



Alwyndor Management  
Committee

## NOTICE OF MEETING

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

**Alwyndor Aged Care Meeting Room  
Dunrobin Road, Hove**

**Thursday 28 January 2021 at 6.30pm**

A handwritten signature in black ink, appearing to read "Marnie Lock".

Marnie Lock  
ACTING 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 19 November 2020 be taken as read and confirmed.**

5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 19 November 2020 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

The *Quarterly Performance Report* (Item 8.2) is included in this Agenda and therefore will not be included in the February 2021 as per the Work Plan

**7. REPORTS/ITEMS OF BUSINESS**

7.1 General Manager's Report (Report No: 01/21)

**8. CONFIDENTIAL**

8.1 General Manager's Report – Confidential (Report No: 02/21)

*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 Review (Report No: 03/21)

*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 Alwyndor Risk Review (Report No: 04/21)

*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.**

**8.4 Monthly Finance Report (Report No: 05/21)**

*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 February 2021 in the Hub or via audio-visual, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

**MARNIE LOCK  
ACTING CHIEF EXECUTIVE OFFICER**

## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held virtually on Thursday 19 November 2020 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor S Lonie  
Councillor P Chabrel

#### **Independent Members**

Chair – Mr Kim Cheater  
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 Finance – Ms Leisa Humphrey  
Residential Services Manager – Mr Graham Harding  
Manager Community Connections – Ms Molly Salt  
Manager Projects – Ms Emma Burke  
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 Chairperson 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

#### 4. DECLARATION OF INTEREST

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 15 October 2020 be taken as read and confirmed.**

Moved by Cr P Chabrel, Seconded by Prof J Searle

Carried

##### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 15 October 2020 be taken as read and confirmed.**

Moved by Cr P Chabrel, Seconded by Ms T Sutton

Carried

#### 6. REVIEW OF ACTION ITEMS

##### **6.1 Action Items**

Complete.

##### **6.2 Confidential Action items**

General Manager noted Items 7 and 8 did not yet have completion dates and were work in progress.

##### **6.3 Annual Work Plan**

The Committee noted that the Annual Work Plan will be updated and included in each agenda.

#### 7. GENERAL MANAGER REPORT

##### 7.1 **General Manager Report (Report No: 42/2020)**

##### 7.1 AMC – engagement opportunities

Report noted.

##### 7.2 Royal Commission into Aged Care Quality and Safety

Noted that the proposed recommendations (124 in total) have been published and that Executive have commenced scenario planning and modelling with a focus on

workforce models and funding models. AMC will be kept informed of potential responses and impacts.

### 7.3 COVID Update and Lessons learnt

#### *COVID-19 Update*

General Manager updated regarding responses to the mandated lockdown ie review of the COVID-19 plan, reintroduction of PPE, monitoring of all support at home clients. Alwyndor is well placed to meet these challenges and employees are managing well, if a little change weary.

#### *Lessons learnt*

Noted.

### 7.4 Alwyndor Management Committee 2021 Dates

Noted and dates accepted.

### **Motion**

**That the Alwyndor Management Committee:**

- 1. Note the intention to initiate informal engagement opportunities for AMC members with Alwyndor.**
- 2. Note the information regarding the Royal Commission into Aged Care Quality and Safety.**
- 3. Note the updated information regarding COVID-19 compliance and lessons learnt through COVID-19.**
- 4. Approve the Alwyndor Management Committee 2021 meeting dates.**

Moved Cr P Chabrel, Seconded Cr S Lonie

Carried

## **8. CONFIDENTIAL REPORTS**

### **8.1 General Manager's Report – Confidential (Report No: 43/2020)**

#### **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. 43/2020 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: 43/2020 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 Mr K Whitford, Seconded Cr P Chabrel

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

5. That having considered Agenda Item 8.1 General Managers Report (Report No: 43/20) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Ms T Sutton

Carried

**8.2 Strategic Plan Review: Sustainability Theme and Finance Enabler (Report No: 44/2020)**

**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. 44/2020 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: 44/2020 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 Prof J Searle, Seconded Ms T Sutton

