

## ITEM NUMBER: 14.2

### ATTACHMENT 1

## CONFIDENTIAL - MINUTES – SPECIAL ALWYNDOR MANAGEMENT COMMITTEE – 13 FEBRUARY 2023

*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 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.

**CITY OF HOLDFAST BAY**

**Minutes of the special meeting of the Alwyndor Management Committee of the City of Holdfast Bay held via Audio-visual telecommunications on Monday 13 February 2023 at 6.00pm.**

**PRESENT**

**Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

**Independent Members**

Mr Kim Cheater- Chair  
Ms Joanne Cottle  
Ms Julie Bonnici  
Prof Judy Searle  
Prof Lorraine Sheppard  
Ms Trudy Sutton  
Mr Kevin Whitford

**Staff**

Chief Executive Officer – Mr Roberto Bria  
General Manager Alwyndor – Ms Beth Davidson-Park  
Manager, Community Connections – Ms Molly Salt  
Manager, Finance – Mr Damian Capurro  
Executive Assistant – Ms Bronwyn Taylor

**1. OPENING**

The Chairperson declared the meeting opened at 6.01pm.

6.02pm Mr Kevin Whitford joined meeting  
6.03pm Prof Lorraine Sheppard joined meeting

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair stated:

We acknowledge the Kurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.

6.05 Mr Roberto Bria joined meeting.

### 3. APOLOGIES

- 3.1 For Absence
- 3.2 Leave of Absence Nil

### 4. DECLARATION OF INTEREST

Committee members were reminded to declare any interest before each item.

### 5. CONFIDENTIAL

#### 5.1 Support at Home – Revised Financial Management Structure (Report No: 04/23)

##### 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: 04/23 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: 04/23 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.

6.08pm Mr Robert Snewin joined the meeting.

The General Manager provided commentary on each section of the report with. It was noted that the Independent Pricing Commission (IPC) is actively scrutinising pricing decisions and have audited some

*Care Management:*

In response to a query about whether we 'target' certain package levels, it was clarified that we don't but that within our primary catchment area (Cities of Holdfast Bay and Marion) there are higher numbers of levels 3 and 4 which means this is the bulk of our business. CHSP is also a feeder into HCP for us however most enter at least at a Level 2 given the long wait times of the past few years.

Information regarding assumptions which inform our recommendations was requested, an overview was provided and more detail was requested regarding detailed assumptions as well as using some "case studies" to show the client impact.

**Action:** Provide AMC with the detailed assumptions which support the modelling and recommendations.

**Action:** Provide AMC examples of client packages and the impact of the recommendations ie services and fees.

6.30pm Ms Julie Bonnici joined the meeting

A query was raised re the risk of clients leaving due to fee and service increases. AMC was informed that historically, when prices have risen, we have not lost clients however for the purposes of the modelling we have a 95% acceptance rate ie we are required to consult with clients on any increases noting if a client chooses not to accept, they continue paying current fees.

*Package Management:*

Finance Manager clarified that the 10% surcharge could no longer be added to each invoice ie this is all now incorporated into one fee which has an impact of circa \$250,000 and is recouped through the price adjustments being proposed.

In response to a query re ICT cost, it was outlined that we included some costs in the modelling and this will be detailed in the assumptions update. It was also noted that we would be reviewing our service prices again in July 2023.

*Service charges:*

It was noted that Alwyndor service charges are less than some like organisations for Allied Health (ie Occupational Therapists and Physiotherapists). It was agreed that we would continue to monitor and that incremental increases be considered.

The Chair raised a suggestion of seeking a review of the efficacy of the spreadsheets given the significant amount of work undertaken in a short period of time. Ms Joanne Cottle offered to

undertake this task. The notion of inviting an independent review of the modelling and assumptions was raised, it was agreed that this was not required.

**Action:** Finance Manager to send documents to Joanne as soon as possible.

7.21pm Cr Susan Lonie left meeting

**Motion:**

**That the Alwyndor Management Committee:**

1. Approve the proposed Care Management and Package Management fees as detailed in the report subject to AMC review of detailed assumptions together with a selection of examples of client profiles to be sent as a Circular Motion.
2. Approve the proposed increase to direct service fees as detailed in the report.

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

3. That having considered Agenda Item 5.1 Support at Home – Revised Financial Management Structure (Report No: 04/23) 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**

**6. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on **Thursday 23 February 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**7. CLOSURE**

The meeting closed at 7.24pm.

**CONFIRMED 30 March 2023**

**CHAIRPERSON**

## ITEM NUMBER: 14.2

### ATTACHMENT 2

## **CONFIDENTIAL - MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 23 FEBRUARY 2023**

*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 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.**

## CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Alwyndor Boardroom, 52 Dunrobin Road, Hove on Thursday 23 February 2023 at 6.30pm.

