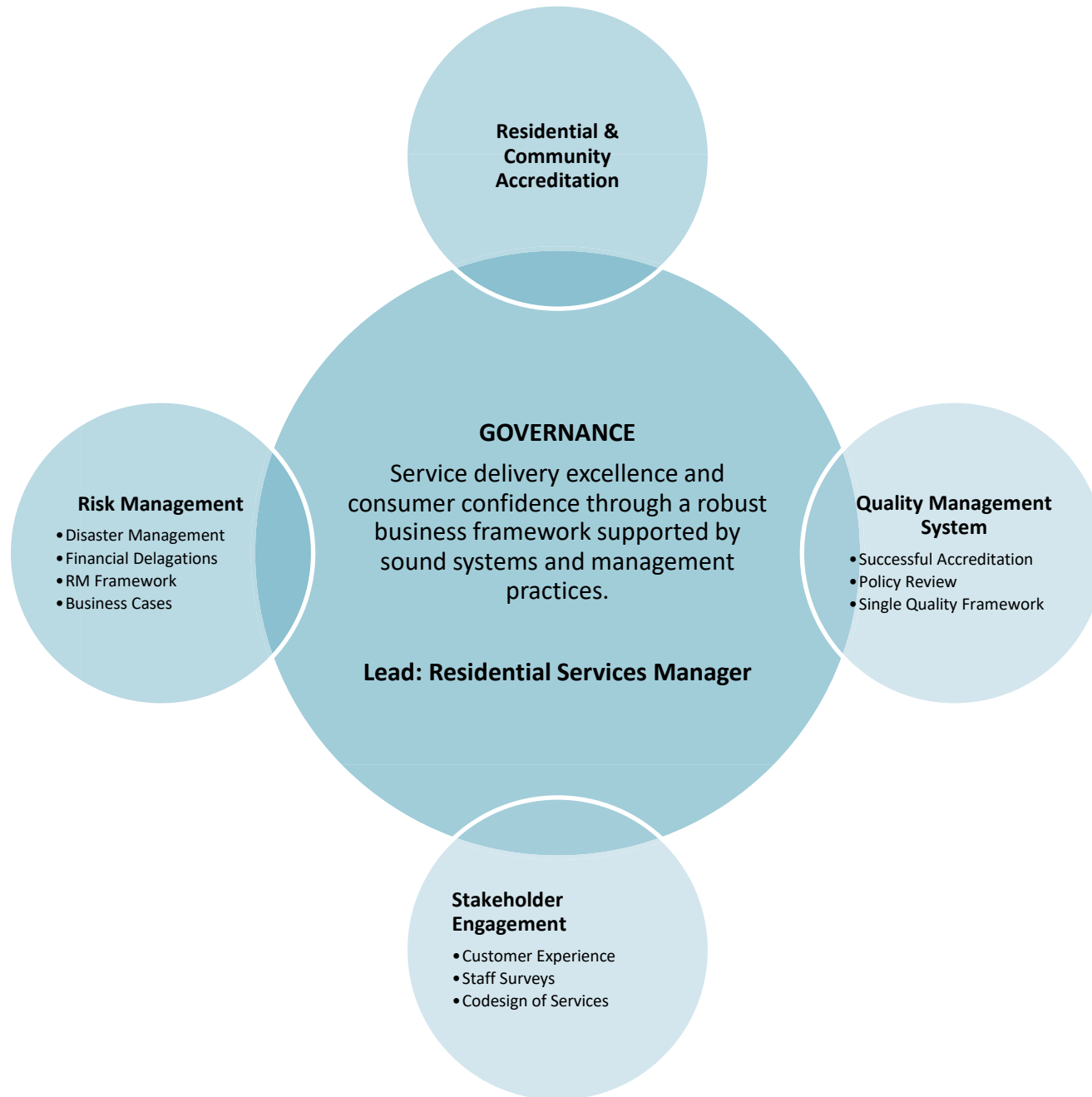
Service Development and Expansion
Fully develop future service model changes, service growth and efficiency, and business expansion options and opportunities.

Strategic Partnerships
Embed Current Service Capacity
Increase Residential/TCP Bed Numbers
Retirement Living
Service for Younger Disabled/Dementia

Innovation and Best Practice
An exceptional quality and range of personalised services which are responsive to emerging needs and reflect community and industry expectations.

