

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 March 2019 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel
Councillor S Lonie

Independent Members

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

Staff

Acting General Manager Alwyndor – Mr B Capes
Personal Assistant – Ms R Gordon
Financial Accountant – Ms A Klenk – 7.21pm
Acting Chief Executive Officer City of Holdfast Bay – Mr R Bria

1. OPENING

The Deputy Chairperson declared the meeting open at 6.34 pm.

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

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting

Motion

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

Moved by Ms Cudsi, Seconded by Cr Chabrel

Carried

5.2 Confidential Minutes of the Previous Meeting

Motion

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

Moved by Mr Whitford, Seconded by Cr Chabrel

Carried

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

Mr Capes & Ms Gordon left the meeting at 6.37pm

7. REPORTS/ITEMS OF BUSINESS

7.1 Recruitment of Alwyndor General Manager (verbal)

The Acting Chief Executive Officer provided a verbal update on the recruitment of a General Manager, Alwyndor.

Mr Capes & Ms Gordon re-joined the meeting at 6.48pm

7.2 Staffing Update (verbal)

The Acting General Manager provided a verbal update on staffing at Alwyndor. The Committee discussed staffing options and models.

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

Ms Gordon left the meeting at 7.20pm
Ms Gordon re-joined the meeting at 7.20pm

Ms Klenk joined the meeting at 7.21pm

8. CONFIDENTIAL

8.1 Monthly Financial Report – February 2019 (Report No: 10/19)

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: 10/19 Monthly Financial Report – February 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: 10/19 Monthly Financial Report – February 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 Cudsi

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Monthly Financial Report – February 2019 (Report No: 10/19) 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 Cudsi, Seconded Mr Banford

Carried

8.2 **Draft 2019/20 Budget (Report No: 11/19)**

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: 10/19 Monthly Financial Report – February 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: 10/19 Monthly Financial Report – February 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 final budget will be reported as part of Council's published budget.

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 Cudsi

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 8.2 Draft 2019/20 Budget (Report No: 11/19) 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 12 months and that this order be reviewed every 12 months.

Moved Cr Chabrel, Seconded Mr Whitford

Carried

Ms Klenk left the meeting at 7.36pm

8.3 Short-term Strategy - Action Plan and Progress – March 2019 (Report No: 12/19)

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: 12/19 Short-term Strategy – Action Plan and Progress – 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: 12/19 Short-term Strategy – Action Plan and Progress – 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 Mr Whitford, Seconded Cr Lonie

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. **That having considered Agenda Item 8.3 Short-term Strategy – Action Plan and Progress – March 2019 (Report No: 12/19) 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 Cr Chabrel

Carried

Mr Whitford left the meeting 8.00pm

Mr Whitford re-joined the meeting 8.02pm

7.3 **Acting General Manager's Report (Report No: 09/19)**

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 Committee confirmed that the Financial Accountant is not required for the strategic discussion item at the April meeting.

The Acting General Manager advised that there have been no reportable WHS incidents this financial year. It was acknowledged that the workplace inspection process has improved – where previously hazards were identified and resolved, they are now being reported correctly. The Committee indicated they would like to see future WHS Hazard & Incidents reports indicate risk ratings/commentary.

It was acknowledged that consumer engagement will be everything under the new standards.

The Acting General Manager indicated that staff are working to improve the data for feedback analysis, which will allow more sophisticated reporting to the AMC. The Acting General Manager provided an update on what actions are being taken in Home Support Services as the Committee flagged that the feedback analysis report did not specify.

The Acting General Manager advised that the Customer Experience Survey format is the same as that conducted by the Accreditation Agency. The Committee queried whether the recommendations in the report will be taken on board and if so, what timeframe are staff working to. The Acting General Manager advised that the Governance and Operations Committee will review the recommendations and consider next steps.

The Acting General Manager advised that there was nothing new to report on legal and industrial matters.

The Acting General Manager informed the Committee that an advertisement will be published in the Messenger (27 March) about an upcoming general Information Session on Alwyndor being held on 3 April.

The Acting General Manager confirmed that there had been no mandatory reports since the previous meeting. However, there was one incident late Wednesday which was reported today and the Acting General Manager provided an update to the Committee.

On 12 March Alwyndor held it's second annual Dorothy Cheater Staff Awards. 17 nominations were assessed against Alwyndor's values, resulting in two winners. The refreshed logo was launched to staff at the awards and it was a very successful event.

The Acting General Manager provided an update on the advice being sought relating to Alwyndor's governance structure, noting that we expect advice by the end of the month.

Ms Gordon left the meeting at 8.25pm
Ms Gordon re-joined the meeting at 8.25pm

Cr Lonie left the meeting at 8.39pm
Cr Lonie re-joined the meeting at 8.41pm

The Acting General Manager advised that our recent ACAR Submission was unsuccessful.

Motion

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. ACAR Submission Update**

Moved Mr Bamford, Seconded Ms Cudsi

Carried

9. MEMBER'S ACTIVITY REPORT

9.1 Aged Care Quality and Safety Commission, Preparing for the New Standards Seminar – Councillor Chabrel (Report No: 13/19)

On 27 February 2019 Cr Chabrel represented the AMC at a seminar conducted by ACQSC on preparing for the new standards. He joined members of Alwyndor's Senior Leadership Team (SLT) and over 100 representatives from other aged care organisations in an informative and interactive day.

Cr Chabrel summarised his report and spoke of the items he felt stood out at the seminar. Cr Chabrel advised that the starting point appears to be a focus on changing behaviours from task focussed to customer engagement.

Ms Cudsi left the meeting at 8.50pm
Ms Cudsi re-joined the meeting at 8.52pm

Cr Chabrel acknowledged that Alwyndor is rolling out an education program on the Standards.

Cr Chabrel advised that the seminar focussed on two areas: Standard 3 Personal and Clinical Care, and Standard 8 Governance.

Cr Lonie left the meeting at 8.53pm
Cr Lonie re-joined the meeting at 8.55pm

Motion

That the Aged Care Quality and Safety Commission, Preparing for the new Standards Report be received and noted.

Moved Mr Bamford, Seconded Mr Whitford

Carried

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

Nil

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 18 April 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

12. CLOSURE

The meeting closed at 8.57pm.

CONFIRMED 18 April 2019

DEPUTY CHAIRPERSON