

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove, on Thursday 25 February 2021 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel
Councillor M Bouchee

Independent Members

Chair – Mr Kim Cheater
Ms Julie Bonnici (via technology)
Prof Judy Searle
Prof Lorraine Sheppard (via technology)
Ms Trudy Sutton
Mr Kevin Whitford

Staff

Chief Executive Officer – Mr Roberto Bria
General Manager Alwyndor – Ms Beth Davidson-Park
Manager Finance – Ms Leisa Humphrey
Manager Projects – Ms Emma Burke
Personal Assistant - Ms Marisa Dinham

1. OPENING

The Chairperson declared the meeting open at 6.30pm. The Chair welcomed Councillor Mikki Bouchee to the AMC.

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 - 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**

Motion

That the minutes of the Alwyndor Management Committee held on 28 January 2021 be taken as read and confirmed.

Moved by Cr P Chabrel , Seconded by Ms J Bonnici

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 28 January 2021 be taken as read and confirmed.

Moved by Mr K Whitford , Seconded by Cr P Chabrel

Carried

6. **REVIEW OF ACTION ITEMS**

6.1 Action Items Noted

6.2 Confidential Action items

Item 4 – Net Promoter Score (NPS) to be used in the Customer Metric Report as the Customer Satisfaction measure.

Item 5 – Prof J Searle to discuss the potential use of health outcome metrics used in the public health system as a part of the development of a restorative care framework with the Residential Services Manager.

6.3 Annual Work Plan

Workplan to be amended to reflect Performance Review presented in January 2021.

7. **GENERAL MANAGER REPORT**

7.1 General Manager Report (Report No: 07/2021)

7.1.1 Royal Commission into Aged Care Quality and Safety (the Commission) update

Royal Commission into Aged Care Quality and Safety due 26 February 2021. The General Manager advised that this is pivotal moment and it is anticipated that the report offers positive changes within the sector. Provision of commensurate Federal

Government funding will be required to implement the anticipated recommendations.

7.1.2 COVID-19 update

The General Manager confirmed that due diligence and stringent risk control mechanisms will be in place for all staff of Aspen who will be providing the onsite vaccination process. A recent poll of resident and staff had seen a positive result in the potential uptake of the COVID-19 vaccine.

Noted that the Influenza vaccination is still compulsory for entry into aged care homes.

Motion

That the Alwyndor Management Committee:

- 1) Note the update regarding the Royal Commission into Aged Care Quality and Safety.**
- 2) Note the update regarding COVID-19.**

Moved Cr P Chabrel, Seconded Cr M Bouchee

Carried

8. CONFIDENTIAL REPORTS

8.1 General Manager's Report – Confidential (Report No: 08/2021)

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 Reports and Attachments to Report No. 08/2021 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: 08/2021 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 T Sutton

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 8.1 General Managers Report (Report No: 08/2021) 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 Ms T Sutton Seconded Ms J Bonnici

Carried

8.2 Alwyndor Corporate Risk Review: RA05 and RA08 (Report No: 09/2021)

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. 09/2021 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.: 09/2021 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 P Chabrel Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 8.2 Alwyndor Corporate Risk Review: RA05 and RA08 (Report No: 09/2021) 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 J Searle, Seconded Ms T Sutton

Carried

8.3 Adjourned Report – Alwyndor Corporate Risk Review (Report No: 10/2021)

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 Reports and Attachments to Report No. 10/2021 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: 10/2021 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 P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 8.2 Adjourned Report – Alwyndor Corporate Risk Review (Report No: 10/2021) 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 P Chabrel, Seconded Mr K Whitford

Carried

8.4 Strategic Plan Review: *Connecting Communities* Theme, *Partnering* Enabler, *People and Culture* Enabler (Report No: 11/2021)

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. 11/2021 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.: 11/2021 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 P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 8.3 Alwyndor Corporate Risk Review – February 2021 (Report No: 11/2021) 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 J Searle, Seconded Ms T Sutton

Carried

8.5 Monthly Finance Report – January 2021 (Report No: 12/2021)

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. 12/2021 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: 12/2021 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 P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 8.4 Monthly Finance Report – January 2021 (Report No: 12/2021) 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 M Bouchee, Seconded Prof L Sheppard

Carried

9. OTHER BUSINESS – Subject to the leave of the meeting

9.1 Alwyndor Management Committee Performance Review

The Chair noted that a self-assessment performance review by the Committee's should be conducted by June 2021 with an external review to be scheduled in 2022.

Action: Chair and General Manager to meet to discuss the performance review and report back to the Committee.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 25 March 2021** in the Boardroom, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 9.05 pm.

CONFIRMED 25 March 2021

CHAIRPERSON