

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 17 October 2019 at 6.30 pm.

PRESENT

Elected Members

Councillor Philip Chabrel

Independent Members

Chairperson – Mr Kim Cheater

Ms Trish Aukett

Mr Todd Bamford

Ms Julia Cudsi

Mr Kevin Whitford

Staff

General Manager Alwyndor – Ms Beth Davidson-Park

Residential Services Manager – Mr Graham Harding

Home Support Services Manager – Ms Narelle Jeffery

Finance Manager – Ms Leisa Humphrey

Team Leader Development Administration – Ms Annie Elliott

Special Guest

BDO Partner – Geoff Edwards

Marisa Dinham (incoming Executive Personal Assistant)

1. OPENING

The Chairperson declared the meeting open at 6.39pm.

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 - Councillor Susan Lonie and Ms Julie Bonnici.
- 3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

Ms Cudsi declared a possible conflict of interest relating to her place of employment in Item 7.2, 2018-19 General Purpose Financial Statements on this agenda.

5. CONFIRMATION OF MINUTES

- 5.1 Minutes of Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 19 September 2019 be taken as read and confirmed.

Moved by Ms Cudsi, Seconded by Councillor Chabrel

Carried

- 5.2 Confidential Minutes of Previous Meeting

Motion

That the confidential minutes of the Alwyndor Management Committee held on 19 September 2019 be taken as read and confirmed, subject to the following amendments:

Page 70, second to last line of last paragraph, replace “strategic plan” with “specific plan”.

Page 71, Item 9.1, second sentence – insert the word “If” this resulted in a change to payments....

and

Page 71, Item 9.1, last sentence replace “would” with “will” - “the General Manager will”

Moved by Ms Aukett, Seconded by Councillor Chabrel

Carried

The Chairperson welcomed Geoff Edwards, BDO partner present to discuss the Annual Financial Statements report.

Leave of the Meeting

The Chairperson sought leave of the meeting to discuss Item 7.2 followed by Confidential Items 8.1, 8.2 and 8.3.

Leave of the meeting was granted.

7.2 2018-19 General Purpose Financial Statements (Report No: 39/19)

The completed financial statements for the year ended 30 June 2019 have been audited by Alwyndor's external auditors, BDO who have indicated that an unqualified audit opinion will be provided. They are presented to the AMC to be received, noted and authorised.

It was acknowledged that processes have been changed to take into consideration some breaches identified.

Two reports issued, the financial statements and the compliance. There were one or two minor matters referenced in the report and it was acknowledged that there has been compliance in all areas.

The Audit report was presented to the Audit Committee and no questions or concerns were raised.

Motion

- 1. That the financial statements for Alywndor for the year ended 30 June 2019 as contained in Attachment 2 be received and noted.**
- 2. That Council's Chief Executive Officer and Alwyndor's General Manager be authorised to sign the following certification of the financial statements:**

In our opinion:

- a) the financial statements present a true and fair view of the Alwyndor's financial position at 30 June 2019**
 - b) and the results of its operations and cash flows for the financial year, the financial statements accurately reflect the Alwyndor's accounting and other records.**
- 3. That the Chair of the Alywndor Management Committee be authorised to sign the Declaration of the financial statements:**

In our opinion:

- a) The financial statements and notes, as set out in the document are in accordance with the Australian Charities and not-for-profits**

- Commission Action 2012 and comply with the Australian Accounting Standards. 2 City of Holdfast Bay AMC Report No: 39/19.**
- b) the financial statements present a true and fair view of Alwyndor's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.**
 - c) give a true and fair view of the financial position of the registered entity as at 30 June 2019 and of its performance for the year ended on that date.**
 - d) There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.**

Moved Councillor Chabrel, Seconded Mr Whitford

Carried

8. CONFIDENTIAL ITEMS

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 Attachments to Report No: 38/19 General Manager's Report 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: 41/19 Monthly Financial Report – September 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. 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: 40/19 Home Support Services Compliance & Risk – October 2019 in confidence.**

4. **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 Mr Bamford

Carried

8.1 Attachment to General Manager's Report (Report No: 38/19)

That the attachments to report 38/19 be noted.

Moved Ms Aukett, Seconded Councillor Chabrel

Carried

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.1 Attachments to General Manager's Report Report No: 38/19 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Whitford, Seconded Ms Cudsi

Carried

8.2 Monthly Financial Report – October 2019 (Report No: 41/19)

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.2 Monthly Financial Report - October 2019 (Report No: 41/19) 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 Mr Bamford, Seconded Councillor Chabrel

Carried

8.3 Home Support Services Compliance & Risk – October 2019 (Report No: 40/19)

Mr Whitford departed the meeting at 7.20 pm

Mr Whitford returned to the meeting at 7.24 pm

Motion

That the Alwyndor Management Committee receives and notes the information provided in this report.

Moved Ms Cudsi, Seconded Mr Whitford

Carried

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.3 Home Support Services Compliance & Risk – October 2019 Report No: 40/19 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 18 months and that this order be reviewed every 12 months.

Moved Councillor Chabrel, Seconded Mr Bamford

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Action items were reviewed by the Committee.

6.2 Confidential Action Items

Confidential action items were reviewed by the Committee.

7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 38/19)

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.

Item 4: Action: The Chairperson and General Manager to review the AMC Terms of reference and present to AMC for comment and review.

Information regarding Camera CCTV in rooms is currently being reviewed by O'Loughlins who will provide advice which will be presented to AMC at the next meeting.

Royal Commission report prepared by Mr Harding was noted.

The Chairperson proposed to vacate the scheduled meeting for December, providing the Terms of Reference allow for the meeting to be vacated.

AMC requested that a Christmas dinner be planned including the Executive Team with General Manager to suggest a date and venue.

Motion

1. **That the report be noted.**
2. **That the proposed timeline and process for the Alwyndor Strategic Plan be supported.**

Moved Mr Bamford, Seconded Ms Aukett

Carried

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

9.1 AMC Membership

The Chairperson noted that an extension as a board member for AMC has been approved for Ms Aukett for a period of 6 months.

9.2 Update for HR Matter

Mr Whitford requested feedback regarding an HR issue. The General Manager provided an update.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 21 November 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 8.58 pm.

CONFIRMED 21 November 2019

CHAIRPERSON