



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 19 November 2020 at 6.30pm

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 6.30 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 15 October 2020 be taken as read and confirmed.

5.2 Confidential Minutes

Motion

That the confidential minutes of the Alwyndor Management Committee held on 15 October 2020 be taken as read and confirmed.

6. REVIEW OF ACTION ITEMS

6.1 Action Items

6.2 Confidential Action Items

6.3 Annual Work Plan 2020-21

7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 42/2020)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 43/2020)**

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.**

8.2 Strategic Plan Review: Sustainability Theme and Finance Enabler (Report No: 44/2020)

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:

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8.3 Review of Risks One, Three and Six (Report No: 45/2020)

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:

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8.4 Policy Framework (Report No: 46/2020)

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.**

8.5 Community Connections Systems Business Case (Report No: 47/2020)

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.**

8.6 Monthly Financial Report – October 2020 (Report No: 48/2020)

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.**

8.7 Annual Review of Investments – November 2020 (Report No: 49/2020)

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.**

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 28 January 2021 in the Hub or via audio-visual, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE



**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 at Alwyndor Aged Care, Dunrobin Road, Hove on Thursday 15 October 2020 at 6.30 pm.

PRESENT

Elected Members

Councillor S Lonie
Councillor P Chabrel

Independent Members

Chair – Mr Kim Cheater
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 Finance – Ms Leisa Humphrey
Residential Services Manager – Mr Graham Harding
Manager Community Connections – Ms Molly Salt
Manager Projects – Ms Emma Burke
Personal Assistant - Ms Marisa Dinham

1. OPENING

The Chairperson declared the meeting open at 6.30pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson 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.

3. APOLOGIES

- 3.1 For Absence – nil
- 3.2 Leave of Absence - nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 17 September 2020 be taken as read and confirmed.

Amendments to the September minutes to be made as listed:

Pg 6 of the Agenda, Item 3.1: Amend apology for absence to say Cr P Chabrel

Pg 6 of the Agenda, Item 5: Amend Seconder to Ms J Bonnici

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Pg 25... 'Committee discussed.....Receipt of unspent funds of home support'

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Discussion was held on items in the financial statements as follows...'

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Pg 25, 'of defined benefit fund was in 2017..'

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Pg 25, change 'Advice received' to 'Finance Manager advised she understood the fund'

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Pg 25, change actual to actuarial

Pg 13 of the Agenda, Item 8.2 Monthly Financial Report: Pg 25,.... 'will be available in 2021.'

Action to be amended to include: *...defined benefits superannuation'*

Moved by Ms J Bonnici, Seconded by Cr S Lonie

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 17 September 2020 be taken as read and confirmed.

Moved by Ms J Bonnici, Seconded by Cr S Lonie

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Nil non-confidential action items for discussion.

6.2 Confidential Action items

A revised Action list was distributed to the Committee, this was discussed, and no changes were made.

6.3 Annual Work Plan

The Committee noted that the Annual Work Plan will be updated and included in each agenda.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 37/2020)

7.1.1 Member Resignation

The Committee noted that Ms J Cudsi resigned in September 2020.

Cr S Lonie left the meeting at 6.59pm.

7.1.2 COVID-19

The Committee noted the update that there were no material changes in restrictions in the past month therefore our approach is status quo.

Action: A lessons learnt reflection of practice through COVID-19 to be brought to AMC in November 2020.

7.1.3 2020-21 Federal Budget – impact on aged care

The Committee noted that the 2020-21 budget does not begin to adequately address the financial sustainability issues being experienced by aged care providers throughout the sector. It is anticipated further announcements will follow the release of the findings and recommendations of the Royal Commission into Aged Care Quality and Safety in February 2021.

7.1.4 Royal Commission into Aged Care Quality and Safety: COVID-19 special report

The recommendations of the special report which have been accepted by the Federal Government were noted together with commentary in regard to relevance and potential impact on Alwyndor.

7.1.5 Dental care

The Committee noted the information regarding the retraction of services to Alwyndor of dental care funding by SA Health. Potential alternatives are being investigated.

