

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 17 July 2018 at 6.30 pm.

PRESENT

Elected Members

Councillor R Aust
Councillor S Lonie

Independent Members

Deputy Chairperson – Mr O Peters
Mr T Bamford
Mr K Whitford
Ms L Wills

Staff

General Manager Alwyndor– Mr R Kluge
Personal Assistant – Ms R Gordon
Chief Financial Officer – Ms N Andjelkovic

Observer

Mr K Cheater

1. OPENING

The Deputy Chairperson declared the meeting open at 6.30 pm.

The Deputy Chairperson welcomed Mr Whitford to the Committee, and Mr Cheater as an observer to the meeting. Mr Whitford and Mr Cheater provided the Committee with personal introductions.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Deputy 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 - Nil
3.2 Leave of Absence - Ms T Aukett, Ms J Bonnici, Ms J Cudsi

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 June 2018 be taken as read and confirmed.

Moved by Cr Lonie, Seconded by Ms Wills

Carried

6. REPORTS/ITEMS OF BUSINESS**6.1 Appointment of Chairperson and Deputy Chairperson (Report No: 44/18)**

At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairperson and a Deputy Chairperson from amongst the Management Committee Members. The incumbent office bearers shall be eligible for reappointment at the expiry of their term, at the AMC's discretion.

Motion

That the Alwyndor Management Committee declares the positions of Chairperson and Deputy Chairperson vacant and appoints the General Manager to act as the Returning Officer for the election of Chairperson and Deputy Chairperson.

Moved Mr Bamford, Seconded Ms Wills

Carried

The General Manager sought nominations for the positions of Chairperson and Deputy Chairperson.

Chairperson

Nominations for the position of Chairperson were received from Ms Trish Aukett.

As there was only one nomination for the position of Chairperson, the Returning Officer declared that Ms Trish Aukett was elected Chairperson of the Alwyndor Management Committee.

Deputy Chairperson

Nominations for the position of Deputy Chairperson were received from Mr Ollie Peters.

As there was only one nomination for the position of Deputy Chairperson, the Returning Officer declared that Mr Ollie Peters was elected Deputy Chairperson of the Alwyndor Management Committee.

Motion

That the Alwyndor Management Committee:

- 1. Appoints Ms Trish Aukett to the position of Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**
- 2. Appoints Mr Ollie Peters to the position of Deputy Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**

Moved Cr Aust, Seconded Cr Lonie

Carried

The Returning Officer then vacated the Chair, and Mr Peters assumed the role of Chairperson for the remainder of the meeting.

With leave of the meeting the Chairperson agreed to adjust the order of matters before the committee.

At the discretion of the Chairperson and with support of all members, Mr Cheater remained at the table.

7. CONFIDENTIAL

7.1 Monthly Financial Report – June 2018 (Report No: 47/18)

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: 47/18 Monthly Financial Report – June 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: 47/18 Monthly Financial Report – June 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.

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 Mr Bamford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 7.1 Monthly Financial Report – June 2018 (Report No: 47/18) 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 Bamford, Seconded Ms Wills

Carried

Ms Andjelkovic left the meeting at 6.54pm

7.2 Residential Services Update (Report No: 48/18)

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 Report No: 48/18 Residential Service Update 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: 48/18 Residential Service Update 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: 48/18 Residential Service Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being staff and residents of Alwyndor because it details of staff performance and resident care.

- 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 Mr Bamford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

- 2. That having considered Agenda Item 7.2 Residential Services Update (Report No: 48/18) 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 report and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**

Moved Cr Lonie, Seconded Cr Aust

Carried

The order of the meeting resumed at 7.05pm.

6.2 Minutes – Governance and Operations Committee – 3 July 2018 (Report No: 49/18)

The minutes of the Governance and Operations Committee meeting held on 3 July 2018 are provided for information.

The General Manager offered to meet with any members interested in going over the governance structure incorporating internal committee meetings and the organisation structure.

Motion

That the minutes of the Governance and Operations Committee meeting held on 3 July 2018 be noted.

Moved Cr Lonie, Seconded Mr Bamford

Carried

6.3 General Manager's Report (Report No: 46/18)

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 advised that there is a delay in the governance report scheduled to be provided this month and will be presented at the August meeting of the AMC. The General Manager indicated to the Committee that he is happy with where the WHS Action Plan is sitting noting that Contractor Management has slowed and may run over as it will likely shoehorn with Council's process.

Register of interest – please complete and return.

Legal advice relating to CCTV installation, obtained via Council’s legal counsel, advice supports ability to install at Alwyndor. The General Manager undertook a small verbal poll of 76 residents and all were in favour of having them installed.

The Committee sought clarity from the General Manager on the progress of the CCTV business plan. The General Manager assured the Committee that the CCTV installation process would commence with a new policy and communication plan prior to installation. It was noted that the key reason for the CCTV upgrade is predominantly for resident security, safety and assurance. The Committee agree to in-principle installation of CCTV at Alwyndor by progressing to the tender process, with the results of the tender, a new policy and communication plan be provided to the Committee prior to implementation. The Committee also indicated that Committee approval will need to be sought if costs look to exceed the budgeted amount.

