



# 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 27 July 2023 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. Attachment 1 – Register of Interests*

### **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 29 June 2023 be taken as read and confirmed.

### **6. REVIEW OF ACTION ITEMS**

6.1 Action Items

6.2 Annual Work Plan 2023

### **7. REPORTS/ITEMS OF BUSINESS**

7.1 General Manager's Report (Report No: 16/23)

**8. CONFIDENTIAL****8.1 General Manager's Report – Confidential (Report No: 17/23)**

*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: 18/23)**

*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:*

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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 28 September 2023 in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

**11. CLOSURE**

**ROBERTO BRIA**  
**CHIEF EXECUTIVE OFFICER**



# ATTACHMENT 1

## ITEM 4

### Committee Members - Register of Interests

*The purpose of this register is to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Alwyndor Management Committee and manage risk.*

Name of Committee Member	Description of interest	Date when disclosure given to the Committee	Steps to be taken by the Committee for dealing with any conflicts of interest.	Actions to be taken by the Committee Member to address any actual or perceived conflict of interest.
Kim Cheater	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Chair, South Australian Museum</li> <li>Chair, Advisory Board, Southern Cultural Immersion (Kurna owned business operating Living Kurna Cultural Centre at Warriparinga)</li> <li>Advisory Board, SARAH Group (and Chair of Audit, Risk and IT Committee)</li> <li>Council Member, Flinders University of South Australia</li> <li>Chair, Advisory Board, Flinders University College of Government, Law &amp; Business</li> <li>Independent Chair, Audit Risk Finance and Investment Committee, Minda Inc</li> <li>Board Member, ReturntoWorkSA</li> <li>Board of RAA Group</li> <li>Board of RAA Insurance</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Fellow, Australian Institute of Company Directors</li> <li>Fellow, Chartered Accountants Australia and NZ</li> <li>Bachelor Economics (Major Accounting), Flinders University</li> </ul>	15/12/2022	If actual or perceived conflict of interest arises Member will not take part in meeting or vote on matters	If actual or perceived conflict of interest arises Member will not take part in meeting or vote on matters

Name of Committee Member	Description of interest	Date when disclosure given to the Committee	Steps to be taken by the Committee for dealing with any conflicts of interest.	Actions to be taken by the Committee Member to address any actual or perceived conflict of interest.
	Noting: My wife is the Member for Boothby in the Australian House of Representatives.			
Cr Susan Lonie	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Member of Holdfast Bay Council.</li> <li>Alwyndor Management Committee.</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Qualifications Bachelor of Nursing, Graduate Diploma in Intensive Care Nursing and Bachelor of Laws (Hons). (Please note I am not currently a Registered Nurse.)</li> </ul>			
Cr Robert Snewin	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>GDCC Board and Chairman of Sponsorship and Fundraising</li> <li>Treasurer of the Rural Media Communicators SA/NT</li> <li>Councillor at the Royal Agricultural and Horticultural Society of SA</li> <li>Member of Holdfast Bay Council.</li> <li>Alwyndor Management Committee</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Dip. Marketing and FAICD</li> </ul>			

Name of Committee Member	Description of interest	Date when disclosure given to the Committee	Steps to be taken by the Committee for dealing with any conflicts of interest.	Actions to be taken by the Committee Member to address any actual or perceived conflict of interest.
Trudy Sutton	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Member ACHSM Australian College Health Services</li> <li>Member Lift Consumer Advisory Committee</li> <li>Member COTA</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Registered nurse</li> </ul>			
Judy Searle	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Gold Coast Hospital and Health Service Board (GCHHS) – Deputy Chair and member</li> <li>Southern Adelaide Local Hospital Network (SALHN) Governing Board - member</li> <li>Health Performance Council (South Australia) - Deputy Chair and member</li> <li>Queensland Civil and Administrative Tribunal - Medical Practitioner Panel - assessor</li> <li>Griffith University School of Medicine – Professor</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Graduate – Australian Institute of Company Directors</li> <li>Fellow (ret) – Royal Australian and New Zealand College of Obstetricians and Gynaecologists</li> </ul>			

