

ITEM NUMBER: 14.1

ATTACHMENT 2

CONFIDENTIAL - MINUTES - ALWYNDOR MANAGEMENT COMMITTEE – 27 JULY 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 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