

## **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 15 May 2018 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor R Aust

#### **Independent Members**

Chairman – Mr D Royans

Ms T Aukett

Mr T Bamford

Ms J Cudsi

Dr O Peters

#### **Staff**

General Manager Alwyndor– Mr R Kluge

Personal Assistant – Ms R Gordon

### **1. OPENING**

The Chairman declared the meeting open at 6.37 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 - Ms J Bonnici, Cr S Lonie, Mr I Pratt, Ms L Wills

### **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 17 April 2018 be taken as read and confirmed.**

Moved by Cr Aust, Seconded by Mr Peters

**Carried**

**6. REPORTS/ITEMS OF BUSINESS****6.1 People and Culture Update (Report No: 30/18)**

This report provides an update on Human Resources (HR) activity for the last two months as well as planned future activity.

*The General Manager provided the Committee with an update on various HR matters. The General Manager advised that recent staff briefings were received well and processes were explained/re-iterated in these sessions by Anthea LeCornu and that a reflection tool is being implemented in Residential. The General Manager advised that the commencement of the structural changes process was delayed by one week with a letter sent to staff today, 15 May.*

**Motion**

**That the Alwyndor Management Committee receive the information provided in the People and Culture Update report.**

Moved Ms Cudsi, Seconded Cr Aust

**Carried**

**6.2 Healthy Living Services Update (Report No: 29/18)**

This report provides an overview of the activity in the Healthy Living (Therapy) Services department between January and March 2018.

*The Committee noted that the YTD profit and KPIs are encouraging and that all activity seems very positive. The General Manager advised that a submission made to Medibank late last year for rehabilitation in the home services has resulted in an invitation to move to the next stage. The Committee indicated a desire to see comparison data for sick leave (year-on-year) in the future. The General Manager informed the Committee that the flu vaccination process has changed this year whereby staff have received a voucher to go to a pharmacy at their convenience for their vaccination, instead of providing the service on-site.*

**Motion**

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

Moved Ms Cudsi, Seconded Mr Bamford

**Carried**

**6.3 Operations Update (Report No: 38/18)**

This report summarises the activities of the Operations department over the past 6 months and provides some insights into initiatives that have been in development or are planned for development over the next 6 months.

*The Committee acknowledge that the new website is a great improvement on the previous iteration.*

*The Committee sought clarification on how Alwyndor can provide the wide ranging services with the new phone system without charging a set-up fee? The General Manager advised that NBN changes means we will lose all our lines and therefore had to transition to a new system. The cost to residents will be \$1.50/day or \$2.50/day if including wi-fi access.*

*The General Manager provided the Committee with a summary of Walk-Me and the benefits this may have as a platform for staff to access the information they need when they need it.*

*The General Manager identified that the issue with system reporting for clinical incidents is close to being ironed out. The General Manager also elaborated on Nurse Call being at its end-of-life and identified that Alwyndor may be able to get another 5 years out of the system with an updated server.*

*It was also noted by the Committee that there is a 1% increase in expenditure for energy and an 8.77% decrease in usage. The General Manager confirmed that the energy report failed to deliver on the required elements and that was being worked through with the audit provider.*

**Motion**

**That the Alwyndor Management Committee receive and note Operations business unit update.**

Moved Mr Bamford, Seconded Cr Aust

**Carried**

**6.4 Minutes – Governance and Operations Committee – 1 May 2018 (Report No: 31/18)**

The minutes of the Governance and Operations Committee meeting held on 1 May 2018 are provided for information.

*The General Manager confirmed that the Governance and Operations Committee is occurring on a monthly basis, with an informal discussion occurring mid-cycle of the schedule. The Care and Support Services Committees only started in March due to the change-over of staff and the General Manager would like to delay the review of this structure to August.*

*The General Manager also acknowledged there is a significant action list of continuous improvement initiatives.*

*The Committee noted that the installation of the phone system was delayed but has now occurred.*

**Motion**

**That the minutes of the Governance and Operations Committee meeting held on 1 May 2018 be noted and a review of the structure be scheduled for August 2018.**

Moved Ms Aukett, Seconded Ms Cudsi

**Carried**

**6.5 General Manager's Report (Report No: 32/18)**

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 General Manager provided an update on WHS contractor management which is scheduled for completion in June. All contractors are inducted however, ensuring their documentation compliance needs improvement. Anticipated completion date will be August or September.*

*The Deputy Chairperson provided an update to the Committee on the recruitment of members for the Alwyndor Management Committee. The Deputy Chairperson advised that 34 applications were received and 4 people were interviewed. Recommendations will be presented to Council on 22 May.*

**Motion**

**That the following items be noted:**

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan, and supports the change of date for contractor management to September 2018.**
- 3. Recruitment of Members to the Alwyndor Management Committee.**

Moved Cr Aust, Seconded Mr Peters

**Carried**

**7. CONFIDENTIAL**

**7.1 CCTV Upgrade (Report No: 36/18)**

**Exclusion of the Public – Section 90(3)(k) 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: 36/18 CCTV Upgrade 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: 36/18 CCTV Upgrade on the following grounds:
  - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods to upgrade Alwyndor's CCTV system.
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

#### Motion

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

2. That having considered Agenda Item 7.1 CCTV Upgrade (Report No: 36/18) in confidence under section 90(2) and (3)(k) 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 the CCTV upgrade is complete and that this order be reviewed every 12 months.

*This order is subject to section 91(8)(b) of the Act which provides that details of the identity of the successful tenderer must be released once Alwyndor has made a selection. In addition, section 91(8)(ba) of the Act requires details of the amount(s) payable by Alwyndor under a contract for the provision of cleaning services must be released once the contract has been entered into by all concerned parties.*

Moved Ms Aukett, Seconded Cr Aust

Carried

#### 7.2 **Energy Efficiency Assessment – Solar PV Array (Report No: 37/18)**

At the request of the General Manager this item has been withdrawn from the Alwyndor Management Committee agenda.

**7.3 Uniquity Report Update – Cost Proposal for Implementation of Action Plan (Report No: 33/18)**

**Exclusion of the Public – Section 90(3)(a)(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: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan 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: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan 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 Report No: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being Alwyndor staff.**
  - 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 and that this information may prejudice the costing as the financial details and resources will be disclosed.**

**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**

**Motion**

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

5. That having considered Agenda Item 7.3 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan (Report No: 33/18) in confidence under section 90(2) and (3)(a)(d) of the Local Government Act 1999, the Alwyndor, pursuant to section 91(7) of that Act orders that the report, attachment and minutes be retained in confidence for a period of 36 months and that this order be reviewed every 12 months.

Moved Cr Aust, Seconded Ms Aukett

**Carried**

8. **URGENT BUSINESS – Subject to the leave of the meeting**

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

The next meeting of the Alwyndor Management Committee will be held on Tuesday 19 June 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. **CLOSURE**

The meeting closed at 8.55 pm.

**CONFIRMED 19 June 2018**

**CHAIRMAN**