Name of Committee Member	Description of interest	Date when disclosure given to the Committee	Steps to be taken by the Committee for dealing with any conflicts of interest.	Actions to be taken by the Committee Member to address any actual or perceived conflict of interest.
	<ul style="list-style-type: none"> <li>Member - Women on Boards</li> </ul>			
Julie Bonnici	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Board member Meals on Wheels Australia</li> <li>MD and Franchisee Bakers Delight Kurralta Park</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>GAICD</li> <li>MBA</li> <li>Post Grad Cert – Health Sc.</li> <li>Bach Applied Science – OT</li> </ul>			
Jo Cottle	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Work for Carers SA – Carers SA utilises Alwyndor’s services for residential respite and in home respite services – all via short term contracts at market rates</li> <li>Chair of NFP Discussion Group – Chartered Accountants Australia &amp; NZ</li> <li>Director of Careworks SA &amp; NT (a small SA NFP)</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Fellow, Chartered Accountants Australia and NZ</li> <li>Graduate – Australian Institute of Company Directors</li> </ul>			



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	<ul style="list-style-type: none"> <li>Bachelor of Commerce and Bachelor of Business (Commercial Law)</li> </ul>			
Lorraine Sheppard	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Finance Committee, Royal Flying Doctor Service – Central ops</li> <li>Chair of the Australian Nursing and Midwifery Accreditation council</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>B App Sc (Physiotherapy) MBA PhD GAICD</li> </ul>			

Item 6.1 – Action items

Non – confidential

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
			NIL O/S			

AMC Actions

Alwyndor Management Committee Self Assessment Action list				
Item No.	Item	Responsibility	Action	Current Status
19	Strategic Plan - planning	GM	Refer to Confidential Action item 49	In progress

## Alwyndor Management Committee

### Annual Work Plan January - December 2023

	Jan - Nil	Feb	March (Budget)	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
<b>*Strategic Plan update</b> - Against measures, outcomes achieved, progress on actions, any issues, industry developments, or risks including mitigation actions. <i>*Timeline to be added when new Strategic Plan developed</i>									X			
<b>General Manager report</b> - relevant issues, strategic matters, environmental scanning, risks etc.		✓	✓	✓	✓	✓	X		X	X	X	
<b>Quarterly Performance Report</b>		✓ (Q2)			✓ (Q3)		X (Q4)			X (Q1)		
<b>External Presenter</b>									X			
<b>Risk</b>												
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			
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 -						✓						

	Month complete.
✓	Complete with no further action required.
X	Yet to be completed. Refer to item for date of completion and commentary.

	Jan - Nil	Feb	March (Budget)	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
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 (purpose to be reviewed, Quarterly Performance Report has been expanded to include Audits)												
<b>Finance, budget &amp; planning</b>												
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.			X			✓ (BUDGET APPROVAL)			X			
Annual Review of Investments (inc Policy & Strategy) with Ord Minnette											X	
Performance KPI's and targets – annual review				✓								
Review of Strategic Plan (including actions for the year)				✓								
<b>Governance</b>												
Review of AMC Performance										X		

	Month complete.
✓	Complete with no further action required.
X	Yet to be completed. Refer to item for date of completion and commentary.

	Jan - Nil	Feb	March (Budget)	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
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	

	Month complete.
✓	Complete with no further action required.
X	Yet to be completed. Refer to item for date of completion and commentary.

Item No: 7.1

Subject: **General Manager Report**

Date: 27 July 2023

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 approval of Council for Mr Kim Cheater to be appointed as Chair AMC until 31 July 2026.**
  - 2. Note the Culture Survey – June 2023 Pulse survey**
  - 3. Note the update on Aged Care Reform – Governance, including the establishment of a *Quality Care Advisory Body* and *Consumer Advisory Body(s)*.**
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## REPORT

### Environmental scanning

#### 7.1.1 Chair AMC

At its meeting of 25 July 2023 Council were presented with AMC 's nomination and recommendation of Mr Kim Cheater as Chair of AMC until 31 July 2026, which aligns with his final term as a member of the Committee.

Council resolved that:

[enter resolution at meeting]

#### 7.1.2 Culture Survey – June 2023 Pulse survey

As AMC is aware we are continuing to work with BPA (Best Practice Australia) to survey our employees. Rather than completing detailed survey which encompasses all areas of cultural impacts and satisfaction biannually we are conducting a series of pulse surveys with a survey on a theme 3quarterly, noting we continue our rating of culture and engagement in each

survey to ensure we have trend analysis of these key issues. We completed a pulse survey in June 2023 with the theme of Client and Resident Expectations, the full report has not yet been received however the high level snapshot tells us that we have moved to 66% engagement in a Culture of Success from a 62% result in March.

We have seen significant increases in satisfaction and culture ratings in Corporate (Finance, P&C and Customer Care) and Leadership (team leaders, coordinator leads etc).