7.1.6 Mental health support

The Committee noted the information regarding the introduction of mental health support services for residents.

Motion

That the Alwyndor Management Committee:

1. Note the resignation of Ms J Cudsi, Member, Alwyndor Management Committee.
2. Note the information regarding management in response to COVID-19.
3. Note the information regarding the implications of the 2020-21 Australian Government budget on aged care.
4. Note the information regarding Royal Commission into Aged Care Quality and Safety: COVID-19 special report.
5. Note the information regarding Dental Care services in residential care.
6. Note the information regarding Mental Health services in residential care.

Moved Cr P Chabrel, Seconded Ms T Sutton

Carried

8. CONFIDENTIAL REPORTS**8.1 General Manager's Report – Confidential (Report No: 38/2020)****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 No. 38/2020 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: 34/2020 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 Cr P Chabrel, Seconded Ms J Bonnici

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 General Managers Report (Report No: 38/20) 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 P Chabrel Seconded Mr K Whitford

Carried

8.2 Customer Metrics Report (Report No: 39/2020)

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 No. 39/2020 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: 39/2020 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 Cr P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.2 Alwyndor Customer Metrics Report (Report No: 39/20) 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 J Bonnici, Seconded Ms T Sutton

Carried

8.3 Alwyndor Quarterly Performance Report Quarter 1, 2020-21 (Report No: 40/2020)

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 No. 40/2020 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: 40/2020 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 Cr P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.3 Alwyndor Quarterly Performance Report Quarter 1, 2020-21 (Report No: 40/20) 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 P Chabrel, Seconded Ms J Bonnici

Carried

8.4 2020-21 General Purpose Financial Statements (Report No: 41/2020)

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 No. 41/2020 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: 41/2020 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 Cr P Chabrel, Seconded Mr K Whitford

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.4 2019-20 General Purpose Financial Statements (Report No: 41/20) 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 P Chabrel, Seconded Ms T Sutton

Carried

Short Term Suspension of Meeting Procedures

The Chair, with the approval of all members present, suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of five minutes to allow members a comfort break.

Leave of the meeting was granted.

The meeting procedures were suspended at 8.29pm.

The meeting resumed at 8.32pm

8.5 Monthly Finance Report – September 2020 (Report No: 42/2020)

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 No. 42/2020 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: 42/2020 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.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.5 Monthly Finance Report - September 2020 (Report No: 42/20) 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 Prof L Sheppard, Seconded Ms J Bonnici

Carried

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

9.1 Strategic Plan 2020-2023

The General Manager spoke to the Strategic Plan outlining the changes to the document. The Committee agreed that the final Chair and General Manager paragraphs to be circulated for members information.

The General Manager noted that the circular resolution to approve the Strategic Plan 2020-2023 had been passed.

Action: That Chair and General Manager paragraphs to be circulated for members information.

The Committee expressed thanks to the Executive for their work on the Strategic Plan.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 19 November 2020** in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 8.58pm.

CONFIRMED 15 October 2020

CHAIRPERSON

AMC ACTION ITEMS

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
1	15/10/2020	9. Other Business	That Chair and General Manager paragraphs from the Strategic Plan document to be circulated for members information.	GM	Nov-20	Complete.
2	15/10/2020	7.1 GM report	A lessons learnt reflection of practice through COVID-19 to be brought to AMC in November 2020.	GM	Nov-20	Refer Item 7.1 in this agenda.

Item No: 7.1

Subject: **General Manager Report**

Date: 19 November 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 intention to initiate informal engagement opportunities for AMC members with Alwyndor.**
 - 2. Note the information regarding the Royal Commission into Aged Care Quality and Safety.**
 - 3. Note the updated information regarding COVID-19 compliance and lessons learnt through COVID-19.**
 - 4. Approve the Alwyndor Management Committee 2021 meeting dates.**
-

REPORT

1. AMC – engagement opportunities

The opportunities for staff to engage with AMC (and for AMC to engage with the business) are largely limited to the formal constructs of the AMC schedule of meetings, business of AMC through reports and within the conduct of the meetings. This is clearly a necessary and valued requirement of our governance framework.

