

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 19 June 2018 at 6.30 pm.

PRESENT

Elected Members

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

System Support Officer – Ms L Harper

Chief Financial Officer – Ms N Andjelkovic

Home Support Services Manager – Mr N Jeffery

1. OPENING

The Chairman declared the meeting open at 6.37 pm.

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 - Cr R Aust

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 15 May 2018 be taken as read and confirmed noting the following corrections:

- **7.1 Retain in Confidence cleaning services contract statement to be removed.**

Moved by Mr Pratt, Seconded by Ms Cudsi

Carried

6. REPORTS/ITEMS OF BUSINESS**6.1 Home Support Services Update (Report No: 40/18)**

This report provides a summary of the activity undertaken by the Home Support Services Department for the provision of home support services to consumers of Alwyndor throughout February, March and April 2018.

The Home Support Services Manager provided a verbal update of the report. A recommendation was made to circulate any additional information such as tables and graphs as a confidential attachment going forward.

The Home Support Services Manager reported a lot of activity has occurred with consumers transferring between package levels e.g. Level 2 to Level 4 and a reasonable number of discharges into Residential Accommodation being replaced by new customers.

Resthaven will commence transitioning consumers over to their service on 1 July 2018 however some customers will retain Alwyndor staff via a brokering agreement. The Home Support Services Manager is having regular discussions with Resthaven to attempt to make the transition of consumers as smooth as possible.

A meeting with representatives of the i-Care Home Care Manager systems has occurred to discuss the areas being utilises and to review Alwyndor's use of the software. The Committee noted there is a need to invest in a Home Care Manager Champion as the 'go to person' for all staff to maximize the benefits I-Care provides.

The Committee Acknowledged the Home Support Services Department KPI's, Financials and Incident data.

Ms Jeffery left meeting at 7.26pm

Motion

That the Alwyndor Management Committee receives and notes the information provided in this report.

Moved Cr Lonie, Seconded Mr Bamford

Carried

6.2 Minutes – Governance and Operations Committee – 5 June 2018 (Report No: 42/18)

The minutes of the Governance and Operations Committee meeting held on 5 June 2018 are provided for information.

The Committee positively commented on the activity and work around policies and procedures.

The Committee queried the Clinical Incident report January to March. The General Manager reported the Committee will see the analysis and trending of incidents in Residential Report at the next meeting and noted ongoing improvement in the reporting system.

Motion

That the minutes of the Governance and Operations Committee meeting held on 5 June 2018 be noted.

Moved Ms Cudsi, Seconded Mr Todd

Carried

6.3 General Manager's Report (Report No: 39/18)

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 reported Alwyndor, with the City of Holdfast Bay, is reviewing the Contractor Management processes as part of the WHS action plan.

City of Holdfast Bay Council have endorsed the recommended appointments to the Alwyndor Management Committee. Dr O Peters expressed his concerns in regard to the differing processes of the last several appointments to the Alwyndor Management Committee. He also recommends that the members review the current Terms of Reference and the previous proposals to update.

The General Manager updated the Committee on the current Roster Review process. He stated that the new proposed rosters were sent to staff late last week with approximately 40 already returned accepting the new proposed rosters. Staff that have not responded to the proposed roster via acceptance or programming a meeting with the GM are aware this will be considered as accepting the change of roster.

Staff with concerns/queries have had one on one discussions with the General Manager over the past several weeks resulting on over 50 individual meetings. The final rosters to be confirmed on 28 June 2018 for commencement on 16 July 2018.

Fair Treatment Training is due to be completed at the end of July. A positive response has been reported on the Fair Treatment Training and anecdotally it appears the morale of staff is improving.

The General Manger updated the Committee on the Employee Engagement position and that the original preferred applicant withdrew and two other applications being considered tomorrow.

Cr Lonie left meeting at 7.35

Cr Lonie re-joined meeting at 7.40

Motion

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

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan**
- 3. Appointment of Members to the Alwyndor Management Committee**
- 4. Roster Review Update**
- 5. Uniquity Action Plan Update**

Moved Ms Lonie, Seconded Mr Todd

Carried

7. CONFIDENTIAL

6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18)

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: 43/18 Monthly Financial Report – April and May 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: 43/18 Monthly Financial Report – April and May 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.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18) 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 Mr Pratt

Carried

7.2 CCTV Upgrade – Revised Business Case (Report No: 41/18)

Exclusion of the Public – Section 90(3)(k) 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: 41/18 CCTV Upgrade – Revised Business Case 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: 41/18 CCTV Upgrade – Revised Business Case on the following grounds:
 - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods to upgrade Alwyndor's CCTV system.

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.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 6.2 CCTV Upgrade – Revised Business Case (Report No: 41/18) in confidence under section 90(2) and (3)(k) 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 12 months and/or the Chief Executive Officer is authorised to release the documents when the CCTV upgrade is complete and that this order be reviewed every 12 months.

Moved Ms Cudsi, Seconded Mr Bamford

Carried

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

7.1 Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 17 July 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.35pm.

CONFIRMED 17 July 2018

CHAIRMAN