

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 31 March 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 Judy Searle
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
Personal Assistant – Ms Marisa Dinham

Guests

Kathleen Hayward, Provider Asist
Matthew Brincott, Provider Assist

1. OPENING

The Chairperson declared the meeting opened at 6.35pm.

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 Kurna People today.

3. APOLOGIES

- 3.1 For Absence
- 3.2 Leave of Absence Nil

4. DECLARATION OF INTEREST

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

The Chair sought leave of the meeting to bring forward Item 8.3 Presentation, with the remainder of the meeting to progress as scheduled after the presentation.

5. CONFIRMATION OF MINUTES

Motion

That the Public and Confidential minutes of the Alwyndor Management Committee held on 24 February 2022 be taken as read and confirmed.

Moved by Cr S Lonie, Seconded by Cr R Snewin

Carried

That the Public and Confidential minutes of the Alwyndor Management Committee held on 21 March 2022 be held over to the April meeting for confirmation.

- 8.3 Presentation – Australian National Aged Care Classification (AN-ACC)**
(Presented by Ms Kathleen Hayward and Mr Matthew Bincatt, Provider Assist)

Recommendation – Exclusion of the Public-Section 90(3):

- 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 10/22 in confidence.**
- 2. Pursuant to 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 the presentation by Provider Assist regarding Australian National Aged Care Classifications (AN-ACC) 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.

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.

RETAIN IN CONFIDENCE - Section 91(7) Order

1. 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 J Bonnici, Seconded by Ms S Lonie

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Item 1 – Recruitment to form a part of the General Manager report in April 2022.

Item 2 – Major Projects; the General Manager to follow up with the Manager, Quality and Projects regarding AlayaCare and to update the AMC accordingly.

Item 8 –KPI's / targets for the quarterly performance report will be included in the April 2022 agenda.

6.2 Annual Work Plan

Noted.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 09/2022)

7.1.1 COVID-19 Update

Alwyndor currently in lockdown with three residents, eight care staff and one kitchen staff member testing positive. Continued staff shortages are challenging. Potential for families and volunteers to assist with feeding and personal laundry.

7.1.2 Employee survey

A solid response rate by staff given the current circumstances with it being agreed that the outcomes to be forwarded to AMC in entirety as a part of the May 2022 agenda.

7.1.3 Recruitment

Item noted.

Motion:

That the Alwyndor Management Committee:

- 1. Notes the update regarding COVID-19 impacts and responses.**
- 2. Notes the update and progress regarding the Employee Survey.**
- 3. Notes the update regarding Recruitment.**

Moved by Prof L Sheppard, Seconded by Cr S Lonie

Carried

8. GENERAL MANAGER REPORT – CONFIDENTIAL**8.1 General Manager Report – Confidential (Report No: 10/22)****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: 10/2022 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: 10/22 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 Prof L Sheppard, Seconded by Ms J Bonnici

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

2. 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 Prof L Sheppard, Seconded by Cr S Lonie

Carried

8.2 Alwyndor Draft Budget 2022/23 – Confidential (Report No: 11/22)

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: 11/2022 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: 11/22 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 Prof L Sheppard, Seconded by Ms J Bonnici

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

1. 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 Cr S Lonie, Seconded by Ms J Bonnici

Carried

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

9.1 Catering project update:

The General Manager noted that Vision Food Services advised Alwyndor on 29 March 2022 that they were not seeking renewal of the Contract following 30 June 2022. The project is proceeding as planned.

9.2 Personal Assistant resignation

It was noted that it was the final meeting for the Personal Assistant and the AMC thanked her for her work and efforts over the past two years.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 28 April 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 8.45pm.

CONFIRMED 28 April 2022

CHAIRPERSON