

## ITEM NUMBER: 14.1

### ATTACHMENT 2

## **CONFIDENTIAL - MINUTES - ALWYNDOR MANAGEMENT COMMITTEE – 30 MARCH 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 Road, Hove on Thursday 30 March 2023 at 6.30pm.

8. CONFIDENTIAL REPORTS

8.1 General Manager Report – Confidential (Report No: 06/23)

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: 06/23 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: 06/23 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 Ms Jo Cottle , Seconded by Ms Trudy Sutton.

Carried

8.1.1 ACQSC accreditation visit

General Manager gave an overview of the visit and noted that the interim report had been received. Standards 2, 3 and 8 were cited as 'unmet' ie of the 42 requirements 5 were unmet across the 3 standards. The Manager Residential provided commentary noting inconsistent wound care documentation and behaviour support plans, there were no concerns regarding care provided however documentation and incident recording had a number of gaps.

We have 14 days to respond to the report after which we will receive the final report.

**Action:** Review our internal quality assurance processes to ensure they align with coverage of the Commission.

The General Manager advised that on 27 March 2023, SALHN conducted Transitional Care Program (TCP) Audits for both Residential and Community TCP. Feedback was very positive with no major concerns noted, we await the final report.

#### 8.1.2 Industrial matter

General Manager provided a summary of the matter regarding Federal Government funding for increased aged care wages ie 15% recommended by the Fair Work Commission to specified roles on Federal Awards as an outcome of Stage 2 of the Work Value case. Given Alwyndor employees are on State Awards, legal advice is being sought for a potential solution(s) to enable Alwyndor to receive the funding. Liaison is underway for advocacy support from ACCPA and analysis is being undertaken to assess the potential impacts if the funding is not received by 1 July 2023. It was noted that advice to employees to date was that all Federal funding received for wage increases will be passed on to employees.

7.05pm Julie Bonnici left meeting

7.08pm Julie Bonnici returned to meeting

Ongoing updates will be provided to AMC as information becomes available.

#### 8.1.3 Aged Care Reform agenda

The update was noted with clarification provided by the General Manager that 8: *Independent Health and Aged Care Funding* should also note stage 2 of the Support at Home report to be implemented by 1 July 2024, detail not yet known.

The draft 2023-24 Alwyndor Budget will include funding to support the RN minutes of care requirement. It was requested that consideration be given to an RN which would provide (in part) educational support in palliative care. It was noted that Alwyndor currently has a 4 star rating in the new 'star rating' system.

#### 8.1.4 Commonwealth Home Support – additional funding

Noted. Manager Community Connections provided an update on Alwyndor receiving YMCA City of Holdfast Bay area CHSP funding and clients.

#### 8.1.5 AlayaCare Project Update

Noted

**8.1.6 Catering Project Update**

It was noted that the recent Residential food survey was very positive. AMC noted the high quality of meal served for their dinner.

**8.1.7 Mitel Solution Phone System upgrade - update**

Noted.

**8.1.8 Corporate Risk Status Report – Risk 6 and Risk 8**

Noted.

**Motion:**

**That the Alwyndor Management Committee:**

1. Note the information regarding the recent residential accreditation visit by the Aged Care Quality and Safety Commission.
2. Note the information regarding an industrial matter and potential impacts.
3. Note the update re the Federal Government Aged Care reform agenda.
4. Note the increased Commonwealth Home Support Funding
5. Note the AlayaCare Project update.
6. Note the Catering Project update.
7. Note the Mitel Solution Phone System Upgrade Update.
8. Note the Risk Appetite Statement, Policy & Framework update on:
  - Risk 6 – Failure to protect the safety and wellbeing of Residents/Clients
  - Risk 8 – Inability to attract and retain staff to meet expected levels of service.

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

9. That having considered Agenda Item 8.1 General Manager's Report (Report No: 06/23) 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 Mr Kevin Whitford

**Carried**

**8.2 Finance Report – Confidential (Report No:07/23)**

**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: 07/2023 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: 30/22 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 Mr Kevin Whitford, Seconded by Ms Julie Bonnici.

Carried

#### 8.2.1 Refundable Accommodation Deposits Update

The General Manager provided a summary of the recent audit. AMC considered the draft Policy and adopted the changes.

#### 8.2.2 Short Term Loan Facility Update

Noted. It was requested that the General Manager develop a approvals sign off procedure for transfers and that transfers be reported to AMC as a part of our regular Finance Reports.

**Action:** An approvals sign off process to be created.

#### 8.2.3 2023/24 Budget Update

The General Manager provided a summary of the progress to date and timelines and noted that the draft Budget will be presented to the AMC meeting to be held on 27 April 2023.

#### Motion:

**That the Alwyndor Management Committee:**

1. Note the information regarding the recent review of Alwyndor Refundable Accommodation Deposits and approve the draft Refundable Accommodation Deposits Policy.
2. Note the movements in the Short Term Loan Facility held by Alwyndor with the Local Government Finance Authority.
3. Note the update on the 2023-34 budget process.

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

4. That having considered Agenda Item 8.2 Finance Report (Report No: 07/23) 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 Ms Trudy Sutton

**Carried**

7.33pm Cr Susan Lonie left meeting

7.34pm Cr Susan Lonie returned to meeting

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 27 April 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. **CLOSURE**

The meeting closed at 7.37pm.

**CONFIRMED 11 May 2023**

**CHAIRPERSON**