Carried

#### RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 8.2 Strategic Plan Review: Sustainability Theme and Finance Enabler (Report No: 44/20) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Ms T Sutton

Carried

### **8.3 Corporate Risk Review: RA01, RA03 and RA06 (Report No: 45/2020)**

#### **Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 45/2020 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.: 45/2020 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 Prof L Sheppard, Seconded Ms J Bonnici

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

2. That having considered Agenda Item 8.3 Corporate Risk Review: RA01, RA03 and RA06 (Report No: 45/2020) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Cr P Chabrel

Carried

Cr P Chabrel left the meeting at 7.56pm

**8.4 Policy Framework (Report No: 46/2020)**

**Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 46/2020 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's: 46/2020 on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved Cr S Lonie, Seconded Prof J Searle

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

2. That having considered Agenda Item 8.4 Policy Framework (Report No: 46/2020) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Ms J Bonnici, Seconded Cr S Lonie

Carried

Mr G Harding left the meeting at 8.10pm

**8.5 Community Connections Systems Business Case (Report No: 47/2020)****Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 47/2020 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: 47/2020 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 Ms T Sutton, Seconded Ms J Bonnici

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

2. That having considered Agenda Item 8.5 Community Connections Systems Business Case (Report No: 47/2020) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Ms T Sutton

Carried

Mr D McCartney, Ms M Salt and Ms E Burke left the meeting at 8.26pm

**8.6 Monthly Financial Report – October 2020 (Report No: 48/2020)**

**Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 48/2020 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: 48/2020 on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved: Cr S Lonie, Ms J Bonnici

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

3. That having considered Agenda Item 8.6 Monthly Financial Report (Report No: 48/2020) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.**

Moved Ms T Sutton, Seconded Prof J Searle

Carried

**8.7 Annual Review of Investments (Report No: 49/2020)**

**Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 49/2020 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: 49/2020 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: Ms J Bonnici, Seconded Cr S Lonie

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

3. That having considered Agenda Item 8.7 Annual Review of Investments (Report No: 49/2020) 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 Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Ms T Sutton

Carried

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

**9.1 AMC Christmas function: COVID-19 restrictions allowing, 17 December 2020 will be the AMC Christmas dinner.**

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 28 January 2020** in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 8.59pm.

**CONFIRMED 19 November 2020**

**CHAIRPERSON**

Item No: 7.1

Subject: **General Manager Report**

Date: 28 January 2021

Written by: Beth Davidson-Park  
General Manager

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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 the Royal Commission into Aged Care Quality and Safety.**
  - 2. Note the update regarding COVID-19.**
  - 3. Note the resignation of Councillor Susan Lonie from the AMC.**
- 

## **REPORT**

### **1. Environmental scanning**

#### **Royal Commission into Aged Care Quality and Safety (the Commission) update**

The final report of the Commission is due to be published on 26 February 2021. Currently there have been no updates to the proposed recommendations as reported in November 2020:

The 124 proposed recommendations are anticipated to be published within the following 18 areas:

- Principles of the new Aged Care system
- Design of the new Aged Care system
- Program design
- Quality and Safety
- Aboriginal and Torres Strait Islander people
- Aged Care workforce
- Informal carers
- Provider governance



- Research, Innovation and technology
- Accommodation
- Younger people in residential Aged Care
- Aged Care for people with disability
- Better access to health care
- Aged Care in regional, rural and remote areas.

As noted previously the proposed recommendations indicate significant reform in all areas of the sector. Our focus to date has been to consider the foreshadowed workforce model and funding models, in particular residential accommodation and care including a complete review of the Aged Care Funding Instrument (ACFI).

The proposed recommendations have been used to guide our assessment of the anticipated impact on our residential workforce, modelling various scenarios which will inform our workforce planning as well as our long-term financial planning (LTFP).

Federal income for residential services associated with the proposed recommendations remains uncertain. What is certain however is that additional income will be required to meet the proposed changes, both in accommodation and care. When this becomes clearer, we will be able to finalise our scenarios for LTFP modelling and AMC consideration.

