



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 24 June 2021 at 6.30pm

**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 27 May 2021 be taken as read and confirmed.

5.2 Confidential Minutes

Motion

That the confidential minutes of the Alwyndor Management Committee held on 27 May 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: 28/21)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 29/21)**

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 Monthly Finance Report – May 2021 (Report No: 30/21)

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 29 July 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 27 May 2021 at 6.30pm.

PRESENT

Elected Members

Councillor Mikki Bouchee
Councillor Phillip Chabrel

Independent Members

Ms Julie Bonnici – Acting Chair
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
A/Residential Manager – Ms Natasha Stone
Manager, Community Connections – Ms Molly Salt
Personal Assistant - Ms Marisa Dinham
General Manager, Community and Business, City of Holdfast Bay – Ms Marnie Lock

1. OPENING

The Chairperson declared the meeting open at 6.33pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chair 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 - Mr Kim Cheater

3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Committee 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 29 April 2021 be taken as read and confirmed.

Moved by Prof L Searle, Seconded by Cr M Bouchee

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 29 April 2021 be taken as read and confirmed.

Moved by Cr P Chabrel, Seconded by Mr K Whitford

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Noted.

6.2 Confidential Action items

Noted

6.3 Annual Work Plan

CX (Customer Experience) to be in full –acronyms to be expanded for all members understanding.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 23/2021)

7.1.1 Federal budget 2021/22 response to the Royal Commission into Aged Care Quality and Safety

The General Manager outlined key elements of the response and drew attention to the analysis by Stewart Brown. The Federal Government is developing a Work Plan to be administered through an Implementation Group, detail of membership is pending.

The Australian National Aged Care Classification (AN-ACC) will replace the current ACFI funding when it ceases. Alwyndor has been advised that AN-ACC will be here in October reviewing our residents ACFI and assessing the anticipated funding under AN-ACC.

7.1.2 COVID-19 Update

Item noted.

7.1.3 Policy and Procedure Framework

Item noted.

7.1.4 Fundraising initiative

Item noted.

Motion

That the Alwyndor Management Committee:

- 1. Note the update regarding the 2021/22 Federal budget response to the Royal Commission into Aged Care Quality and Safety.**
- 2. Note the COVID-19 update.**
- 3. Note the update regarding the development of a policy and procedure framework.**
- 4. Note the fundraising initiative.**

Moved by Ms T Sutton, Seconded by Cr M Bouchee

Carried

8. CONFIDENTIAL REPORTS

Leave of the Meeting

The Acting Chair sought leave of the meeting to discuss Confidential Item 8.5 followed by Confidential Items 8.1, 8.2, 8.3, 8.4.

Leave of the meeting was granted.

8.5 Strategic Plan Review – Growth, Marketing and Communications (Report No: 28/21)

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. 27/2021 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: 27/2021 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 Prof J Searle

Carried

Mr R Bria left the meeting at 7.01pm

Mr R Bria and Ms M Lock entered the meeting at 7.04pm

8.1 General Manager Report – Confidential (Report No: 24/2021)

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. 24/2021 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: 24/2021 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 by Cr M Bouchee, Seconded by Prof J Searle

Carried

Ms N Stone and Ms M Salt left the meeting at 8.35pm.

8.2 Adjourned Report Alwyndor Corporate Risk Review: RA04 (Report No: 25/2021)

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. 25/2021 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.: 25/2021 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.

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3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved Cr M Bouchee, Seconded Prof J Searle

Carried

8.3 Draft Alwyndor Investment Strategy (Report No: 26/2021)

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. 26/2021 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: 26/2021 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 T Sutton

Carried

8.4 **Monthly Finance Report – April 2021 (Report No: 27/21)**

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. 27/2021 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: 27/2021 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.**

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3. **The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

Moved Mr K Whitford, Seconded Cr M Bouchee

Carried

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

A potential change of date for the August meeting was discussed with consensus being that the Committee meeting to remain on the original date.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 24 June 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 8.44pm.

CONFIRMED 27 May 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: 27 May 2021

Written by: Beth Davidson-Park
General Manager, Alwyndor

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 COVID-19 update.**
 - 2. Note the update regarding employee and recruitment matters.**
 - 3. Note the information regarding the Australian National Aged Care Classification (AN-ACC) review.**
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REPORT

Environmental scanning

7.1.1 COVID-19 update

We are currently operating under Emergency Management (Residential Aged Care Facilities No 36) (COVID-19) Direction 2021, issued 20 May 2021.

The recent Victorian experience of COVID-19 has impacted on restrictions to visitors from Greater Melbourne and Regional Victoria.

Vaccination

Aspen Medical (SA Health contractors) administered the second dose of COVID-19 vaccinations Wednesday 2 June 2021. 110 residents and 45 employees have now received both Pfizer vaccinations with no reactions of note.

We continue to encourage employees to book for vaccinations and are actively promoting the SA Health 'super' clinics which are focussed times made available for residential aged care employee vaccinations.

We are required to report on resident and employee vaccinations on a weekly basis to both the federal and state government (separately) and we will update the Committee re employee vaccinations as a part of our regular reporting.

Business Administration

7.1.2 Employee and recruitment matters

We, along with the wider sector as well as the disability sector, are experiencing significant pressures in recruitment. Specifically for Support Workers (Support at Home) as well as, to a lesser extent) Personal Care Workers (Residential). We have been successful in recruiting three (3) RNs in residential, two (2) coordinators in Support at Home and are currently out to market for a CN in community to respond to the increased needs of our clients.

We have a number of initiatives in place to address this situation, particularly focussed on Support at Home as we respond to the needs of the new client's we have been successful in attracting over the past 5 months, these include:

- leveraging google ad words in our advertising to promote our vacancies high in search responses and drive traffic to our website where vacancies are promoted
- commence use of LinkedIn as well as our website to promote vacancies
- using Facebook to promote Alwyndor as a great place to work, leveraging this platform for Aged Care Employee Day (7 August 2021)
- using current employee testimonials on all social media ie short 20 – 30 second clips of success stories and employee satisfaction (a proven successful recruitment tool)
- creating an Alwyndor vacancy template consistent with our rebranding for use in all promotions
- transition of casual employees to permanency
- promoting opportunities for ENs (residential) to work in Support at Home as well as residential
- exploring traineeships in Support at Home (noting there is several months lead time for a trainee to work solo as a Support Worker
- Employing 'domestic only' support workers

We are currently exploring contingency planning in response to this issue to ensure that the needs of our clients are met at all times.

We are also out to market for a Manager Finance for 12 months while Leisa takes maternity leave. Congratulations Leisa!

7.1.3 The Australian National Aged Care Classification (AN-ACC)

As reported to the Committee previously the AN-ACC is the proposed new funding model for residential care – replacing the current Aged Care Funding Instrument (ACFI). Access Care Network Australia (ACNA) were awarded the pilot assessment role, funded by the Federal Government. They were scheduled to assess our residents in October 2021 however approach us in late May requested they bring forward the assessment to June. We have therefore hosted the team for 8 days this month whilst they have met with every resident and worked with our staff to conduct the assessment.

Feedback will be made available over the coming months as final decisions are made regarding the final model, ACFI is due to cease in in 2022 at a date to be determined.

We will provide Committee briefing concerning the proposed model and anticipated impacts when this information is available.

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 29/21 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: 29/21, 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 REPORT

MONTHLY FINANCIAL REPORT

MAY 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: 30/21 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: 30/21, Monthly Financial Report – May 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.**
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