

## 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 Thursday 20 June 2019 at 6.30 pm.**

### PRESENT

#### Elected Members

Councillor P Chabrel  
Councillor S Lonie

#### Independent Members

Chairperson – Ms T Aukett  
Mr T Bamford  
Ms J Bonnici  
Ms J Cudsi  
Mr K Cheater  
Mr K Whitford

#### Staff

Acting Chief Executive Officer – Mr R Bria  
Acting General Manager Alwyndor – Mr B Capes  
Personal Assistant – Ms R Gordon

### 1. OPENING

The Chairperson declared the meeting open at 6.34pm.

### 2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson 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 - nil

### 4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

## 5. CONFIRMATION OF MINUTES

### 5.1 Minutes of the Previous Meeting

#### Motion

**That the minutes of the Alwyndor Management Committee held on 16 May 2019 be taken as read and confirmed.**

Moved Cr Chabrel Seconded Ms Bonnici

**Carried**

### 5.2 Confidential Minutes of the Previous Meeting

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 16 May 2019 be taken as read and confirmed.**

Moved Cr Chabrel, Seconded Mr Whitford

**Carried**

## Leave of the Meeting

The Chairperson sought leave of the meeting to change the order of the Reports on the Agenda, Confidential Report No: 22/19 Short-term Strategy – Action Plan and Progress – June 2019, then Review of Action Items.

Leave of the meeting was granted.

## 8. CONFIDENTIAL

### 8.2 Short-term Strategy – Action Plan and Progress – June 2019 (Report No: 22/19)

#### **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: 22/19 Short-term Strategy – Action Plan and Progress – June 2019 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: 22/19 Short-term Strategy – Action Plan and Progress – June 2019 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 the knowledge of our requirements to employ additional resources may provide a commercial advantage to a third party regarding the sourcing and employment of those resources.

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 Mr Bamford

Carried

#### Motion

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

2. That having considered Agenda Item 8.2 Short-term Strategy – Action Plan and Progress – June 2019 (Report No: 22/19) 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 12 months and that this order be reviewed every 12 months.

Moved Cr Chabrel, Seconded Cr Lonie

Carried

## 6. REVIEW OF ACTION ITEMS

### 6.1 Action Items

*Action items were reviewed by the Committee.*

### 6.2 Confidential Action Items

*Confidential action items were reviewed by the Committee.*

## 7. REPORTS/ITEMS OF BUSINESS

### 7.1 Recruitment of Alwyndor General Manager (verbal)

*The Acting Chief Executive Officer provided a verbal update on the recruitment of General Manager, Alwyndor.*

**Motion**

**That the Alwyndor Management Committee received the verbal update provided.**

Moved Cr Chabrel Seconded Ms Cudsi

**Carried**

**7.2 Acting General Manager's Report (Report No: 20/19)**

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 Acting General Manager advised that the online WHS hazard and incident system is being rolled out further across the organisation. The Committee asked whether we have truly mitigated risks around worker who has allergies and the Acting General Manager agreed to further review this matter.*

*The Acting General Manager advised that the updating of the Corporate Risk Register is still in progress.*

*The Committee queried whether there is a policy in place that covers the risk around the squalor issue. The Acting General Manager confirmed that there is a policy in place and that staff have clear instructions not to enter a client's home if unsafe. In addition, staff complete a risk assessment when taking on a new client, and monitor for hazards at each visit as per their training.*

*The Acting General Manager provided an update on legal and industrial matters.*

*The Acting General Manager confirmed that the first Enterprise Bargaining Agreement negotiation meeting with staff and union representatives has been held.*

*The Acting General Manager provided an update on recruitment, confirming that the Residential Services Manager and Care Manager commenced this week. Alwyndor's new Care Manager joins us with very strong iCare experience providing an additional on-site expert. In addition, the ACFI Manager is now on board, bringing strong experience to Alwyndor. Interviews for a potential Finance Manager were also held this week.*

*The Acting General Manager advised that the Draft Governance Framework is likely to be ready by end of month and will be circulated to Committee members as soon as it's available.*

**Motion**

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

- 1. Meeting Dates and Task Schedule**

2. WHS Implementation Plan
3. Corporate Risk Register
4. Feedback Analysis Report
5. Legal and Industrial Matters
6. Enterprise Bargaining Agreement Update
7. General Update

Moved Cr Lonie Seconded Ms Cudsi

Carried

8. **CONFIDENTIAL**

8.1 **Monthly Financial Report – May 2019** (Report No: 21/19)

**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: 21/19 Monthly Financial Report – May 2019 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: 21/19 Monthly Financial Report – May 2019 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 Whitford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

5. **That having considered Agenda Item 8.1 Monthly Financial Report – May 2019 (Report No: 21/19) 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, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.**

Moved Ms Cudsi Seconded Mr Cheater

**Carried**

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

Nil

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 18 July 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 8.39pm.

**CONFIRMED 18 July 2019**

**CHAIRPERSON**