

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 Wednesday 24 April 2019 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel
Councillor S Lonie

Independent Members

Chairperson – Ms T Aukett
Mr T Bamford
Ms J Cudsi
Mr K Cheater
Mr K Whitford

Staff

Acting General Manager Alwyndor – Mr B Capes
Personal Assistant – Ms R Gordon

1. OPENING

The Chairperson declared the meeting open at 6.40pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson 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 - Ms J Bonnici
- 3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES**5.1 Motion**

That the minutes of the Alwyndor Management Committee held on 21 March 2019 be taken as read and confirmed.

Moved by Mr Whitford, Seconded by Ms Cudsi

Carried

5.2 Motion

That the confidential minutes of the Alwyndor Management Committee held on 21 March 2019 be taken as read and confirmed.

Moved by Cr Lonie, 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 Bequests Presentation – Councillor Snewin (verbal)**

Councillor Snewin made a short verbal presentation to the Alwyndor Management Committee on bequests.

The Chairperson introduced Councillor Snewin.

Cr Snewin spoke to the Committee of his experience managing a bequest program and how a program may benefit Alwyndor.

Cr Snewin indicated that if Alwyndor were to proceed with a bequest program it would take considerable attention. Significant financial investment is associated with setting up a bequest program and may cost the organisation \$30 to \$40k to set up. There are also legal ramifications to consider and therefore legal advice would be crucial. Cr Snewin advised the Committee that Alwyndor would need to establish a foundation with a Deductible Gift Recipient (DGR) status, and set up a financial quarantine.

Cr Snewin left the meeting at 7.08pm

Ms Gordon left the meeting at 7.08pm

Ms Gordon re-joined the meeting at 7.09pm

The Committee further discussed a bequest model and agreed that a program could be contemplated at the end of upcoming strategic planning.

Motion

That the Alwyndor Management Committee thank Councillor Snewin for his thought-provoking presentation on bequests.

Moved Mr Bamford, Seconded Cr Chabrel

Carried

7.2 Acting General Manager's Report (Report No: 16/19)

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 includes risk rating of incidents and hazards. One high rated risk has been reported in this financial year versus four in the previous financial. The Acting General Manager advised that reporting is by Financial Year, and clarified how it is determined what WHS incidents must be reported to SafeWork SA.

The Committee noted that we are showing an increase in incidents for Home Support and asked if we were providing additional training? The Acting General Manager explained that Home Support staff work in an uncontrolled environment which naturally increases risk. To address this we have recently reviewed our initial risk identification process and adjusted our manual handling training to include more intensive instruction and training.

The Committee conveyed that they were pleased with the work undertaken in the WHS area to encourage a reporting culture.

The Acting General Manager advised that the executive team will participate in a workshop (7 May) facilitated by AMC Deputy Chairperson to work through the Risk Register.

The Committee indicated they would like to see a trend analysis including how trends and issues are being addressed in the Feedback Report. The Acting General Manager advised that, as of last week, we have commenced risk-rating complaints, and that other mechanisms are in place to address concerns (eg Resident Food Focus Meeting). The Committee discussed reportable incidents.

The Acting General Manager advised that there were no updates relating to legal or industrial matters.

The Acting General Manager provided an update on recruitment.

The Acting General Manager advised that Tierra Health have been engaged to conduct a mini compliance audit to evaluate our preparedness for accreditation.

The Acting General Manager confirmed he has provided advice on Alwyndor's governance structure to Council administration. Council administration are exploring the formal delegations currently in place. The Committee agreed that the draft Governance Framework should be reviewed with this advice in mind. The framework needs to provide an overarching view and to be a core document and that key documents such as committee structures, would become attachments. The framework will also need to echo the Alwyndor Management Committee Terms of Reference. The Committee also discussed the formation of a short-term governance sub-committee which would be required to review the first draft or two of the Governance Framework along with the Terms of Reference review before submitting to Alwyndor Management Committee for approval and subsequently to Council.

The Acting General Manager advised that the Audit Committee, when reviewing the draft budget, expect a long-term financial plan and that, on further discussion with Acting Chief Executive Officer, it will be important to consider this in context of strategic plan.

The Acting General Manager advised that Enterprise Bargaining negotiations will commence mid-May and an update will be provided at the next meeting.

The Acting General Manager confirmed that a summary of the Consumer Engagement Survey recommendations has been shared with residents, families and staff and that we are seeking feedback prior to the Governance and Operations Committee determining which and how recommendations will be actioned.

The Acting General Manger informed the Committee that market research is being undertaken to get baseline data, which will be measured again at a future date. The Acting General Manager also confirmed that the research is focussed on Home Support. The Committee asked if there will be some tracking data based on advertising going out and requested to see this data at a future meeting.

The Committee expressed concern that marketing and advertising is happening without a marketing plan. The Acting General Manager advised that minimal promotion or financial investment has occurred, and that marketing has generally been restricted to local advertisements promoting information sessions.

Mr Bamford left the meeting at 8.17pm

Mr Bamford re-joined the meeting at 8.17pm

Motion

1. That the following items be noted 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. GM Summary
7. Update on Legal Advice regarding Governance
8. Draft 2019-20 Budget – Process Update
9. Enterprise Bargaining Agreement Negotiations
10. Consumer Engagement Survey Recommendations Update
11. Marketing Update

2. That the Acting General Manager engage a third party to write a governance framework, taking into consideration advice received, requirements of the Aged Care and Local Government Acts and previously drafted documents.

Moved Cr Lonie, Seconded Ms Cudsi.

Carried

8. **CONFIDENTIAL**

8.1 **Monthly Financial Report – March 2019 (Report No: 14/19)**

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: 14/19 Monthly Financial Report – March 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: 14/19 Monthly Financial Report – March 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 Mr Bamford, Seconded Mr Whitford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Monthly Financial Report – March 2019 (Report No: 14/19) 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 Cr Lonie, Seconded Mr Cheater

Carried

8.2 **Short-term Strategy – Action Plan and Progress – April 2019 (Report No: 15/19)**

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: 14/19 Monthly Financial Report – March 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: 14/19 Monthly Financial Report – March 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 Cr Lonie, Seconded Ms Cudsi

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. **That having considered Agenda Item 8.2 Short-term Strategy – Action Plan and Progress – April 2019 (Report No: 15/19) 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 12 months and that this order be reviewed every 12 months.**

Moved Cr Lonie, Seconded Ms Cudsi

Carried

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

9.1 Recruitment of Alwyndor General Manager (verbal)

Exclusion of the Public – Section 90(3)(a) 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 Agenda Item 9.1 Recruitment of Alwyndor General Manager 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 Agenda Item 9.1 Recruitment of Alwyndor General Manager on the following grounds:**
 - a. **pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to Agenda Item 9.1 Recruitment of Alwyndor General Manager is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being prospective candidates because of details relating to the recruitment process.**
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 Mr Whitford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 9.1 Recruitment of Alwyndor General Manager (verbal) in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Minutes be retained in confidence for a period of 12 months and/or the Acting Chief Executive Officer is authorised to release the documents when an appointment to the position of Alwyndor General Manager is made and that this order be reviewed every 12 months.

Moved Mr Cheater, Seconded Ms Cudsi

Carried

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 16 May 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 9.21pm.

CONFIRMED 16 May 2019

CHAIRPERSON