



## 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**

**Thursday 29 April 2021 at 6.30pm**

**Roberto Bria  
CHIEF EXECUTIVE OFFICER**

## Alwyndor Management Committee Agenda

### 1. OPENING

The Deputy Chairperson, Ms J Bonnici will declare the meeting open at 6.30 pm.

### 2. KAURNA ACKNOWLEDGEMENT

*We acknowledge 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 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 25 March 2021 be taken as read and confirmed.**

5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 25 March 2021 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: 17/21)

**8. CONFIDENTIAL****8.1 General Manager's Report – Confidential (Report No: 18/21)**

*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 Alwyndor Quarterly Performance Report, Quarter 3, 2021 (Report No: 19/21)**

*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.**

**8.3 Adjourned Report - Alwyndor Corporate Risk Review: Risk 04 (Report No: 20/21)**

*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.**

8.4 Revised Alwyndor Budget and Investment Report 2021/22 (Report No: 21/21)

*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 Monthly Finance Report – March 2021 (Report No: 22/21)

*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 27 May 2021, 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 in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove, on Thursday 25 February 2021 at 7.00pm.**

### **PRESENT**

#### **Elected Members**

Councillor Mikki Bouchee  
Councillor Phillip Chabrel

#### **Independent Members**

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

#### **Staff**

Acting Chief Executive Officer – Ms Pamela Jackson  
General Manager Alwyndor – Ms Beth Davidson-Park  
Manager Finance – Ms Leisa Humphrey  
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 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.

### **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.

Nil interests declared.

#### 5. **CONFIRMATION OF MINUTES**

##### **Motion**

**That the minutes of the Alwyndor Management Committee held on 25 February 2021 be taken as read and confirmed.**

Moved by Cr P Chabrel, Seconded by Prof J Searle

Carried

##### **Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 25 February 2021 be taken as read and confirmed.**

Moved by Prof J Searle, Seconded by Ms T Sutton

Carried

#### 6. **REVIEW OF ACTION ITEMS**

##### **6.1 Action Items**

Noted

##### **6.2 Confidential Action items**

Noted

##### **6.3 Annual Work Plan**

Noted

#### 7. **GENERAL MANAGER REPORT**

##### **7.1 General Manager Report (Report No: 13/2021)**

7.1.1 Royal Commission into Aged Care Quality and Safety (the Commission) update  
Noted.

7.1.2 COVID-19 update  
Noted.

7.1.3 Serious Incident Response Scheme (SIRS)  
Noted.

**Motion**

That the Alwyndor Management Committee:

1. Note the update regarding the Royal Commission into Aged Care Quality and Safety.
2. Note the update regarding COVID-19.
3. Note the Serious Incident Response Scheme update.

Moved Mr K Whitford, Seconded Cr P Chabrel

Carried

## 8. CONFIDENTIAL REPORTS

### 8.1 General Manager Report – Confidential (Report No: 14/2021)

#### 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. 14/2021 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: 14/2021 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 M Bouchee, Seconded Ms J Bonnici

Carried

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

**That having considered Agenda Item 8.1 General Managers Report (Report No: 13/2021) 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 M Bouchee, Seconded Cr P Chabrel

Carried

**Deferral**

That Item 8.2 Alwyndor Corporate Risk Review: RA04 be deferred to the April meeting to allow time for the report to be considered and discussed in detail.

Moved Cr M Bouchee, Seconded Prof L Sheppard

Carried

**8.2 Alwyndor Corporate Risk Review: RA04 (Report No: 14/2021)**

**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. 15/2021 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.: 15/2021 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.

### 8.3 Alwyndor Draft Budget 2021/22 (Report No: 16/2021)

#### 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. 16/2021 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: 16/2021 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 M Bouchee, Seconded Cr P Chabrel

Carried

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

**That having considered Agenda Item Alwyndor Draft Budget 2021/22 (Report No: 16/2021) 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 J Searle, Seconded Ms T Sutton

Carried

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

The Chair noted that this was Mr G Harding's final meeting, acknowledged his quality contribution to Alwyndor and thanked him for his commitment over the past two years.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 29 April 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.30pm.

**CONFIRMED 29 April 2021**

**CHAIRPERSON**

## AMC ACTION ITEMS

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
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Item No: 7.1

Subject: **General Manager Report**

Date: 29 April 2021

Written by: Beth Davidson-Park  
General Manager, Alwyndor

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### **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.

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### **RECOMMENDATIONS**

**That the Alwyndor Management Committee:**

1. **Note the update into the Royal Commission into Aged Care Quality and Safety.**
  2. **Note the COVID-19 update.**
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### **REPORT**

#### **Environmental scanning**

##### **7.1.1 Royal Commission into Aged Care Quality and Safety (the Commission) update**

There have been no additional updates since the March AMC meeting and we await information regarding funding in the Federal budget due to be announced on 31 May 2021.

##### **7.1.2 COVID-19 update**

There have been no legislative changes since the March AMC meeting and we are yet to be informed of our COVID-19 vaccination date. We continue to stay in regular contact with SA Health regarding the program.

# ITEM NUMBER: 8.1

## CONFIDENTIAL

### General Manager Report

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- 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 18/21 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: 18/21, General Manager 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

## Alwyndor Quarterly Performance Report Quarter 3, 2020-21

*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 19/21 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: 19/21, General Manager 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.

## ITEM NUMBER: 8.3

### CONFIDENTIAL

## Adjourned Report - Alwyndor Corporate Risk Review: R04

### **Risk #4: Inability to operate with long term financial sustainability.**

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- 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 20/21 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: 20/21, Alwyndor Corporate Risk Review: Risk04 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: 8.4

### CONFIDENTIAL REPORT

#### Alwyndor Draft Budget - 2021/22

*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 21/21 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: 21/21, Alwyndor Draft Budget - 2021/22 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.

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: 8.5

## CONFIDENTIAL REPORT

### MONTHLY FINANCIAL REPORT

### MARCH 2021

*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: 22/21 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: 22/21, Monthly Financial Report – March 2021 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.

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

5. That having considered Agenda Item 8.5 Monthly Financial Report – March 2021 (Report No: 22/21) 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 Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.
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CONFIDENTIAL