

ITEM NUMBER: 13.1

ATTACHMENT 2

CONFIDENTIAL DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 15 AUGUST 2019 AND 19 SEPTEMBER 2019 (Report 378/19)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Council 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 Thursday 15 August 2019.

8. ITEMS IN CONFIDENCE

8.1 Short-term Strategy – Action Plan and Progress – August 2019 (Report No: 33/19)

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: 33/19 Short-term Strategy – Action Plan and Progress – August 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: 33/19 Short-term Strategy – Action Plan and Progress – August 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 Ms Cudsi, Seconded Cr Chabrel

Carried

This report provides an update on progress made to-date against the Short-term Strategy Action Plan.

The Acting General Manager confirmed that a contact visit from the department has been set for 27 August 2019.

The Acting General Manager advised that Case Conferences will be complete by 23 August and audits are continuing as planned.

The Residential Services Manager advised that net promotor scores have been added to the conferences and are consistently receiving scores of nine and ten. This supports our resident satisfaction rate being very high.

The Acting General Manager believes Alwyndor is well placed clinically, while there some areas of Governance will need to be completed.

The Committee noted the work on restraints has been completed and restraints have been significantly reduced.

The Committee discussed the Draft Governance Framework and noted that it needs a reasonable amount of focus and a group will work through this through the working party.

Motion

That the Alwyndor Management Committee:

1. notes the Action Plan and progress made to-date.
2. will be provided a monthly summary of costs associated with the implementation of the Action Plan.
3. notes the draft Governance Framework.

Moved Mr Whitford, Seconded Ms Cudsi

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Short-term Strategy – Action Plan and Progress – August 2019 (Report No: 33/19) 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 18 months and that this order be reviewed every 12 months.

Moved Mr Whitford, Seconded Ms Cudsi

Carried

8.2 Monthly Clinical Risk and Quality Report – August 2019 (Report No: 31/19)

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: 31/19 Monthly Clinical Risk and Quality Report – August 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: 31/19 Monthly Clinical Risk and Quality Report – August 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.

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 Chabrel

Carried

This report provides updates on Clinical and Quality key Key Performance Indicators (KPIs). It also outlines the KPI, their measurement, and frequency of reporting.

The Residential Services Manager confirmed that the national quality data will be presented to the AMC in October.

In relation to mandatory training, the Acting General Manager advised there is a very small period of grace for staff to complete the training before being removed from shift.

The Residential Services Manager advised that the commentary in the KPI report provides details for the month whereas the graph includes historical information.

The Committee reiterated the protocol for members to be advised (via email) of any mandatory reporting information.

The Residential Services Manager provided an overview of the one external complaint from earlier in the year.

The Committee noted the proposed KPI schedule and were satisfied that the schedule will provide the detail required by the AMC. The Acting General Manager confirmed the information behind the report will be frequently reviewed and updated and that this information is confirmed through the Care Services Committee and Governance and Operations Committee. The Committee were satisfied that the schedule will provide detail required by the AMC and that it should be trialed.

Motion

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

Moved Ms Cudsi, Seconded Cr Chabrel

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.2 Monthly Clinical Risk and Quality Report – August 2019 Report No: 31/19 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 18 months and that this order be reviewed every 12 months.

Moved Ms Cudsi, Seconded Cr Chabrel

Carried

Mr Harding left the meeting at 8.10pm

Leave of the Meeting

The Chairperson sought leave of the meeting to change to order of the Reports on the Agenda to Report No: 32/19 Monthly Financial Report – July 2019, then Report No: 30/19 Draft Corporate Risk Register.

Leave of the meeting was granted.

8.4 Monthly Financial Report – July 2019 (Report No: 32/19)

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: 32/19 Monthly Financial Report – July 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: 32/19 Monthly Financial Report – July 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 Ms Cudsi, Seconded Mr Bamford

Carried

Financial reports for July 2019 are provided for review. They comprise of the Financial and Investment Reports, and the End of Financial Year results.

The Finance Manager advised that there was a formula error in the spreadsheet for the July finance report and provided an updated version (also circulated via email prior to the meeting).

The Finance Manager advised that the per-resident per-day figure was higher than usual for July and that moving forward she will report based on the Medicare figures.

