



Alwyndor Management Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

Thursday 29 September 2022 at 6.30pm

Pamela Jackson
CHIEF EXECUTIVE OFFICER (Acting)

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 28 July 2022 be taken as read and confirmed.

6. REVIEW OF ACTION ITEMS

- 6.1 Action Items
- 6.2 Annual Work Plan 2022

7. REPORTS/ITEMS OF BUSINESS

- 7.1 General Manager's Report (Report No: 25/22)

8. CONFIDENTIAL

8.1 General Manager's Report – Confidential (Report No: 26/22)

Pursuant to Section 87(10) 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 Finance Report – Confidential (Report No: 27/22)

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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 27 October 2022 in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

11. CLOSURE



Pamela Jackson
CHIEF EXECUTIVE OFFICER (Acting)

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
3	28/04/2022	7.1.3	Chair and General Manager to discuss approach offline to review of non-AMC policies.	GM	Jun-22	Complete – update at October meeting
4	28/04/2022	7.1.3	General Manager and Manager Quality & Projects to review list and provide detail on when each policy was last reviewed and by whom.	GM/EB	October-22	
5	28/04/2022	7.1.4	Seek appropriate person from the Industry to present to the June AMC meeting	GM	TBA	Seeking a suitable presenter for a future meeting
8	28/07/2022	7.1.4 PEPA Update	PEPA Presentation to be arranged	NS	Oct 22	Staff to present at AMC
9	28/07/2022	9.1 SAHLN	GM to arrange for new CE SAHLN to visit Alwyndor	GM	Sept - Oct-22	Pending

Alwyndor Management Committee

Annual Work Plan January - December 2022

	Jan	Feb	March – Budget	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
Strategic Plan update - Against measures, outcomes achieved, progress on actions, any issues, industry developments, or risks including mitigation actions.	✓											
Theme: Customer Experience									X			
Enabler: Digital and Tech					✓				X			
Theme: Growth					✓							
Enabler: Marketing & Communications					✓							
Theme: Sustainability											X	
Enabler: Finance											X	
Theme: Connecting Communities	✓											
Enabler: Partners	✓											
Enabler: People and Culture	✓											
Summary Review of Strategic Plan actions for the year and draft for following year.			X	✓								
General Manager report - relevant issues, strategic matters, environmental scanning, risks etc.	✓	✓	✓	✓	✓	X	X		X	X	X	
Quarterly Performance Report	✓ (Q2)			✓ (Q3)			X (Q4)			X (Q1)		
External Presenter	✓					X						
Risk												
Review Risk Appetite Statement, policy & framework. - Approach to identify and manage risks, capacity & capability of Quality & Risk team, review CoHB internal audit plan which includes Alwyndor.									X			
Risk 1: Failure to meet requirements of Aged Care Act and Quality Standards. - To include Aged Care Quality Standards & Aged Care Act, review approach to ensure compliance, current measures of performance, work of Quality & Risk team)											X	
Risk 2: Failure to understand, respond to and deliver customer expectations - To include CX development, rollout and associated measures, feedback reports etc)									X			

	Jan	Feb	March – Budget	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
Risk 3: Major loss of building or disruption to essential services - To include BCP, Disaster Recovery, Emergency Management etc									X			
Risk 4: Inability to operate with long term financial sustainability.											X	
Risk 5: Failure to protect the safety and wellbeing of employees, contractors, volunteers and visitors Work Health and Safety -		✓										
Risk 6: Failure to protect the safety and wellbeing of residents/clients).	✓											
Risk 7: Failure of information security to prevent disruption to services, loss of data, access to sensitive information or theft of assets									X			
Risk 8: Inability to attract and retain sufficiently skilled and experienced employees and volunteers to meet expected levels of service.	✓											
Quality and Assurance Report	✓						X					
Finance, budget & planning												
Review and approval of audited Annual Financial Statements including Audit Report - Attendance by External Auditor.										X		
Update on end of financial year reporting process including key risks and assumptions for end of year accounts - Incorporating review of EOFY plan, external audit plan and attendance by an external auditor.										X		
Finance reports (quarterly) including Investment - noting opportunity for adjustments via Quarterly budget reviews & KPI report consistent with CoHB.		✓ (Q2)		✓ (Q3)			X (Q4)			X (Q1)		
Budget: Review of draft operational and capital budget and update of LTFP - To include as, environmental scanning and other considerations including alignment with LTFP.			✓	✓ (APPROVAL)								
Annual Review of Investments (inc Policy & Strategy) with Ord Minnette											X	

	Jan	Feb	March – Budget	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
Performance KPI's and targets – annual review			X	✓								
Review of Strategic Plan (including actions for the year)			X	✓								
Governance												
Review of AMC Performance										X		
Confirm AMC meeting dates for following year and Annual Work Plan											X	
Review of delegations									X			
Review Policy Framework											X	
Review of AMC Terms of Reference											X	
Review Annual Prudential Compliance Statement											X	

Item No: 7.1

Subject: **General Manager Report**

Date: 29 September 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. Notes the Council approval of Ms Julie Bonnici appointment as Deputy Chair AMC.**
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REPORT

Environmental scanning

7.1.1 COVID-19 Update

During the August / September we had outbreaks in St Clare (10 cases) and our short stay area (2 cases) which required the establishment of two red zones, 9 to 14 August. There are currently no positive cases within Residential.

As at 21 September we have had two (2) positive cases among the staff and two (2) close contacts.

In the aged care sector, we continue to require positive staff not to attend work for seven (7) days, similarly close contacts are required not to attend work (but can work from home) for seven (7) days.

Change to RACF Mandates

We have received the updated Entry rules to RACF facilities that came into effect through the **Emergency Management (Residential Aged Care Facilities No 49) (COVID-19) Direction 2022** at 12.01am Friday 23 September 2022.

In summary:

Visitors entering a RACF will no longer be required to be vaccinated against influenza or COVID-19 or show evidence of vaccination status.

Mask wearing remains mandatory.

While no longer a requirement, we continue to request visitors to provide a negative RAT prior to entry to monitor and reduce the possibility of COVID entering Alwyndor. We believe that any voluntary infection control actions to reduce risk in residential are to be encouraged. All other infection control measures remain in place and staff requirements remain unchanged.

Concerns regarding the new direction are noted in item 8.1.5

7.1.2 Appointment of Deputy Chair AMC

At its meeting of 23 August 2022, Council approved the re-appointment of Ms Julie Bonnici as Deputy Chair of the Alwyndor Management Committee (AMC) commensurate with her final term as a Committee member expiring July 2022. A congratulatory letter was sent by Roberto Bria CEO City of Holdfast Bay on 29 August 2022.

ITEM NUMBER: 8.1

CONFIDENTIAL

General Manager Report

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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 26/22 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: 26/22, 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

FINANCE REPORT

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