

## 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 21 February 2019 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor P Chabrel

#### **Independent Members**

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

#### **Staff**

Acting General Manager Alwyndor – Mr B Cape  
Personal Assistant – Ms R Gordon  
Financial Accountant – Ms A Klenk  
Engagement and Communications Advisor – Ms T Helbers  
Healthy Living Services Manager – Mr S Drew

### **1. OPENING**

The Chairperson declared the meeting open at 6.37pm.

### **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 S Lonie

### **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 January 2019 be taken as read and confirmed with two minor corrections as follows:**

- 1. Page 2 - Item 5, Confirmation of Minutes. Cr P Chabrel seconded the confirmation of minutes.**
- 2. Page 3 - Item 7.1, Short-term Suspension of Meeting Procedures. Add Acting in front of General Manager.**

Moved by Cr Chabrel, Seconded by Ms Cudsi

**Carried**

*The Committee discussed changes Cr Chabrel wished to make to the minutes. The Committee agreed to adopt the minutes with two minor changes.*

## 6. REVIEW OF ACTION ITEMS

*The Committee reviewed the action items and requested the Corporate Risk Register and Governance Framework be re-circulated and included in the agenda for discussion at the next meeting.*

*The Committee asked if the CCTV action is still outstanding and the Acting General Manager advised that the plan had been circulated to the Committee, communication has been sent to all stakeholders, the cameras are in place and have been operating for roughly 3 weeks. The Committee queried whether this included the policy – the Acting General Manager advised that the parent policy is Council's and the communications plan referred to the policy. The Acting General Manager reiterated that the CCTV upgrade was an upgrade of existing service with some additional cameras to cover black-out spots.*

Ms Cudsi left the meeting at 6.48pm

Ms Cudsi re-joined the meeting at 6.51pm

*The Committee requested a policy that articulates Alwyndor stance on CCTV and who has access to the data. The Committee will consider the policy and then have a conversation around what Alwyndor's position will be if families wish to have a camera in a resident's room. The Committee requested the policy contemplate those who are not able to make decisions themselves. It was noted that access and communication is central under the new standards and is pertinent to this discussion. The Committee agreed to wait to review the existing policy before considering what procedure might be required.*

*Strategic planning approach item to be updated with the agreed new approach.*

## 7. CONFIDENTIAL

### 7.1 Monthly Financial Report – January 2019 (Report No: 03/19)

**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: 03/19 Monthly Financial Report – January 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: 03/19 Monthly Financial Report – January 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 Ms Bonnici

**Carried**

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

4. That having considered Agenda Item 7.1 Monthly Financial Report – January 2019 (Report No: 03/19) 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 Ms Bonnici, Seconded Cr Chabrel

**Carried**

**7.2 Short-term Strategy – Action Plan and Progress (Report No: 04/19)**

**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: 03/19 Monthly Financial Report – January 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: 03/19 Monthly Financial Report – January 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 Mr Bamford

**Carried**

Ms Klenk left the meeting 7.49pm

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

3. That having considered Agenda Item 7.2 Short-term Strategy – Action Plan and Progress (Report No: 04/19) 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 Mr Cheater, Seconded Mr Bamford

**Carried**

## 8. REPORTS/ITEMS OF BUSINESS

### 8.1 Draft 2019/20 Budget Process (Report No: 05/19)

This report outlines the draft budget process and timeframes, for the information of the committee.

Ms Helbers left the meeting at 8.20

Ms Helbers re-joined the meeting at 8.22pm

*The Chairperson advised that the budget process is largely controlled by Council.*

#### **Motion**

**That the Alwyndor Management Committee:**

- 1. note the process and timeframes for the draft 2019/20 financial year budget.**
- 2. note that Alwyndor will aim for a business as usual budget for the 2019/20 financial year.**

Moved Cr Chabrel, Seconded Mr Cheater

**Carried**

### 8.2 Marketing and Communications Strategy – Progress Update (Report No: 06/19)

The Alwyndor Marketing and Communications Strategy 2019-20 (approved by the AMC on 20 November 2018) outlines the core initiatives that will better support and empower our people, promote our services and protect our reputation.

