

**ITEM NUMBER: 13.1**

**ATTACHMENT 2**

**CONFIDENTIAL MINUTES – ALWYNDOR  
MANAGEMENT COMMITTEE – 20 JUNE 2017  
(Report 232/17)**

*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, 20 June 2017.**

**ITEMS IN CONFIDENCE**

5.1 General Manager’s Report (Report No: 25/17)

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

**Motion**

- 1 That pursuant to Section 90(2) of the *Local Government Act 1999* the Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Staff in attendance at the meeting in order to consider Attachment 3 for Report No: 25/17 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 Attachment 3 of Report No: 25/17 on the following grounds:
  - d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

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 Bonnici, Seconded Mr Bamford

**Carried**

**Motion**

**That the Monthly ACFI Report and Work Hours Analysis be received and noted.**

Moved Mr Bamford, Seconded Ms Bonnici

**Carried**

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

That having considered Attachment 3 to Agenda Item 5.1 General Manager's Report (Report No: 25/17) 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 Attachment 3 to Report No: 25/17 be retained in confidence for a period of 24 months.

Moved Mr Bamford, Seconded Mr Bonnici

**Carried**

6.1 Monthly Financial Report – May 2017 (Report No: 26/17)

**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: 26/17, Monthly Financial Report – May 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: 26/17, Monthly Financial Report – May 2017n on the following grounds:
  - d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

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 Bonnici, Seconded Mr Peters

**Carried**

**Motion**

1. That the Financial Dashboard (Attachment 1) be received and noting that an improved Dashboard be prepared and presented to the Committee as soon as is practical.
2. That the Bank Reconciliation (Attachment 2) be received.
3. That the YTD Budget to Actual Comparison (Attachment 3) be received.
4. That the Movement in Fund/Reserve Accounts (Attachment 4) be received and the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.
5. That the Committee meet to review Risk Profile Management and determine the information they need to receive and the frequency.

Moved Mr Peters, Seconded Cr Aust

**Carried****Retain in Confidence - Section 91(7) Order**

That having considered Agenda Item 6.1 Monthly Financial Report – May 2017 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 24 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Cr Aust

**Carried**

## 6.2 Leadership Team Restructure Update (Report No: 27/17)

**Recommendation – Exclusion Of The Public – Section 90(3)(a) 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: 27/17, Leadership Team Restructure 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: 27/17, Leadership Team Restructure Update on the following grounds:
  - a. pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to Report No: 22/17 Leadership Team Restructure is information the disclosure of

which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

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 Ms Wills

Carried

Ms Gordon left the room at 8.26pm  
Ms Gordon re-entered room at 8.28pm

Ms Wills left the room at 8.44pm  
Ms Wills re-entered room at 8.46pm

Motion

1. That Section 3 of this report be accepted and the Clinical Oversight, Education and Assessment structure be adopted.

Moved Ms Wills, Seconded Ms Cudsi

Carried

2. That Section 4 and Section 7 of this report be accepted by adopting the appointment of a Chief Financial Officer (CFO) in conjunction with the adoption of the Customer Experience Team and that the title and contract duration of the CFO role be determined by the General Manager and that the process commence as soon as possible.

Moved Mr Peters, Seconded Ms Cudsi

Carried

3. That Section 5 of this report be accepted by approving the recruitment of a Home Support Services Manager (HSSM) at a total cost of \$141,600.

The Committee notes that savings will be made over a 6 to 12 month period upon further review of work area.

Moved Mr Royans, Seconded Ms Wills

Carried

4. That Section 6 of this report be accepted by adopting the General Manager's recommendation to adjust the duties of the Operations Manager to consolidate the areas of responsibility and enable greater focus on significant projects.

Moved Cr Aust, Seconded Ms Cudsi

Carried

5. That the Committee noted the potential costs and redundancy exposure as indicated in this report.

Moved Mr Bamford, Seconded Mr Peters

Carried

6. That the progress of the recruitment Residential Services Manager (RSM) and Active and Healthy Living Manager (ALHM) be noted.

Moved Mr Bamford, Seconded Mr Peters

Carried

**Retain in Confidence - Section 91(7) Order**

That having considered Agenda Item 6.2 Leadership Team Restructure in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Mr Peters

Carried

CONFIRMED

CHAIRPERSON

CONFIDENTIAL