



Alwyndor Management
Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the

**Alwyndor Aged Care Meeting Room
Dunrobin Road, Hove**

Thursday 18 June 2020 at 6.00pm

A handwritten signature in black ink, appearing to read "Roberto Bria".

**Roberto Bria
CHIEF EXECUTIVE OFFICER**

Alwyndor Management Committee Agenda

1. OPENING

The Chairperson, Mr K Cheater will declare the meeting open at 6.00 pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge Kaurna 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 Kaurna People today.

3. APOLOGIES

3.1 Apologies received

3.2 Absent

4. DECLARATION OF INTEREST

If a Committee Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Committee they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Committee Members are reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 21 May 2020 be taken as read and confirmed.

5.2 Confidential Minutes

Motion

That the confidential minutes of the Alwyndor Management Committee held on 21 May 2020 be taken as read and confirmed.

6. REVIEW OF ACTION ITEMS

6.1 Action Items

6.2 Confidential Action Items

7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 20/2020)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 21/2020)**

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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

8.2 Monthly Financial Report – May 2020 (Report No: 22/2020)

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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

8.3 Audit Plan 2020 (Report No: 23/2020)

Mr Andrew Tickle, BDO Auditor to join the meeting at 6.30pm

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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

9. URGENT BUSINESS – Subject to the Leave of the Meeting**10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on Thursday 16 July 2019 in the Boardroom Room or via audio-visual, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

A handwritten signature in black ink, appearing to read 'R. Bria', is positioned above the printed name and title.

**ROBERTO BRIA
CHIEF EXECUTIVE OFFICER**

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held via Electronic Means in a Virtual Meeting on Thursday 21 May 2020 at 6.07pm.

PRESENT

Visual and Audio Presence

Elected Members

Councillor Philip Chabrel
Councillor Susan Lonie

Visual and Audio Presence

Independent Members

Chairperson – Mr Kim Cheater
Ms Julie Bonnici
Mr Kevin Whitford

Visual and Audio Presence

Staff

Chief Executive Officer – Mr Roberto Bria
General Manager Alwyndor – Ms Beth Davidson-Park
Finance Manager – Ms Leisa Humphrey
Acting Residential Services Manager – Ms Natasha Stone
Personal Assistant – Ms Peta Daley

1. OPENING

The Chairperson declared the meeting open at 6.07pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

We acknowledge the Kaurna 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 Kaurna People today.

3. APOLOGIES

3.1 For Absence - Ms Julia Cudsi

3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting – April 2020

Motion

That the minutes of the Alwyndor Management Committee held on 16 April 2020 be taken as read and confirmed.

Moved by Cr P Chabrel, Seconded by Cr Susan Lonie

Carried

5.2 Confidential Minutes – April 2020

Motion

That the confidential minutes of the Alwyndor Management Committee held on 16 April 2020 be taken as read and confirmed.

Moved by Cr Philip Chabrel, Seconded by Cr Susan Lonie

Carried

5.3 Minutes of the Previous Meeting – March 2020

Motion

That the minutes of the Alwyndor Management Committee held on 19 March 2020 be taken as read and confirmed.

Moved by Cr Philip Chabrel, Seconded by Mr Kevin Whitford

Carried

5.4 Confidential Minutes – March 2020

Motion

That the confidential minutes of the Alwyndor Management Committee held on 19 March 2020 be taken as read and confirmed.

Moved by Mr Kevin Whitford, Seconded by Cr Philip Chabrel

Carried

Mr Kevin Whitford left the meeting at 6.13pm

Mr Kevin Whitford re-entered the meeting at 6.14pm

6. REVIEW OF ACTION ITEMS

- 6.1 Action Items
- 6.2 Confidential Action Items

Ms Julie Bonnici joined the meeting at 6.14pm

7. REPORTS/ITEMS OF BUSINESS

- 7.1 **General Managers Report** (Report No: 15/2020)

7.1.1 COVID -19 Responses and actions

The General Manager provided an update on the actions and responses taken in regards to changing legislation and easing of restrictions during the COVID -19 crisis.

Home Care Support Services are adhering strictly to guidelines issued by SA Health.

Feedback has been mostly supportive and positive and any concerns are being addressed on a case by case basis.

7.1.2 Strategic planning

It was agreed that the Special Meeting scheduled for Saturday 13 June would now be a Strategic Planning Workshop and the motion was amended to reflect this change.

7.1.3 Enterprise Agreement 2019-2022

The General Manager advised that the Enterprise Agreement is now finalised after receiving support from the majority of Alwyndor employees.

As a sign of goodwill the salary and wage increases will be paid in the next pay (including back pay).

