



Alwyndor Management Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held via **Audiovisual communications**.

Thursday 27 January 2022 at 6.30pm

Roberto Bria
CHIEF EXECUTIVE OFFICER

AGENDA

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 Kurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.

3. APOLOGIES

3.1 Apologies received

3.2 Absent

4. DECLARATION OF INTEREST

If a Committee Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Committee, they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Committee Members are reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting

Motion

That the Public and Confidential minutes of the Alwyndor Management Committee held on 25 November 2021 be taken as read and confirmed.

6. REVIEW OF ACTION ITEMS

6.1 Action Items

6.2 Annual Work Plan 2020-21

7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 01/22)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 02/22)**

Pursuant to Section 83(5) 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 Financial Report for the Quarter Ending 31 December 2021 (Report No: 3/22)

Pursuant to Section 83(5) 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 24 February 2022 in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

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 25 November 2021 at 6.30pm.

PRESENT**Elected Members**

Councillor Robert Snewin
Councillor Susan Lonie

Independent Members

Mr Kim Cheater- Chair
Ms Julie Bonnici
Prof Judy Searle
Prof Lorraine Sheppard
Mr Kevin Whitford
Ms T Sutton

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
Manager People and Culture, Ms Lisa Hall
Personal Assistant - Ms Marisa Dinham

1. OPENING

The Chairperson declared the meeting open at 6.35pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chair stated:

We acknowledge the Kurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.

3. APOLOGIES

- 3.1 For Absence – Nil
- 3.2 Leave of Absence – Nil

The Committee extended a warm welcome to Ms Lisa Hall in her role as Manager, People and Culture.

4. DECLARATION OF INTEREST

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

5. CONFIRMATION OF MINUTES

Noted that Ms T Sutton should be added to the independent member attendee list.

Motion

That the minutes of the Alwyndor Management Committee held on 28 October 2021 be taken as read and confirmed.

Moved by Prof J Searle, Seconded by Prof L Sheppard

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Updates:

The General Manager noted that the Catering Review and business case has been deferred until January 2022 due to some unanticipated industrial structure issues that could impact on costs which require resolution prior to finalising the report and recommendations.

6.2 Confidential Action items

Noted.

6.3 AMC Self-assessment action list

Noted.

6.4 Annual Work Plan

Added the Annual Review of Confidential items to the AMC Workplan.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 46/2021)

7.1.1 COVID-19 update

The General Manager provided an update to the report –Emergency Directive no.43 regarding border crossings has been received and practices updated accordingly in regard to potential visitors from interstate and associated screening questions and advice.

Booster vaccination still waiting on notification of timing from SA Health noting we have been unable to source supplies and administration from pharmacies or GP's.

COVID 19 Outbreak Management Plan has been updated. Communication and checklists for actions in the event of an outbreak have been prepared together with staff education. The Plan will be updated to link with the AMC approved escalation points for communication.

A query was raised regarding the requirement to use N95 masks. The use of N95's is not mandated for use other than in an outbreak (they will be fitted for key clinical staff and used if required). Alwyndor has some stores. However, supply would be sourced from the Department of Health (Federal) or SA Health in this instance. In the event of an outbreak, we will liaise directly with the Royal Adelaide Hospital and seek support, assistance and advice. It is unlikely that any resident would be transferred to hospital.

Executive to continue to review and test COVID-19 preparedness to ensure we have addressed all possible eventualities.

7.1.2 AlayaCare implementation update.

Taken as read

7.1.3 Proposed AMC meeting dates for 2022.

Taken as read

7.1.4 AMC opportunities for interaction with residents and clients.

Taken as read

7.1.5 Review of Items held in Confidence.

Item 5 **Review of Items held in Confidence** was deferred to the AMC meeting to be held on 27 January 2022.

