

# McLaren Vale & Districts War Memorial Hospital

## *Kalyra Advisory Group Terms of Reference*

### **Background**

The McLaren Vale Hospital site Advisory Group is being established to assist the new owners of the site, the James Brown Memorial Trust to work with the community and key stakeholders about the future of the site.

This follows a decision of the McLaren Vale and Districts War Memorial Hospital Board and membership to transfer to “*James Brown Memorial Trust the assets and undertakings of the Hospital on such terms as the Board determines.*”

### **Purpose of the McLaren Vale Hospital site Advisory Group**

The purpose of the Advisory Group is to seek to provide the **best outcome for the community** on the McLaren Vale and Districts War Memorial Hospital site.

Specifically, the McLaren Vale Hospital site Advisory Group will -

#### **Establish the vision for the site**

define the purpose and principles for the use of the site. This will establish some ‘parameters’ around what the site is used for and is not, and how that use should be grounded in a principles led approach.

Support implementation of the purpose and principles.

#### **Enable information sharing**

Provide a place where Kalyra can provide information to key community members about what is possible / achievable and raise awareness about Kalyra and Kalyra’s role,

#### **Provide advice and feedback on changes to the site**

Provide feedback on and advice to Kalyra from a community and stakeholder perspective on plans and or significant changes to the site.

Co-design elements of the future use of the site.

**Provide advice on, and support broader community engagement by Kalyra about the site.**

Provide advice about how to reach out into the community more broadly and receive feedback from the broader community.

Different members on the Advisory Group will have different roles in supporting the work of the overall group. Details regarding these can be found in the Roles and responsibilities section.

## **Membership**

The Advisory Group members are:

### ***Tenants***

Martine Carpenter, Speech Pathologist

Dr Mike Reid,

Brooke Kenny, Clinpath

Dr Graham Lovell, Wellbeing Clinic

Robert Hall, Meals on Wheels

SA Ambulance

### ***Government***

Marisa Bell, Councillor, City of Onkaparinga (as Elected Member Liaison)

Lisa Elder, City of Onkaparinga Community Capacity area (Acting Team Leader for Active Ageing)

Leon Bignall, Member for Mawson

### ***Social service provider***

John Gyepes, RSL

### ***Kalyra Residents***

Kevin Baugh

Pam Williamson

Vic Rowe

Susan Ryan

Bryan Hearn

### ***Regional Community representatives***

Catherine Forrest

### ***Community Advocate***

Adele Pugsley

### ***Kalyra Staff***

Sara Blunt, CEO

Samantha Manoel

In addition, Amanda Bywater, Kalyra will be Secretariat and democracyCo staff will facilitate.

## Selection and Replacement of Members

Membership Group	Terms and Replacement method
<b>Local residents</b>	2-year term Selected via open invitation (registration of interest) with the aim to choose a demographically diverse group with different experiences with the site – every two years.
<b>State Member for Mawson City of Onkaparinga</b>	Unlimited term - As elected by constituents.  Unlimited term Appointed and replaced as determined by the City of Onkaparinga CEO.
<b>Service providers</b>	2-year term - Kalyra to select in consultation with service providers.
<b>Kalyra Staff</b>	Unlimited term – members and their replacements appointed by the CEO of Kalyra
<b>Residents of Kalyra homes</b>	2-year term - Open call to residents and depending on response, members then selected by Kalyra
<b>Site tenant representatives</b>	Unlimited – as long as they are tenants of the site. Member determined by each of the tenants.
<b>Local advocate</b>	2-year term After the initial appointment by Kalyra, the person in this position will be determined by the Advisory Group members. Advisory Group can decide to reappoint if the advocate agrees.
<b>Hospital Board Representative</b>	A representative of the Hospital Board will be selected by the Board to represent the Board on the Advisory Group until such time as the transition arrangements to Kalyra are completed.

