

14/03/23

ITEM NUMBER: 14.1

ATTACHMENT 2

CONFIDENTIAL - MINUTES - ALWYNDOR MANAGEMENT COMMITTEE – 15 DECEMBER 2022

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the 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 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.**

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held on Thursday 15 December 2022 at 6.30pm.

PRESENT

Elected Members

Councillor Susan Lonie
Councillor Robert Snewin

Independent Members

Mr Kim Cheater- Chair
Ms Julie Bonnici
Ms Jo Cottle
Prof Lorraine Sheppard
Ms Trudy Sutton
Mr Kevin Whitford

Staff

Chief Executive Officer - Mr Roberto Bria
General Manager - Ms Beth Davidson-Park
Manager, Finance - Mr Damian Capurro
Manager, People and Culture - Ms Lisa Hall
Manager, Community Connections - Ms Molly Salt
Manager, Residential Services - Ms Natasha Stone
Executive Assistant - Ms Bronwyn Taylor

Guests

Sandy Pedler, Manager Clinical Quality
Bhuwan Sapkota, Clinical Nurse

1. OPENING

The Chairperson declared the meeting opened at 6.33pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chair 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
Prof Judy Searle

4. DECLARATION OF INTEREST

Nil.
Committee members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the Public and Confidential minutes of the Alwyndor Management Committee held on 27 October 2022 be taken as read and confirmed.

Moved by Mr Kevin Whitford, Seconded by Prof Lorraine Sheppard

Carried

6. REVIEW OF ACTION ITEMS

- 6.1 Action Items**
Non confidential:
Noted
Confidential:
Action 4 & 23 – Provide dates where possible
Self Assessment:
Noted
- 6.2 Annual Work Plan**
Noted

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 31/2022)

7.1.1 Appointment of the City of Holdfast Bay Councilors to the AMC
Noted that Councillors' Susan Lonie and Robert Snewin were appointed.

7.1.2 PEPA Presentation
Presentation moved to end of meeting with the agreement of the Committee.

7.1.3 COVID-19 Impacts Update

As of 24 November 2022 all Emergency Declarations ceased, Alwyndor has communication the position of continuing employee and volunteer requirements for PPE and vaccinations, employees to use a RAT before each shift and all visitors required to wear PPE and strongly encourage to RAT before each visit. A Policy is under development for consultation in February 2023, this policy will be subject to regular review ie quarterly.

Motion:

That the Alwyndor Management Committee:

1. Notes the appointment of the Councillors Susan Lonie and Bob Snewin to the Alwyndor Management Committee.
2. Notes the Presentation on the Program of Experience in the Palliative Approach (PEPA)
3. Notes the update regarding COVID-19 impacts and responses.

Moved by Cr Susan Lonie, Seconded by Cr Bob Snewin

Carried

8. GENERAL MANAGER REPORT – CONFIDENTIAL

8.1 General Manager Report – Confidential (Report No: 32/22)

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: 32/2022 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: 32/22 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 Ms Jo Cottle, Seconded by Ms Trudy Sutton

Carried

8.1.1 Catering Project Update

Software purchase and implementation completion date to be updated.

In response to a query regarding former Vision staff receiving payments following the company liquidation it was noted that we understand most staff received outstanding superannuation but not wages or leave entitlements.

In response to a query regarding resident satisfaction it was noted that surveys have been on going and overall the response is very favourable.

8.1.2 AlayaCare Project Update

Query regarding billing. Will keep AMC informed of success or otherwise of first run

8.1.3 Corporate Risk Status Report

Treatments once completed to be added to control measures.

8.1.4 Sector Reform Update

General Manager updated on the HCP pricing changes noting all clients have been mailed noting changes which are effective 1 January 2023 and that proposed new fees and charges will be shared in February 2023. Discussion ensued that we remain competitive, look to ways to increase without reducing services to clients. Consider grandparenting and hardship opportunities.

Action: The modelling for pricing increases to be shared with AMC via email in February 2023 with option for a special meeting if required.

General Manager updated on the residential care star ratings that have been announced.

Alwyndor overall rating - 3

Resident Experience - 4

Compliance - 3

Staffing - 2

Quality Measures - 4

We have lodged a query regarding the inclusion of minutes of care and will advise of any change to our rating.

Chair suggested consideration of a guest speaker in 2023 the industrial relations field.

Action: General Manger to organise speaker

8.1.5 Phone System Upgrade Business Case

General Manager addressed the need for a new phone system: response to growth, lack of reporting and monitoring functionality, and multiple system failures.

Agreed Option 2 *CoHB Mitel Solution* to be progressed.

Action: To present to February AMC Option 2 Project Plan.

8.1.6 ICT Equipment Additional Needs

General Manager advised the current budget will be expended on upgrading equipment at end of useful life, additional funds needed in response to unanticipated growth.

Motion:

That the Alwyndor Management Committee:

1. Notes the Catering Project update.
2. Notes the AlayaCare Project update.
3. Notes the Corporate Risk status report – Risk 1: *Failure to meet requirements of the Aged Care Act & quality standards.*
4. Notes the Sector Reform update.
5. Approves the business case for replacement of the current telephone system with Option 2: *Implement existing CoHB Mitel Solution* and that \$160,000 be included in the Quarter 2 budget review for the delivery of this project.
6. Approves the purchase of additional ICT equipment and that \$93,800 be included in the Quarter 2 budget review for this purpose.
7. Notes the projected ICT equipment requirements for inclusion in the review of the Long Term Financial Plan.

RETAIN IN CONFIDENCE - Section 91(7) Order

8. That having considered Agenda Item 8.1 General Manager's Report (Report No: 32/22) 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 3 years and that this order be reviewed every 12 months.

Moved by Cr Bob Snewin, Seconded by Mr Kevin Whitford

Carried

FINANCE REPORT – CONFIDENTIAL

- 8.2 Finance Report – Confidential (Report No:30/22)

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: 30/2022 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: 33/22 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 Mr Kevin Whitford

Carried

8.2.1 Annual Review of Investments

Manager Finance advised in investments at June we had \$11.8m, current is \$12.5m.
Discussion regarding cash kept confirmed the right amount is being kept.

8.2.2 Revised Liquidity Management Policy

Noted

Motion:

That the Alwyndor Management Committee:

1. Receive and note the details of this report.

2. Adopt the revised Liquidity Management Policy.

RETAIN IN CONFIDENCE - Section 91(7) Order

- 3. That having considered Agenda Item 82 Annual Review of Investments (Report No: 49/2020) 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 Cr Susan Lonie Seconded by Prof Julie Bonnici

Carried

7.39pm Cr Susan Lonie left meeting

7.41pm Cr Susan Lonie returned to meeting

7.1.2 PEPA

Presentation provided. Noted a very good summary. Consider offering to other staff. We will look at train the trainer style learning and sharing.

Action: Send presentation with links to AMC

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

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 23 February 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 8.12pm.

CONFIRMED 23 February 2023

CHAIRPERSON