The Committee deliberated the need to start reviewing the Terms of Reference and consider the Alwyndor medium-term strategic and long-term financial plan. The Committee agreed to participate in a facilitated workshop in early September to consider re-prioritising the current strategic plan with a view to building a 5-year plan. The Committee discussed the interrelation of the Terms of Reference, Strategy, and professional development for members. The Committee noted that they have expected staff to undertake a lot of change and it is important for the Committee to consider the way they work and communicate. Members discussed the importance of determining if engaging a facilitator is for the strategic planning process or working relationships and development of the Committee.

The Committee sets the vision, works with senior management to plan how that is communicated and delivered to the organisation, then the organisation delivers on that vision.

The Committee sought a one-page timeline and who will be involved for the review of Terms of Reference and that this be reviewed with the Chairperson. The Committee also discussed the obvious updates necessary for the Terms of Reference including: services we provide; term of appointment and election of members; strategic timeframes; clarity of Trust.

Motion

- 1. That the following items be noted and items of interest discussed:**
 - 1. Meeting Dates and Task Schedule**
 - 2. WHS Implementation Plan**
 - 3. Register of Interest Form – Related Party Disclosure**
 - 4. CCTV Upgrade**
 - 5. Strategic Plan Review**
 - 6. Review of AMC Terms of Reference**

- 2. That the Alwyndor Management Committee approves proceeding to tender for the acquisition of a fully comprehensive CCTV system for installation at Alwyndor at a cost as per the budget.**

Moved Ms Wills, Seconded Cr Lonie

Carried

8. URGENT BUSINESS – Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 21 August 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 8.14 pm.

CONFIRMED 21 August 2018

DEPUTY CHAIRPERSON

ITEM NUMBER: 13.1

ATTACHMENT 2

CONFIDENTIAL MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 17 JULY 2018 (Report 264/18)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Alwyndor Management Committee will receive, discuss or consider:

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.**

Confidential Minutes of the Alwyndor Management Committee Meeting held in the Boardroom, Alwyndor Aged Care, 52 Dunrobin Road Hove on Tuesday 17 July 2018 at 6.30pm.

7. ITEMS IN CONFIDENCE

7.1 Monthly Financial Report – June 2018 (Report No: 47/18)

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: 47/18 Monthly Financial Report – June 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: 47/18 Monthly Financial Report – June 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.

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 Mr Bamford

Carried

Financial reports for June 2018 are provided for review. They comprise of the Scorecard, YTD Budget to Actuals Comparison and Movement in Funds/Reserve Accounts.

The Chief Financial Officer advised that the presented accounts were interim accounts being June and that results may vary slightly once all end of year accruals are recorded. CDC/Private packages increased significantly. The General Manager advised some work to gain private packages has occurred, given the changes to CHSP.

The Committee noted the need to address the type of services Alwyndor can offer within the Terms of Reference when revised. The General Manager advised, for the sake of new members, that the dashboard and presentation of financial reports is a somewhat new format and feedback is welcome. The CFO also offered to meet with any member to explain the reporting. In response to a query regarding the fully supported matter discussed at last meeting, the General Manager advised that the numbers have been calculated, but context needs to be added to the numbers prior to presenting them to the Committee.

Motion

1. That the Scorecard (Attachment 1), YTD Budget to Actual Comparison (Attachment 2), Movement in Fund/Reserve Accounts (Attachment 3), and the revised budget forecast for the remainder of the 2017/18 Financial Year (Attachment 4) be received and noted.
2. That the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 7.1 Monthly Financial Report – June 2018 (Report No: 47/18) 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 Bamford, Seconded Ms Wills

Carried

Ms Andjelkovic left the room at 6.54pm

7.2 **Residential Services Update (Report No: 48/18)**

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 Report No: 48/18 Residential Service Update 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: 48/18 Residential Service Update 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: 48/18 Residential Service Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being staff and residents of Alwyndor because it details of staff performance and resident care.
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 Mr Bamford

Carried

The Residential Services Update provides information on the new clinical structure; occupancy; quality program; complaints management; and reportable assaults.

The General Manger advised that the document included a detailed summary of the ACFI position. Alwyndor is still below average for size of site and acuity of residents. Last week a desktop audit of ACFI occurred for the first time in 4 years. The General Manager assured the Committee that Alwyndor's target ACFI in 2019 financial year budget is achievable. The Committee noted the proactive action being taken by benchmarking with similar facilities. The General Manger provided an update on the roster restructure to the Primary Carer Model (PCM) advising that it is day two of the new roster, and within 3 months we will be able to reduce the use of agency staff significantly. The Committee thanked the Residential Services Manager for the comprehensive report.

Motion

1. That the Alwyndor Management Committee receive and note the update on Residential Services activities as outlined in this report.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.2 Residential Services Update (Report No: 48/18) 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 report and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Cr Aust

Carried

CONFIRMED 21 August 2018

DEPUTY CHAIRMAN