Organisational Agility
Consumer Directed Care
Healthy Ageing Strategy
Palliative Care Strategy
Additional Services/Amenities
Systems

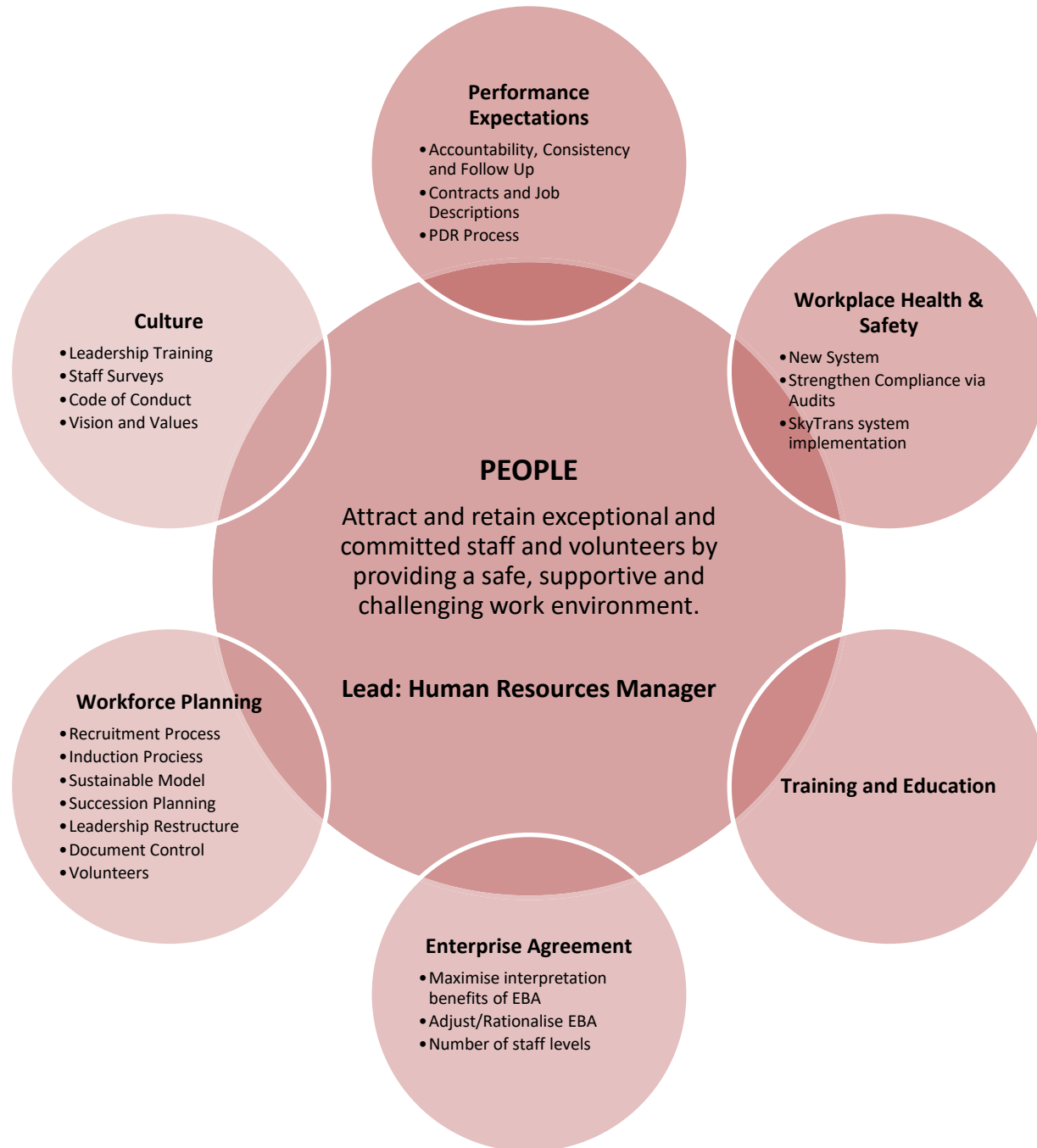
STRATEGIC FOCUS AREAS 2017 -2020



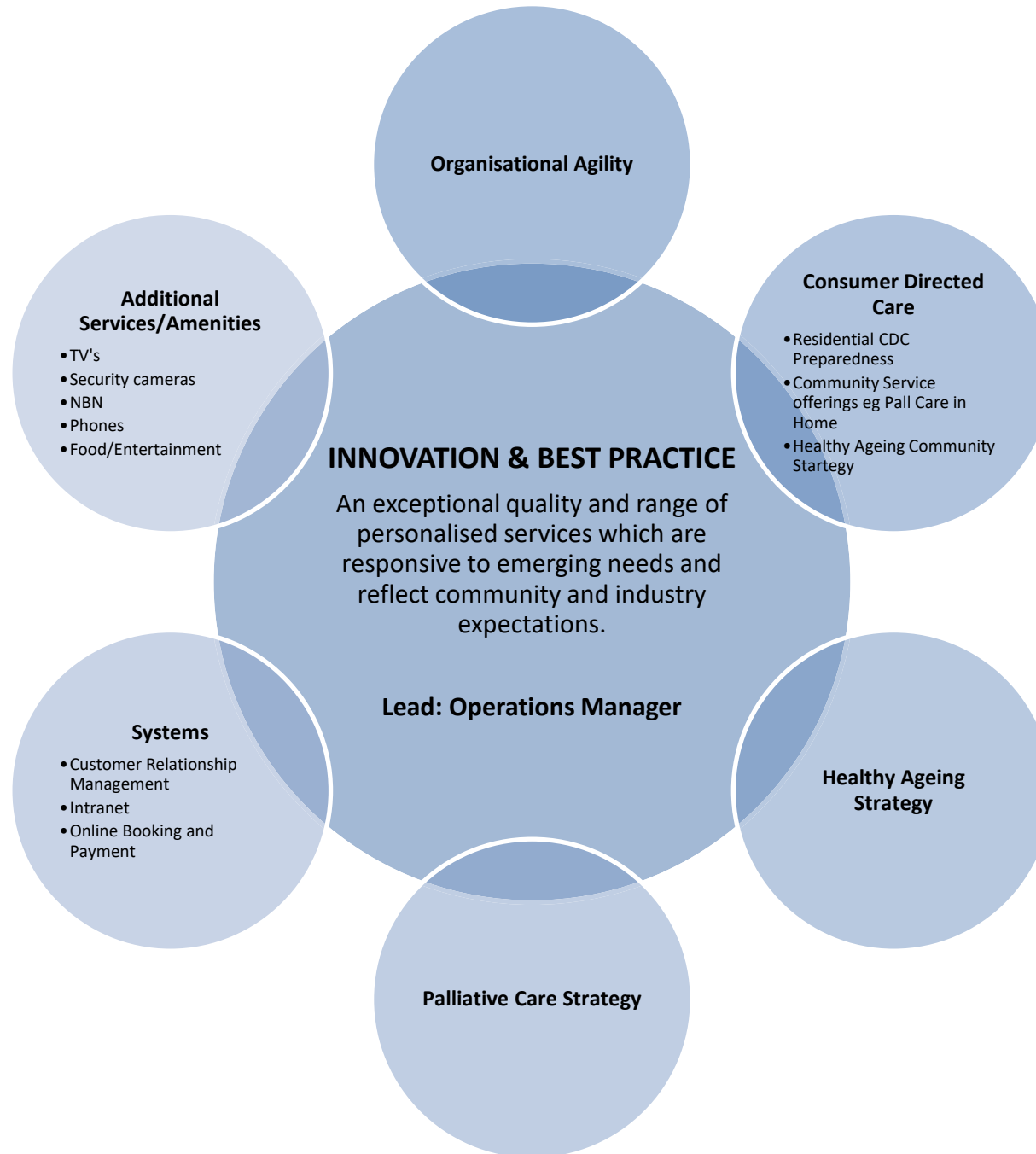
STRATEGIC FOCUS AREAS 2017 -2020



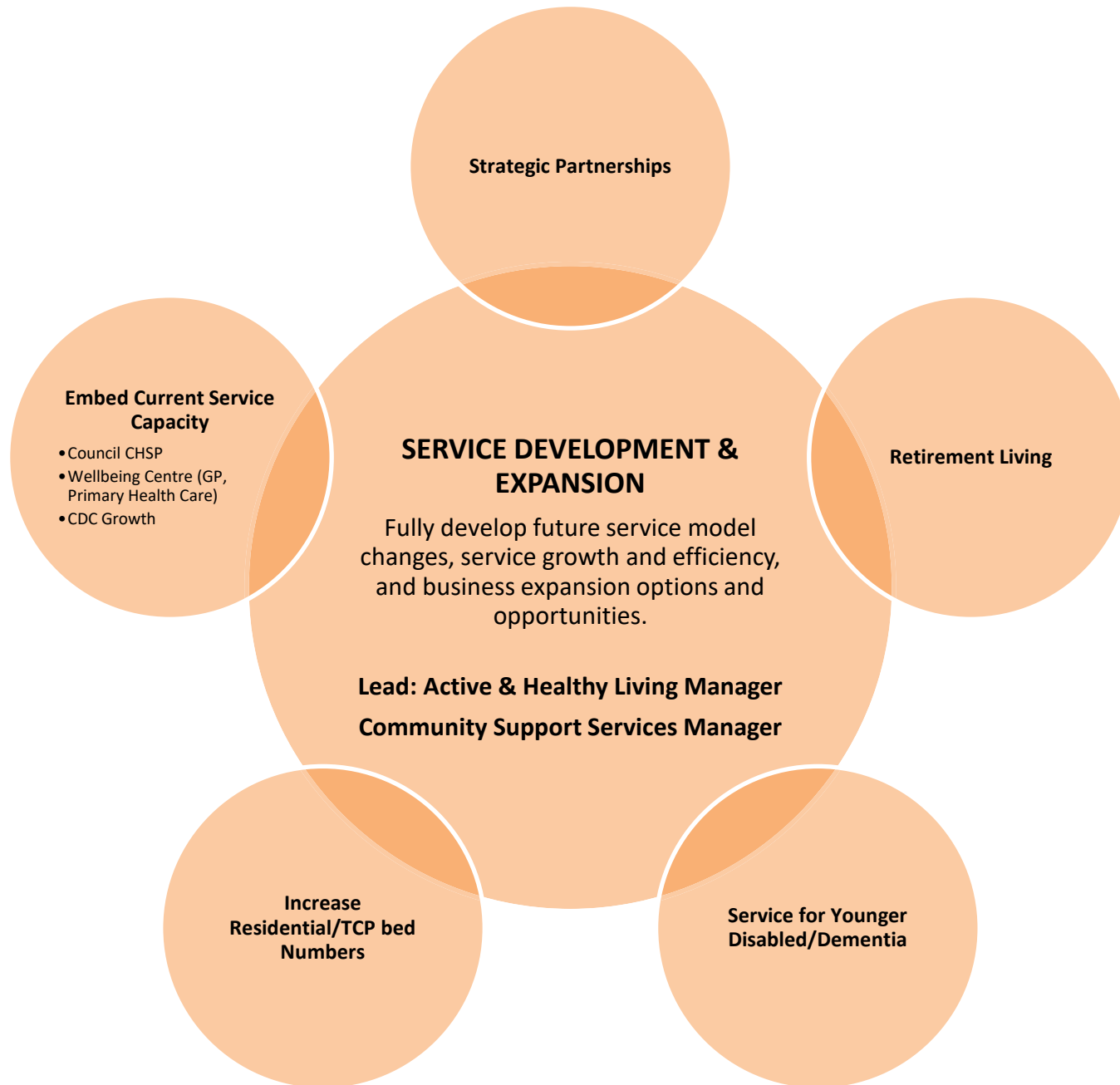
STRATEGIC FOCUS AREAS 2017 -2020



STRATEGIC FOCUS AREAS 2017 -2020



STRATEGIC FOCUS AREAS 2017 -2020



Attachment 5



Alwyndor Management Committee Terms of Reference

10



ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The City of Holdfast Bay, ("the Council") is the trustee of a certain trust, the Dorothy Cheater Trust, constituted by a document dated 22 October 1973 (a copy of which is set out at Appendix A) ("the Trust").
- 1.2 The Council as trustee of the Trust holds certain property used in the conduct of an aged care facility located at 52 Dunrobin Road HOVE SA 5048 and known as Alwyndor Aged Care ("the Facility").
- 1.3 The Council has established, pursuant to Section 41 of the Local Government Act 1999 ("the Act"), a committee of the Council ("Alwyndor Management Committee") for the purpose of assisting the Council in performing its function of carrying out the terms of the Trust and in particular for the purpose of carrying out and managing the day to day operations and administration of the Facility.