Motion

That the Alwyndor Management Committee:

1. **Note the information regarding COVID 19 pandemic response actions as at May 2020.**
2. **Note there will be a Workshop of the AMC on 13 June 2020 to consider the next stages of Alwyndor Strategic Planning.**

3. **Note that the City of Holdfast Bay (Alwyndor) Enterprise Agreement 2019-22 has been approved by employees.**

Moved Cr Susan Lonie, Seconded Kevin Whitford

Carried

8. **CONFIDENTIAL GENERAL MANAGER'S REPORT**

8.1 **General Mangers Report (Report No: 16/20)**

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's and Attachments to Report Nos. 16, 17,18 and 19/2020 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's: 16,17,18 and 19/20 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 Kevin Whitford, Seconded Cr Susan Lonie

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 General Manager's Report (Report No: 16/20) 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 Cr Susan Lonie, Seconded Ms J Bonnici

Carried**8.2 Monthly Financial Report – April 2020 (Report No: 17/2020)**

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

Moved Cr Susan Lonie, Seconded Cr Philip Chabrel

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.2 Monthly Finance Report – March 2020 (Report No: 17/20) 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 Ms Julie Bonnici, Seconded Cr Susan Lonie

Carried

8.3 Financial Investments (Report No: 18/2020)

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

Moved Cr Susan Lonie, Seconded Ms Julie Bonnici

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. **That having considered Agenda Item 8.3 Financial Investments (Report No: 18/20) 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 Kevin Whitford, Seconded Cr Philip Chabrel

Carried

8.4 Refundable Deposit Policy and Standards (Report No: 19/2020)

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

Moved Cr Philip Chabrel, Seconded Cr Susan Lonie

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. **That having considered Agenda Item 8.4 Refundable Deposit Policy and Standards (Report No: 19/20) 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 Cr Susan Lonie, Seconded Cr Philip Chabrel

Carried

9. URGENT BUSINESS – Subject to the leave of the meeting

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 18 June 2020 in the Boardroom Room, or via audio-visual, Alwyndor Aged Care, 52 Dunrobin Rd, Hove.

10. CLOSURE

The meeting closed at 8.31pm.

CONFIRMED 18 June 2020

CHAIRPERSON

AMC ACTION ITEMS

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
1	17/10/19	7.1 General Manager's Report	The Chairperson and General Manager to review the AMC Terms of reference and present to AMC for comment and review prior to presentation to the Holdfast Bay Council for consideration and approval.	GM / AMC Chair	May-20	In progress

Item No: 7.1

Subject: **General Manager Report**

Date: 18 June 2020

Written by: Beth Davidson-Park
General Manager

SUMMARY

This report is to update and inform the Alwyndor Management Committee (AMC) regarding items, initiatives and issues of relevance to Alwyndor business specifically and to the aged care sector more generally.

RECOMMENDATIONS

That the Alwyndor Management Committee:

- 1. Note the information regarding our responses and actions regarding COVID-19.**
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REPORT

1. COVID-19 responses and actions

We have continued to review and refine our plans and actions in response to the COVID-19 crisis. Further to the AMC update of 21 May 2020 the following work has been undertaken:

Business Continuity Planning (BCP)

As a dynamic document the COVID-19 BCP continues to be reviewed, modified and updated by the executive team in response to the ever-changing environment.

Update: actions taken as restrictions are gradually rolled back:

Support at Home & Therapy & Wellness Services: staff have undertaken 1277 welfare checks via phone calls throughout the duration of the COVID-19 restrictions, exercise programs for customers to complete at home have continued to be distributed along with the (anticipated) final activity pack.

Regular group programs recommenced on Tuesday 9 June and a series of new classes also commenced during the week, this include *Fit ball drumming, Yoga and Move and*

Groove. All classes have been well attended with the mandated maximum of 10 people in each room and gym equipment has been relocated to comply with current restrictions.

Day Respite, an initiative developed by the Lifestyle and Support at Home teams commenced on Tuesday 9 June. This program is available 9.30am - 4pm Tuesdays, Thursdays and Fridays, promotions for its commencement have been positive and we will closely monitor its progress over the coming weeks.

Family, next of kin and community engagement

Residential visiting continues to be revised consistent with the *Industry Code for Visiting Residential Aged Care Homes during COVID-19*.

From Tuesday 26 May our practice changed to enable 'open visits' from 9.30-11.30am and 1.30-3.30pm Tuesday - Saturday each week ie visits may now take place in residents rooms and the garden areas, one visit of up to two people per resident per day for a maximum of 2 hours, visits continue to be monitored by customer care to ensure that visitor(s) have had their influenza vaccination, hand hygiene is practiced and temperature checks and general health and travel questions are undertaken. Social distancing etiquette is encouraged and unnecessary movement throughout the building is discouraged. Increased cleaning regimes continue.

The approach to visiting has been generally welcomed and successful and we will continue to review our approach consistent with the ongoing reviews of pandemic guidelines. Some complaints and concerns have been raised and we address these on a case by case basis, seeking to modify wherever we can to ensure safe interactions for residents, visitors and our employees.

ITEM NUMBER: 8.1

CONFIDENTIAL REPORT

General Manager Report - Confidential

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.**

Recommendation – Exclusion of the Public – Section 90(3) 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 12/2020 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: 12/2020, General Manager's Report - Confidential 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.**

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.**
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ITEM NUMBER: 8.2

CONFIDENTIAL REPORT

MONTHLY FINANCIAL REPORT – MAY 2020

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.

Recommendation – Exclusion of the Public – Section 90(3) 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: 22/2020 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: 22/2020, Monthly Financial Report – Confidential 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.

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.**
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CONFIDENTIAL

ITEM NUMBER: 8.3

CONFIDENTIAL REPORT

AUDIT PLAN 2020

Pursuant to Section 90(2) 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 Alwyndor Management Committee will receive, discuss or consider:

- 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.

Recommendation – Exclusion of the Public – Section 90(3) 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: 23/2020 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: 23/2020, Audit Plan 2020 – Confidential 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.

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.**
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CONFIDENTIAL