

**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 Tuesday 20 March 2018 at 7.00 pm.**

**PRESENT****Elected Members**

Councillor R Aust  
Councillor S Lonie

**Independent Members**

Chairman – Mr D Royans  
Ms T Aukett  
Mr T Bamford  
Ms J Bonnici  
Ms J Cudsi  
Dr O Peters  
Ms L Wills

**Staff**

General Manager Alwyndor– Mr R Kluge  
Personal Assistant – Ms R Gordon  
Chief Financial Officer – Ms N Andjelkovic  
Home Support Services Manager – Ms N Jeffery  
Residential Services Manager – Ms S Wirth

**1. OPENING**

The Chairman declared the meeting open at 7.15 pm.

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chairman 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 For Absence - Nil
- 3.2 Leave of Absence - Mr I Pratt, Cr S Lonie

**4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

Ms Cudsi advised that her workplace is currently reviewing a claim made by a former Alwyndor employee. Ms Cudsi has no direct dealing with the case.

Mr Kluge left the meeting at 7.18pm

Mr Kluge re-joined the meeting at 7.21pm

**5. CONFIRMATION OF MINUTES**

*A discussion took place around the format of minutes and requested that future minutes provide more notation of meeting discussion and that minutes to be circulated to all committee members prior to publication.*

**Motion**

**That the minutes of the Alwyndor Management Committee held on 20 February 2018 be taken as read and confirmed.**

Moved by Mr Peters, Seconded by Mr Bamford

**Carried**

**6. CONFIDENTIAL****6.1 Monthly Financial Report – February 2018 (Report No: 15/18)****Exclusion of the Public – Section 90(3)(d) Order****Motion**

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: 15/18 Monthly Financial Report – February 2018 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: 15/18 Monthly Financial Report – February 2018 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.

Moved Mr Peters, Seconded Ms Bonnici

Carried

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

5. That having considered Agenda Item 6.1 Monthly Financial Report – February 2018 (Report No: 15/18) 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 Mr Peters, Seconded Mr Bamford

Carried

- 6.2 Correspondence Regarding Business Proposal (Report No: 20/18)

**Exclusion of the Public – Section 90(3)(d) Order**

**Motion**

- 1 That pursuant to Section 90(2) of the *Local Government Act 1999* Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 20/18 Confidential Correspondence Regarding Business Proposal in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 20/18 Confidential Correspondence Regarding Business Proposal 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 prejudice the commercial position of the person who supplied the information contained in the proposal.

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 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 Bamford, Seconded Ms Cudsi

Carried

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

6. That having considered Agenda Item 6.2 Confidential Correspondence Regarding Business Proposal (Report No: 20/18) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the report, attachment and minutes be retained in confidence for a period of 24 months and that they will be reviewed every 12 months by the Council.

Moved Mr Bamford, Seconded Ms Cudsi

Carried

- 6.3 Cessation of Contract with Resthaven (Report No: 16/18)

**Exclusion of the Public – Section 90(3)(e) Order**

**Motion**

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 Manage Staff in attendance at the meeting in order to consider Report No: 16/18 Cessation of Contract with Resthaven 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: 16/18 Cessation of Contract with Resthaven on the following grounds:
  - e. pursuant to section 90(3)(e) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is related to matters affecting the security of employees of Alwyndor, as the potential impacts the cessation of the contract with Resthaven may have on staff will be discussed.

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 Bamford, Seconded Cr Aust

Carried

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

4. That having considered Agenda Item 6.3 Cessation of Contract with Resthaven (Report No: 16/18) in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and/or the Chief Executive Officer is authorised to release the documents when changes have been adopted and staff advised and that this order be reviewed every 12 months.

Moved Cr Aust, Seconded Mr Bamford

Carried

**7. REPORTS/ITEMS OF BUSINESS**

**7.1 Home Support Services Update (Report No: 19/18)**

This report provides a summary of the activity undertaken by the Home Support Services Department for the provision of home support services to consumers of Alwyndor.

*The Home Support Services Manager confirmed a contract with the Southern Area Health Network had been signed for the provision of TCP and CAPs. TCP residential places will be available for palliative care CAPs. The concept allows Alwyndor to receive training and support for the provision of palliative care CAPs.*

*The Home Support Services Manager updated the Committee on the services provided to clients and the need to tighten and grow business as well as discussing the use of iCare and the mobile app.*

**Motion**

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

Moved Mr Bamford, Seconded Ms Bonnici

Carried

Ms Jeffery left the meeting at 8.29pm

**7.2 Draft 2018/19 Budget (Report No: 17/18)**

Each year Alwyndor is required to develop an annual budget which reflects its income and expenditure for the following 12 months. The budget is based on historical

information and takes into account known changes to income and expenditure dependent on legislative change, community expectations and changes to service provision. The draft budget shows a favorable net position for the 2018/19 financial year. The City of Holdfast Bay will need to adopt Alwyndor's budget as recommended by the Alwyndor Management Committee and include the income and expenditure into its consolidated accounts.