An urgent priority identified in the approved strategy was to develop a corporate identity kit (a professional suite of templates and tools), to enable us to better communicate with current and potential customers. This report outlines the work done to date, and requests approval to proceed with its implementation.

Mr Capes left the meeting at 8.24pm

Mr Capes re-joined the meeting at 8.25pm

*The Engagement and Communications Advisor presented the refreshed logo and corporate identity to the Committee.*

*The Committee discussed the finer points of the refreshed logo, including the link to Alwyndor's history with the 3-part logo referencing the 3 Riddle siblings as well as Alwyndor's present 3 service departments. The Committee also discussed the use of the 'Always Alwyndor' concept for advertising and promotions, and recommended that both be treated in lowercase where appropriate. The Committee was unanimous in its agreement to support the use of the refreshed corporate identity moving forward.*

**Motion**

**That the Alwyndor Management Committee supports the immediate adoption of the new corporate identity kit, including the refreshed logo, to allow the timely and efficient roll-out of effective marketing and communications collateral within this financial year's marketing budget.**

Moved Ms Cudsi, Seconded Cr Chabrel

**Carried**

Ms Helbers left the meeting 8.52pm

Mr Drew left the meeting at 8.52pm

**8.3 Acting General Manager's Report (Report No: 07/19)**

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 the revised meeting dates and task scheduled is will help reduce the work required of the executive team noting that exception reporting will be provided in future General Manager report.*

*Minor alterations to the revised meeting dates and task schedule include:*

- *reinstate financial reporting in May.*

Ms Cudsi left the meeting at 8.59pm

Ms Cudsi re-joined the meeting at 9.00pm

Mr Bamford left the meeting at 9.01pm

- *Workforce Plan be re-named People Plan.*
- *Schedule strategic planning workshops to April and June.*

*The Committee discussed whether to hold strategic discussion at every meeting, with a specific topic at each meeting, and requested the General Manager's report provide a more qualitative view and addressed first item at the meeting.*

*The Committee also requested the task schedule include:*

- *The 3 department managers attend meetings for strategic discussions twice a year, and other managers once a year.*

*WHS reporting was noted as being covered in the action plan however, the Committee requested that WHS reporting in the General Manager's report include incidents and injury statistics that they be advised of significant incidents as they arise.*

Ms Cudsi left the meeting at 9.11pm

Ms Gordon left the meeting at 9.11pm

Ms Gordon re-joined the meeting at 9.12pm

*The Acting General Manager advised of the intent to risk rate complaints moving forward and indicated that feedback doesn't currently provide any resolution of feedback.*

*The Committee reiterated a previous request, to be advised of mandatory reports as they happen, not waiting until the next meeting. The Acting General Manager advised that a risk assessment should identify high-risk mandatory reports.*

*The Acting General Manager advised there was nothing new to note under legal and industrial matters.*

*The Committee discussed the Royal Commission into Aged Care Quality and Safety.*

### **Motion**

**1. That the following items be noted and items of interest discussed:**

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan**
- 3. Corporate Risk Register**
- 4. Feedback Analysis Report**
- 5. Legal and Industrial Matters**
- 6. Royal Commission into Aged Care Quality and Safety**

**2. Adopts the revised meeting date and task schedule with minor amendments.**

Moved Cr Chabrel, Seconded Mr Cheater

**Carried**

**8.4 Corporate Governance (Report No: 08/19)**

Due to greater scrutiny in the aged care sector, and the complexities of Alwyndor as an entity, it is recommended that Alwyndor seek legal advice to ensure compliance with all relevant legislation.

*The Acting General Manager advised that previous governance scrutiny has been around the Local Government Act however, little scrutiny has occurred in relation to the Aged Care Act. The Acting General Manager wants to confirm that the current governance structure meets the requirements of the Aged Care Act and new Standards.*

### **Motion**

**That the Alwyndor Management Committee agree to the Acting General Manager seeking legal advice to ensure Alwyndor's governance structure is compliant with the Aged Care Act, with reference to the Local Government Act.**

Moved Mr Cheater, Seconded Ms Bonnici

**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 21 March 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**10. CLOSURE**

The meeting closed at 9.37 pm.

**CONFIRMED 21 March 2019**

**CHAIRPERSON**

DRAFT