The Financial Manager advised that due to the timing of reporting, there will still be some adjustments to the End of Financial Year figures.

The Committee noted the End of Financial Year statement is in draft format and there are no notes to accounts. The Finance Manager confirmed the Auditors will be in from 2 September. The Committee agreed to review the statement after it has been audited.

Motion

1. That the monthly financial reports provided at Attachments 1 to 3 to the report be received and noted.
2. That the Acting General Manager be authorised to re-invest Term Deposits and redemption of investments.

3. That the Committee note the impact the short-term strategy has had on the current Financial Year budget to date.
4. That the Committee note the 2018/19 End of Financial Year results (as provided at Attachment 4 to the report) and acknowledge these results remain draft until audited.

Moved Mr Bamford, Seconded Ms Cudsi

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.4 Monthly Financial Report – July 2019 (Report No: 32/19) 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 Mr Bamford, Seconded Ms Cudsi

Carried

Ms Humphrey left the meeting at 8.26pm

8.3 **Draft Corporate Risk Register** (Report No: 30/19)

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: 30/19 Draft Corporate Risk Register 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: 30/19 Draft Corporate Risk Register 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.

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 Ms Cudsi, Seconded Mr Whitford

Carried

The draft Corporate Risk Register is provided to the Alwyndor Management Committee for review.

The Acting General Manager advised that the Consequence Scale and Description has been amended and Residual Risks have been updated.

Ms Cudsi left the meeting at 8.36pm

Ms Cudsi re-joined the meeting at 8.38pm

Motion

That the Alwyndor Management Committee notes:

1. notes the Corporate Risk Register, noting that this register will be regularly updated by administration as risks change and noting minor edits as discussed.
2. notes that Alwyndor's enterprise risks will be presented to Council's Audit Committee.

Moved Cr Chabrel, Seconded Ms Aukett

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.3 Draft Corporate Risk Register (Report No: 30/19) 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 18 months and that this order be reviewed every 12 months.

Moved Cr Chabrel, Seconded Ms Aukett

Carried

CONFIRMED 19 September 2019

CHAIRMAN

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 19 September 2019 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel
Councillor S Lonie

Independent Members

Chairperson – Mr K Cheater
Ms T Aukett
Mr T Bamford (via teleconference)
Ms J Bonnici
Ms J Cudsi
Mr K Whitford

Staff

Chief Executive Officer – Mr R Bria
General Manager Alwyndor – Ms B Davidson-Park
Residential Services Manager – Mr G Harding
Home Support Services Manager – Ms N Jeffery
Finance Manager – Ms L Humphrey
Team Leader Development Administration – Ms A Elliott

1. OPENING

The Chairperson declared the meeting open at 6.36 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 - Nil

3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 15 August 2019 be taken as read and confirmed.

Moved by Ms Aukett, Seconded by Ms Cudsi

Carried

5.2 Confidential Minutes of Previous Meeting

Motion

That the confidential minutes of the Alwyndor Management Committee held on 15 August 2019 be taken as read and confirmed.

Moved by Mr Whitford, Seconded by Councillor Chabrel

Carried

The Chairperson, Mr Cheater welcomed Ms B Davidson-Park, General Manager.

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.

The General Manager has agreed to perform a detailed review of the outstanding actions and to set clear dates for each item to be addressed.

It was agreed that the agenda for the October AMC meeting would allow time to discuss and agree to the process for developing a new Strategic Plan for Alwyndor as well as the review of the Terms of Reference and other governance matters.

7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 34/19)

The General Manager updated the AMC on the audit process undertaken to date: feedback and discussions indicate that we will be accredited on all eight standards, however, we are expecting some commentary on observations with areas for improvement.

Mr Whitford left the meeting at 6.56 pm.

Mr Whitford returned to the meeting at 6.59 pm.

The Committee acknowledged Mr Harding's leadership and all the hard work of the Alwyndor team and asked that this be passed onto the employees.

The Committee acknowledged the minor incident relating to an electrical shock.

The Committee requested additional explanatory commentary in all future reports provided to AMC.

Industrial matters: The dismissal matter went to the commission and the matter was upheld. A settlement has been reached, however, the staff member has failed to execute the documents (sign and return). The General Manager will follow up with our lawyers to form a strategy and direction.