2. CONTINUATION OF COMMITTEE

- 2.1 The Alwyndor Management Committee (AMC), as currently constituted, is continued as a committee of the Council pursuant to Section 41 of the Act. This position was confirmed by the Council on 28 November 2006.

3. OBJECTIVES

- 3.1 The objective of the Council in establishing the AMC was the establishment of a committee of Council to assist the Council to perform its functions of carrying out the terms of the Trust and the conduct of the Facility.
- 3.2 The objectives of Council in the conduct of the Facility are:-
 - 3.2.1 The provision of a range of quality care and accommodation options at the Facility primarily for aged persons including:-
 - 3.2.1.1 hostel facilities; and
 - 3.2.1.2 nursing home facilities; and

- 3.2.1.3 day therapy facilities; and
- 3.2.1.4 community facilities;
- 3.2.2 The provision of accommodation options at the Facility primarily for aged persons emphasising:-
 - 3.2.2.1 Flexible-use nursing home and hostel accommodation including uses such as respite care, sub-acute care, rehabilitation and palliative care; and
 - 3.2.2.2 Dementia care hostel accommodation; and
 - 3.2.2.3 Independent (self care) living units;
- 3.2.3 The provision of services to the community including:
 - 3.2.3.1 a community care program;
 - 3.2.3.2 rehabilitation and support services;
 - 3.2.3.3 services that are not readily available from private health practitioners for aged persons;
 - 3.2.3.4 services that are required where no further services are available to aged persons under private health insurance because of the exhaustion of those entitlements;
 - 3.2.3.5 programmes to facilitate and educate those aged persons with disabilities in undertaking activities;
 - 3.2.3.6 exercise programmes for aged persons to improve mobility, assist with weight loss and for diabetes management; and
 - 3.2.3.7 other programmes to assist aged persons with other special needs;
- 3.2.4 The development of:
 - 3.2.4.1 personalised care packages to support aged people who prefer to remain living in their own homes;
 - 3.2.4.2 specialised accommodation at the Facility for the purpose of providing nursing care for residents who by reason of infirmity, old age, incapacity or disability have a continuing need for nursing care;
 - 3.2.4.3 the hostel accommodation and services at the Facility for the purpose of supporting residents and others who have been assessed as having a continuing need for hostel care;

- 3.2.4.4 a range of rehabilitation and support services for members of the community and residents of the Facility who have been assessed as requiring one or more such services;
 - 3.2.5 The further development of associations and links with key agencies and other providers of residential services in the community to maximise coordination of care;
- 3.3 The AMC must ensure that the Council, in the management, administration and conduct of the Facility, complies with the terms of the Trust in all respects.

4. FUNCTIONS

- 4.1 Subject to compliance with all Council policies, plans and procedures, the functions of the AMC are to assist Council as herein described by carrying out and managing the day to day operations and administration of the Facility in accordance with the Trust, the objectives of Council and these Terms of Reference, and without limiting the width thereof and in addition thereto:
 - 4.1.1 To ensure the achievement of the objectives and the development of suitable new objectives for the Facility for the consideration of Council; and
 - 4.1.2 To raise money by means of subscriptions, voluntary contributions, entrance charges to the grounds of the Facility, buildings, rooms and conveniences of the Facility and otherwise for the purpose of carrying out the objectives and functions of the AMC and to accept and receive on behalf of the Council from both the South Australian Government and the Australian Government such financial assistance as provided; and
 - 4.1.3 To exercise any delegated powers, functions and duties; and
 - 4.1.4 To do all other things that are necessary or incidental or conducive to the attainment of the objectives and the exercise, performance or discharge of the functions of the AMC.

