

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 16 May 2019 at 7.00 pm.

PRESENT

Elected Members

Councillor P Chabrel

Independent Members

Chairperson – Ms T Aukett

Mr T Bamford

Ms J Bonnici

Mr K Cheater

Mr K Whitford

Staff

Acting General Manager Alwyndor – Mr B Capes

Acting Chief Executive Officer – Mr R Bria

Personal Assistant – Ms R Gordon

Financial Accountant – Ms A Klenk

1. OPENING

The Chairperson declared the meeting open at 7.28pm

The Acting Chief Executive Officer provided a verbal update on the recruitment of General Manager, Alwyndor.

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 - Councillor S Lonie, Ms J Cudsi

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 24 April 2019 be taken as read and confirmed.

Moved by Cr Chabrel, Seconded by Ms Aukett

Carried

5.2 Confidential Minutes of the Previous Meeting

Motion

That the confidential minutes of the Alwyndor Management Committee held on 24 April 2019 be taken as read and confirmed.

Moved by Cr Chabrel, Seconded by Mr Whitford

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Action items were reviewed by the Committee.

The Chairperson thanked Mr Cheater for facilitating the recent risk workshop.

6.2 Confidential Action Items

Confidential action items were reviewed by the Committee.

7. REPORTS/ITEMS OF BUSINESS

7.1 Acting General Manager's Report (Report No: 17/19)

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 Acting General Manager advised that the WHS summary report now includes breakdown of risk rating and overview of action taken, as requested at the last meeting. The Acting General Manager advised that the information provided from the quarterly due diligence report is information provided to Council administration for the purposes of reporting to the Local Government Association Liability Scheme.

The Acting Chief Executive Officer agreed to seek advice and confirm whether Committee members are Responsible/Prescribed Officers under the Act. The Committee indicated that if members are Officers under the Act, ongoing due diligence reports would be required.

The Acting General Manager confirmed that the Corporate Risk Register is in progress. A risk management workshop, facilitated by Mr Cheater, was recently held and 8 risks identified. Staff will identify controls for these risks prior to presenting an updated Corporate Risk Register to the Alwyndor Management Committee.

The Committee queried when the risk rating system for feedback would flow through to the analysis reports and requested that priority rating be included in the next report.

The Acting General Manager confirmed there are no new legal or industrial matters.

The Acting General Manager provided a verbal update on the facility.

The Acting General Manager provided a verbal update on the recruitment of a Residential Services Manager, ACFI Manager, Care Manager Residential and Care Manager Home Support.

The Acting General Manager confirmed that a third party had been engaged to prepare a draft Governance Framework.

The Acting General Manager advised that Enterprise Bargaining negotiations will commence in the next two weeks and advised the key focus will be looking to align with the federal aged care industry.

The Committee discussed the CCTV policy and how best to consider Alwyndor's position on cameras in rooms. The Chairperson indicated that Council's policy is explicit that no private cameras are permitted but does not cover the nuances of addressing CCTV in an aged care setting. The Committee requested a review that considers industry, consent, covert and overt, safeguards, pros and cons, all risks including industrial relations and financial implications, to assist the Alwyndor Management Committee with considering Alwyndor's position on covert and overt cameras in private rooms.

Mr Bamford left the meeting at 8.42pm

Ms Aukett left the meeting at 8.42pm

Ms Aukett re-joined the meeting at 8.43pm

The Committee noted the CCTV Work Instruction but queried why IT can access and view the footage (under Internal Information Handling section) and requested this be clarified and amended.

Motion

1. That the following items be noted and items of interest discussed:
 1. Meeting Dates and Task Schedule
 2. WHS Report
 3. Corporate Risk Register
 4. Feedback Analysis Report
 5. Legal and Industrial Matters
 6. GM Summary
 7. Recruitment Update
 8. Enterprise Bargaining Negotiations
 9. CCTV
2. That the Alwyndor Management Committee noted the CCTV work instruction and accept with minor amendments.
3. That a position paper on the issues relating to cameras in rooms be presented at the September meeting of the Alwyndor Management Committee.

Moved Mr Whitford, Seconded Ms Bonnici

Carried

8. CONFIDENTIAL**8.1 Monthly Financial Report – April 2019 (Report No: 18/19)****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: 18/19 Monthly Financial Report – April 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: 18/19 Monthly Financial Report – April 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 Cr Chabrel, Seconded Ms Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.1 Monthly Financial Report – April 2019 (Report No: 18/19) 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 Cr Chabrel, Seconded Mr Whiford

Carried

Ms Klenk left the meeting at 9.10pm

- 8.2 **Short-term Strategy - Action Plan and Progress – May 2019** (Report No: 19/19)

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: 19/19 Short-term Strategy – Action Plan and Progress – May 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: 19/19 Short-term Strategy – Action Plan and Progress – May 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 as the knowledge of our requirements to employ additional resources may provide a

commercial advantage to a third party regarding the sourcing and employment of those resources.

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 Whitford, Seconded Cr Chabrel

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.2 Short-term Strategy – Action Plan and Progress – May 2019 (Report No: 19/19) 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 12 months and that this order be reviewed every 12 months.

Moved Cr Chabrel, Seconded Mr Cheater

Carried

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 20 June 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 9.36 pm.

CONFIRMED 20 June 2019

CHAIRPERSON