Enterprise Bargaining: The meeting scheduled for Monday was deferred to Monday 23 September.

Motion

That the Alwyndor Management Committee:

1. Notes the following items and items of interest discussed:

1. Meeting Dates and Task Schedule
2. WHS Report
3. Feedback Analysis Report
4. Legal and Industrial Matters
5. Enterprise Bargaining Agreement Update
6. Re-appointment of Members to the Alwyndor Management Committee
7. General Update

2. Recommends to Council the re-appointment of Ms T Aukett to a two-year term as a member to the Alwyndor Management Committee.

Moved by Mr Whitford, Seconded by Ms Cudsi

Carried

Ms Bonnici left the meeting at 7.17 pm
Ms Bonnici returned to the meeting at 7.18 pm

8. CONFIDENTIAL ITEMS

8.1 Monthly Financial Report – August 2019 (Report No: 35/19)

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: 35/19 Monthly Financial Report - August 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: 35/19 Monthly Financial Report – August 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 by Councillor Lonie, Seconded by Ms Cudsi

Carried

Financial reports for August 2019 were provided for review. They comprise the Financial and Investment Reports.

The Finance Manager noted the strong performance for Home Support and that the underlying performance of Alwyndor (ie not including the extraordinary costs associated with accreditation) is above budget.

The Finance Manager noted that she has identified some issues with the budget and will be doing a reforecast at the end of September.

The Finance Manager noted that the end of year accounts are currently being subject to audit, but that they need to be provided to the Audit Committee of the City of Holdfast Bay prior to the next AMC meeting. It was agreed that the General Manager would organise a special AMC meeting to review the financial statements and the external auditors would also attend.

Motion

1. That the monthly financial reports provided at Attachments 1 to 3 to the report be received and noted.
2. That the General Manager be authorised to re-invest Term Deposits and redemption of investments.
3. That the Committee note the impact the short-term strategy has had on the current Financial Year budget to date (Attachment 3).

Moved by Councillor Chabrel, Seconded by Councillor Lonie

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Monthly Financial Report - August 2019 (Report No: 35/19) 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 by Councillor Lonie, Seconded by Councillor Chabrel

Carried

8.2 Monthly Clinical Risk and Quality Report – September 2019 (Report No: 36/19)

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: 36/19 Monthly Clinical Risk and Quality Report – September 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: 36/19

Monthly Clinical Risk and Quality Report – September 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.

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 by Councillor Lonie, Seconded by Councillor Chabrel

Carried

This report provides updates on Clinical and Quality Key Performance Indicators (KPIs). It also outlines the KPIs, their measurement, and frequency of reporting.

The Residential Services Manager spoke to the report and there were no material matters to note for the month.

The Residential Services Manager and General Manager plan to update the Critical Incident Management framework and provide that to a future AMC meeting for review.

Motion

That the Alwyndor Management Committee:

1. notes the information provided in this report.

Moved by Ms Bonnici, Seconded by Ms Cudsi

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 8.2 Monthly Clinical Risk and Quality Report – September 2019 Report No: 36/19 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 18 months and that this order be reviewed every 12 months.

Moved by Mr Whitford, Seconded by Councillor Lonie

Carried

8.3 **Home Support Services Update – September 2019** (Report No: 37/19)

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: 37/19 Home Support Services Update – September 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: 37/19 Home Support Services Update – September 2019 on the following grounds:

- b. 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.

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.

Mr Harding and Ms Humphrey left the meeting 7.50 pm

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 Councillor Lonie, Seconded by Ms Bonnici

Carried

This report provides a summary of the activity undertaken by Home Support Services for the provision of services to customers of Alwyndor. The Home Support Services Manager provided an overview of the business and key areas of focus and challenges.

The Home Support Services Manager is to prepare a detailed report on the current operation of the business against the new quality standards as well as the Strategic Plan and timetable for Alwyndor to be fully compliant.

Ms Cudsi left the meeting at 8.30 pm

Ms Cudsi returned to the meeting at 8.31pm

Motion

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

Moved by Councillor Lonie, Seconded by Councillor Chabrel

Carried

Ms Jeffery left the meeting at 8.33 pm

RETAIN IN CONFIDENCE – Section 90(3) Order

2. That having considered Agenda Item 8.3 Home Support Services Update – September 2019 Report No: 37/19 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 18 months and that this order be reviewed every 12 months.

