

## 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 15 August 2017 at 6.03 pm.**

### **PRESENT**

#### **Elected Members**

Councillor R Aust – 6.05pm  
Councillor S Lonie

#### **Independent Members**

Chairman – Mr D Royans  
Mr T Bamford – 6.13pm  
Ms J Bonnici  
Ms J Cudsi  
Mr O Peters  
Mr I Pratt  
Ms L Wills

#### **Staff**

General Manager Alwyndor– Mr R Kluge  
Personal Assistant – Ms R Gordon

### **1. OPENING**

The Chairman declared the meeting open at 6.03pm.

Active and Healthy Living Manager, Mr S Drew, Manager Therapy Services, Ms M Warnock, and Quality Manager, Ms D Griffiths, entered the meeting at 6.03pm

### **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 18 July 2017 be taken as read and confirmed noting a correction to the wording in item 5.1 Appointment of Chairperson and Deputy Chairperson to be as follows:**

*Chairperson*

Nominations for the position of Chairperson were received ~~from~~ **for** Mr Darryl Royans.

**and**

*Deputy Chairperson*

Nominations for the position of Deputy Chairperson were received ~~from~~ **for** Mr Ollie Peters.

Moved by Ms Cudsi , Seconded by Cr Lonie

**Carried**

With the leave of the meeting the Chair agreed to adjust the order of matters before the committee.

Cr Aust joined the meeting at 6.05pm

**6. CONFIDENTIAL**

6.1 Quality Report (Report No: 38/17)

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

**Motion**

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: 38/17 Quality Report 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: 38/17 Quality Report 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 as they outline operational resources and financial position of Alwyndor.

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.

Moved Mr Peters, Seconded Ms Bonnici

Carried

Mr Bamford joined the meeting at 6.13pm

**RETAIN IN CONFIDENCE - Section 91(7) Order**

That having considered Agenda Item 6.1 Quality Report (Report No: 38/17) in confidence under section 90(2) and (3)(d) of the Local Government Act 1999, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachment 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 Cr Aust

Carried

Ms Griffiths left the meeting at 6.34pm

- 6.2 Therapy Services Update (Report No: 36/17)

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

**Motion**

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: 36/17 Therapy Services Update 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: 36/17 Therapy Services Update 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 as they outline operational resources and financial position of Alwyndor.

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.

Moved Ms Wills, Seconded Mr Pratt

Carried

Ms Warnock left the meeting at 6.59pm

**RETAIN IN CONFIDENCE - Section 91(7) Order**

That having considered Agenda Item 6.2 Therapy Services Update (Report No: 36/17) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Mr Bamford

Carried

Mr Drew left the meeting at 7.16pm

- 6.3 Monthly Financial Report – July 2017 (Report No: 37/17)

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

**Motion**

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: 37/17 Monthly Financial Report – July 2017 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: 37/17 Monthly Financial Report – July 2017 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.

Moved Mr Bamford, Seconded Mr Pratt

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

That having considered Agenda Item 6.3 Monthly Financial Report – July 2017 (Report No: 37/17) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Mr Peters

Carried

The order of the meeting picked up where it left off at 7.40pm

**5. REPORTS/ITEMS OF BUSINESS**

5.1 General Manager's Report (Report No: 33/17)

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.

**Motion**

1. That the Alwyndor Management Committee notes the meeting dates and task schedule, monthly WHS analysis progress report, risk management framework, and strategic plan template.
2. That the General Manager present suggested draft changes to the Terms of Reference at the next meeting of the Alwyndor Management Committee.

3. **That the General Manager investigate models for consumer participation in line with the new quality standards and report back to the Alwyndor Management Committee.**
4. **That the Alwyndor Management Committee note the Fee for Use of Council Land report as presented to Council on 25 July 2017.**

Moved Mr Bamford, Seconded Ms Wills

**Carried**

- 5.2 Standardised Contracts of Employment - Updated (Report No: 35/17)

Contracts of Employment are issued to staff prior to commencing with Alwyndor. These contracts currently vary greatly and the intent is to remove inconsistencies with the creation of a standardised contract of employment.

**Motion**

**That the Alwyndor Management Committee note the changes and endorse the use of the standardised contract of employment.**

Moved Mr Pratt, Seconded Ms Wills

**Carried**

- 5.3 Alwyndor Management Committee Membership Vacancy (verbal)

The Chairman provided a verbal update regarding the remaining vacancy on the Alwyndor Management Committee.

**Motion**

**That the Committee propose/ request that Council appoint General Manager Community Services, City of Holdfast Bay to the vacant position of the Alwyndor Management Committee.**

Moved Mr Royans, Seconded Cr Aust

**Carried**

**Division called**

A division was called:

Those voting for: Cr Aust, Cr Lonie, Mr Bamford, Mr Royans, Ms Cudsi, Mr Pratt, Ms Wills (7).

Those voting against: Mr Peters, Ms Bonnici (2).

The Chairman requested that Mr Peters' objection to the process be noted.

The Chairman noted that Ms Bonnici wished to abstain from voting.

The Chairman declared the motion

**Carried**

- 5.4 Review of Honorarium Payments to Alwyndor Management Committee (verbal)

The General Manager provided a verbal update regarding honorarium payments for the Alwyndor Management Committee.

**Motion**

**That the General Manager requests that Council undertake a review of honorarium payments to the Alwyndor Management Committee independent members**

Moved Mr Pratt, Seconded Ms Cudsi

**Carried**

**7. URGENT BUSINESS – Subject to the leave of the meeting**

7.1 Review of New Financial System

The General Manager provided a verbal update and tabled a report on the review of financial system options as received today.

**Motion**

- 1. That the Alwyndor Management Committee reads and notes the report tabled and provide any comments to the General Manager by Monday 21 August 2017.**
- 2. That the General Manager investigates the agreed process and circulate the report electronically.**

Moved Ms Bonnici, Seconded Cr Lonie

**Carried**

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

The next meeting of the Alwyndor Management Committee will be held on Tuesday 19 September 2017 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**8. CLOSURE**

The meeting closed at 8.58pm.

**CONFIRMED 19 September 2017**

**CHAIRMAN**