

## ITEM NUMBER: 13.1

### ATTACHMENT 2

# CONFIDENTIAL MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 19 JUNE 2018 (Report 233/18)

*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 19 June 2018 at 6.30pm.**

**6. ITEMS IN CONFIDENCE**

**6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18)**

**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: 43/18 Monthly Financial Report – April and May 2018 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: 43/18 Monthly Financial Report – April and May 2018 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 Ms. Aukett, Seconded Ms. Wills

**Carried**

Financial reports as at 31 May 2018 were provided for review. They comprise the Scorecard, YTD Budget to Actuals Comparison and Movement in Funds/Reserve Accounts.

*The Chief Financial Officer spoke of the report. An update on the move to the new finance system, Care Systems, was provided noting the finance team are working on reporting and accuracy of Care Systems against the current finance and payroll systems.*

*The Committee discussed ACFI Funding and the downward trend in Residential occupancy levels especially the current difficulty finding supported consumers. The Committee requested an update of Alwyndor's Revenue Modelling, exploring the potential to drop below the 40% supported level and increasing RAD's. The General Manager noted that when this analysis was conducted last year it endorsed the maintenance of the 40% ratio. He agreed to provide an analysis of Residential Revenue as part of the Residential Report to be tabled at next month's meeting.*

*The increase of Agency usage was queried, with the General Manager stating the cause relates to the Clinical Management Restructure with the full Clinical Nurse recruitment not yet completed, the age demographic of the workforce and numerous staff on extended Annual Leave, Long Services Leave and study placements. With the carer's roster finalizing soon, recruitment has commenced to alleviate agency.*

*It was also noted the Committee acknowledge and thanked Mr Royans and Mr Pratt for their time spent on the committee.*

Cr Lonie left the meeting at 8.32

Ms. Andjelkovic left the meeting at 8.45

#### **Motion**

1. That the Scorecard (Attachment 1), YTD Budget to Actual Comparison (Attachment 2), Movement in Fund/Reserve Accounts (Attachment 3), and the revised budget forecast for the remainder of the 2017/18 Financial Year (Attachment 4) be received and noted.
2. That the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.

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

3. That having considered Agenda Item 6.1 Monthly Financial Report – April and May 2018 (Report No: 43/18) 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 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Mr Pratt

**Carried**

#### **7.2 CCTV Upgrade – Revised Business Case (Report No: 41/18)**

##### **Exclusion of the Public – Section 90(3)(k) 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: 41/18 CCTV Upgrade – Revised Business Case 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: 41/18 CCTV Upgrade – Revised Business Case on the following grounds:
- k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods to upgrade Alwyndor’s CCTV system.
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.

Alwyndor has an inadequate analogue surveillance platform with very limited storage and site coverage. Alwyndor’s current system cannot capture footage of an actionable quality, nor can it meet the expectations for appropriate investigation of incidents, which puts residents, staff and visitors at risk. This report outlines the investigation of alternatives and the benefits of upgrading its hardware to enable comprehensive site coverage and software to provide contemporary functionality.

Moved Mr Bamford, Seconded Ms Aukett

**Carried**

This report outlines the Revised Business Case after feedback and suggestions from the Committee at the meeting held 15 May 2018.

*The Committee acknowledged Alwyndor’s current CCTV system cannot capture quality footage and raises risk when investigating incidents and broadly supported the proposal subject to make recommendations as there were concerns of gaps in the Revised Business Case.*

#### Motion

The committee directed the General Manager to undertake the following:

1. Provide a Principles and Policy Statement (Model of Care);
2. Engage an expert in the surveillance field to conduct an independent review of the proposal;
3. Liaise with City of Holdfast Bay’s Public Realm and Safety Officer;
4. Source a legal opinion of the proposal and intended uses;
5. Create a management policy to capture access, storage security and usage of data.

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

2. That having considered Agenda Item 6.2 CCTV Upgrade – Revised Business Case (Report No: 41/18) in confidence under section 90(2) and (3)(k) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and/or the Chief Executive Officer is authorised to release the documents when the CCTV upgrade is complete and that this order be reviewed every 12 months.

Moved Ms Cudsi, Seconded Mr Bamford

**Carried**

**CONFIRMED 17 July 2018**

**CHAIRMAN**

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