*The Chief Financial Officer advised that some adjustments were made to the draft budget following discussions at the recent workshop. It was confirmed that costs have been factored into the budget in anticipation of recommendations from the Uniquity Review.*

**Motion**

1. **That the Alwyndor Management Committee endorse the draft budget and presents the draft budget to the City of Holdfast Bay for incorporation into the City's consolidated accounts.**
2. **That the Alwyndor Management Committee approve the draft Capital Expenditure budget for direct care equipment and replacements.**
3. **That the Alwyndor Management Committee approve in-principle strategic and investment initiatives up to \$625,900 subject to a business proposal being approved by the Alwyndor Management Committee.**

Moved Mr Peters, Seconded Ms Cudsi

**Carried**

Ms Andjelkovic left the meeting at 8.40pm

- 7.3 **Minutes – Governance and Operations Committee – 6 March 2018** (Report No: 14/18)

The minutes of the Governance and Operations Committee meeting held on 6 March 2018 are provided for information.

*The Committee confirmed support for information to be communicated to staff even though we don't have a lot of detail at present. A suggestion was made that the Committee consider circulating a 1-page monthly publication to staff providing an update on current activity. The need to develop a comprehensive communications, engagement and listening strategy and seek feedback from staff was also discussed.*

**Motion**

1. **That the minutes of the Governance and Operations Committee meeting held on 6 March 2018 be noted.**

2. **That the Chairperson of the Alwyndor Management Committee provide advice to staff on the changes to arrangements of with Resthaven.**

Moved Mr Peters, Seconded Mr Royans

**Carried**

- 7.4 **General Manager's Report (Report No: 13/18)**

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 Committee requested the addition of traffic lights to the WHS plan.*

*The panel for interviewing future AMC members was discussed and the Committee agreed that Mr Peters and Cr Aust would join the Chief Executive Officer on the interview panel.*

*The Committee discussed the priority areas for recruitment and new members and discussed the update of the AMC Terms of Reference.*

Cr Aust left the meeting at 9.05pm

Cr Aust re-joined the meeting at 9.06pm

Ms Cudsi left the meeting at 9.06pm

Ms Cudsi re-joined the meeting at 9.07pm

*The Residential Services Manager advised that although iCare is good for documentation, further work is required on the reporting functions. Staff will receive additional training on incident and wound reporting.*

Mr Bamford left the meeting at 9.21pm

*The General Manager spoke of Alwyndor's Risk Management requirements and processes and how to incorporate Alwyndor's clinical needs within Council's Risk Framework. The General Manager requested that Committee members consider the matrix ahead of further discussions at the April meeting of AMC.*

Ms Wirth left the meeting at 9.31pm

*The General Manager provided an update on current HR initiatives and will advise staff that there is an employee assistance program available. Interviews have been conducted for current vacancies and there have been outstanding candidates apply. Mentoring opportunities for staff was discussed and will be further explored when the new Residential Services Manager has reviewed current practices.*

### **Motion**

1. **That the following items be noted and items of interest discussed:**
1. **Meeting Dates and Task Schedule**

2. **WHS Implementation Plan**
  3. **Interview Panel for AMC Member Selection**
  4. **Analysis of Clinical Statistics**
  5. **Risk Management**
  6. **Current HR initiatives**
2. **That the Alwyndor Management Committee elect Mr O Peters and Cr R Aust to join Chief Executive Officer, Mr J Lynch, on the interview panel for future AMC member selection.**

Moved Ms Cudsi, Seconded Mr Peters

Carried

## **8. PRESENTATIONS**

### **8.1 Disability Accommodation**

The presentation from Alwyndor Management Committee member, Ms L Wills, was deferred to a future meeting of the committee.

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

### **9.1 Uniquity Report**

Following the confidential briefing by Uniquity to AMC and Council Members the committee discussed the findings further.

#### **Motion**

**That the Alwyndor Management Committee hold a workshop within the next 3 weeks to discuss the Uniquity Report.**

Moved Mr Royans, Seconded Ms Aukett

Carried

## **9. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on Tuesday 17 April 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

## **10. CLOSURE**

The meeting closed at 10.00 pm.

**CONFIRMED 17 April 2018**

**CHAIRMAN**