5. MEMBERSHIP

- 5.1 The AMC shall consist of –
 - 5.1.1 Two (2) Elected Members of the Council as determined and appointed by the Council; and
 - 5.1.2 Up to eight (8) other persons as determined and appointed by the Council which members shall be determined by the Council to possess the appropriate skills, knowledge and expertise so as to be of particular benefit to the AMC and the fulfilment of the objectives and carrying out of its functions as set out herein;

6. TERM OF APPOINTMENT

- 6.1 The term of appointment of all AMC members will, subject to Section 41(5) of the Act and Clause 6.4 herein, be for a term of two (2) years and each AMC member shall be eligible for reappointment upon the expiry of his/her term of office.
- 6.2 The AMC may make recommendations to the Council regarding the reappointment of any member at the expiration of the member's term of office which reappointment shall be entirely in the discretion of the Council.
- 6.3 A Management Committee Member's office will become vacant if –
- 6.3.1 In the case of the Elected Members of the Council appointed by the Council to the AMC - the Elected Member ceasing to hold office as an Elected Member of the Council; and
 - 6.3.2 In the case of the other Management Committee Members appointed in accordance with Clause 5.1.2 –
 - 6.3.2.1 upon the Council removing that person from office; or
 - 6.3.2.2 the member resigning their position from the AMC
- 6.4 If any Management Committee Member shall be absent for three consecutive meetings of the AMC without leave of the AMC, the AMC may recommend to the Council that it remove that Member from office and appoint another person as a Management Committee Member for the unexpired term. The removal of a Management Committee Member and appointment of another Management Committee Member pursuant to this Clause shall be entirely at the Council's discretion.
- 6.5 In the event of a vacancy in the office of a Management Committee Member, the Council shall, if it deems fit, appoint another person as a Management Committee Member on such terms and conditions as it thinks fit.
- 6.6 Each newly appointed Management Committee Member must participate in the Council approved orientation program for Management Committee Members and must attend all education and training programs as required by the Council from time to time.

7. OFFICE BEARERS

- 7.1 At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairman and a Deputy Chairman from amongst the Management Committee Members who shall be eligible for reappointment at the expiry of their term of office at the AMC's discretion. The Chairman is to be appointed from those members who are not Elected Members of the City of Holdfast Bay.
- 7.2 The Deputy Chairman will act in the absence of the Chairman and if both the Chairman and Deputy Chairman are absent from a meeting of the AMC, the Management Committee

members will choose a Committee Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Chairman.

7.3 The Chairman of the AMC shall be an ex-officio member of all sub-committees of the AMC

8. HONORARIUM

8.1 Management Committee Members, with the exception of City of Holdfast Bay Council Members, are entitled to an honorarium for their attendance at Management Committee meetings.

8.2 The base rate (per Management Committee meeting) applicable will be determined by the Council annually in June. There will be a 40% loading when chairing Management Committee meetings.

8.3 The total honorarium pool shall be capped at a level determined annually in June by the Council and reflected in the annual budget of Alwyndor Aged Care. The payment of the honorarium will temporarily cease should the prescribed cap be reached prior to the completion of any financial year, with members paid on a pro-rata basis in this circumstance.

8.4 Claims for payment of the honorarium, shall be based on a signed Record of Attendance Log maintained by the General Manager Alwyndor Aged Care – payable in January and July of each calendar year.

9. ADMINISTRATION

9.1 The Council, in consultation with the AMC, shall employ and appoint a General Manager Alwyndor Aged Care who shall have full responsibilities for the effective management of the Facility reporting to both the AMC, and to the Chief Executive Officer...

9.2 The General Manager Alwyndor Aged Care shall be responsible for:-

9.2.1 Attending meetings of the AMC and taking minutes of the meeting, having custody of all financial records and documents regarding the AMC and the Facility.