Motion

That the Alwyndor Management Committee:

- 1. Note the update regarding COVID-19 management.**
- 2. Note the AlayaCare implementation update.**
- 3. Note the schedule of meetings for 2022.**
- 4. Note the opportunities for interaction with residents, clients, and employees.**

Moved by Ms J Bonnici, Seconded by Cr R Snewin

Carried

8.1 General Manager Report – Confidential (Report No: 47/2021)

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 47/2021 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: 47/2021 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 Ms J Bonnici

Carried

8.2 Q2 Forecast Update - November 2021 (Report No: 48/2021)

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. 48/2021 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: 48/2021 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 Ms J Bonnici

Carried

8.3 Annual Review of Investments (Report No: 49/2021)

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. 49/2021 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: 49/2021 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 T Sutton, Seconded by Cr R Snewin.

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 27 January 2022** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 8.32pm.

CONFIRMED 27 January 2021

CHAIRPERSON

AMC ACTION ITEMS

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
1	20/02/2020	8.1.2 General Managers Report	That guidelines be prepared to support the CCTV Position Statement as accepted in principle.	GM	Ongoing	TBA ie post the State Government CCTV in residential aged care trial.
2	28/10/2021	8.2 Quarterly Performance Report - Quarter 1	LASA representative to be invited as a guest speaker to the January 2022 AMC meeting.	GM	Jan-22	Complete
3	25/11/2021	8.1.3 General Manager's Report	Continuous Improvement Plans to have final edits and be provided	GM	Jan-22	Complete - refer to circular email of 7 December 2022

Item No: 7.1

Subject: **General Manager Report**

Date: 27 January 2022

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 impacts and responses.**
 - 2. Note that Alwyndor is fully compliant in all standards following an unannounced visit from the Aged Care Quality and Safety Commission (ACQSC) in December 2021.**
 - 3. Approve the recommended guidelines for timeframes for items to be retained in confidence.**
-

REPORT

Environmental scanning

7.1 COVID-19 Update

AMC have been updated on a regular basis regarding our response to COVID-19 matter since the November meeting. Responding to the myriad issues which the virus presents has taken much of our collective time and energy.

As an Outbreak Site we have been having Support Meetings with SA Health and the Federal government every few days. On balance these have been helpful in terms of supplies (see below). The division of decisions, responsibilities and accountabilities between the levels of government was typically (and at times irritatingly) evident, however the support intent was appreciated with some positive outcomes for us.

Staffing:

At the time of preparing this report 1 resident has tested positive, 17 staff have tested positive and 68 close contacts (staff) are being monitored. A further update will be provided at the meeting.

Residential rosters have been severely strained with the shortage of both nurses and carers being evident most days. Tash has dusted off her nursing skills and worked a three night shifts (after a day shift) and many staff have worked extended shifts, doubles and their RDOs as well as running short staffed.

Community has staffing pressures with availability of support workers and coordinators being stretched. Emergency Care Plans have been developed for clients who are unwell ie COVID positive or close contacts. We provide 72 hours PCR tests for close contacts. Regular phone calls are made to these clients in days when they do have a service to ensure their needs are met.

Partners in Care has been successful with most targeted families taking up our initial invitation. We have now extended to all next of kin the opportunity to nominate one family/friend member to visit between 10am and 2pm Monday - Saturday.

Staff morale: general fatigue has been evident and some angst from time to time. Overall the team have worked together and shown amazing commitment.

PPE: our stocks have run very low after the past few weeks however Federal and local supplies have started to flow as this report is prepared (20 January). As an Outbreak Site we have been classified as Category One site for supplies which is benefiting us already. ClinPath have also been supportive in managing resident PCR' and sourcing RATs for us as we have been very low in stock.

Business administration

7.2 Aged Care Quality and Safety Commission (ACQSC) – visit 17 December 2021

As updated via email on 20 and 23 December we had an unannounced visit on 17 December which was a follow up from the September visit and the implementation of associated continuous improvement plans in regard to Standard 3 Personal care and clinical care (3(3)(b)), Standard 7 Human resources (Requirement 7(3)(a)) and Standard 8 Organisational governance (8(3)(d)).

As an outcome we now have all standards met. Great work by the team.

7.3 Release of confidential items

Background

Section 90 of the Local Government Act, 1999 requires that meetings be held in public 'except in special circumstances'.

