

## ITEM NUMBER: 13.1

### ATTACHMENT 2

# CONFIDENTIAL MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 21 November 2017 (Report 444/17)

*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 21 November 2017.**

**ITEMS IN CONFIDENCE**

7.1 Monthly Financial Report – October 2017 (Report No: 54/17)

**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: 54/17 Monthly Financial Report – October 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: 54/17 Monthly Financial Report – October 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 Ms Wills

**Carried**

Financial reports as at 31 October 2017 are provided for review. They comprise of the Scorecard, YTD Budget to Actuals comparison, Movement of Funds/Reserve Accounts, and ACFI Work Hours Analysis.

Ms Andjelkovic spoke to the report.

The Committee asked questions regarding the scorecard information and discussed a whole of Alwyndor approach. The Committee acknowledged the need to further refine what is included in the scorecard and discussed timing of information.

**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.
4. That the Chief Financial Officer investigate the mechanics of our minimum liquidity level for our annual prudential compliance requirements and report back to the Alwyndor Management Committee at the next meeting.

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

5. That having considered Agenda Item 7.1 Monthly Financial Report – October 2017 (Report No: 54/17) 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 the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Ms Bonnici, Seconded Ms Cudsi

**Carried**

Ms Andjelkovic left the meeting at 8.17pm

- 7.2 Leadership Team Restructure Update (Report No: 53/17)

**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: 53/17 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: 53/17 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: 53/17 Leadership Team Restructure Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being various staff members because it indicates changes that may affect staff employment.
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 Cr Aust, Seconded Ms Bonnici

Carried

This report provides the Alwyndor Management Committee with an update on the progress of previously approved adjustments to the staffing structure and to advise of changes or barriers to implementing these adjustments.

The General Manager Alwyndor spoke to the report.

The Committee discussed the changes to the staffing structure and the delay in implementing the new roster as well as the continued need for strong clinical governance and the ongoing requirement to continue to develop the competencies of staff.

Mr Peters left the room at 8.32pm

Mr Peters re-joined the meeting at 8.33pm

Motion

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

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.2 Leadership Team Restructure (Report No: 53/17) in confidence under section 90(2) and (3)(a) 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 24 months and that this order be reviewed every 12 months.

Moved Cr Aust, Seconded Mr Bamford

Carried

**CONFIRMED 19 December 2017**

**CHAIRMAN**

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