At this stage we do not anticipate a significant impact on the 2021-22 budget however consideration of proposals and accommodating new assessment systems and processes, including training, will certainly be a significant focus for leadership.

The annual revision of the LTFP will be impacted by funding model changes and by future workforce and care requirements which are anticipated to come into effect in July 2022, 2023 and 2024.

### **COVID –19 update**

There have been no significant movements regarding the requirements and restrictions imposed by the Federal and State governments in response to COVID-19.

#### *Emergency Directions*

We continue to work consistent with the requirements of the Federal Government and the Aged Care and Quality Commission and South Australian Emergency Directions for Residential Care 1-12. Eight (8) new Directions have been issued since the November 2020 AMC meeting with [\*Emergency Management \(Residential Aged Care Facilities No 22\) \(COVID-19\) Direction 2020\*](#) issued on 9 January 2021 and now in place. Throughout these directions the key matters have been regarding:

- PPE (specifically requirements for all employees and visitors to wear surgical masks which lifted 23 December)
- visiting restrictions which have now been lifted (except for anyone travelling from NSW)
- all visitors are still required to show evidence of influenza vaccination, have temperature checks and respond to health questions

- single site employment restrictions for personal care workers: is still encouraged for personal care, employees working at other sites in roles other than personal care must disclose to their employer.

There have been no changes to our practices in residential, community or therapy. Feedback regarding restrictions has been minimal and we continue to manage any visitor requests for exemptions noting this only relates to Brisbane and Greater Sydney (or overseas) at this time.

#### *Training*

SA Health continue to mandate bi-monthly COVID-19 training via an online module for all personal care workers.

Infection prevention and control (IPC) training is now mandated by the Australian Government to ensure IPC Leads are in place at all services. This means that all residential aged care providers are required to enrol relevant employees in specialist training noting the program as critical to safeguarding the health of both residents and workers in residential aged care. Graham Harding (Residential Service Manager), Natasha Stone (Associate Residential Services Manager) and Jemma Gladwin (ACFI Manager) have all commenced the training and aim to complete the course by 28 February 2021.

All training costs are required to be met by providers. We continue to note these costs as attributable to COVID-19.

#### *Vaccination program*

Australia's COVID-19 Vaccine National Rollout Strategy is currently being prepared. South Australia's COVID-19 rollout plans remain uncertain. The Department of Human Services and SA Health hosted a forum on Monday 18 January which gave little information but did take concerns and comments from the sector in regard to a range of matters including: who can administer the vaccine, who will it be available for, potential clash with the influenza vaccinations program which we are all planning, the efficacy of the proposed vaccination etc.

There has been some media excitement around the potential 'clash' of influenza and COVID-19 vaccinations. In essence this is a non-issue given the known unknowns we are working with re timing of both. Our position is that we will commence vaccinations with whichever arrives first unless we receive contrary advice from SA Health / Federal Dept of Ageing. Work in progress.

#### **Strategic initiatives**

See Item No: 8.1 Confidential General Manager Report (Report No: 02/21)

#### **Business administration**

##### **AMC resignation**

Cr Susan Lonie has advised that she can no longer serve on the AMC. A report is being considered by Council on Wednesday 27 January 2021 to nominate another

elected member to the AMC for the duration of the Council term ie November 2022.

An update regarding the decision will be provided following the Council meeting.

## 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 02/21 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: 02/21, 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

## Quarterly Performance Report

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

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

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No 03/21 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: 03/21 Quarterly Performance Report 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: 8.3

### CONFIDENTIAL

## Alwyndor Corporate Risk Review

*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 04/21, Alwyndor Corporate Risk Review 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: 04/21, Alwyndor Corporate Risk Review 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: 8.4

### CONFIDENTIAL REPORT

### MONTHLY FINANCIAL REPORT DECEMBER 2020

*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: 05/21, Monthly Finance Report 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: 05/21, Monthly Financial Report – December 2020 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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