# **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 March 2017 at 7.41 pm.

#### **PRESENT**

#### **Elected Members**

Councillor S Lonie

#### **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 Manager Finance & Administration – Ms P Warburton

# 1. OPENING

The Chairman declared the meeting open at 7.41pm.

### 2. APOLOGIES

- 2.1 For Absence Cr Aust
- 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 21 February 2017 be taken as read and confirmed with the alteration of the item 13 Closure being altered to read item 8 Closure.

Moved by Mr Bamford, Seconded by Cr Lonie

Carried

#### 5. **REPORTS/ITEMS OF BUSINESS**

5.1 General Manager's Report (Report No: 06/17)

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.

Exclusion of the Public – Section 90(3)(h) 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 Report No: 06/17 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 Report No: 06/17 on the following grounds:
  - h. pursuant to section 90(3)(h) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is legal advice in that it has been provided by Norman Waterhouse Lawyers on instructions from the General Manager Alwyndor regarding the Industrial Issues up-date included in the **General Manager's Report.**
- 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 Cr Lonie

**Carried** 

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

#### **Motion**

That having considered Agenda Item 5.1 General Manager's Report (Report No: 06/17) in confidence under section 90(2) and (3)( h) of the Local Government Act 1999, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachment to Report No: 06/17 be retained in confidence for a

period of 24 months and the General Manager Alwyndor is authorised to release the documents when the industrial matter is resolved and that this order be reviewed every 12 months by the Council.

Moved Cr Lonie, Seconded Ms L Wills

**Carried** 

5.2 Financial Delegations (Report No: 07/17)

Each year the Alwyndor Management Committee is asked to review the City of Holdfast Bay's financial delegations where they relate to the day to day operations of Alwyndor. The financial delegations attached to this report were endorsed by the Chief Executive Officer on 21 January 2017.

### Motion

That the Alwyndor Management Committee note the Financial Sub-Delegations as endorsed by the CEO on 21 January 2017 and recommend the following amendments:

- The names of officers holding positions with financial delegations be updated to reflect the current incumbents and presented to the Committee for information at the April meeting.
- That the financial delegations for each role be reviewed and presented to the Committee for information at the April meeting.
- That the General Manager Alwyndor receive sub-delegations under S139
   Investment Powers, under the Local Government Act 1999.

Moved Mr Peters, Seconded Mr Bamford

Carried

5.3 Catering Contract – Renewal (Report No: 08/17)

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 Report No: 08/17 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 Report No:
  08/17 on the following grounds:
  - 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 this would affect any negotiations which Vision Food Solutions have underway with any other facilities.

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 Cr Lonie, Seconded Ms Cudsi

**Carried** 

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

#### Motion

That having considered Agenda Item 5.3 Catering Contract – Renewal (Report No: 08/17) 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 Report and Minutes be retained in confidence for a period of 24 months and/or the Chief Executive Officer is authorised to release the documents when the contract has concluded and that this order be reviewed every 12 months.

Moved Ms Bonnici, Seconded Mr Pratt

<u>Carried</u>

5.4 Draft Budget (Report No: 09/17)

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

#### **Motion**

- 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 Report No: 09/17 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 Report No: 09/17 on the following grounds:

b. pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Alwyndor Management Committee would prejudice the commercial position of Alwyndor as it would disclose the proposed budget for 2017/18 financial year before its presentation to Council and incorporated into the consolidated financial statements of the City of Holdfast Bay.

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.

 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 Peters

**Carried** 

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

# **Motion**

That having considered Agenda Item 5.4 Draft Budget (Report No: 09/17) in confidence under section 90(2) and (3)(b) of the *Local Government Act 1999*, the Alwyndor Management Committee, 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/or the Chief Executive Officer is authorised to release the documents when publication of the consolidated financial accounts for public consultation as part of the Annual Business Planning process and that this order be reviewed every 12 months.

Moved Ms Bonici, Seconded Mr Pratt

Carried

5.5 Financial Sub-Committee Agenda

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

### <u>Motion</u>

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 5.5 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 5.5 on the following grounds:
  - b. pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Alwyndor Management Committee would prejudice the commercial position of Alwyndor Management Committee by disclosing the detailed financial reporting for the operations 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.

