



Alwyndor Management  
Committee

## NOTICE OF MEETING

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

**Alwyndor  
Boardroom  
52 Dunrobin Road, Hove**

**Thursday 30 September 2021 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 26 August 2021 be taken as read and confirmed.**

5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 26 August 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: 39/21)

**8. CONFIDENTIAL**

## 8.1 General Manager's Report – Confidential (Report No: 40/21)

**Presentation by Ms Pamela Jackson, General Manager, Strategy and Corporate and Mr Leigh Ray, Team Leader, Technology Operations**

*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 2020-21 Financial Statement (Report No:41/21)

**Presentation by Ms Samantha Creten and Ms Whitney Sandow, DeanNewbery**

*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 Alwyndor Management Committee Self Assessment (Report No:42/21)

*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 28 October 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 Alwyndor, 52 Dunrobin Road, Hove on Thursday 26 August 2021 at 6.30pm.**

**PRESENT**

**Elected Members**

Councillor Susan Lonie

**Independent Members**

Mr Kim Cheater- Chair

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 Quality and Projects – Ms Emma Burke

Manager, Community Connections – Ms Molly Salt

Manager, Finance – Ms Leisa Humphrey

Acting Manager, Finance – Mr Damian Capurro

Personal Assistant - Ms Marisa Dinham

**1. OPENING**

The Chairperson declared the meeting open at 6.32pm.

**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 – Cr R Snewin

3.2 Leave of Absence – Nil

**4. DECLARATION OF INTEREST**

Committee 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 29 July 2021 be taken as read and confirmed.**

Moved by Cr S Lonie, Seconded by Ms j Bonnici

Carried

### Motion

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

Moved by Cr S Lonie, Seconded by Ms T Sutton

Carried

## 6. REVIEW OF ACTION ITEMS

### 6.1 Action Items

Agreed cyber security report be presented at the September 2021 meeting.

### 6.2 Confidential Action items

Item noted

### 6.3 Annual Work Plan

Item noted

## 7. GENERAL MANAGER REPORT

### 7.1 General Manager Report (Report No: 36/2021)

#### 7.1.1 Passing of AMC Member Cr Rosalina (Mikki) Bouchee

Motion passed acknowledging Cr Bouchée's extraordinary service to the City of Holdfast Bay.

#### 7.1.2. AMC appointment of new member

Cr Bob Snewin nominated by Council to join the Committee. Cr Snewin brings a wealth of knowledge to the AMC, and the Committee look forward to working alongside him.

#### 7.1.3 COVID-19 update

Item noted

#### 7.1.4 AMC Terms of Reference (ToRs)

Item noted

### Motion

**That the Alwyndor Management Committee:**

1. Acknowledge the commitment and contribution of Councillor Mikki Bouchee to Alwyndor and the ageing community of the City of Holdfast Bay. Councillor Bouchee served as an Elected Member for both the City of Glenelg and then the City of Holdfast Bay for more than 25 years, she was a member of the Alwyndor Management Committee since February 2020. Councillor Bouchee cared passionately about people and was tireless in advocating for the issues most important to her including social justice and the ageing. Generous of heart, highly principled, compassionate, and intelligent, Councillor Bouchee's love of life will be remembered by Alwyndor.

Moved by Ms J Bonnici, Seconded by Mr K Whitford

Carried

**Motion****That the Alwyndor Management Committee:**

2. Note that Cr Snewin has been appointed to the Alwyndor Management Committee effective immediately for the duration of the Council term ie October 2022.
3. Note the COVID-19 update.
4. Note the amendments to the Alwyndor Management Committee Terms of Reference.

Moved by Cr S Lonie, Seconded by Ms T Sutton

Carried

**8. CONFIDENTIAL REPORTS****8.1 General Manager Report – Confidential (Report No: 37/2021)****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. 37/2021 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: 37/2021 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 Ms J Bonnici, Seconded by Mr K Whitford

Carried

#### **8.1.1 Identification of overtime payment errors**

Moved by Cr S Lonie, Seconded by Prof L Sheppard

Carried

**Meeting closed 7.20pm.**

**A workshop session was held to consider the Alwyndor Management Committee Self-Assessment outcomes.**

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 30 September 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

**CONFIRMED 30 September 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: 30 September 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 regarding COVID-19**
  - 2. Note the information concerning Increased reporting regimes being imposed by the Australian Aged Care Quality and Safety Commission.**
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## **REPORT**

### **Environmental scanning**

#### **7.1.1 COVID-19 update**

We continue to operate under relevant Emergency Management Directions (Aged Care) as well as Cross Border Travel Directions. These directions continue to change quite frequently (#41 is current at the time of writing this report), 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*

As previously noted COVID-19 vaccinations are now compulsory for all 'residential aged care workers', this means at least the first vaccination must have been completed by 17 September 2021 with evidence of the second being booked if not administered.

100% of employees working are compliant. By exception we have five employees not vaccinated: one permanent working offsite pending medical procedures, one permanent with a medical exemption, two casuals off the roster pending vaccination advice, and one part time staff member on leave pending vaccination advice.

### 7.1.2 Increased reporting regimes - Aged Care Quality and Safety Commission

The ACQSC is increasing mandatory reporting and care documentation requirements of providers.

This information is provided to the AMC for context in regard to the aged care sector environment and the ever-increasing requirements in what already is the most highly regulated sector.

Reportable incidents are incidents within the following categories:

- Unreasonable use of force
- Unlawful sexual contact or inappropriate sexual conduct
- Psychological or emotional abuse
- Unexpected death
- Stealing or financial coercion by a staff member
- Neglect
- Inappropriate physical or chemical restraint
- Unexplained absence from care.

#### *Residential Care*

As previously noted the Serious Incident Response Scheme (SIRS) commenced on 1 April 2021. This was for 'Priority 1' reportable incidents.

*This means incidents which cause or could reasonably have been expected to have caused physical or psychological injury or discomfort requiring some form of medical or psychological treatment, or where there are reasonable grounds to report the incident to police must be reported to the Commission within 24 hours of becoming aware of the incident. Also, incidents involving instances of unexplained absence from care and any unexpected death of a consumer are always to be regarded as Priority 1 reportable incidents.*

From 1 October 2021, 'Priority 2' reporting requirements commence. Priority 2 incidents are *all other reportable incidents that do not meet the criteria for a Priority 1 incident*. Priority 2 incidents must be reported through SIRs within 30 days. This reporting was previously discretionary. The definitions offered are somewhat open to interpretation however providers are advised to err on the side of caution when considering reporting ie if in doubt report.

Each incident requires completion of a mandated report format which allows little flexibility or contextual commentary.

The SIRs are designed to align with, and complement, the standards ie:

- **Standard 8:** Organisational governance – requires approved providers to have in place effective risk management systems and practices that enable them (among other things) to manage high-impact risks associated with the care of consumers, and to identify and respond to abuse and neglect of consumers.
- **Standard 6:** Feedback and complaints – requires approved providers to demonstrate that an open disclosure process is used when things go wrong in providing care for consumers.

#### *Home Care*

SIRs for Home Care is scheduled to commence on 1 July 2022. We understand this will be modelled as per the residential approach and engagement with the sector has commenced. We will update when we have more information.

# 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 40/21 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: 40/21, 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 REPORT

### FINANCIAL REPORT

### SEPTEMBER 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: 41/21 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: 41/21, 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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# ITEM NUMBER: 8.3

## CONFIDENTIAL REPORT

### ALWYNDOR MANAGEMENT COMMITTEE SELF ASSESSMENT 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: 42/21 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: 42/21, 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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