

## 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 20 August 2020 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor P Chabrel  
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 Grant Corderoy, Partner, Stewart Brown (for part)

### **1. OPENING**

The Chairperson declared the meeting open at 6.34pm 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 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

- 3.1 For Absence – Ms Julia Cudsi, Cr Susan Lonie  
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 16 July 2020 be taken as read and confirmed.**

Moved by Cr P Chabrel Seconded by Mr K Whitford

**Carried**

### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 16 July 2020 be taken as read and confirmed.**

Moved by Prof J Searle, Seconded by Mr K Whitford

**Carried**

## 6. REVIEW OF ACTION ITEMS

### **6.1 Action Items**

Noted by the Committee

Julie Bonnici joined the meeting at 6.39pm.

Presentation by Mr Corderoy – Aged Care Financial Performance Survey – Aged Care Sector Update (August 2020)

Mr Corderoy joined the meeting at 6.45pm

Mr Corderoy provided an overview of the performance of Residential, Home Care Packages (HCP), Commonwealth Home support (CHSP) and Senior's Housing over the past twelve months, including both for profit and not-for-profit sectors.

Action: Mr Corderoy to provide a copy of the presentation to be circulated to AMC members.

Mr Corderoy left the meeting at 8.00pm.

## 6.2 Confidential Action items

Item 6) The Manager Finance, the General Manager and the Chair attended the City of Holdfast Bay (CHB) Audit Committee meeting held on 23 July 2020 where the recommendation of the AMC to commence a review of Alwyndor's investment practice was approved. Any subsequent changes to the current investment approach will be reflected in the City of Holdfast Bay Treasury Management Policy.

## 7. GENERAL MANAGERS REPORT

### 7.1 General Managers Report (Report No: 30/2020)

#### 7.1.1 COVID-19

Discussion centred on:

- *access to Specialist Infection advice and support*: noted this is would be sourced from SA Health via Southern Adelaide Local Health Network (SALHN) and that we are in regular dialogue with SALHN staff
- *ongoing supply of PPE*: noted we have adequate current stocks and continue to monitor; should there be an outbreak of COVID-19 PPE stocks will be augmented by Commonwealth stores.
- *staffing ie surge staffing capacity including cohorting*: we are negotiating a sole agency agreement, have calculated staffing requirements and approach should we need to segment and isolate within Alwyndor.

Metrics for alerting AMC in regard to staffing levels, PPE stocks and other critical COVID-19 specific issues to be developed.

Action: General Manager to develop proposed metrics to alert AMC in regard to staffing levels, PPE stocks and other critical COVID-19 specific issues to be developed.

#### 7.1.2 Royal Commission Submission

Report noted.

**Motion**

**That the Alwyndor Management Committee:**

- 1. Approve the Alwyndor COVID-19 Preparedness and Outbreak Management Plan.**
- 2. Note the submission to the Royal Commission.**

Moved Mr K Whitford,

Seconded Ms J Bonnici

**Carried**

**8. CONFIDENTIAL REPORTS**

**8.1 General Manager's Report – Confidential (Report No: 31/2020)**

**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. 31/2020 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: 31/2020 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 Cr P Chabrel

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

5. That having considered Agenda Item 8.2 Alwyndor Strategic Plan (Report No: 26/20) 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 Prof L Sheppard, Seconded Cr P Chabrel

Carried8.2 **Finance Report (Report No: 32/20)****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. 32/2020 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: 32/2020 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 Ms J Bonnici

Carried

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

5. That having considered Agenda Item 8.3 Alwyndor's Marketing and Communication Plan – 2020-2023 (Report No: 27/20) 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 MR K Whitford, Seconded Ms T Sutton

**Carried**

**9. URGENT BUSINESS – Subject to the leave of the meeting****9.1 Marketing and Communication**

The General Manager briefed the AMC on the status of the Marketing and Communication Plan implementation noting the new website was due for completion by the end of September and that details of the logistics and costing of the first campaign (Support at Home) would be shared with AMC via an email circular motion.

Action: Support at Home Campaign information to be circulated to AMC for comment and review.

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 17 September 2020 in the Boardroom Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.12 pm.

**CONFIRMED 17 September 2020**

**CHAIRPERSON**