

## 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 and via Microsoft Teams on Thursday 16 April 2020 at 6.42 pm.**

### **PRESENT**

#### **Elected Members**

Councillor Philip Chabrel  
Councillor Susan Lonie

#### **Independent Members**

Chairperson – Mr Kim Cheater  
Deputy Chair - Julie Bonnici  
Mr Kevin Whitford

#### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park  
Finance Manager – Ms Leisa Humphrey  
Personal Assistant – Ms Marisa Dinham

### **1. OPENING**

The Chairperson declared the meeting open at 6.42pm and reminded members of the resolution of the Special Meeting held 1 April 2020 regarding meetings held via audio-visual communications:

- a. Each of the Members taking part in the meeting, must at all times during the telecommunications meeting be able to hear and be heard by each of the other Members present.*
- b. At the commencement of the meeting, each Member must announce his/her presence to all other Members taking part in the meeting.*
- c. A Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Member has previously notified the Chair of the meeting.*

### **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 – Julia Cudsi

3.2 Leave of Absence - Nil

**4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

**ADJOURNMENT**

*The meeting held on 19 March 2020 was adjourned for want of a quorum. The Chair reconvened the March meeting commencing at 6.47pm where the Committee left off at Item 8.1.*

**MEETING RESUMPTION**

*The 16 April 2020 meeting resumed at 6.50pm at Item 5. Confirmation of Minutes.*

**5. CONFIRMATION OF MINUTES**

5.1 Minutes of Previous Meeting

**Motion**

**That the minutes of the Alwyndor Management Committee Special Meeting held on 1 April 2020 be taken as read and confirmed.**

Moved by Cr Chabrel, Seconded by K Whitford,

**Carried**

**6. REVIEW OF ACTION ITEMS**

**6.1 Action Items**  
Status of actions noted.

**6.2 Confidential Action Items**

**7. REPORTS/ITEMS OF BUSINESS****7.1 General Manager's Report (Report No: 11/2020)****7.1.1 COVID-19 Update**

The General Manager provided members with an overview of the ongoing monitoring and activities and continuous review and update of the Business Continuity Plan.

Emergency Legislation enacted 10 April 2020 was noted, the areas impacting on Alwyndor were that residents may now leave Alwyndor to attend a family funeral ie in addition to a medical or dental appointment, also that influenza vaccinations are mandatory for anyone entering an aged care service from 1 May 2020. A query was asked about the technicalities regarding and proof of Influenza vaccination and associated access restrictions. The General Manager advised that Alwyndor will accept Statutory Declarations or receipts from providers.

**Motion:**

- 1. Note the information regarding COVID 19 pandemic response actions and planning as at April 2020.**
- 2. Approve the Strategic Planning process continue via a Special Meeting to be facilitated via an appropriate online communication platform.**

Moved Cr P Chabrel, Seconded Cr S Lonie

**Carried**

**8. CONFIDENTIAL ITEMS****8.1 General Manager's Report (Report No: 12/20)****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's and Attachments to General Manager's Report, Report No. 12/2020 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: 12/20 General Manager's 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 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 J Bonnici, Seconded Cr Chabrel

Carried

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

5. That having considered Agenda Item 8.1 General Manager's Report (Report No: 12/20) 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 18 months and that this order be reviewed every 12 months.

Moved K Whitford, Seconded Cr P Chabrel

Carried

#### **8.2 Monthly Financial Report – March 2020 (Report No:13/2020)**

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- 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; and would, on balance, be contrary to the public interest.

Moved Cr P Chabrel, Seconded J Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.2 Monthly Finance Report – March 2020 (Report No: 13/20) 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 18 months and that this order be reviewed every 12 months.

Moved K Whitford, Seconded Cr P Chabrel

Carried

**8.3 Draft Budget - 2020/21 Update (Report No:14/2020)**

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- 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; and would, on balance, be contrary to the public interest.

Moved K Whitford, Seconded J Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.2 Draft Budget – 2020/21 Update (Report No: 14/20) 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 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded J Bonnici

Carried

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 21 May 2020 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove and via Audio-visual technology.

**11. CLOSURE**

The meeting closed at 8.07pm.

**CONFIRMED 21 May 2020**

**CHAIRPERSON**