

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 16 January 2018 at 6.30 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
Mr I Pratt
Ms L Wills

Staff

General Manager Alwyndor– Mr R Kluge
Governance Coordinator – Ms W Matthews
Chief Financial Officer – Ms N Andjelkovic
Residential Services Manager – Ms L Trevaskis

1. OPENING

The Chairman declared the meeting open at 6.37pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairman 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 - Nil

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 19 December 2017 be taken as read and confirmed.

Moved by Councillor Lonie, Seconded by Mr Bamford

Carried

6. CONFIDENTIAL**6.1 Monthly Financial Report – December 2017 (Report No: 02/18)**

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: 02/18 Monthly Financial Report – December 2017 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: 02/18 Monthly Financial Report – December 2017 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 Councillor Lonie

Carried

Ms N Andjelkovic left the meeting at 7.28pm.

7. REPORTS/ITEMS OF BUSINESS

7.1 Residential Services Update (Report No: 04/18)

The Residential Services Update provides information on the new clinical structure; occupancy; management of the recent gastroenteritis outbreak; complaints management and reportable assaults.

The General Manager Alwyndor advised the Committee that the Residential Services Manager had tendered her resignation and will be leaving Alwyndor in February 2018.

The Chairman thanked Ms Trevaskis for her contribution to Alwyndor and wished her all the best for her future endeavours.

Mr Pratt left the meeting at 7.57pm.

Mr Pratt rejoined the meeting at 7.59pm.

Motion

That the Alwyndor Management Committee receive and note the update on Residential Services provided in this report.

Moved Councillor Lonie, Seconded Mr Pratt

Carried

Ms L Trevaskis left the meeting at 8.06pm.

Short Term Suspension of Meeting Procedures

The Chairman, Mr Royans with the approval of two thirds of the members present suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of 30 minutes (or a period sufficient to facilitate informal discussion in

relation to the matters raised by the General Manager Alwyndor and will resume at the discretion of the Presiding Member.

The meeting procedures were suspended at 8.12pm.

Mr Royans left the meeting at 8.13pm.

Mr Royans rejoined the meeting at 8.15pm.

Mr Peters left the meeting at 8.21pm.

Mr Peters rejoined the meeting at 8.23pm.

Mr Bamford left the meeting at 8.40pm.

Mr Bamford rejoined the meeting at 8.42pm.

At the conclusion of the 30 minutes for the Short Term Suspension of Meeting Procedures at 8.42pm the Chairman sought leave of the meeting to extend the short term suspension for a further 30 minutes.

Leave of the meeting was granted.

The Chairman brought the suspension of meeting procedures to a close at 9.05pm.

7.2 Governance Update (Report No: 06/18)

This report summarises the objectives, tasks and achievements to date within the governance framework areas of:

- Governance leadership and culture;
- Safety and quality systems improvement;
- Clinical performance and effectiveness;
- Safe environment for the delivery of care; and
- Partnering with consumers.

Motion

That this report be adjourned for consideration at the next Alwyndor Management Committee meeting to be held in February 2018.

Moved Ms Aukett, Seconded Mr Bamford

Carried

7.3 Minutes – Governance and Operations Committee – 9 January 2018 (Report No: 05/18)

The minutes of the Governance and Operations Committee meeting held on 9 January 2018 are provided for information.

Motion

That the minutes of the Governance and Operations Committee meeting held on 9 January 2018 be noted.

Moved Councillor Lonie, Seconded Ms Bonnici

Carried

7.4 General Manager's Report (Report No: 01/18)

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.

Motion

That the following items be noted and items of interest discussed:

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan**
- 3. Service Business Plans**

Moved Councillor Lonie, Seconded Mr Peters

Carried

8. URGENT BUSINESS

The Chairman sought leave of the meeting to consider three matters of urgent business.

Leave of the meeting was granted.

8.1 Organisational Behaviour Issues

Following the discussion on the Residential Services Update (AMC Report No: 04/18).

Motion

- 1. That the Chairman of the Alwyndor Management Committee be authorised to appoint a consultant to investigate organisational behavioural issues which have been brought to the attention of the Committee.**
- 2. That the scope of the consultant brief be endorsed by the Alwyndor Management Committee by 5.00pm on Thursday 18 January 2018.**
- 3. That the Chairman of the Alwyndor Management Committee shortlist two appropriate consultants for consideration by the committee by 25 January 2018.**
- 4. That the Alwyndor Management Committee appoint a consultant to undertake the investigation by the 31 January 2018.**

Moved Mr Pratt, Seconded Mr Bamford

Carried

Motion

That the General Manager Alwyndor develop a communications plan as a matter of urgency.

Moved Mr Pratt, Seconded Mr Bamford

Carried

8.2 Professional Development Opportunity

Motion

That the members of the Alwyndor Management Committee participate in the webinar “Build an Effective Board” at a cost of \$360.00.

Moved Ms Bonnici, Seconded Councillor Lonie

Carried

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 20 February 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.42pm.

CONFIRMED 20 February 2018

CHAIRMAN