

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 18 July 2017 at 6.04pm.

PRESENT

Elected Members

Councillor S Lonie – 6.22pm

Independent Members

Chairman – Mr D Royans

Mr T Bamford

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 6.04pm.

2. APOLOGIES

2.1 For Absence - nil

2.2 Leave of Absence - Cr Aust

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 June 2017 be taken as read and confirmed.

Moved by Mr Bamford, Seconded by Ms Cudsi

Carried

Chairperson, Mr Royans, noted that Council re-appointed Mr T Bamford, Ms L Wills and Mr O Peters to the AMC for a further two year term, to expire on 31 July 2019 and Mr D Royans and Mr I Pratt for a one year term expiring on 31 July 2018.

5. REPORTS/ITEMS OF BUSINESS

5.1 Appointment of Chairperson and Deputy Chairperson (Report No: 29/17)

Motion

That the Alwyndor Management Committee 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.

Moved Mr Royans, Seconded Ms Bonnici

Carried

The General Manager sought nominations for the positions of Chairperson and Deputy Chairperson.

Chairperson

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

As there was only one nomination for the position of Chairperson, the Returning Officer declared that Mr Darryl Royans was elected Chairperson of the Alwyndor Management Committee.

Deputy Chairperson

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

As there was only one nomination for the position of Chairperson, the Returning Officer declared that Mr Ollie Peters was elected Deputy Chairperson of the Alwyndor Management Committee.

The Committee discussed the intention that any new appointments to the Alwyndor Management Committee be in-eligible for the role of Chairperson at the time of their initial appointment.

Motion

That the Alwyndor Management Committee:

- 1. Appoints Mr Darryl Royans to the position of Chairperson for the year ending 30 June 2018; and that Council be advised accordingly.**
- 2. Appoints Mr Ollie Peters to the position of Deputy Chairperson for the year ending 30 June 2018; and that Council be advised accordingly.**

Moved Ms Wills, Seconded Mr Bamford

Carried

The Returning Officer then vacated the Chair, and Mr Royans assumed the role of Chairperson for the remainder of the meeting.

5.2 General Manager's Report (Report No: 28/17)

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.

Cr Lonie joined the meeting at 6.22pm

Motion

1. **That the Meeting Dates and Task Schedule be noted and that a restructured schedule with adjustment to the formal review of the risk register, now being May and November, be approved for future reporting commencing August 2017.**
2. **That the updated risk register is presented to the Committee at the November 2017 meeting for approval.**
3. **That, excluding 2017, the Strategic Planning Workshop scheduled for December be moved to November and a January meeting of the Committee be re-instated.**
4. **That the monthly WHS Analysis Progress Report be noted.**
5. **That the review of honorarium payments to the Alwyndor Management Committee be delayed and considered at the August meeting so that AMC members gain better understanding of the current sitting fees for the other committees of Council.**

Moved Mr Peters, Seconded Cr Lonie

Carried

5.3 Standardised Contracts of Employment (Report No: 30/17)

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 engagement.

Motion

1. **That the Alwyndor Management Committee notes the standardised contract of employment.**

2. That the General Manager adjust and correct the wording of Clause 17 of the standardised contract and present to the AMC at the next meeting for final review.

Moved Mr Pratt, Seconded Ms Cudsi

Carried

5.4 SMT Update (Report No: 31/17)

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

Motion

- 1 That pursuant to Section 90(2) of the *Local Government Act 1999* the Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Staff in attendance at the meeting in order to consider Attachments 1-4 for Report No: 31/17 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 Attachments 1-4 of Report No: 31/17 on the following grounds:
 - 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; to prejudice the commercial position in that disclosing the working detail of Alwyndor's financial statements would be of detriment to the business and confer a commercial advantage on a third party of Alwyndor and would, on balance, be contrary to the public interest.
 - i. pursuant to section 90(3)(i) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation involving Alwyndor or employees of Alwyndor relating to three separate industrial relations matters before the courts.

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 Pratt, Seconded Mr Bamford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

Motion

That having considered Attachments 1-4 to Agenda Item 5.4 SMT Update (Report No: 31/17) in confidence under section 90(2) and (3)(d) and (i) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that Attachments 1-4 to Report No: 31/17 be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Mr Pratt

Carried

6. CONFIDENTIAL

- 6.1 Monthly Financial Report – June 2017 (Report No: 32/17)

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 Chief Executive Officer and Staff in attendance at the meeting in order to consider Item 6.1 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 Item 6.1 on the following grounds:
 - 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; to prejudice the commercial position in that disclosing the working detail of Alwyndor's financial statements would be of detriment to the business and 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, and would, on balance, be contrary to the public interest.

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.

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 Ms Wills

Carried

Mr Peters left the room at 7.31pm

Mr Peters re-entered the room at 7.33pm

RETAIN IN CONFIDENCE - Section 91(7) Order

Motion

That having considered Agenda Item 6.1 Monthly Financial Report – June 2017 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 12 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Mr Pratt

Carried

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

7.1 Resthaven Partnership Agreement

The committee discussed the partnership agreement with Resthaven.

7.2 Residential Services Managers Role

The committee was provided with an update on the Residential Services Managers role.

8. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 15 August 2017 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

9. CLOSURE

The meeting closed at 8.12pm.

CONFIRMED Tuesday 15 August 2017

CHAIRMAN