



Alwyndor Management
Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held via Microsoft Teams

**Alwyndor Aged Care
Boardroom
52 Dunrobin Road, Hove**

Thursday 29 July 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 24 June 2021 be taken as read and confirmed.

5.2 Confidential Minutes

Motion

That the confidential minutes of the Alwyndor Management Committee held on 24 June 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: 31/21)

7.2 Appointment of Deputy Chair 2021 (Report No: 32/21)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 33/21)**

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 Quarterly Performance Report – Quarter 4 (Report No: 34/21)

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 End of Financial Year update including Key Risks and Assumptions (Report No: 35/21)

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 24 June 2021 at 6.30pm.

PRESENT

Elected Members

Councillor Mikki Bouchee

Independent Members

Mr Kim Cheater- Chair

Ms Julie Bonnici – via Microsoft Teams

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

Manager, Quality and Projects – Ms Emma Burke

Personal Assistant - Ms Marisa Dinham

1. OPENING

The Chairperson declared the meeting open at 6.37pm.

Members noted the resignation of Cr Phillip Chabrel from the Committee and acknowledged his work on the AMC which has been key in dealing with the challenges faced over the last few years.

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 - Nil
- 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 27 May 2021 be taken as read and confirmed.

Moved by Ms T Sutton, Seconded by Prof J Searle

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 27 May 2021 be taken as read and confirmed.

Moved by Prof L Sheppard, Seconded by Cr M Bouchee

Carried

6. **REVIEW OF ACTION ITEMS**

6.1 Action Items

6.2 Confidential Action items

6.2.4 The Chair informed the Committee of the upcoming AMC Review process and noted that a review document would be circulated.

6.3 Annual Work Plan

6.3.1 Amendments to the Workplan were noted.

7. **GENERAL MANAGER REPORT**

7.1 General Manager Report (Report No: 28/2021)

7.1.1 COVID-19 Update

Vaccinations: 37.5% of employees and 2% of volunteers have received at least one vaccination.

7.1.2 Employee and Recruitment matters

Recent recruitment efforts via marketing and communications campaigns has seen a marked increase in interest from candidates. The General Manager will include a risk assessment regarding current recruitment challenges as a part of the July Committee report.

Additionally, dedicated staffing in Support at Home through the Customer Relationship Coordinator has resulted in growth to date of 24% with a YTD value of 272 packages compared to 217 this time last year. Potential to finalise the year at 25% - an excellent result.

7.1.3 The Australian National Aged Care Classification

An assessment by the Australian National Aged Care Classification (AN-ACC) of every resident was conducted in June with AN-ACC on site for eight days. No information is available as yet in regard to the outcomes or of the final residential funding model which is due to be implemented 2022-23.

The General Manager will keep the Committee informed in regard to this matter and the implementation of other adopted Royal Commission recommendations as announcements are made by the Federal Government.

Motion

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.**

Moved by Prof J Searle, Seconded by Ms T Sutton

Carried

8. CONFIDENTIAL REPORTS

8.1 General Manager Report – Confidential (Report No: 29/2021)

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. 29/2021 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: 29/2021 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 Ms J Bonnici Carried

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

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. 30/2021 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: 30/2021 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 by Cr M Bouchee, Seconded by Prof L Sheppard Carried

9. **OTHER 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** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 8.30pm.

CONFIRMED 29 July 2021

CHAIRPERSON

AMC ACTION ITEMS

| Action No. | Meeting | Agenda Item | Action Required | Responsibility | Due Date | Current Status |
|------------|---------|-------------|-----------------|----------------|----------|----------------|
|------------|---------|-------------|-----------------|----------------|----------|----------------|

Item No: 7.1

Subject: **General Manager Report**

Date: 29 July 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 appointment of Cr Susan Lonie to the Alwyndor Management Committee, effective immediately for the duration of the Council term ie October 2022.**
 - 2. Note the COVID-19 update.**
 - 3. Note the Royal Commission update.**
-

REPORT

Environmental scanning

7.1.1. AMC appointment – elected member representative

As per email advice of 19 July 2021, on 13 July 2021 Council nominated Cr Susan Lonie to the AMC. Susan's term will be until the end of the Council term which means her last meeting will be October 2022 with local government elections scheduled for November 2022. Welcome back Susan!

7.1.2 COVID-19 update

We continue to operate under relevant Emergency Management Directions (Aged Care as well as Cross Border Travel) Directions. These directions have changed quite frequently since the June AMC meeting ie the recent experience of COVID-19 nationally has impacted on restrictions to visitors from many locations across Australia. We continue to comply with all restrictions and guidelines and to maintain our high levels of infection control as well as room number restrictions and ongoing vigilance of hygiene measures throughout all services.

Vaccination

COVID-19 vaccinations have been made compulsory for all ‘residential aged care workers’, this means at least the first vaccination must be completed by 17 September 2021. The relevant definition for this purpose is:

‘... all individuals, including volunteers, who access, or are reasonably likely to access, any premises where the operation or administration of the service occurs (defined as service staff in the Quality of Care Principles).

This includes all people (including volunteers) working at a residential aged care facility who are responsible for resident care, support and services for residents, and maintenance and administration – eg includes nursing and personal care staff, allied health professionals, administration staff, kitchen, cleaning, laundry and garden staff.

