

## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care and via Electronic Means in a Virtual Meeting, Dunrobin Road, Hove on Thursday 17 September 2020 at 6.45pm.**

### **PRESENT**

#### **Elected Members**

Councillor S Lonie

#### **Independent Members**

Chairperson – Mr K Cheater

Ms J Bonnici

Mr K Whitford

Ms T Sutton

Prof L Sheppard

Prof J Searle

#### **Staff**

Chief Executive Officer – Mr R Bria

General Manager Alwyndor – Ms B Davidson-Park

Finance Manager – Ms L Humphrey

Personal Assistant – Ms M Dinham

Invited Guest

Mr Andrew Tickle, Partner, BDO

### **1. OPENING**

The Chairperson declared the meeting open at 6.45pm 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 – Ms J Cudsi, Cr P Chabrel

3.2 Leave of Absence - nil

## 4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

## 5. CONFIRMATION OF MINUTES

### Motion

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

*Noted amendment: S Lonie absent*

*Noted amendment: Confidential Item action to be included in Confidential minutes.*

**Moved** by K Whitford, **Seconded** by Ms J Bonnici

**Carried**

### Motion

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

**Moved** by K Whitford, **Seconded** by J Bonnici

**Carried**

## 6. REVIEW OF ACTION ITEMS

### 6.1 Action Items

No further updates as per the report.

No queries recorded.

## 6.2 Confidential Action items

No further updates as per the report.  
No queries recorded.

## 7. GENERAL MANAGER REPORT

### 7.1 General Manager Report (Report No: 34/2020)

#### 7.1.1 COVID-19

The General Manager informed members that *Emergency Management (Residential Aged Care Facilities No 8) (COVID-19) Direction 2020* had been released with minor changes to managing interstate visitors.

An unannounced visit by the Aged Care and Quality Commission occurred on Tuesday 15 September 2020 which was solely COVID 19 and Infection Control related. No issues or concerns were identified.

The Committee considered and supported recommended PPE and staffing thresholds.

#### 7.1.2 Royal Commission into Aged Care Quality and Safety

The General Manager spoke to the report with the Committee in agreeance of the watch and brief position of Executive, noting that risks be highlighted and brought to the attention of the Committee.

### **Motion**

**That the Alwyndor Management Committee:**

- 1. Note the updated information regarding COVID-19 compliance.**
- 2. Approve the reporting thresholds regarding Personal Protective Equipment and Staffing levels during the COVID-19 Emergency.**
- 3. Note the information regarding the Royal Commission into Aged Care Quality and Safety.**

**Moved** Cr S Lonie, **Seconded** T Sutton

**Carried**

## 8. CONFIDENTIAL REPORTS

The Chairperson sought leave of the meeting to discuss Confidential Item 8.2 followed by Confidential Items 8.3 and 8.1.

Leave of the meeting was granted.

*Mr Andrew Tickle, BDO, joined the meeting 7.03pm*

**8.2 Monthly Finance Report – August 2020 (Report No: 35/2020)****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 Report No. 35/2020 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. 35/2020 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 K Whitford, Seconded T Sutton

Carried

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

4. That having considered Agenda Item 8.2 Monthly Finance Report – August 2020 (Report No: 35/2020) 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 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

**8.3 Financial Investment Review (Report No: 36/20)****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 Report No. 36/2020 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: 36/2020 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 Cr S Lonie, Seconded K Whitfold

Carried

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

4. That having considered Agenda Item 8.3 Financial Investment Review (Report No: 36/20) 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 J Bonnici

Carried

**8.1 General Manager's Report – Confidential (Report No: 34/2020)****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 Report No. 34/2020 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's: 34/2020 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 T Sutton, Seconded Cr S Lonie

Carried

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

4. That having considered Agenda Item 8.1 General Manager's Report – Confidential (Report No: 34/2020) 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 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 J Bonnici

Carried

**Short Term Suspension of Meeting Procedures**

The Chair, with the approval of all members present, suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of five minutes to allow members a comfort break.

Leave of the meeting was granted.

The meeting procedures were suspended at 8.27pm.

The meeting resumed at 8.33pm.

T Sutton left the meeting at 9.11pm

T Sutton returned to the meeting 9.12pm

**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 15 October 2020 in the Boardroom Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.24 pm.

**CONFIRMED 15 October 2020**

**CHAIRPERSON**