

## ITEM NUMBER: 14.2

### ATTACHMENT 2

## MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 30 May 2024

*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 –
  - i. would 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
  - ii. 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 via Audio-visual telecommunications on Thursday 30 May 2024 at 6.30pm.**

**8. GENERAL MANAGER REPORT – CONFIDENTIAL****8.1 General Manager Report – Confidential (Report No: 10/24)****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: 10/24 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: 10/24 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 Prof Lorraine Sheppard

**Carried**

**8.1.1 Client Satisfaction Report**

The General Manager reminded members that this report is now reported separately from the Quarterly Performance Report consistent with the Workplan.

The excellent food rating results were acknowledged, and it was suggested these results and the turnaround and approach would make a good conference paper.

It was noted that the Catering Manager could be invited to a future AMC meeting or could be engaged during the planned AMC tour of Residential Care.

**8.1.2 Resident Strategic Initiatives**

The RSM provided an overview with a supporting presentation, noting particularly the positive results seen so far. In response to queries around costs and budgets, the RSM confirmed that the proposed equipment is included in the Budget. It was suggested that our approach to dementia care and catering could potentially be a focus of future marketing campaigns.

**Action:** Explore fundraising opportunities for the Residential Care gym equipment. GM and RSM to meet with Cr Snewin to discuss options.

**8.1.3 Human Resource Information System (HRIS) Business Case**

The General Manager provided clarity that the implementation will be staged – people and culture functions first then payroll to be implemented. The importance of any solution being able to integrate with AlayaCare was noted.

It was noted that the Payroll module was not included in the 2023-24 Budget and that this will be addressed and reported as a part of 2024-25 Quarter 1 budget review. An exemption from the requirement to go to a full tender (ie to go to select tender following an appropriate market scan) will be sought from the City of Holdfast Bay.

**Action:** Present the preferred option and final business case, including risk assessment and staging to AMC.

**8.1.4****Employee Remuneration Query**

Noted

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Note the client satisfaction performance report.**
- 2. Note the Residential Strategic Initiatives and the excellent presentation by the Residential Services Manager.**
- 3. Approve the Business Case to commence the process for a project to source and implement a Human Resource Information System (HRIS).**
- 4. Note update on employee remuneration query.**

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

5. That having considered Agenda Item 8.1 General Manager's Report (Report No: 10/24) 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 Prof Lorraine Sheppard

**Carried**

**8.2 Quality Care Advisory Group Report – Confidential (Report No:13/24)****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:13/24 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: 13/24 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 Ms Trudy Sutton

**Carried**

**8.2.1**

The General Manager advised that this report content covered the requirements of the legislated reporting requirements as outlined by the ACQSC. It was noted that QCAG commentary was supportive of Alwyndor's approach and services and that there were no recommendations made by the QCAG.

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Note the Quality Care Advisory Group (QCAG) report**

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

- 2. That having considered Agenda Item 8.2 Quality Care Advisory Group Report (Report No 13/24) 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 Joanne Cottle, Seconded by Ms Trudy Sutton

**Carried**

**8.3 Finance Report – Confidential (Report No:12/24)****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:12/24 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: 12/24 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 Cr Robert Snewin

**Carried**

#### **8.3.1 Forecast for the period ending 30 June 2024**

Noted.

Concerns were raised regarding the significance of the movement in the forecast from that provided in February 2024. The issues impacting on the forecast position were again discussed and the General Manager noted that the revised budget structure and associated monitoring and reporting approach will ensure that we will be able to report and monitor in a timely manner moving forward. It was agreed that there will be a standing item in the General Managers Confidential report which highlights any significant movement or concerns in the financial results in between the regular quarterly reporting cycle.

Queries were also raised regarding Therapy and Wellness Services not meeting forecast income. The Manager of Community Connections advised that the increase in fees for 2024/25 will contribute positively to future income.

#### **Motion:**

**That the Alwyndor Management Committee:**

1. **Notes the Quarter 3 result and the revised Forecast for 30 June 2024.**

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

2. **That having considered Agenda Item 8.3 Finance Report (Report No 12/24) 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 Prof Judy Searle

**Carried**

#### **8.4 Budget 2024/25 and LTFP Report – Confidential (Report No:11/24)**

##### **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: 11/24 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: 11/24 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 Joanne Cottle, Seconded by Ms Julie Bonnici

**Carried**

##### **8.1.4 Budget 2024/25**

In response to queries regarding staffing and recruitment initiatives, the Manager P&C outlined initiatives with a focus on analysis and reporting to inform targeted recruitment. Attendance at recent employment expos, enhanced induction and orientation have offered benefits, and we are considering other initiatives as outlined in the recently adopted People Plan.

In response to a query about our engagement with like organisations for benchmarking and comparative data, it was noted we work with ACCPA as our peak body and locally

work closely with St Basils, St Anna's and Rembrandt regarding service models, care approaches, staffing etc.

In relation to the Budget Workshop presentation to Council on 28 May 2024, Cllrs Shewin and Lonie confirmed the budget was well received and that Council continue to be supportive of Alwyndor and the services provided as well as the positive financial projections.

The CFO confirmed that the recommended actions in the Asset Management Plan have been allowed for in the 2024/25 budget.

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Recommend the 2024/25 draft budget and Long Term Financial Plan 2024/25 2034/35 for presentation to the City of Holdfast Bay Council for adoption and integration into its consolidated accounts subject to adjustments discussed in the meeting regarding the HRIS.**
- 2. Notes the Asset Management Plan 2024/25 – 2034/35.**

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

- 3. That having considered Agenda Item 8.4 Budget 2024/25 and LTFP Report (Report No:11/24) 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 Ms Julie Bonnici

**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 25 July 2024** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.35pm.



**CONFIRMED 25 July 2024**

**CHAIRPERSON**

CONFIDENTIAL