We are taking a very literal interpretation and as such are requiring all contractors and CoHB employees who provide services to Alwyndor to comply. Given Community Connections support workers frequently visit Alwyndor and the Coordinators and CNs work on site together with all allied health professionals and assistants we are requiring all staff to vaccinate. We have also engaged with agencies to ensure that any agency employees comply with the requirements.

This is also relevant to AMC members as per my email of 19 July 2021.

In a perplexing move the federal government have implemented a grant fund which enables all *casual residential* employees to receive \$80 per COVID-19 vaccination ie \$160 upon completion. No other aged care employees are eligible. As per the retention grants offered over the past 18 months we are required to apply for and administer this funding. This means we will also be required to again manage the many disgruntled employees who are not eligible for this ‘bonus’ whilst their colleagues, doing the same work, receive it. We will likely then be required to host a government appointed auditor to check we have administered the fund appropriately. Please note we considered offering this funding to all employees ie from Alwyndor funds, but found this to be cost prohibitive. The federal department of health have also allocated employees to call all residential care providers each week to ask ‘how we are tracking with COVID-19 vaccinations’. With the absence of clear guidelines, counter intuitive decision making and lack of access to adequate supply chains and associated services, frank feedback has been offered.

At the time of writing this report 58% of employees have had one or both vaccinations. A good position to be in. We continue to communicate regularly (email, signage, hand over communications, team meetings etc) encouraging employees to book their vaccinations, ‘no jab, no job’ is the mantra.

We continue to report vaccination numbers each week through MyAgedCare and I’m pleased to report that SA Health are now also accessing MYAC for data rather than asking us to continue duplicate reporting.

Risk mitigation

There are some risks for us to manage in response to the introduction of compulsory vaccinations. The highest risks for us are:

- Employees refuse vaccination causing increased pressure on rostered service provision or inability to provide services.
Mitigation: continued promotion of the benefits of vaccination to proactively impact on this risk; continued focus on recruitment to ensure adequate staffing, including agency.
- Vaccine supplies /accessibility prevent employee vaccinations
Mitigation: supply of vaccine and accessibility of vaccinations are not in our direct sphere of influence however we continue to work with peak bodies to lobby for supplies direct into aged care and/or specific sites, clinics for aged care.
NB Should supply become an issue the dates may be extended by the federal government.
- Employee absence due to reaction to vaccinations
Mitigation: encourage employees to book and vaccinate as soon as possible to avoid the possibility of bulk vaccinations close to the final date; continued focus on recruitment to ensure adequate staffing, including agency.

7.1.3 Royal Commission – update

We continue to have very little information regarding the implementation of the Royal Commission recommendations.

From the Leading Aged Services Australia (LASA), our peak body, national update on 22 July 2021 we understand that some 72 projects, consistent with Royal Commission recommendations, have been commenced by the federal department of ageing. There is no detail available as the department are waiting for the establishment of the Aged Care Advisory Council, again no detail is available regarding the process to establish this body. LASA are increasingly frustrated by the poor engagement which is contrary to commitments made by both the federal departments of health and ageing.

We will keep AMC up to date on the roll out and implications for Alwyndor, particularly regarding funding as soon as we have this information.

Item No: **7.2**

Subject: **APPOINTMENT OF DEPUTY CHAIR**

Date: 29 July 2021

Written By: Beth Davidson-Park
General Manager

SUMMARY

The term of Deputy Chair currently held by Julie Bonnici expires July 2021. As such the Alwyndor Management Committee (AMC) is required to nominate a Deputy Chairperson from amongst the AMC Members (not including Elected Members of the City of Holdfast Bay) for consideration and approval of appointment by Council.

The role of Chair is held by Kim Cheater until July 2023.

RECOMMENDATION

That the Alwyndor Management Committee:

- 1. Recommends the appointment ofto the position of Deputy Chair.**

REPORT

The Alwyndor Management Committee (AMC) is a Section 41 Committee of Council.

As detailed in its Terms of Reference the Alwyndor Management Committee (AMC) is required recommend to Council the appointment Office Bearers ie Chair and Deputy Chair, from amongst the AMC (with the exception of the Elected Members who are ineligible to nominate for these roles).

The role of Chair is held by Kim Cheater until July 2023.

The 2020 Terms of Reference informs the process for appointment of officer bearers as follows:

10 OFFICE BEARERS

- 10.1 *The AMC shall nominate a Chairperson from amongst the AMC Members (not including Elected Members of the City of Holdfast Bay) for consideration and approval of appointment by Council.*
- 10.2 *The AMC shall nominate a Deputy Chairperson from amongst the AMC Members (not including Elected Members of the City of Holdfast Bay) for consideration and approval of appointment by Council.*
- 10.3 *Each of the Chairperson and Deputy Chairperson shall serve a three (3) year term in those positions unless removed from the position by the Council. On expiry of their term, the Chairperson and Deputy Chairperson can re-nominate for a further term (and for up to 3 terms).*

The position of Deputy Chair is vacant as of this meeting.

Any independent AMC members may express their interest in the roles prior to the AMC meeting or declare their interest at the meeting. The Chair will call for nominations and conduct a ballot as required.

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 33/21 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: 33/21, title 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

Quarterly Performance Report Quarter 4

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 34/21 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: 34/21, 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.**

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ITEM NUMBER: 8.3

CONFIDENTIAL REPORT

2020/21 End of Financial Year update including Key Risks and Assumptions

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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: 35/21 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: 35/21, 2020/21 2020/21 End of Financial Year Update Including Key Risks and Assumptions 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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