## Roles and Responsibilities of Members

Position	Responsibilities
<b>Facilitator</b>	<ul style="list-style-type: none"><li>• Design and facilitate the meetings</li><li>• Act as spokesperson for the group during 2024, only speaking about the groups purpose, process and work.</li></ul>
<b>Kalyra CEO / Lead</b>	<ul style="list-style-type: none"><li>• Listen/ reflect and respond to the views and needs of Members.</li><li>• Bring all relevant information to support 'advice' from Members.</li><li>• Lead communications and engagement with the community – in line with agreed approach with Advisory Group.</li><li>• Bring information gained through engagement processes about the needs and expectations of the community back to the Advisory Group for their information, reflection and consideration.</li><li>• Explore redevelopment opportunities and options inline with the Advisory Group's purpose and bring to Advisory Council for advice and discussion.</li><li>• Work with Government regarding the provision of health services on the site.</li><li>• Take all legal and financial responsibility for the site.</li></ul>
<b>All Members</b>	<ul style="list-style-type: none"><li>• Regularly attend and participate in meetings.</li><li>• Contribute their skills, knowledge and experience.</li><li>• Report as necessary to their organisation to share knowledge on progress and issues (as relevant)</li><li>• To share what they learn with the broader community.</li><li>• To reflect their knowledge / views / understanding of the needs of the broader community to ensure the work of the Advisory Group is focussed on achieving the best outcome on the site for the community.</li><li>• Lead subgroups if required.</li><li>• To act inline with decisions of the Advisory Group and in line with the Group's core objective - <i>to provide the best outcome for the McLaren Vale and Districts War Memorial Hospital site for the community.</i></li></ul>
<b>Kalyra Secretariat</b>	<p>The core functions / roles of the secretariat for the Advisory Group will be:</p> <ul style="list-style-type: none"><li>• Attend all meetings of the Advisory Group</li><li>• Attend all meetings between the Executive and Facilitator.</li></ul>

- Liaison with all Advisory Group members regarding their attendance, payment of their honorarium and any other matters pertaining to their participation.
- Meeting Oversight – includes scheduling dates (in collaboration with facilitator), booking venues and catering, notifying members of dates and following up to ensure attendance. This will also include sending out a meeting overview – which will be prepared by the facilitator, and the distribution of any pre-workshop materials. From time to time this may also include inviting guests and ensuring / supporting their attendance.
- Management of turnover of members – in the event a member withdraws from the Advisory Group, the Secretariat will support the Executive and Facilitator to identify a replacement and will then be responsible for liaising with that person to secure their commitment.
- Monitor terms of members – and support the process for replacement.
- Workshop Notes – it is intended that outcomes from each workshop are recorded, but minuting of workshops is not required. Usually the facilitator will capture notes in the workshop (either on paper/boards or on google docs) and it will be the responsibility of the secretariat to type up these workshop notes / reports. Once a first draft is complete, notes to be sent to facilitator for checking, before distribution to the group. This work will slightly change with each workshop – as the purpose and scope of each workshop will be different – but this will be explained / supported by the facilitator.
- Support / facilitate any community facing messaging that the Advisory group wish to promote – this might include the preparation of text for the website, communiques and the like.
- Management of conflict of interest register. This includes developing a proforma for registration of conflicts and annual updating of it.
- Management of other compliance documentation required (if needed).

## **Decision Making**

The Advisory Group is not responsible for the management of the McLaren Vale Hospital Site nor its finances or staff. No staff report to the Advisory Group.

Strategic site level decisions will be informed by the Advisory Group, with final decision making the responsibility of the Kalyra Board.

The Advisory Group will make decisions however through the course of their deliberations. These will likely be decisions about what they agree the vision of the site should be, and the best way to ensure the site meets the needs of the community. Decisions will be made by consensus (80%) – with an aim to be able to provide advice to Kalyra that has clear levels of agreement amongst the Advisory Group. Where Members of the Advisory Group don't agree, their reasoning will be articulated and clear.

## **Terms of Reference Review**

The Terms of Reference will be reviewed initially after 9 months from adoption by the Group, and from then on, every 12 months.

## **Operational Requirements**

### **Workshop details**

- Will be monthly initially (for 4 months) and from then on quarterly, until determined otherwise.
- Workshop notes will be produced by the facilitator – after every meeting of the group which reflect the outcomes / advice.

### **Financial support for community members**

Community members, the Local Advocate and the Kalyra residential members will all be paid an honorarium of \$50 per meeting, to cover expenses incurred in their participation.

### **Protocols for conduct, conflict of interest, confidentiality**

#### **Conduct**

The Advisory Group have considered the way in which we want to work together – the principles which will underpin our work. These include:

- Being **committed** to why we are here and what we are doing.
- Being **respectful** of each other, patient and showing respect at all times.
- **Participating** fully – cooperating, giving each other equal air time & following the process
- **Empathy** – We care about each other. We allow people to have time and space when they need it.