9.2.2 The safe keeping of all funds received in relation to the Facility and ensuring compliance with all policies and procedures of the Council with respect to such funds;

9.2.3 Keeping accurate and up to date books of accounts of all income and expenditure of the Facility;

9.2.4 Ensuring that financial statements for the activities of the Facility and the administration, management and operation of the Facility are prepared as soon as practicable after 30th June in each year, or at such times as directed by the Council.;

9.2.5 Providing a budget review of the activities of the Facility to the Council when required by the Council's Executive Manager Finance and Corporate;

9.2.6 The safekeeping of cash and property of residents;

- 9.2.7 Providing advice to the Council in relation to the recruitment and selection of all staff at the Facility;
- 9.2.8 The submission of a written report to each monthly meeting of the AMC on matters necessary to the sound management and good governance of the Facility;
- 9.2.9 Ensuring the proper management and administration of the Facility in accordance with the directions of the Council, the Alwyndor Management Committee, the Trust and the objectives set out in these Terms of Reference.

10. MEETINGS

10.1 Meeting Procedures

- 10.1.1 Meetings of the AMC will be conducted in accordance with the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, these Terms of Reference ("TOR") and any applicable Code of Practice adopted by the Council.
- 10.1.2 In so far as the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, the Council's Code of Practice as applicable to the AMC and the Terms of Reference do not specify a procedure to be observed in relation to the conduct of a meeting of the AMC, then the AMC may determine its own procedure.
- 10.1.3 In accordance with and subject to the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2000, all meetings of the AMC shall be open to the public.

10.2 Meeting Minutes

- 10.2.1 Minutes of the AMC meetings will be presented to the next meeting of the Council
- 10.2.2 Minutes of the AMC meetings shall be placed on Council's website as soon as practicable after the completion of the meeting.
- 10.2.3 The General Manager Alwyndor Aged Care shall supply Council and all AMC members with a copy of the minutes of the proceedings of the meeting within 5 days of a meeting of the AMC.

10.3 Meeting Detail

- 10.3.1 Meetings of the AMC shall be held at least once per month with the exception of January, unless the AMC determines to hold a meeting in January, and may be held at such further times as determined by the AMC.

- 10.3.2 Each AMC Member shall be given three clear days notice in writing of the time and place of an ordinary meeting of the AMC and four hours notice of the time and place of a special meeting of the AMC.
- 10.3.3 Each notice of meeting shall be accompanied by an agenda for such meeting.
- 10.3.4 Each notice of meeting and agenda for each AMC meeting shall be placed on the Council's website
- 10.3.5 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Chairperson or at least two members of the AMC to deal with urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting.
- 10.3.6 All decisions of the AMC shall be made on the basis of a majority decision of the AMC members present.
- 10.3.7 A quorum will be half of the Board Members plus one, ignoring any fractions.. No business can be transacted at a meeting of the AMC unless a quorum is present.

11. FINANCIAL MANAGEMENT

- 11.1 Financial records of the Facility will be maintained by the General Manager on behalf of the AMC and the AMC will comply with the financial policies and procedures adopted by Council.
- 11.2 In accordance with the preparation of the annual Council budget cycle, the AMC will present to the Council for its consideration and adoption, a proposed annual budget for its activities including those matters relating to the administration, management, capital works and operations of the Facility for the ensuing financial year before adoption by Council of its annual budget.
- 11.3 The financial year shall be from 1 July to 30 June in the following year.
- 11.4 The AMC will report regularly to Council regarding the financial performance of the Facility at the times and in the manner determined by Council.
- 11.5 The AMC must develop a Strategic Management Plan which includes a long term financial plan for a period of at least 10 years. The Plan is to be presented to Council for adoption, and will be reviewed by the AMC annually. A report on the outcomes of the annual review is to be presented to Council.
- 11.6 The whole of the funds generated by the Facility shall be applied or appropriated in the conduct of the Facility in accordance with the terms of the Trust and in the pursuit of the objectives and no part thereof shall be appropriated for the purpose of profit or gain of individual members of the AMC, the Council, staff, residents or any other person.

12 SUB-COMMITTEES

11.1 The AMC may appoint such sub-committees as it sees fit to assist it with carrying out its functions as set out herein. Any subcommittee must regularly report to the AMC on its activities.

13. OTHER MATTERS

12.1 The Conflict of Interest Provisions under the Local Government Act 1999 shall apply to all members of the AMC as if members of the AMC were Members of Council.

12.2 The general duties contained in Section 62 of the Local Government Act 1999 apply to all members of the AMC as if members of the AMC were members of Council