

## 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 17 April 2018 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor R Aust  
Councillor S Lonie

#### **Independent Members**

Chairman – Mr D Royans  
Ms T Aukett  
Mr T Bamford  
Dr O Peters  
Mr I Pratt

#### **Staff**

General Manager Alwyndor – Mr R Kluge  
Personal Assistant – Ms R Gordon  
Chief Financial Officer – Ms N Andjelkovic

### **1. OPENING**

The Chairman declared the meeting open at 6.32 pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chairman 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 - Ms J Bonnici, Ms J Cudsi, Ms L Wills

### **4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

**5. CONFIRMATION OF MINUTES****Motion**

1. That the minutes of the Alwyndor Management Committee meeting held on 20 March 2018 be taken as read and confirmed noting the following corrections:
  - Cr S Lonine was an apology for the meeting
  - Item 7.1 Home Support Services Update (Report No: 19/18) commentary: 'contract with the Southern Health Network has been signed'.

Moved by Cr Lonie, Seconded by Mr Peters

**Carried**

2. That the minutes of the Alwyndor Management Committee special meeting held on 28 March 2018 be taken as read and confirmed.

Moved by Mr Peters, Seconded by Cr Lonie

**Carried**

**6. CONFIDENTIAL****6.1 Monthly Financial Report – March 2018 (Report No: 21/18)****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 General Manager and Staff in attendance at the meeting in order to consider Report No: 21/18 Monthly Financial Report – March 2018 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: 21/18 Monthly Financial Report – March 2018 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.**

Moved Mr Pratt, Seconded Mr Peters

**Carried**

Ms Andjelkovic left the meeting at 6.49pm

**Motion**

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

5. That having considered Agenda Item 6.1 Monthly Financial Report – March 2018 (Report No: 21/18) 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 Mr Bamford, Seconded Mr Peters

**Carried**

6.2 **Clinical Incident Evaluation – October to December 2017 (Report No: 24/18)**

**Exclusion of the Public – Section 90(3)(d) Order**

**Recommendation – 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: 24/18 Clinical Incident Evaluation - October to December 2017 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: 24/18 Clinical Incident Evaluation - October to December 2017 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 they outline operational resources and financial position 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.

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 6.2 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, Attachment and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Peters, Seconded Cr Lonie

Carried

#### 6.3 Uniquity Review Update (Report No: 26/18)

##### Exclusion of the Public – Section 90(3)(a and e) 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: 26/18 Uniquity Review Update 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: 26/18 Uniquity Review Update on the following grounds:
  - a. pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to Report No: 26/18 Uniquity Review Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being Alwyndor staff.

- e. pursuant to section 90(3)(e) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is related to matters affecting the security of employees of Alwyndor.
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

3. That having considered Agenda Item 6.3 Uniquity Review Report (Report No: 26/18) in confidence under section 90(2) and (3)(a and e) 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 24 months and/or the Chief Executive Officer is authorised to release the action plan, and retain the Uniquity Review Report and Report No: 26/18 in confidence for a period of 36 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Mr Bamford

Carried

6.4 **Confidential Business Proposal (Report No: 28/18)**

**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: 28/18 Confidential Business Proposal 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: 28/18 Confidential Business Proposal 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 prejudice the commercial position of the person who supplied the information contained in the proposal.

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 6.4 Confidential Business Proposal 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 24 months and that this order be reviewed every 12 months.

Moved Cr Aust, Seconded Cr Lonie

**Carried**

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

### **7.1 Cessation of Contract with Resthaven – Transition Plan (Report No: 25/18)**

This report outlines the transition plan for the transfer of management of the Commonwealth Home Support Programme (CHSP) contract from Alwyndor to Resthaven at the cessation of the contract on 30 June 2018.

*The Committee noted the detailed action plan for the cessation of contract with Resthaven and the General Manager provided an update on the transition process so far. Staff have been understanding and ok with changes. Feedback was provided that future correspondence to clients requires refinement and simplification.*

### **Motion**

**That the Alwyndor Management Committee receive and note the information outlined in this report and transition plan for the cessation of the CHSP contract with Resthaven.**

Moved Cr Lonie, Seconded Mr Bamford

**Carried**

7.2 **Minutes – Governance and Operations Committee – 6 April 2018 (Report No: 23/18)**

The minutes of the Governance and Operations Committee meeting held on 6 April 2018 are provided for information.

*The Committee noted this as an example of the many improvements going on at Alwyndor.*

**Motion**

**That the minutes of the Governance and Operations Committee meeting held on 6 April 2018 be noted.**

Moved Mr Peters, Seconded Cr Lonie

**Carried**

7.3 **Corporate Risk Register (Report No: 27/18)**

The Corporate Risk Register, outlining principles, framework and processes, along with a risk matrix is presented to the Alwyndor Management Committee for information and review.

*The Register has been updated for each risk and is in-line with Council's new framework. The General Manager sought feedback from Committee members on whether they believe all necessary risks have been satisfactorily covered. The Committee indicated that the Uniquity review action plan should be included.*

*The General Manager indicated that a review of the register in October would be an appropriate time to evaluate current risks, with the view of removing some.*

*It was suggested that risk 10 'lack of income diversity' may need to be adjust to 'loss of income' or similar. As it stands, lack of income diversity is an issue but not a risk.*

**Motion**

**That the Alwyndor Management Committee note the Corporate Risk Register as outlined in Attachment 1 to this report and that the Committee provided feedback and recommendations by 7 May.**

Moved Cr Aust, Seconded Mr Peters

**Carried**

7.4 **General Manager's Report (Report No: 22/18)**

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 General Manager provided an explanation regarding reports not presented per the task schedule. Traffic light indicators will be included in the WHS attachment from next month. The General Manager also provided an update on SkyTrust. As much of*

*the same information is required by both SkyTrust and the new finance system, the decision was made to up-date the shared data at the same time, in order to streamline the process.*

**Motion**

1. **That the following items be noted and items of interest discussed:**
  1. **Meeting Dates and Task Schedule**
  2. **WHS Implementation Plan**
  3. **Inaugural Dorothy Cheater Award**
2. **That the General Manager congratulate the recipients of the Dorothy Cheater Award on behalf of the Alwyndor Management Committee.**

Moved Cr Lonie, Seconded Mr Bamford

**Carried**

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

8.1 Staffing update (verbal)

The General Manager provided an update on a number of staffing matters.

Ms Gordon left the meeting at 8.58

Ms Gordon re-joined the meeting at 9.00pm

*The General Manager provided an up-date on an additional review undertaken by an external consultant and expects a report by 20 April 2018. The outcomes of this review will be shared with the Committee.*

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

The next meeting of the Alwyndor Management Committee will be held on Tuesday 15 May 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**10. CLOSURE**

The meeting closed at 9.09 pm.

**CONFIRMED 15 May 2018**

**CHAIRMAN**