

## **CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Alwyndor Boardroom, 52 Dunrobin Road, Hove on Thursday 28 April 2022 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

#### **Independent Members**

Mr Kim Cheater- Chair  
Ms Julie Bonnici  
Ms Joanne Cottle  
Prof Lorraine Sheppard  
Ms Trudy Sutton  
Mr Kevin Whitford

#### **Staff**

Chief Executive Officer – Mr Roberto Bria  
General Manager Alwyndor – Ms Beth Davidson-Park  
Manager, Community Connections – Ms Molly Salt  
Manager, Residential Services – Ms Natasha Stone  
Manager, Finance – Mr Damian Capurro  
Manager, People and Culture, Ms Lisa Hall  
Executive Assistant – Ms Bronwyn Taylor  
Manager Quality and Projects - Ms Emma Burke.  
Chief Executive Officer (CoHB) – Mr Roberto Bria

### **1. OPENING**

The Chairperson declared the meeting opened at 6.36pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair 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 Apologies received – Prof Judy Searle
- 3.2 Absent - Nil

**4. DECLARATION OF INTEREST**

Committee members were reminded to declare any interest before each item.

**5. CONFIRMATION OF MINUTES**

Chair requested that any comments or requested changes to the Minutes be sent as 'reply all' before the meeting.

**Motion**

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 21 March 2022 be taken as read and confirmed.**

Moved by Cr R Snewin, Seconded by Cr Susan Lonie

**Carried**

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 31 March 2022 be taken as read and confirmed.**

Moved by Mr Kevin Whitford, Seconded by Prof Lorraine Sheppard

**Carried**

**6. REVIEW OF ACTION ITEMS****6.1 Action Items**

Noted

**6.2 Annual Work Plan**

Noted

**7. GENERAL MANAGER REPORT****7.1 General Manager Report (Report No: 12/2022)****7.1.1 COVID-19 Update**

Taken as read.

The General Manager advised that there are currently active cases of COVID-19 in residential. In response to a query whether all had recovered it was advised there had been one death due to COVID-19 and all others had recovered.

**7.1.2 Recruitment**

Query on the turnover figure which was clarified during discussions regarding the Quarterly Performance Report, Item 8.1.6.

**7.1.3 Alwyndor Policy – status update**

General Manager advised via email and reiterated error in the Policies Listing that the Code of Conduct Policy review date was incorrect.

Confirmed that policies on Security, Fraud Management and Change Management were covered within the ICT Policies.

The Code of Conduct and Charter of Aged Care Rights should be available to AMC and confirmed they are in the Induction Pack.

All Governance Policies should be reviewed and approved by AMC.

Request for full list of policies to be sent.

**Action:** Chair and General Manager to discuss approach offline to review of non-AMC policies.

**Action:** General Manager and Manager Quality & Projects to review list and provide detail on when each policy was last reviewed and by whom.

**7.1.4 AMC – External Presenter**

Suggestion for June meeting – presentation on Workforce Management – attraction, recruitment and retention. Someone with specific Industry experience preferred.

Another suggestion was presentation on food standards for vulnerable people and the Governance responsibilities/requirements, agreed this is relevant and be scheduled for a later meeting.

**Action:** Seek appropriate person from the Industry to present to the June AMC meeting

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Notes the update regarding COVID-19 impacts and responses.**
- 2. Notes the update regarding Recruitment.**
- 3. Notes the status of Alwyndor Policies.**
- 4. Agrees to host an external presenter for the June 2022 meeting with a focus on Workforce Management.**

Moved by Ms Joanne Cottle, Seconded by Ms Julie Bonnici

**Carried**

**8. GENERAL MANAGER REPORT – CONFIDENTIAL****8.1 General Manager Report – Confidential (Report No: 13/22)****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: 13/2022 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: 13/22 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 by Cr Robert Snewin, Seconded by Ms Julie Bonnici

**Carried**

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

7. That having considered Agenda Item 8.1 General Manager's Report (Report No: 10/22) 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 3 years and that this order be reviewed every 12 months.

Moved by Ms Julie Bonnici, Seconded by Prof Lorraine Sheppard

**Carried**

Ms Emma Burke left the meeting at 8.04pm

**8.2 Finance Report Period Ending 31 March 2022 - Confidential (Report no: 14/22)****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: 14/2022 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: 14/22 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 by Ms Joanne Cottle, Seconded by Cr Robert Snewin

Carried

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

5. That having considered Agenda Item 8.2 Alwyndor Draft Budget 2022/23 - Confidential (Report No: 11/22) 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 3 years and that this order be reviewed every 12 months.

Moved by Mr Kevin Whitford, Seconded by Ms Trudy Sutton

Carried

**8.3 Alwyndor Draft Budget a & Long Term Financial Plan - Confidential (Report no: 15/22)**

**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: 15/2022 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: 15/22 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 by Mr Kevin Whitford, Seconded by Cr Robert Snewin

**Carried**

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

4. That having considered Agenda Item 8.4 Alwyndor Draft Budget- 2022/23 (Report No: 16/21) 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 12 months and that this order be reviewed every 12 months.

Moved by Cr Robert Snewin, Seconded by Ms Julie Bonnici

**Carried**

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

The General Manager advised on the following:

- 9.1 EA negotiations have commenced with first meeting held on 27 April 2022. Regular updates will be provided to AMC.

9.2 Notification has been received from the Aged Care Quality and Safety Commission requiring Alwyndor to seek reaccreditation by November 2022 when current accreditation is due to expire. It was clarified that our preparation includes completion of a self-assessment against the standards.

**Action:** Add a standing item to the General Manager Confidential Report for regular updates on the self-assessment.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 26 May 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.54pm.

**CONFIRMED 26 May 2022**

**CHAIRPERSON**