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 Peters

**Carried** 

# RETAIN IN CONFIDENCE - Section 91(7) Order

#### **Motion**

That having considered Agenda Item 5.5 Finance Sub-Committee Agenda in confidence under section 90(2) and (3)(b) 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 Pratt, Seconded Mr Peters

**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 18 April 2017 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

# 8. CLOSURE

The meeting closed at 9.03 pm.

CONFIRMED _	
CHAIRMAN	

# **ALWYNDOR MANAGEMENT COMMITTEE MEETING DATES FOR 2017**

Member	Term	Term	21	21	18	16	20	18	15	19	17	21	19
	Start	Expires	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
D. Royans	Jul 2007	July 2017											
T. Bamford	Jul 2013	July 2017											
Cr. R. Aust	N/A	N/A											
Cr. S Lonie	N/A	N/A											
L. Wills	Jul 2015	July 2017											
O. Peters	Jul 2015	July 2017											
I. Pratt	Jul 2005	July 2017											
J. Bonicci	Oct 2016	Oct 2018											
J. Cudsi	Mar 2017	Mar 2019	N/A										

# ANNUAL GOVERNANCE TASK SCHEDULE

STANDING AGENDA	ВҮ	J	F	M	Α	М	J	J	Α	S	0	N	D
ITEMS													
AAC DASHBOARD (INC	OM	X	X	X	X	X	X	X	X	X	X	X	X
FINANCIALS)													
RESIDENTIAL UPDATE	CNM	X			X			X			X		
COMMUNITY UPDATE	MCS	X			X			X			X		
<b>HUMAN RESOURCES</b>	HRM	X						X					
UPDATE													
THERAPY SERVICES	TSM	X			X			X			X		
UPDATE													
QUALITY &	QM	X						X					
COMPLIANCE UPDATE													
ITEMS IN BRIEF –	GM		X	X	X	X	X	X	X	X	X	X	X
GENERAL MANAGER													
REGULATORY	GM		X	X	X	X	X	X	X	X	X	X	X
COMPLIANCE													
SCHEDULED REPORTS													
WHS ½ YEARLY REPORT	HRM	X											
FEEDBACK ½ YEARLY	QM	Х											
REPORT													

CI ½ YEARLY REPORT	QM	X									
AAC BUDGET	AMC			Х							
ADOPTION											
WHS ANNUAL REPORT	HRM					Х					
FEEDBACK ANNUAL	QM					X					
REPORT	QIVI					^					
CI ANNUAL REPORT	QM					Х					
AMC OFFICE BEARERS	AMC					X					
ELETION	711010					^					
STRATEGIC PLAN ½	GM	Х									
YEARLY REPORT	Civi										
STRATEGIC PLAN	GM					Х					
ANNUAL REPORT	Givi					^					
STAFF TURNOVER	HRM						Х				
REPORT	111(1)						^				
AAC RISK REGISTER	AMC	Х									
REVIEW	Aivic										
AAC WORKFORCE PLAN	HRM	Х									
AAC MARKETING PLAN	GM	X									
PRUDENTIAL/LIQUIDITY	MFA	<b>/</b>							Х		
STATEMENT	WIIA								^		
AUDITED FINANCIAL	MFA								Х		
STATEMENTS	WIIA								^		
ANNUAL INVESTMENT	MFA									Х	
REPORT											
DELEGATIONS	AMC						Х				
INSTRUMENT REVIEW											
BOND/RAD POLICY	GM								Х		
REVIEW											
PRESENTATIONS /											
REVIEWS											
AAC ROSTERING	GM					X					
DIVISION											
IN-HOUSE RESIDENTIAL	TM	X									
THERAPY MODEL											
COMMUNITY	MCS					X					
SATISFACTION SURVEY											
RESIDENTS	CNM	X									
SATISFACTION SURVEY											
STAFF SATISFACTION	HRM	X									
SURVEY											
AAC QUALITY	QM							Х			
MANAGEMENT											
EVENTS											
STRATEGIC PLANNING	AMC	X									
WORKSHOP											

AAC FACILITY OPEN	AMC			X			
DAY							