

## **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 September 2019 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor P Chabrel  
Councillor S Lonie

#### **Independent Members**

Chairperson – Mr K Cheater  
Ms T Aukett  
Mr T Bamford (via teleconference)  
Ms J Bonnici  
Ms J Cudsi  
Mr K Whitford

#### **Staff**

Chief Executive Officer – Mr R Bria  
General Manager Alwyndor – Ms B Davidson-Park  
Residential Services Manager – Mr G Harding  
Home Support Services Manager – Ms N Jeffery  
Finance Manager – Ms L Humphrey  
Team Leader Development Administration – Ms A Elliott

### **1. OPENING**

The Chairperson declared the meeting open at 6.36 pm.

### **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 Previous Meeting

##### Motion

**That the minutes of the Alwyndor Management Committee held on 15 August 2019 be taken as read and confirmed.**

Moved by Ms Aukett, Seconded by Ms Cudsi

**Carried**

5.2 Confidential Minutes of Previous Meeting

##### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 15 August 2019 be taken as read and confirmed.**

Moved by Mr Whitford, Seconded by Councillor Chabrel

**Carried**

The Chairperson, Mr Cheater welcomed Ms B Davidson-Park, General Manager.

#### 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.*

*The General Manager has agreed to perform a detailed review of the outstanding actions and to set clear dates for each item to be addressed.*

*It was agreed that the agenda for the October AMC meeting would allow time to discuss and agree to the process for developing a new Strategic Plan for Alwyndor as well as the review of the Terms of Reference and other governance matters.*

## 7. REPORTS/ITEMS OF BUSINESS

### 7.1 General Manager's Report (Report No: 34/19)

*The General Manager updated the AMC on the audit process undertaken to date: feedback and discussions indicate that we will be accredited on all eight standards, however, we are expecting some commentary on observations with areas for improvement.*

Mr Whitford left the meeting at 6.56 pm.

Mr Whitford returned to the meeting at 6.59 pm.

*The Committee acknowledged Mr Harding's leadership and all the hard work of the Alwyndor team and asked that this be passed onto the employees.*

*The Committee acknowledged the minor incident relating to an electrical shock.*

*The Committee requested additional explanatory commentary in all future reports provided to AMC.*

*Industrial matters: The dismissal matter went to the commission and the matter was upheld. A settlement has been reached, however, the staff member has failed to execute the documents (sign and return). The General Manager will follow up with our lawyers to form a strategy and direction.*

*Enterprise Bargaining: The meeting scheduled for Monday was deferred to Monday 23 September.*

### **Motion**

**That the Alwyndor Management Committee:**

1. **Notes the following items and items of interest discussed:**
  1. **Meeting Dates and Task Schedule**
  2. **WHS Report**
  3. **Feedback Analysis Report**
  4. **Legal and Industrial Matters**
  5. **Enterprise Bargaining Agreement Update**
  6. **Re-appointment of Members to the Alwyndor Management Committee**
  7. **General Update**
2. **Recommends to Council the re-appointment of Ms T Aukett to a two-year term as a member to the Alwyndor Management Committee.**

Moved by Mr Whitford, Seconded by Ms Cudsi

**Carried**

Ms Bonnici left the meeting at 7.17 pm

Ms Bonnici returned to the meeting at 7.18 pm

## **8. CONFIDENTIAL ITEMS**

### **8.1 Monthly Financial Report – August 2019 (Report No: 35/19)**

#### **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: 35/19 Monthly Financial Report - August 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: 35/19 Monthly Financial Report – August 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 by Councillor Lonie, Seconded by Ms Cudsi

**Carried**

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

- 4. That having considered Agenda Item 8.1 Monthly Financial Report - August 2019 (Report No: 35/19) 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 by Councillor Lonie, Seconded by Councillor Chabrel

**Carried**

**8.2 Monthly Clinical Risk and Quality Report – September 2019 (Report No: 36/19)**

**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: 36/19 Monthly Clinical Risk and Quality Report – September 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: 36/19 Monthly Clinical Risk and Quality Report – September 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.**

**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 by Councillor Lonie, Seconded by Councillor Chabrel

**Carried**

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

- 2. That having considered Agenda Item 8.2 Monthly Clinical Risk and Quality Report – September 2019 Report No: 36/19 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 18 months and that this order be reviewed every 12 months.**

Moved by Mr Whitford, Seconded by Councillor Lonie

**Carried**

8.3 **Home Support Services Update – September 2019** (Report No: 37/19)

**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: 37/19 Home Support Services Update – September 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: 37/19 Home Support Services Update – September 2019 on the following grounds:
  - b. 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.

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 Councillor Lonie, Seconded by Ms Bonnici

**Carried**

Ms Cudsi left the meeting at 8.30 pm

Ms Cudsi returned to the meeting at 8.31pm

**RETAIN IN CONFIDENCE – Section 90(3) Order**

2. That having considered Agenda Item 8.3 Home Support Services Update – September 2019 Report No: 37/19 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 18 months and that this order be reviewed every 12 months.

Moved by Ms Bonnici, Seconded by Ms Cudsi

**Carried**

**9. URGENT BUSINESS – Subject to the leave of the meeting****9.1 Unspent Federal Government Funds**

Councillor Chabrel advised that the Federal Government are conducting a review over the policy regarding funds allocated being expended (similar to the NDIS). This resulted in a change to payments being made in arrears, it could have cash flow management implications. The General Manager would monitor developments.

**9.2 Royal Commission**

The AMC agreed it was an appropriate time for the General Manager to provide an update on the Royal Commission proceedings at the October AMC meeting and for this to be a regular agenda item.

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 17 October 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 8.47 pm.

**CONFIRMED 17 October 2019**

**CHAIRPERSON**