



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 28 October 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 30 September 2021 be taken as read and confirmed.

5.2 Confidential Minutes

Motion

That the confidential minutes of the Alwyndor Management Committee held on 30 September 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: 42/21)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 43/21)**

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 1 2021-22 (Report No: 44/21)

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 Quarterly Financial Report Q1 2021-22, period ending 30 September 2021 (Report No:45/21)

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 25 November 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 30 September 2021 at 6.30pm.

PRESENT

Elected Members

Councillor Susan Lonie
Councillor Robert Snewin

Independent Members

Mr Kim Cheater- Chair
Ms Julie Bonnici
Prof Judy Searle (via Microsoft teams)
Prof Lorraine Sheppard
Mr Kevin Whitford

Staff

Chief Executive Officer – Mr Roberto Bria
General Manager Alwyndor – Ms Beth Davidson-Park
Manager, Community Connections – Ms Molly Salt
Manager, Residential Services – Ms Natasha Stone
Manager, Finance – Mr Damian Capurro
Personal Assistant - Ms Marisa Dinham

Guests

Ms Samantha Creten, Partner, Dean Newbery
Mr Leigh Ray, Team Leader, Technology Operations, City of Holdfast Bay

1. OPENING

The Chairperson declared the meeting open at 6.30 pm.

The Chair extended a warm welcome to Cr Robert Snewin on his first meeting of the Committee.

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 – Ms Trudy Sutton
- 3.2 Leave of Absence – Nil

4. DECLARATION OF INTEREST

Committee members were reminded to declare any interest before each item.

The Chair sought leave of the meeting to bring forward items 8.2 and 8.1.5, to be followed by the remainder of item 8.1 and then resume the meeting as normal.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 26 August 2021 be taken as read and confirmed.

Moved by Cr S Lonie, Seconded by Prof L Sheppard

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 26 August 2021 be taken as read and confirmed.

Moved by Cr S Lonie, Seconded by Ms J Bonnici

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Nil to report.

6.2 Confidential Action items

The General Manager:

- confirmed that with the forthcoming City of Holdfast Bay (CoHB) portal, a stand-alone board portal would be redundant, therefore it was agreed that action two be removed.
- noted that the meeting with the Chair re Risk was yet to be scheduled.

6.3 Annual Work Plan

The Chair and General Manager, in conjunction with the AMC suggestions made at the Self-Assessment Workshop, have prepared a draft Work Plan for 2022.

Action: The draft 2022 Work Plan to be tabled at the October meeting.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 39/2021)

7.1.1 COVID-19 Update.

Vaccinations for covid – volunteers and contractors compliant with COVID-19 vaccinations. Staff are 100% compliant with first vaccination with second vaccination booked. A register is updated on a weekly basis as certificates are provided.

Vaccination statistics continue to be provided to the Department of Health through portal reporting in MyAgedCare.

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

The Aged Care sector is experiencing ever increasing reporting regimes. Management noted it was an ongoing challenge to balance allocation of staff to meet the increasing auditing and compliance tasks in addition to ensuring quality care. Nationwide staffing pressure were also noted.

Motion

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.

Moved by Cr S Lonie, Seconded by Prof L Sheppard

Carried

8. CONFIDENTIAL REPORTS

8.2 2020-21 Financial Statements (Report No: 41/2021)

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. 41/2021 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: 41/2021 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 Mr K Whitford Seconded by Cr S Lonie

Carried

8.1 General Manager Report – Confidential (Report No: 40/2021)

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. 40/2021 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: 40/2021 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 Ms S Lonie, Seconded by Mr K Whitford

Carried

Ms Creten and the CEO left the meeting at 6.46pm

The CEO returned to the meeting at 6.47pm

8.3 Alwyndor Management Committee Self-Assessment (Report No: 42/2021)

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. 42/2021 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: 42/2021 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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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 Mr K Whitford, Seconded by Cr S Lonie

Carried

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

- 10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on **Thursday 28 October 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

- 11. CLOSURE**

The meeting closed at 8.02pm.

CONFIRMED 28 October 2021

CHAIRPERSON

AMC ACTION ITEMS

| Action No. | Meeting | Agenda Item | Action Required | Responsibility | Due Date | Current Status |
|------------|------------|----------------------|--|----------------|----------|-----------------------|
| 1 | 30/09/2021 | 6.3 Annual Work Plan | The draft 2022 Work Plan to be tabled at the October meeting | GM | Oct-21 | Please refer Item 8.1 |

Item No: 7.1

Subject: **General Manager Report**

Date: 28 October 2021

Written by: Beth Davidson-Park
General Manager

SUMMARY

This report is to update and inform the Alwyndor Management Committee (AMC) regarding items, initiatives and issues of relevance to Alwyndor business specifically and to the aged care sector more generally.

RECOMMENDATIONS

That the Alwyndor Management Committee:

- 1. Note the update regarding COVID-19 management and Action Plan.**
 - 2. Approve the draft 2022 AMC Work Plan.**
 - 3. Note the funding received for an outdoor gym.**
-

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

We continue to monitor responses for second vaccinations, all employees currently rostered are compliant and vaccination is now a condition of employment for and all new employees.

Reporting continues each week on My Aged Care.

COVID-19 Safe Plan

We have reviewed and updated our Plan. This includes:

- updated to reflect the current SA Directive (# 41)
- current PPE requirements
- vaccination requirements
- resident diagnosis list ie all residents with a diagnosis that would put them at high risk if they contracted COVID-19 are highlighted.

Business administration**7.1.2 draft 2022 AMC Work Plan**

As mentioned last month the Chair and I have developed the draft 2022 AMC Work Plan for consideration and approval:

Strategic Initiatives**7.1.3 CHSP – outdoor gym funding**

We were pleased to be advised on 15 October that we have been successful in our application for funding for outdoor gym equipment here at Alwyndor. \$160K has been allocated by the federal government for this project as a part of special CHSP funding.

We are currently scoping the project rollout to be sure the equipment is accessible for residents and private clients and complements the garden setting.

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 43/21 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: 43/21, 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:

CONFIDENTIAL

Quarterly Performance Report Quarter 1

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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 44/21 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: 44/21, Quarterly Performance Report – Quarter 1 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.

ITEM NUMBER: 8.3

CONFIDENTIAL REPORT

QUARTERLY FINANCIAL REPORT - QUARTER 1

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

Recommendation – Exclusion of the Public – Section 90(3) Order

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 45/21 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: 45/21 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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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