In addition to these governance requirements however I'd like to initiate with AMC less formal opportunities to engage with the Executive, other employees and our residents and clients. This could take many forms however in the first instance I am suggesting a series of simple and informal lunch/morning tea catch ups with one, two or several AMC members and Executive (and other employees as appropriate). I stress that these would not in any way encroach on the formal role and business of the AMC or constitute decision making of any kind but rather are intended to build relationships, share stories and experiences, and essentially spend some time in conversation about matters relevant to the business and the sector (or more broadly

as conversations flow). AMC members may also like to see specific areas or services in action at these times as well, very happy to explore ideas as they arise but in the first instance I am seeking feedback in regard to commencing some lunch/morning tea catch ups throughout 2021. It is in these informal settings and with more frequent interactions that good working relationships emerge and grow.

We will of course continue to engage AMC in opportunities to join functions and celebrations at Alwyndor (when such things once again become a feature of our calendars!).

2. Royal Commission into Aged Care Quality and Safety (the Commission)

As the Commission heads into its final weeks consultation has been launched in regard to its proposed recommendations. There are 124 proposed recommendations within the following 18 areas:

- Principles of the new Aged Care system
- Design of the new Aged Care system
- Program design
- Quality and Safety
- Aboriginal and Torres Strait Islander people
- Aged Care workforce
- Informal carers
- Provider governance
- Research, Innovation and technology
- Accommodation
- Younger people in residential Aged Care
- Aged Care for people with disability
- Better access to health care
- Aged Care in regional, rural and remote areas
- Funding in the new Aged Care system
- Prudential regulation and financial oversight
- Effective regulation
- Transition and implementation

We have been engaged in feedback via our peak body participation with Leading Aged Services Australia (LASA).

Whilst the proposed recommendations indicate significant reform in all areas of the sector our major focus has been to engage in the foreshadowed workforce models and funding models (in particular residential accommodation and care (the Aged Care Funding Instrument (ACFI)) and to commence an assessment of the impact on Alwyndor.

We will update further as this analysis becomes clear.

3. COVID – update and lessons learnt

Update

There have been no significant movements in regard to the requirements and restrictions imposed by the Federal and State governments in response to COVID-19.

We continue to work consistent with the requirements of the Federal Government and the Aged Care and Quality Commission and South Australian Emergency Directions for Residential Care 1-12. Two new Directions have been issued in the past month with [Emergency Management \(Residential Aged Care Facilities No 12\) \(COVID-19\) Direction 2020](#) issued on 5 November and now in place. The key changes include the removal of the requirement for face masks to be worn within residential aged care and restrictions on singular workplace being lifted.

There have been no changes to our practices in residential, community or therapy or to visiting conditions. Feedback in regard to restrictions has been minimal and we continue to manage visitor requests for exemptions consistent with the Emergency Directions.

Lessons learnt

Alwyndor is well versed in the management of seasonal influenza and gastroenteritis. We have been fortunate to not have experienced a positive COVID-19 case the most significant impacting factors have flowed out of policy implementation and practice changes.

As a single residential and corporate site operation, our leaders have been able to stay agile and strike a holistic balance in daily decisions and actions. Adapting to policy changes became a feature of the working day for the first few months of the pandemic. Key action areas have been the daily review of our pandemic plans (Residential and Community Connections) to meet the ever changing regulations, comprehensive workforce planning to meet the needs of the new normal (including single site employment rules) and job specific education and training to maintain a stage of preparedness. We have refined and documented our:

- emergency / pandemic plans
- infection control plans, processes and clinical skills
- emergency management partner relationships
- work force management approaches in key areas ie support works and personal care workers.

Our focus has remained firmly on the customer regardless of whether residential or community based, as evidenced by:

- skype family and friends link services
- online health and therapy sessions
- preparation and distribution of activity packs to support physical and cognitive wellness
- remote therapy and welfare checks.

Our capacity and capability to manage with online solutions for therapy consultations and classes, GP and specialist consultations as well as social interactions has increased and this has become an ongoing element of our business.