- We **listen and learn** from each other - we recognise and value our different views, ideas, experiences and personalities and see everyone on the group as equal. There are no wrong ideas. We are open to all views & ideas.
- We are **adaptive** – we compromise, have flexibility and as a group are committed to problem solving together.
- We are **responsible and accountable** – we concentrate and do the work we are here to do.
- We **enjoy our time** together – we work creatively and bring ideas forward, and enjoy humour in our work.

## Conflict of Interest

Conflict of interest does not depend on a person's character, integrity or actions, but on the person's range of interests, involvements and situations. Conflicts of interest that remain unidentified, undisclosed, and unmanaged can give rise to a suspicion that corrupt conduct has occurred, is occurring, or may occur. If a reasonable and fair-minded observer might perceive that a members' personal interest could be favoured by exercising their duties and responsibilities, then a conflict of interest exists.

All members are expected to avoid conflicts of interest where possible, through the identification and disclosure of their interests. When avoidance is not possible, members are required to disclose such conflicts in a prompt manner if and when they arise. In the circumstance where a conflict of interest exists, the member should disclose the interest in writing to the Secretariat as soon as reasonably practical, upon which a decision will be made by the Facilitator / Kalyra Executive about the persons participation in the discussion.

All members will be asked to disclose their interests at the beginning of each calendar year through a register managed by the Secretariat (which will be published for transparency). It is expected that all members will have interests in the site. The 'reasonable person test' will be applied to determine a conflict of interest. <sup>1</sup>

## Confidentiality

All conversations held at Advisory Group workshops and information disclosed in related correspondence will be deemed as public (i.e. open, transparent, and allowed to be shared) unless explicitly directed by Kalyra Executive or the Facilitator. Only matters which will have a commercial or sensitive legal nature to them will be potentially held in confidence and in these circumstances, it will be very clear to Advisory Group members what is allowed to be shared, and what is not.

## Communication

### External communications

We know that this project will continue to be prominent in the local community and beyond.

The intent of the Advisory Group is to help guide Kalyra in how it works with the community on plans for the site in a positive and inclusive way. As a consequence,

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<sup>1</sup> [https://www.icac.sa.gov.au/documents/ICAC\\_Identify\\_Disclose\\_Manage\\_2021.pdf](https://www.icac.sa.gov.au/documents/ICAC_Identify_Disclose_Manage_2021.pdf)

ongoing work of the Group will be shared publicly in order to ensure transparency and engagement.

Communications sent regarding the work of the Advisory Group will be shared with Group members. If you are approached by the media and wish to comment, Advisory Group members should speak as 'individuals' or as a representative of your organisation (if appropriate) serving on the Advisory Group, but please don't speak 'on behalf' of the Advisory Group.

Emily Jenke , CEO democracyCo will be the official spokesperson for the Advisory Group and its work – and will only ever speak about the group's purpose, work and process. This arrangement will stay in place until the end of 2024, at which time the Advisory Group will consider the best approach. Broader Kalyra related communications will be undertaken by Sara Blunt, CEO Kalyra.

If you choose to speak to media as an individual or as a representative of your organisation (if appropriate) and would like some support to do so, then please reach out to Amanda Bywater.

Members are welcome and encouraged to share what the Advisory Group is doing with any friends, family members, community members and/or groups you are a part of.

Should Members experience any negative behaviour from other community members arising from serving on the Advisory Group, please reach out for support. You do not have to deal with their behaviour on your own. If you have an issue with any aspect of the Advisory Group process then please share your concerns with us in the first instance so that we can discuss and seek a solution together.

### **Internal communications**

The Advisory Group have agreed to establish a Basecamp site – which will be the space for documents to be shared, and will enable all members to communicate with each other between meetings. To enable equitable participation, all documents will also be emailed to the group.

All meeting notes, agendas and outputs from the Advisory Group will be loaded and stored in Basecamp. Documents which require confidentiality will be marked accordingly.

The group have agreed that the best time for meetings is a Sunday afternoon – at around 2pm. Forward meeting dates will be agreed with enough notice to enable members to make appropriate arrangements to attend. Meetings will generally be planned for 2hrs duration – but this may change from time to time depending on workload.