

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 15 August 2019 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel

Independent Members

Chairperson – Mr K Cheater

Ms T Aukett

Mr T Bamford

Ms J Cudsi

Mr K Whitford

Staff

Acting General Manager Alwyndor – Mr B Capes

Residential Services Manager – Mr G Harding

Finance Manager – Ms L Humphrey

Personal Assistant – Ms R Gordon

Team Leader Development Administration – Ms A Elliott

1. OPENING

The Chairperson declared the meeting open at 6.39 pm.

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 - Cr Lonie, Ms Bonnici

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 18 July 2019 be taken as read and confirmed.

Moved by Cr Chabrel Seconded by Mr Whitford

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 18 July 2019 be taken as read and confirmed.

Moved by Ms Aukett, Seconded by Cr Chabrel

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 Acting General Manager's Report (Report No: 29/19)**

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.

The Acting General Manager advised that the WHS report looks, and is, slightly different this month as it is the first report created directly from SkyTrust. He mentioned that we are working with SkyTrust to expand the reporting that we can currently provide through the system. The Acting General Manager confirmed that the reports currently provided by SkyTrust meets Alwyndor's reporting obligations with the Local Government Association Workers Compensation Scheme (LGAWCS).

The Committee noted that feedback trending indicates that complaints are reducing, while compliments are increasing. The Acting General Manager advised that, as part of our KPI proposal, we are recommending that feedback is reported on every three months to provide more meaningful trending.

The Acting General Manager provided an update on legal and industrial matters.

The Acting General Manager confirmed that an Enterprise Bargaining Agreement meeting was held this afternoon and negotiations are proceeding appropriately.

The Acting General Manager advised that an appointment to the role of Quality Manager is due to be made in the coming day and that this role will report directly to the General Manager and hold responsibility for the development and maintenance quality systems across the organisation.

The Acting General Manager confirmed that the update to the Alwyndor Management Committee Terms of Reference was adopted by Council.

Council also approved the re-appointment of members to the Alwyndor Management Committee, and noted the appointment of the Chairperson and Deputy Chairperson. Cr Chabrel provided a summary on these resolutions of Council.

The Acting General Manager spoke to the update to the internal committee structure and confirmed that some KPI reports presented to Alwyndor Management Committee will go through Care Services Committee and all KPI reports will be presented to and addressed through the Governance and Operations Committee.

The Committee noted the delegations to the Aged Care Act and that there are no changes.

The Committee noted the changes to the City of Holdfast Bay Code of Practice – Meeting Procedures Update.

Mr Bamford left the meeting at 7.28pm

Mr Bamford re-joined the meeting at 7.29pm

Motion

- 1. That the following items be noted by the Alwyndor Management Committee and items of interest discussed:**
 - 1. Meeting Dates and Task Schedule**
 - 2. WHS Report**
 - 3. Corporate Risk Register**
 - 4. Feedback Analysis Report**
 - 5. Legal and Industrial Matters**
 - 6. Enterprise Bargaining Agreement Update**
 - 7. General Update**
 - 8. AMC Terms of Reference Update**
 - 9. Re-appointment of Members to the AMC**
 - 10. Corporate Governance Committee Structure and Framework Update**
 - 11. Alwyndor Instrument of Delegations – Aged Care Act**

12. City of Holdfast Bay Code of Practice – Meeting Procedures Update

- 2. That the Alwyndor Management Committee note the adjusted corporate governance committee structure.**

Moved Cr Chabrel, Seconded Ms Cudsi

Carried

8. CONFIDENTIAL

8.1 Short-term Strategy – Action Plan and Progress – August 2019 (Report No: 33/19)

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 No: 33/19 Short-term Strategy – Action Plan and Progress – August 2019 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: 33/19 Short-term Strategy – Action Plan and Progress – August 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 as the knowledge of our requirements to employ additional resources may provide a commercial advantage to a third party regarding the sourcing and employment of those resources.**

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 Ms Cudsi, Seconded Cr Chabrel

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Short-term Strategy – Action Plan and Progress – August 2019 (Report No: 33/19) 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 Mr Whitford, Seconded Ms Cudsi

Carried

8.2 **Monthly Clinical Risk and Quality Report – August 2019** (Report No: 31/19)

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 No: 31/19 Monthly Clinical Risk and Quality Report – August 2019 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: 31/19 Monthly Clinical Risk and Quality Report – August 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.

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 Whitford, Seconded Cr Chabrel

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.2 Monthly Clinical Risk and Quality Report – August 2019 Report No: 31/19 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 Ms Cudsi, Seconded Cr Chabrel

Carried

Mr Harding left the meeting at 8.10pm

Leave of the Meeting

The Chairperson sought leave of the meeting to change to order of the Reports on the Agenda to Report No: 32/19 Monthly Financial Report – July 2019, then Report No: 30/19 Draft Corporate Risk Register.

Leave of the meeting was granted.

8.4 Monthly Financial Report – July 2019 (Report No: 32/19)**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 No: 32/19 Monthly Financial Report – July 2019 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: 32/19 Monthly Financial Report – July 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. 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 Ms Cudsi, Seconded Mr Bamford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.4 Monthly Financial Report – July 2019 (Report No: 32/19) 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 Ms Cudsi

Carried

Ms Humphrey left the meeting at 8.26pm

8.3 **Draft Corporate Risk Register (Report No: 30/19)**

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 No: 30/19 Draft Corporate Risk Register 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: 30/19 Draft Corporate Risk Register 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.

- 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 Ms Cudsi, Seconded Mr Whitford

Carried

Ms Cudsi left the meeting at 8.36pm

Ms Cudsi re-joined the meeting at 8.38pm

RETAIN IN CONFIDENCE - Section 91(7) Order

- 3. That having considered Agenda Item 8.3 Draft Corporate Risk Register (Report No: 30/19) 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 Cr Chabrel, Seconded Ms Aukett

Carried

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

Nil.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 19 September 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

The Chairperson thanked Mr Capes for his exceptional work as Acting General Manager.

The Chairperson also thanked Ms Gordon for her support of the Alwyndor Management Committee.

11. CLOSURE

The meeting closed at 8.44pm.

CONFIRMED 19 September 2019

CHAIRPERSON