

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 17 January 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

Staff

Acting General Manager Alwyndor – Mr B Capes
Personal Assistant – Ms R Gordon
Financial Accountant – Ms A Klenk
Best Practice and Innovation Coordinator – Ms R Cantos
Residential Services Manager – Ms S Wirth
Engagement and Communications Advisor – Ms T Helbers
Home Support Services Manager – Ms N Jeffery
Healthy Living Services Manager – Ms S Drew

1. OPENING

The Chairperson declared the meeting open at 6.34 pm.

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 - Cr S Lonie

3.2 Leave of Absence - Mr K Whitford

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 18 December 2018 be taken as read and confirmed.

Moved by Mr Bamford, Seconded by Cr Lonie Cr Chabrel

Carried

6. REVIEW OF ACTION ITEMS

7. CONFIDENTIAL

7.1 Short-term Strategy (Report No: 01/19)

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: 01/19 Short-term Strategy 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: 01/19 Short-term Strategy 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 requirement 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 Bamford, Seconded Cr Chabrel

Carried

This report outlines the short-term plan for Alwyndor to focus on key priorities and address areas of risk.

Short Term Suspension of Meeting Procedures

The Chairperson, Ms T Aukett with the approval of all members present suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of 1 hour (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 6.38pm

The Chairperson brought the suspension of the meeting to a close at 7.41pm

Ms Jeffery, Ms Cantos, Ms Helbers and Mr Drew left the meeting at 7.42pm

The Acting General Manager advised that the primary focus of the Executive team at this time is Alwyndor's accreditation. Alwyndor's accreditation expires in November. Alwyndor can expect an agency accreditation visit any time from May and will be one of the first organisations to go through accreditation under the new quality standards. As part of aligning to the new quality standards, we need to re-do all 355 care plans across Residential and Home Support departments. The Committee queried why it is necessary to re-do all care plans - the Residential Services Manager advised that current plans do not meet the new quality standards.

The Acting General Manager advised that an internal accreditation working party has been formed. This team will also address Alwyndor's preparedness for the Royal Commission. Although smaller providers have not been invited (or legally obliged) to respond to the Royal Commission – it has been requested that smaller providers make a submission. The Committee recognised that both accreditation and the Royal Commission are matters we must be properly prepared for. The Acting General Manager agreed to provide a copy of Alwyndor's submission to the Royal Commission to the Committee once complete.

The Committee acknowledged that we are in a position to use the accreditation preparation process to improve team culture and to bring into focus our key vision of "active, healthy and meaningful lives for all people as they age". The Committee

encouraged the executive team to communicate, and guide staff in how to generate the best outcomes for Alwyndor's community.

Short-term (three month) staffing resources required were discussed at length in order to prepare to meet the new quality standards and accreditation.

The Committee agreed that overall sustainability must also continue to be an area of ongoing prioritisation and focus.

The Committee acknowledged the efforts made by the executive team to focus on care, customers and compliance during a period of change in the aged care industry. The Committee also recognised that under the Acting General Manager the executive team are motivated and united to achieve these short-term goals and have the full support of the Committee.

Motion

That the Alwyndor Management Committee:

- 1. notes the information outlined in this report.**
- 2. agrees for the Acting General Manager to focus on and address key areas of risk over the next six months.**
- 3. approves the Acting General Manager to employ short-term additional resource to meet requirements as appropriate having regard to the key areas of risk identified as discussed.**
- 4. requests the Acting General Manager reports progress against an accreditation action plan to the Committee each month.**

RETAIN IN CONFIDENCE - Section 91(7) Order

- 5. That having considered Agenda Item 7.1 Short-term Strategy (Report No: 01/19) 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 and Attachments be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Ms Cudsi, Seconded Ms Bonnici

Carried

7.2 Financial Update (verbal)

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: 81/18 Monthly Financial Report – October 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: 71/18 Monthly Financial Report – October 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 Chabrel, Seconded Ms Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.2 Financial Update (verbal report) 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 Cheater, Seconded Cr Chabrel

Carried

Ms Wirth and Ms Klenk left the meeting at 8.10pm

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

8.1 Strategic Planning (verbal)

Short Term Suspension of Meeting Procedures

The Chairperson, Ms T Aukett with the approval of all 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 8.14pm

The Chairperson brought the suspension of the meeting to a close at 8.30pm.

Motion

That Strategic Planning process be deferred until the appointment of a General Manager with the view of commencing in April but no later than 30 June 2019.

Moved Ms Aukett, Seconded Mr Cheater

Carried

Mr Capes left the meeting at 8.32pm

8.2 Recruitment of General Manager Alwyndor (verbal)

The Committee discussed the recruitment for the role of General Manager, Alwyndor.

Ms Cudsi left the meeting at 8.44pm

Ms Cudsi re-joined the meeting at 8.45pm

Motion

That the Alwyndor Management Committee recommend that the Chief Executive Officer consider having an experienced aged care professional on the interview panel for the recruitment of a GM for Alwyndor

Moved Mr Cheater, Seconded Ms Bonnici

Carried

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 21 February 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 8.46 pm.

CONFIRMED 21 February 2019

CHAIRPERSON