Exceptions to this requirement are items which can be considered and held in confidence in the following categories:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the **personal affairs of any person** (living or dead)*
- (b) information the disclosure of which—*
 - (i) could reasonably be expected to confer a **commercial advantage** on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council*
 - (ii) would, on balance, be contrary to the public interest*
- (c) information the disclosure of which would reveal a **trade secret***
- (d) **commercial information of a confidential nature** (not being a trade secret) the disclosure of which—*
 - (i) 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*
 - (ii) would, on balance, be contrary to the public interest*
- (e) matters affecting the **security** of the council, members or employees of the council, or council property, or the safety of any person*
- (f) information the disclosure of which could reasonably be expected to **prejudice the maintenance of law**, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial*
- (g) matters that must be considered in confidence in order to ensure that the council does not **breach any law, order or direction of a court or tribunal** constituted by law, any duty of confidence, or other legal obligation or duty*
- (h) **legal advice***
- (i) information relating to actual **litigation**, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council*
- (j) information the disclosure of which—*
 - (i) would divulge **information provided on a confidential basis** by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council)*

(ii) would, on balance, be contrary to the public interest

*(k) **tenders** for the supply of goods, the provision of services or the carrying out of works*

(m) information relating to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act

(n) information relevant to the review of a determination of a council under the Freedom of Information Act 1991

*(o) information relating to a **proposed award recipient** before the presentation of the award.*

Of these sub sections 'd' is the most used by Alwyndor together with occasional use of 'a', 'h', 'i' or 'k' in response to a specific matter or situation. This is because of the nature of Alwyndor's business ie as a competitive provider of care and associated services in an open market, the sharing of this information openly could be detrimental to our position or used by another provider for their own benefit. As such it is viewed as commercially confidential.

When to release from confidence

The release of AMC confidential items generally fall into two categories:

- those which are ongoing items of business but can be released after a standard agreed period when the information is no longer current and so would not confer any advantage or offer any risk to our business.
- those which are managed in response to a 'trigger' ie a set date for completion of a project, letting a tender, settling a legal matter etc.

For consideration

For the purposes of AMC's consideration of recommending the release of items the following areas, topics and timeframes have been identified to provide guidance:

Strategic Plan

- Summary level made publicly available at time of approved, detail held in confidence until the completion of the Plan.

Strategic Plan reports

- *3 years ie commercially sensitive, competitive information:*

Financial reporting

- *3 years ie commercially sensitive, competitive information:*
 - *Budget (at a granular level ie high level is published in CoHB documents)*

- *monthly / quarterly **
- *LTFP (at a granular level ie high level is published in CoHB documents)*
- *Auditor reports*
- *Investment reports*
- *Investment Policy and Strategy*

Performance report (Quarterly)

- *3 years ie commercially sensitive, competitive information.*

Funding application(s)

- *2 years – intellectual property, commercial advantage.*

Project or service-related tender assessment documents

- *2 years or completion of the project ie commercial pricing information is competitive in the sector and in the subject matter area.*

Risk reviews

- *2 years for general items may vary regard to items/issues which may cause reputational risk, or which relate to personal sensitive information re consumers etc, these will be managed on a case by case basis.*

Internal Audit reports

- *2 years for general items may vary in regard to items/issues which may cause reputational risk or which contain commercially sensitive information these will be managed on a case by case basis.*

Staffing / employee matters

- *situational: assessment to include regard for items/issues which may cause reputational risk, personal sensitive information, any current or pending litigation.*

NB release of such items following closure will be considered carefully and potentially have personal details redacted.

ITEM NUMBER: 8.1

CONFIDENTIAL

General Manager Report

Pursuant to Section 83(5) 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(3) 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 02/22 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: 02/22, General Manager's 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

FINANCIAL REPORT PERIOD ENDING 31 DECEMBER 2021

Pursuant to Section 83(5) 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: 3/22 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: 3/22, Quarterly Financial Report for Quarter ending 31 December 2021 on the following grounds:
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party.
In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has

been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.2 Quarterly Financial Report for Quarter ending 31 December 2021 (Report No: 3/22) in confidence under section 90(2) and (3) (d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.
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CONFIDENTIAL