Despite our agility a one size approach to policy and practice has not always been possible, and work has been duplicated to meet the needs of individual customers as well as the demands of various levels of Government. The Federal, State and Local tiers of government have different powers and responsibilities and therefore have little apparent reason to understand parallel issues and impacts experienced by aged

care providers. We continue to work with peak bodies to advocate for information sharing and reduction of duplication.

'Culture eats policy for breakfast': our employees have consistently stepped-up to meet the challenge. Alwyndor's positive culture gave us an opportunity to make more gains than losses in staffing, in the context of the single site rule, use of PPE, taking extra care and measures to support and assist with social isolation and physical restriction of our clients and residents.

Aged Care became an easy target for the media (and on occasion our political leaders) during this time. This can be tiring (and trying) for employees at all levels to manage daily conversations with the unreasonable few. Our skills in managing difficult conversations were however honed during this period.

Communication has been our most powerful tool in keeping our communities well informed and therefore largely aligned and supportive. Robust communication to our employees, clients and families/friends has ensured that frequently changing policies and practices are understood and implemented immediately. Within this space we have expected a lot of our staff and they continue to perform exceptionally well in these challenging times. Our learning has been largely a reinforcement of the importance of frequent and transparent communication with all members of our community.

In summary our learnings have been diverse and despite times of fatigue and angst, have impacted positively on our clinical skills and practice, our capacity to respond quickly, efficiently and with innovative actions, our communication methods and practice, and our strength and resilience as a team.

4. Alwyndor Management Committee 2021 meeting dates

As outlined in the Alwyndor Terms of Reference, the Committee is required to meet a minimum of eight times annually, historically on the third Thursday of every month. After discussion with Management, meetings have moved to the last Tuesday of the month to align more purposefully with financial and end of month reporting.

Attachment 1 outlines the proposed meeting dates for the Committee's approval.



ATTACHMENT 1



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 Boardroom
52 Dunrobin Road, Hove on the following dates

- Thursday 28 January 2021 at 6.30pm**
- Thursday 25 February 2021 at 6.30pm**
- Thursday 25 March 2021 at 6.30pm**
- Thursday 29 April 2021 at 6.30pm**
- Thursday 27 May 2021 at 6.30pm**
- Thursday 24 June 2021 at 6.30pm**
- Thursday 29 July 2021 at 6.30pm**
- Thursday 26 August 2021 at 6.30pm**
- Thursday 30 September 2021 at 6.30pm**
- Thursday 28 October 2021 at 6.30pm**
- Thursday 25 November 2021 at 6.30pm**

Roberto Bria
CHIEF EXECUTIVE OFFICER

ITEM NUMBER: 8.1

CONFIDENTIAL

General Manager Report

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 43/2020 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: 43/2020, 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.**

ITEM NUMBER: 8.2

CONFIDENTIAL

Strategic Plan Review

- **Sustainability Theme**
- **Finance Enabler**

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 44/2020 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: 44/2020, Strategic Plan Review: Sustainability Theme and Finance Enabler 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: 8.3

CONFIDENTIAL

Corporate Risk Review:

Risk #1: Failure to meet requirements of Aged Care Act & Quality Standards

Risk #3: Major loss of building or disruption to essential services.

Risk #6: Failure to protect the safety and wellbeing of Residents/Clients

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 45/2020 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: 45/2020, Corporate Risk Review: RA01, RA03 and RA06 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: 8.4

CONFIDENTIAL

Policy Framework

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 46/2020 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: 46/2020, Policy Fraemwork 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: 8.5

CONFIDENTIAL

Community Connections Systems Business Case

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 47/2020 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: 47/2020, Community Connections Systems Business Case 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: 8.6

CONFIDENTIAL REPORT

MONTHLY FINANCIAL REPORT

OCTOBER 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: 48/2020 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: 48/2020, 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.**
-

CONFIDENTIAL

ITEM NUMBER: 8.7

CONFIDENTIAL REPORT

Annual Review of Investments

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: 49/2020 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: 49/2020, Annual View of Investments 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.