

## ITEM NUMBER: 14.3

### ATTACHMENT 2

## CONFIDENTIAL DRAFT MINUTES - ALWYNDOR MANAGEMENT COMMITTEE – 29 JUNE 2023

*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 at Alwyndor 52 Dunrobin Rd Hove on Thursday 29 June 2023 at 6.30pm.

**8. CONFIDENTIAL REPORTS****8.1 General Manager Report – Confidential (Report No: 13/23)****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:13/23 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: 13/23 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 Prof Lorraine Sheppard, Seconded by Ms Jo Cottle

Carried

#### 8.1.1 Amendments to Quarterly Performance report

All indicated were comfortable with the summary of amendments subject to the following changes:

- Minutes of Care. – Include the same reporting details as reported to the Commonwealth.
- Reporting of compliance by exception only.
- To be added to Quarterly Financial Report:
  - Residential Direct Care costs % of care income
  - Average AN-ACC
  - Revenue utilisation
  - Case Management & costs % of Income

#### 8.1.2 Sector reform

Noted. An update regarding the Governance Reform will be presented to the July AMC meeting.

#### 8.1.3 AlayaCare

Noted.

#### 8.1.4 Catering Project

Noted.

The Committee acknowledged and congratulated the team on the completion of two complex projects and requested positive feedback be given to the catering team regarding the food quality.

#### 8.1.5 Mitel Solution Phone System project update

Noted. The final switch over date of 5 July was noted.

#### 8.1.6 Risk 5

Noted.

The Chair noted that a review of Corporate Risks and associated reporting will be a part of the upcoming Strategic Plan review process.

The Committee requested the following changes to reporting:

- Update risk tolerance levels and limits (AMC)
- Update limits and remove red, amber and green colour coding
- Report injuries based on % of 1000 hours worked

**Action:** To next meeting provide a detailed updates on mandatory training, emergency evacuation plan, how Risk 5 aligns to WHS plan.

#### 8.1.7 Alwyndor Policies

Noted. The Committee requested the following amendments:

- Include whistleblower/public disclosure policy
- Change responsibility from GM to AMC:
  - Disaster Management
  - Feedback & Complaints Management
  - WHS Management System overview statement

- Governance – Abuse & Neglect
- Governance – regulatory Compliance
- Governance- Financial Management
- Governance – Clinical Framework

**Motion:**

That the Alwyndor Management Committee:

1. Approve amendments to the Quarterly Performance report.
2. Note the update re the Federal Government Aged Care sector reform.
3. Note the AlayaCare Project update.
4. Note the Catering Project update.
5. Note the Mitel Solution Phone System Project update.
6. Note the Risk Appetite Statement.
  - Risk 5 – Failure to protect the safety and wellbeing of employees, contractors, volunteers and visitors Work Health and Safety.
7. Note and provide feedback on the Alwyndor Policies.

**RETAIN IN CONFIDENCE - Section 91(7) Order**

8. That having considered Agenda Item 8. General Manager's Report (Report No: 13/23) 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 3 years and that this order be reviewed every 12 months.

Moved by Cr Susan Lonie, Seconded by Cr Bob Snewin

**Carried**

**8.2 Alwyndor Budget 2023/24 – Confidential (Report No:14/23)**

**Exclusion of the Public – Section 90(3)(d) Order**

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  - 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**

#### 8.2 Alwyndor Budget 2023/24

General Manager provided summary of the additional information circulated via email to AMC on 27 June 2023.

HCP fees were considered and it was noted that no client will be disadvantaged as a result of the recommended increases. Recommendations for increases in salaries and wages were considered and supported.

#### **Motion:**

That the Alwyndor Management Committee:

1. Approves the Alwyndor 2023/24 Budget and note it has been adopted by the City of Holdfast Bay on 27 June 2023.
2. Notes the information provided on the 27 June 2023 regarding salaries and wages and commensurate income stream, and the review of Home Care Package fees and charges.
3. Notes that a review of the budget will be undertaken during Q1 2023/24, specifically in regard to salaries and wages, commensurate income and Home Care fees and charges.
4. Supports that the work value benefits be paid all eligible aged care employees.
5. Supports that the work value benefits be paid to Food Services Assistants and Residential Cleaning staff.
6. Supports an increase of 5.75% be paid to all employees.

7. Supports that Alwyndor recoups from Home Care Packages the 11.9% Federal Government funding increase.
8. Supports a 2% increase to Home Care Package service fees and charges.

**RETAIN IN CONFIDENCE - Section 91(7) Order**

9. That having considered Agenda Item 8.2 Alwyndor Budget 2023/24 (Report No: 14/23) 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 3 years and that this order be reviewed every 12 months.

Moved by Ms Jo Cottle, Seconded by Cr Susan Lonie

**Carried**

**9. OTHER BUSINESS**

**9.1 Farewell to Kevin Whitford**

Chair advised all this was Mr Kevin Whitford's last meeting as a member of AMC thanked him for his service to the Committee and all wished him well.

**9.2 Strategic Plan**

The Chair advised a date will be set in September for a Strategic Planning workshop. The Chair also noted he would be seeking a one on one with each Committee member over the next two months.

**10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on **Thursday 27 July 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 8.19pm.

**CONFIRMED 27 July 2023**

**CHAIRPERSON**