

ITEM NUMBER: 14.2

ATTACHMENT 2

CONFIDENTIAL DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 25 NOVEMBER 2021 (Report No 435/21)

Pursuant to Section 90(2) 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 Alwyndor, 52 Dunrobin Road, Hove on Thursday 25 November 2021 at 6.30pm.

8.1 General Manager Report – Confidential (Report No: 47/2021)**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 47/2021 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: 47/2021 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 K Whitford, Seconded by Ms J Bonnici

Carried

8.1.1 Corporate Risk Status Report

Risk 01 – Failure to meet requirement of aged care act and quality standards:

Accepted 'None' as risk appetite.

Noted to add Quality Management reports regarding audits etc. as a control.

Risk 03 – Major loss of building or disruption to essential services:

reword risk to *Inability to provide essential services*. Management to review and update as a part of the regular Workplan schedule.

Risk appetite considered potentially 'low'. Management to consider and make a recommendation. Noted to add Asset Management Plan to risk treatments.

Risk 6 – Failure to protect the safety and wellbeing of Residents & Clients (Consumers): Accepted 'None' as risk appetite**8.1.2 Strategic Plan Update**

An update was provided regarding the *Reconciliation Action Plan* action: We will liaise with relevant City of Holdfast Bay staff with the aim of integrating Alwyndor into the Reconciliation approach and actions of the City and then developing actions for Alwyndor as appropriate.

Financial sustainability actions were updated to: "Develop and implement a pricing **and funding** strategy" (to recognise the revenue and funding sources).

8.1.3 Continuous Improvement Plans: post 1 September ACQSC visit

The Continuous Improvement Plans: *Falls Management, Call Bell Management* and *Workforce Planning and Development* are complete and the ACQSC will be notified by the due date of 30 November 2021.

Whilst the current documents (circulated prior to the meeting) do not list every item as complete due to timing, the Residential Services Manager confirmed that all Plans are complete.

The Committee offered thanks to Ms N Stone and Ms S Pedler and team, for completing the Plans in a thorough and timely manner.

Action: Continuous Improvement Plans to have final edits and be provided to AMC.

Motion:

- 1. Note the Corporate Risk Status updates for Risk 01 – Failure to meet requirement of aged care act and quality standards; Risk 03 – Major loss of building or disruption to essential services and Risk 6 – Failure to protect the safety and wellbeing of Residents & Clients (Consumers).**

2. Note the Strategic Plan Action Status Reports regarding the Sustainability Theme and Finance Enabler.
3. Note the completion of the Continuous Improvement Plans: Falls Management, Call Bell Management and Workforce Planning and Development.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 General Manager's Report (Report No. 47/21) 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 L Sheppard, Seconded by Prof J Searle, Carried

8.2 Q2 Forecast Update - November 2021 (Report No: 48/2021)

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. 48/2021 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: 48/2021 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 K Whitford, Seconded by Ms J Bonnici

Carried

The report was noted. Manager Finance responded to questions regarding potential risks and opportunities and noted that these included more detailed ACFI review (opportunity), government announcements on funding from July 2022 (both potential risk and opportunity), work force availability and capacity (risk) and COVID-19 (risk).

It was noted that Alwyndor continues to have positive cash flows and that the draft Long Term Financial Plan (LTFP) will be updated for consideration at the January 2022 AMC meeting. The LTFP will again be revised as a part of the FY23 Budget.

The General Manager noted Therapy and Wellness is now well positioned regarding staff and is in a good position to improve financial outcomes with current assumptions in the longer term, noting the potential ongoing impact of COVID-19.

Motion

1. **That the Alwyndor Management Committee receive and note the revised Budget forecast for 2021-22.**

RETAIN IN CONFIDENCE - Section 91(7) Order

2. **That having considered Agenda Item 8.2 Q2 Budget Forecast Update – November 2021 (Report No: 48/2020) 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 Prof L Sheppard, Seconded by Cr S Lonie

Carried

8.3 Annual Review of Investments (Report No: 49/2021)

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. 49/2021 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: 49/2021 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 T Sutton, Seconded by Cr R Snewin.

Carried

Item taken as read.

Motion:

That the Alwyndor Management Committee:

1. Receive and note the details of Annual Review of Investments report (including the revised prudential statement).
2. Adopt the revised Liquidity Management Policy.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.3 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 B Snewin, Seconded by C S Lonie

Carried

CONFIRMED 27 January 2021

CHAIRPERSON

CONFIDENTIAL