**8. GENERAL MANAGER REPORT – CONFIDENTIAL****8.1 General Manager Report – Confidential (Report No: 02/23)****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: 02/23 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: 02/23 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 Mr Kevin Whitford

Carried

**8.1.1 Catering project Update**

Noted that software selection and implementation is underway, also that combined

kitchen and care staff meetings had commenced.

#### **8.1.2 AlayaCare Project Update**

In response to query it was advised that whilst User Acceptance Testing (UAT) was noted as been signed off, payroll and billing are an agreed and documented exception whilst the process is finalised. A detailed financial project summary will be provided as a part of the March report.

#### **8.1.3 Sector Reform Update**

Noted. It was requested consideration be given to developing a one page summary report for AMC.

#### **8.1.4 Draft Respiratory Illness Vaccination Policy**

Approved for consultation subject to minor wording changes.

#### **8.1.5 Voluntary Assisted Dying Legislation Implementation**

Noted for implementation.

#### **8.1.6 Quarterly Report for Quarter 2, 2022-23**

The documented focus on Continuous Improvement was noted and welcomed.

7.46pm Cr Robert Snewin left the meeting

#### **Motion:**

**That the Alwyndor Management Committee:**

- 1. Notes the Catering Project update.**
- 2. Notes the AlayaCare Project update.**
- 3. Notes the Sector Reform update.**
- 4. Approves the draft Respiratory Illness Vaccination policy for engagement with stakeholders to finalise the policy.**
- 5. Notes the approach for the implementation of the Voluntary Assisted Dying Legislation.**
- 6. Notes the Quarterly Report for Quarter 2, 2022-23.**

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

- 7. That having considered Agenda Item 8.1 General Manager's Report (Report No: 02/23) 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**

7.58pm Cr Susan Lonie and Prof Lorraine Sheppard left meeting



**8 FINANCE REPORT – CONFIDENTIAL****8.2 Finance Report – Confidential (Report No:03/23)****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: 30/2022 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: 30/22 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.

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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 Mr Kevin Whitford, Seconded by Ms Trudy Sutton

Carried

8.00pm Cr Susan Lonie and Prof Lorraine Sheppard returned to meeting

Manager Finance noted an update to the report regarding the capital expenditure forecast. The starting position for the forecast should have been \$874k (ie the Adopted Forecast) rather than the Original Budget of \$524K. With an additional \$232k for ICT equipment (as approved by AMC at its December 2022 meeting) had led to a revised forecast of \$1.1m.

It was noted that the quarterly update of Alwyndor Investments, outlining total Financial Assets and Accommodation Deposits Liability and a breakdown of asset categories as a part of our Investments was inadvertently omitted and will be included next quarter.

**Motion:**

**That the Alwyndor Management Committee:**

1. Receive and notes the quarterly financial reports for period ending 31 December 2023 provided at Attachments 1, 2 and 3 to the report.
2. Receive and notes the forecast to 30 June 2023 provided at Attachment 4 to the report.

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

3. That having considered Agenda Item 8.1 Finance Report (Report No: 03/23) 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 Trudy Sutton

**Carried**

**9. OTHER BUSINESS – Subject to the leave of the meeting**

**9.1 Care Management and Package Management Update (Tabled)**

**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 Care Management and Package Management 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 the: Care Management and Package Management 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 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 Mr Kevin Whitford, Seconded by Ms Trudy Sutton

**Carried**

At its meeting held on held on 13 February 2023 AMC approved the Care Management and Package Management fees subject to a review of the detailed assumptions in the modelling and a selection of client profiles.

This additional information was provided to AMC at the meeting.

The General Manager provided an overview, outlining the actions and amendments from the information presented on 13 February as detailed in the update papers. This review resulted in minor changes to the proposed fees for Care Management, level 3 (15.7% to 15.6%) and in Package Management Levels 3 and 4 (9.9% to 10.2%).

Discussion ensued regarding the updated information and impact on clients. It was noted the impact varies across levels and complexity of services but that the proposal was based on full cost recovery and did not reach the maximum amount chargeable in any areas.

8.30pm Ms Trudy Sutton left meeting

8.32pm Ms Trudy Sutton returned to meeting

8.35pm Ms Julie Bonnici left meeting

8.37pm Ms Julie Bonnici returned to meeting

Client engagement and staff training in the new model will occur early March.

**Action:** Email the updated document to AMC.

**Motion:**

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

1. That having considered Agenda Item 9.1 Care Management and Package Management Update 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 Mr Kevin Whitford

**Carried**

#### **9.2 Planning Day Workshop**

The workshop scheduled to be held on 18 March 2023 has been deferred given the resignation of the Manager Finance.

**Action:** General Manager to propose a revised date and approach as a part of the March 2023 AMC meeting.

#### **9.3 Departure of Manager Finance**

The Chair on behalf of the Committee acknowledged and thanked Damian for his excellent work as Manager Finance and all wished him well for the future.

#### **10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on **Thursday 30 March 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

#### **11. CLOSURE**

The meeting closed at 8.55pm.

**CONFIRMED 30 March 2023**

**CHAIRPERSON**