

ITEM NUMBER: 14.2

ATTACHMENT 2

CONFIDENTIAL – ALWYNDOR MANAGEMENT COMMITTEE MINUTES – 27 JANUARY 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.**

Recommendation – Exclusion of the Public – Section 90(3)(b & d) Order

- 1** That pursuant to Section 90(2) of the *Local Government Act 1999* Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 45/22 Draft Minutes – Alwyndor Management Committee – 27 January 2022 in confidence.
 - 2.** That in accordance with Section 90(3) of the *Local Government Act 1999* Council is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 45/22 Draft Minutes – Alwyndor Management Committee – 27 January 2022 in confidence on the following grounds:
 - b.** pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business; or would prejudice the commercial position of Council.
 - 3.** The Council 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.
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CONFIDENTIAL

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held via Audio-visual telecommunications on Thursday 27 January 2022 at 6.30pm.

8. GENERAL MANAGER REPORT – CONFIDENTIAL**8.1 General Manager Report – Confidential (Report No: 2/2022)****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: 2/2022 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: 2/2022 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 L Sheppard, Seconded by Cr S Lonie

Carried

8.1.1 Formalisation of Out of Session Circular Resolutions

Noted.

8.1.2 Corporate Risk Status Report: Risk 08

The criticality of this risk was noted and it was agreed it will be reviewed again in March 2022. This will include a review of the residual risk rating which is currently 'High' and management were requested to consider if the current inherent risk was 'Extreme'. The requirement for a Workforce Plan was acknowledged and it will be a focus in the coming months.

Ms T Sutton left the meeting 8.19pm

Ms T Sutton returned to the meeting 8.22pm

8.1.3 Residential Catering Review

AMC considered the report and it was agreed by all members that catering systems and quality require improvement for current residents and for Alwyndor's ongoing reputation. It was noted that the cost of a revised model may impact upon the Long Term Financial Plan ie may be longer until a 'breakeven' position is achieved, however Alwyndor is in a good cash flow position with no requirement for any funds from the City of Holdfast Bay.

It was agreed that an objective review of the current findings and recommendations be conducted by an independent expert and a final report be brought to AMC in March 2022.

Action: An independent review of the current catering findings be completed and tabled at the March 2022 meeting.

8.1.4 AlayaCare Implementation – Project Status Update

Noted that the project is currently on track with agreed flexibility with AlayaCare should COVID-19 impact on the implementation.

8.1.5 Alwyndor Strategic Plan Update

This item is to be deferred to the March 2022 AMC meeting.

Motion:

That the Alwyndor Management Committee:

- 1. Support the proposal to pay Alwyndor residential care employees a 25% loading when required to work within a COVID-19 positive resident area.**

2. Support the proposal to commence Alwyndor residential care visiting whilst in lockdown in accordance with agreed criteria and resident need.
3. Note the Corporate Risk Status update for Risk 08: Inability to attract and retain sufficiently skilled and experienced employees and volunteers to meet expected levels of service and that this Risk be further reviewed in March 2022.
4. Support the Residential Catering review and an independent critique of this review with a final report and recommendation to be presented in March 2022.
5. Note the AlayaCare Project status report.
6. Defer the Alwyndor Strategic Plan Update until March 2022.

RETAIN IN CONFIDENCE - Section 91(7) Order

7. That having considered Agenda Item 8.1 General Manager's Report (Report No: 2/22) 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 S Lonie, Seconded by Ms J Bonnici

Carried

8.2 Financial Report the Quarter Ending 31 December 2021 (Report No: 3/2021)

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. 3/2022 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: 3/2022 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.**

Motion

That the Alwyndor Management Committee

- 1. That the quarterly financial reports for period ending 31 December 2021 provided at Attachments 1 and 2 to this report be received and noted.**
- 2. That the General Manager be authorised to re-invest Cash at Call with external investment advisor, Ord Minnett consistent with the Alwyndor Investment Management Strategy.**

The General Manager commented in regard to the positive outcomes in ACFI and in Home Care ie increased packages.

Residential care costs were queried the Manager Finance noted they are tracking well within budget and that additional COVID-19 related costs will flow through in January. The accuracy of the budget is currently being reviewed ie assumptions appear to be higher than required. It was noted that a claim will be submitted to the Federal Government for COVID-19 relief funding.

- 3. That the revised Q2 Profit & Loss Forecast for year ending 30 June 2022 be adopted and submitted to Council.**

RETAIN IN CONFIDENCE - Section 91(7) Order

- 4. That having considered Agenda Item 8.2. Financial Report Period Ending 31 December 2021 (Report No: 3/2022) 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 3 years and that this order be reviewed every 12 months.**

Moved by Prof L Sheppard, Seconded by Cr Susan Lonie

Carried

CONFIRMED 24 February 2022

CHAIRPERSON

CONFIDENTIAL