

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 19 March 2020 at 6.45 pm.

PRESENT

Elected Members

Councillor Philip Chabrel
Councillor Susan Lonie

Independent Members

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

Staff

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

1. OPENING

The Chairperson declared the meeting open at 6.42pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

We acknowledge the Kurna 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 Kurna People today.

3. APOLOGIES

For Absence - Ms Julia Cudsi
Ms Trish Aukett

3.2 Leave of Absence - Nil

Members noted the resignation received from T Bamford, and the intention from T Aukett not to re-nominate for another term. The AMC accepted both the resignation and the advice from T Aukett and thanked both for their extended service to the Alwyndor Management Committee.

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 20 February 2020 be taken as read and confirmed.

Moved by K Whitford, Seconded by Cr Chabrel

Carried

5.2 Confidential Minutes of Previous Meeting

Motion

That the confidential minutes of the Alwyndor Management Committee held on 20 February 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

The General Manager confirmed that the presentation of the Staff Survey results to Council was well received. Cr Chabrel stated that Council members had found the information very positive.

6.2 Confidential Action Items

7. REPORTS/ITEMS OF BUSINESS

7.1 **General Manager's Report (Report No: 07/2020)**

7.1.1 Enterprise Bargaining, Industrial and staffing matters

The General Manager provided members with an update of recent industrial and staffing matters.

7.1.2 RC submission – this item was withdrawn.

7.1.3 COVID-19 update

Noted that plans are being developed to ensure that Alwyndor undertakes all emergency response measures.

The General Manager presented members with contingencies around the impact of COVID-19 with it being noted that in the areas of staffing shortages, Support Workers and Therapy Assistants would be utilised in addition to offering additional hours to part time Carers to backfill where possible to further reduce Agency staff usage.

Hospitality contingencies are currently being developed.

Potential financial impacts were discussed with it being noted that all costs would be allocated to a separate cost centre.

7.1.4 AMC Recruitment of new members

Noted that the notation '*as relevant to the Aged or Community Care industry*' should be removed and members are to resubmit their skills matrix where necessary.

Noted that recruitment would be for a minimum of 2 members dependent on applications.

Motion

That the Alwyndor Management Committee:

1. Note the update on Enterprise Bargaining, Industrial and staffing matters
2. Note that the item regarding the further submission made by Alwyndor to the Royal Commission Consultation Paper: Aged care program redesign - services for the future, Stage 2 was withdrawn.
3. Note Alwyndor's continuous review and operational actions in response to COVID 19 – corona virus.
4. Approve the recruitment process for new AMC members.

Moved J Bonnici, Seconded K Whitford

Carried

8. CONFIDENTIAL ITEMS

8.1 General Manager's Report (Report No: 08/20)

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. 08/2020 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: 48/19 Monthly Financial Report – November 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 K Whitford, Seconded J Bonnici

Carried

J Bonnici left the meeting 8.46pm

The Alwyndor Management Committee meeting immediately adjourned for want of a quorum at 8.47pm to be reconvened on 16 April 2020.

The meeting was reconvened 16 April 2020 at 6.47pm.

8.2 Monthly Financial Report – February 2020 (Report No: 9/20)

Noted that the financials will be updated in the April report.

RETAIN IN CONFIDENCE - Section 91(7) Order

1. That having considered Agenda Item 8.2 Monthly Financial Report – February 2020 (Report No: 09/2020) 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 K Whitford, Seconded Cr P Chabrel

Carried

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 16 April 2020 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove

11. CLOSURE

The meeting closed at 6.49pm.

CONFIRMED 21 May 2020

CHAIRPERSON

DRAFT