

ITEM NUMBER: 13.2

ATTACHMENT 2

**CONFIDENTIAL MINUTES – ALWYNDOR
MANAGEMENT COMMITTEE – 15 AUGUST
2017
(Report 304/17)**

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 Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Alwyndor Management Committee 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.**

Confidential Minutes of the Alwyndor Management Committee Meeting held in the Boardroom, Alwyndor Aged Care, 52 Dunrobin Road Hove on Tuesday 15 August 2017.

ITEMS IN CONFIDENCE

6.1 Quality Report (Report No: 38/17)

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

Motion

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: 38/17 Quality Report 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: 38/17 Quality Report 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 as they outline operational resources and financial position of Alwyndor.

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 Mr Peters, Seconded Ms Bonnici

Carried

Mr Bamford joined the meeting at 6.13pm

This report is an account of quality and compliance activity for the six month period from 1 January to 30 June 2017. Topics covered include feedback data reporting, auditing activity, continuous improvement (CI) and regulatory compliance.

This report also discusses the introduction of the new quality standards by the Commonwealth Government in July 2018 and how to ensure Alwyndor is well positioned to transition into the new regulatory environment of the Single Aged Care Quality Framework.

Policy review requirements are also covered to ensure policies are accurate and in-line with the new Alwyndor organisational structure.

Quality Manager spoke in detail to the Quality Report.

Motion

1. That the Alwyndor Management Committee note the planning and resources needed to implement the Single Aged Care Quality Framework requirements by July 2018.
2. That the General Manager and the Quality Manager develop an action plan for the review of the Alwyndor Management Committee.
3. That the Alwyndor Management Committee note the need to review Policies to ensure they reflect the new Alwyndor structure and changes in operations for staff to follow.
4. That the Alwyndor Management Committee note the six monthly feedback report.

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 6.1 Quality Report (Report No: 38/17) in confidence under section 90(2) and (3)(d) of the Local Government Act 1999, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachment and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Cr Aust

Carried

6.2 Therapy Services Update (Report No: 36/17)

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

Motion

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: 36/17 Therapy Services Update 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: 36/17 Therapy Services Update 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 as they outline operational resources and financial position of Alwyndor.

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 Ms Wills, Seconded Mr Pratt

Carried

This report provides an overview of the activity in the Therapy Services department over the past quarter.

Manager Therapy Services and Active and Healthy Living Manager spoke in detail to the Therapy Services Update report.

Motion

1. That the Alwyndor Management Committee receives and notes the information provided in this report.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 6.2 Therapy Services Update (Report No: 36/17) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, 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 Cr Lonie, Seconded Mr Bamford

Carried

Ms Warnock left the meeting at 6.59pm

Active and Healthy Living Manager provided an update on ACFI.

Mr Drew left the meeting at 7.16pm

6.3 Monthly Financial Report – July 2017 (Report No: 37/17)

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 Report No: 37/17 Monthly Financial Report – July 2017 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: 37/17 Monthly Financial Report – July 2017 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 Mr Bamford, Seconded Mr Pratt

Carried

Financial reports as at 31 July 2017 are provided for review. They comprise of the Scorecard (which replaces the financial dashboard, ACFI and work hours analysis), YTD Budget to Actuals Comparison, Movement in Funds/Reserve Accounts and, ACFI and Work Hours Analysis.

Motion

1. That the Scorecard (Attachment 1) be received and noted.
2. That the YTD Budget to Actual Comparison (Attachment 2) be received and noted.

3. That the Movement in Fund/Reserve Accounts (Attachment 3) be received and the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 6.3 Monthly Financial Report – July 2017 (Report No: 37/17) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, 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 Mr Bamford, Seconded Mr Peters

Carried

CONFIRMED 19 September 2017

CHAIRMAN

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