Moved by Ms Bonnici, Seconded by Ms Cudsi

Carried

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

9.1 Unspent Federal Government Funds

Councillor Chabrel advised that the Federal Government are conducting a review over the policy regarding funds allocated being expended (similar to the NDIS). This resulted in a change to payments being made in arrears, it could have cash flow management implications. The General Manager would monitor developments.

9.2 Royal Commission

The AMC agreed it was an appropriate time for the General Manager to provide an update on the Royal Commission proceedings at the October AMC meeting and for this to be a regular agenda item.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 17 October 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 8.47 pm.

CONFIRMED 17 October 2019

CHAIRPERSON

CONFIDENTIAL

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor 52 Dunrobin Rd Hove on Thursday 27 July 2023 at 6.30pm.

8. GENERAL MANAGER REPORT – CONFIDENTIAL**8.1 General Manager Report – Confidential (Report No: 17/23)****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 Reports and Attachments to Report No: 17/23 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: 17/23 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 by Cr Susan Lonie, Seconded by Cr Bob Snewin

Carried

8.1.1 Project Updates

Noted.

8.1.2 Quarterly Performance Report

The Committee noted the quality of the summary and acknowledged the inclusion of the new mandatory measures.

The high number of mandatory surveys was noted along with the consequence of resident and client survey fatigue impacting on response levels. The Committee requested more detailed explanations regarding actions in response to the survey outcomes. There was a query regarding ongoing medication related errors, noting the increased client base. Initiatives were noted including benchmarking with other organisations.

Minutes of care: we are approaching targets ie 40 minutes of RN care per day and recruitment continues to enable us to meet this upcoming mandatory requirement.

8.1.3 Critical Issue in Residential

The General Manager updated on the status of a long term SAHLN patient awaiting placement. Attempts to move the client from Alwyndor to more appropriate accommodation have been unsuccessful due to a number of factors.

There are concerns around the patient's safety and next steps include engagement with the Adult Safeguarding Unit, Office of the Public Advocate and SACAT.

It was noted that ensuring the physical and psychological welfare of Alwyndor staff and other residents is paramount.

Motion:

That the Alwyndor Management Committee:

1. Notes the project updates: close out of AlayaCare and Mitel.
2. Notes the Quarterly Performance Report.
3. Notes the Critical issue in Residential and supports the proposed ongoing actions of the General Manager and Residential Service Manager in working with SAHLN to discharge the client to more appropriate accommodation.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.2 General Managers Report – Confidential (Report No: 17/23) 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 12 months and that this order be reviewed every 12 months.

Moved by Prof Lorraine Sheppard, Seconded by Prof Judy Searle

Carried

8.2 Finance Report – Confidential (Report No: 18/23)

Exclusion of the Public – Section 90(3) 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 18/23 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: 18/23, Finance Report - Confidential 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.

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 by Cr Susan Lonie, Seconded by Prof Judy Searle

Carried

8.2.1 Quarterly Finance Report

The CFO provided an overview, focussing on the projected deficit position. Increased rigour in the forecasting and overall reporting was noted.

8.2.2 Audit Plan

Noted

8.2.3 Quarterly Investment Performance Report

Noted

8.2.4 Investment Portfolio Forecast Cash Flow

Noted

Motion

That the Alwyndor Management Committee:

1. Notes the Quarterly Finance Report for Quarter 4 of 2022/23.
2. Notes the 2022/23 Dean Newbery Audit Plan.
3. Notes the Quarterly Investment Performance Report, Quarter 4 2022/23.
4. Notes the 2023/24 Investment Portfolio Forecast Cash Flow.
5. Notes that the General Manager and Chief Financial Officer will liaise with Ord Minnett (financial investment manager) to manage Alwyndor investments consistent with the Investment Management Strategy and Policy.

RETAIN IN CONFIDENCE - Section 91(7) Order

6. That having considered Agenda Item 8.2 Financial Report (Report No: 18/23) 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 by Prof Lorraine Sheppard, Seconded by Prof Judy Searle

Carried

9. **OTHER BUSINESS – Subject to the leave of the meeting**
Nil

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 28 September 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 7.57pm.

CONFIRMED 28 September 2023

CHAIRPERSON