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 21 February 2017 at 6.30 pm.

PRESENT

Elected Members

Councillor R Aust
Councillor S Lonie

Independent Members

Chairman – Mr D Royans
Mr T Bamford
Ms J Bonnici
Mr O Peters
Mr I Pratt
Ms L Wills

Staff

Interim General Manager Alwyndor– Ms T Aukett

1.   OPENING

The Chairman declared the meeting open at 6.38 pm.

2.   APOLOGIES

2.1   For Absence - Nil

2.2   Leave of Absence - Nil

3.   DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4.   CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 20 December 2016 be taken as read and confirmed.

Moved by Cr Lonie, Seconded by Cr Aust   **Carried**

5.   REPORTS/ITEMS OF BUSINESS

5.1   General Manager's Report (Report No: 02/17)

Motion

These items are presented for the information of the Committee.

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

The AMC agreed to participate in a marketing workshop on Tuesday 21 March, prior to the AMC meeting. The workshop will commence after the conclusion of the Finance Sub-Committee at 6.30pm

Moved Cr Lonie, Seconded Mr Peters   **Carried**

5.2   SMT Up-date (Report No: 01/17)

Motion

These items are presented for the information of the Committee.

After noting the report any items of interest can be discussed.

The AMC are seeking further reports on:
1.   In-house Therapy Services
2.   Review of Community Gardening Service
3.   Renewal of Catering Contract.

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Moved Mr Bamford, Seconded Ms Bonnici   **Carried**

5.3   Appointment of Deputy Chairman (Report No: 03/17)

Motion

That Alwyndor Management Committee appoints Mr Ollie Peters as Deputy Chair of the AMC. This appointment will be until the AMC's first meeting in the new financial year, when both a Chair and Deputy Chair are appointed for an annual term.

Moved Cr Aust, Seconded Cr Lonie   **Carried**

5.4   Up-grade on Financial Systems – Up-date (Report No: 04/17)

That the Alwyndor Management Committee notes the content of the report.

Moved Mr Pratt, Seconded Mr Bamford   **Carried**

5.5   Alwyndor Management Committee Sub-Delegations (Report No: 05/17)

Motion

That the Alwyndor Management Committee approves the sub-delegations to the General Manager Alwyndor, contained in the Schedule of Sub-delegations with the following amendments:
- **Power No. 86946 to be delegated to Council/CEO and not be sub-delegated further.**
- **Power No. 86950 to be delegated to Council/CEO and not be sub-delegated further.**
- **Power No. 86959 (2) to be delegated to Council/CEO and not be sub-delegated further.**
- **Power No. 86966 to be delegated to the Alwyndor Management Committee (AMC) and not be sub-delegated further.**

Moved Mr Peters, Seconded Ms WIlls   **Carried**

5.6   Financial Sub-Committee Agenda

Motion

That the Committee endorses the recommendations of the Finance Sub-Committee held on 21 February 2017.

ITEMS UNDER REVIEW			
Item	Responsibility	Due	Status
Risk Register	GM	Aug 17	
Financial sub-delegations	GM	Mar 17	

Moved Mr Pratt, Seconded Ms Wills   **Carried**

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

7.   DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 21 February 2017 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

13.   CLOSURE

The meeting closed at 9.14 pm.

CONFIRMED Tuesday 21 March 2017

CHAIRMAN

ALWYNDOR MANAGEMENT COMMITTEE MEETING DATES FOR 2017

Member	Term Start	Term Expires	21 Feb	21 Mar	18 Apr	16 May	20 Jun	18 Jul	15 Aug	19 Sept	17 Oct	21 Nov	19 Dec
D. Royans	Jul 2007	July 2017											
T. Bamford	Jul 2013	July 2017											
Cr. R. Aust	NA	NA											
Cr. S Lonie	NA	NA											
L. Wills	Jul 2015	July 2017											
O. Peters	Jul 2015	July 2017											
I. Pratt	Jul 2005	July 2017											
J. Bonicci	Oct 2016	Oct 2018											

ANNUAL GOVERNANCE TASK SCHEDULE

STANDING AGENDA ITEMS	BY	J	F	M	A	M	J	J	A	S	O	N	D
AAC DASHBOARD (INC FINANCIALS)	OM	X	X	X	X	X	X	X	X	X	X	X	X
RESIDENTIAL UPDATE	CNM	X			X			X			X		
COMMUNITY UPDATE	MCS	X			X			X			X		
HUMAN RESOURCES UPDATE	HRM	X						X					
THERAPY SERVICES UPDATE	TSM	X			X			X			X		
QUALITY & COMPLIANCE UPDATE	QM	X						X					
ITEMS IN BRIEF – GENERAL MANAGER	GM		X	X	X	X	X	X	X	X	X	X	X
REGULATORY COMPLIANCE	GM		X	X	X	X	X	X	X	X	X	X	X
SCHEDULED REPORTS													
WHS ½ YEARLY REPORT	HRM	X											
FEEDBACK ½ YEARLY REPORT	QM	X											
CI ½ YEARLY REPORT	QM	X											
AAC BUDGET ADOPTION	AMC				X								
WHS ANNUAL REPORT	HRM							X					
FEEDBACK ANNUAL REPORT	QM							X					
CI ANNUAL REPORT	QM							X					

AMC OFFICE BEARERS ELETION	**AMC**						X					
STRATEGIC PLAN ½ YEARLY REPORT	**GM**	X										
STRATEGIC PLAN ANNUAL REPORT	**GM**						X					
STAFF TURNOVER REPORT	**HRM**							X				
AAC RISK REGISTER REVIEW	**AMC**	X										
AAC WORKFORCE PLAN	**HRM**	X										
AAC MARKETING PLAN	**GM**	X										
PRUDENTIAL/LIQUIDITY STATEMENT	**MFA**										X	
AUDITED FINANCIAL STATEMENTS	**MFA**										X	
ANNUAL INVESTMENT REPORT	**MFA**											X
DELEGATIONS INSTRUMENT REVIEW	**AMC**							X				
BOND/RAD POLICY REVIEW	**GM**										X	
PRESENTATIONS / REVIEWS												
AAC ROSTERING DIVISION	**GM**						X					
IN-HOUSE RESIDENTIAL THERAPY MODEL	**TM**	X										
COMMUNITY SATISFACTION SURVEY	**MCS**						X					
RESIDENTS SATISFACTION SURVEY	**CNM**	X										
STAFF SATISFACTION SURVEY	**HRM**	X										
AAC QUALITY MANAGEMENT	**QM**									X		
EVENTS												
STRATEGIC PLANNING WORKSHOP	**AMC**	X										
AAC FACILITY OPEN DAY	**AMC**					X						