We will present the detailed outcomes of the surveys when we have the full results.

### **7.1.3 Aged Care Reform: Governance reforms**

#### **Summary**

AMC is updated each month regarding the Aged Care reform agenda and our progress and compliance with the program in each area. The attached graphic refers (*Attachment 1*)

We are on track in all areas and adjusting our corporate systems, resources and processes to enable us to respond to and complete the myriad current and emerging reporting requirements.

As advised in June the Governance components of the Reform are now a focus for us.

The following link to the ACQSC *Provider responsibilities relating to governance* details the requirements:

[https://www.agedcarequality.gov.au/sites/default/files/media/acr\\_pg\\_028\\_provider-guidance\\_v4\\_0.pdf](https://www.agedcarequality.gov.au/sites/default/files/media/acr_pg_028_provider-guidance_v4_0.pdf)

This paper outlines these requirements and seeks AMC consideration and advice.

Please note that whilst some of these provisions (specifically 2, 3 and 6) offer exemptions for '...a local government authority' (LGA), this generally applies to those LGA's who only provide CHSP programs. Alwyndor is now classified as a 'medium' sized provider by the Department of Health and Ageing and we claim all funds and benefits available to approved providers. Whilst we operate under a trust for which the City of Holdfast Bay elected body are the trustees, we claim our PBI/Charitable status as a not-for-profit organisation ie not as a tier of government which would prohibit this status. We also apply for funding opportunities under this status including Work Value for CHSP wages later this year, an opportunity which is not available to 'local government' providers. In addition, as a provider of residential care and HCP's we are required to meet all of the ACQSC standards, this includes appropriately skilled and qualified employees and management of client / resident relationships. We should meet all of the requirements of the Act.

#### **The Governance Reform**

The reforms are based on the premise that '*sound provider governance arrangements are critical to the provision of high-quality care for consumers of aged care services*'. This means how an organisation is managed, how it complies with its responsibilities and is held accountable for achieving outcomes for consumers.

Noting 'no one size fits all' the reform for all includes the following elements:

- 'the way the organisation and governing body are structured



- what controls are put in place to prevent and manage risks, and to ensure compliance
- the way roles and responsibilities are distributed across those making executive decisions, and how they are held to account
- how information is circulated within the organisation
- the frameworks that are in place to support decision-making, risk management and compliance’.

The reform guidelines note that regardless of the organisation type, governance arrangements need to be in place to ensure visibility of risks and to ensure informed decision-making.

The governance reform is within the context of Standard 8 of the ACQSC standards (noting the Standards are currently being reviewed and includes the following seven (7) key areas:

- Part 2 – membership of governing body
- Part 3 – Advisory bodies
- Part 4 – suitability of key personnel
- Part 5 – notification of certain matters to the Commission
- Part 6 – staff member qualifications, skills and experience
- Part 7 – constitution of certain providers
- Part 8 – information about providers operations and statement of compliance.

These are summarised together with dates for implementation, our compliance or actions in the attached graphic (*Attachment 2*) and are addressed by exception below.

### ***Part 3 – Advisory bodies***

The guidelines require the establishment of a *Consumer Advisory Body* and a *Quality Care Advisory Body*. The construct of these bodies is not prescribed i.e., they can be formed in whatever manner best meets the needs of the provider.

#### ***Consumer Advisory Body***

We gather and receive feedback in a range of ways and forms across Alwyndor:

- ACQSC independently administered resident surveys x 3 per year
- 6 weekly resident meetings (open to all residents and next of kin)
- mandated regime of internally administered resident surveys ie care, engagement, ADL's, food & dining experience
- 6 monthly care plan reviews for HCP clients and Residents (includes feedback)
- 6 monthly behaviour support plan reviews for HCP clients and Residents (includes feedback)
- annual care plan reviews for CHSP clients (includes feedback)
- open feedback always on via formal and informal methods ie email, website, our feedback brochure, phone calls, letters etc (all are monitored, responded to, trend analysis undertaken).

We are required to ‘offer’ to ‘consumers and their representatives’ (ie clients, residents, next of kin and / or loved ones, advocates etc) the ‘opportunity to establish one or more bodies to.... feedback about the quality of the aged care provided’.

As AMC will be aware we have had the establishment of focus groups in our planning for some time now, this creates the opportunity for us to deliver this good governance feedback mechanism.

We plan to introduce the idea in our Spring newsletter and in the monthly Resident newsletter and seek EOI's. We will develop a scope / term of reference which will be shared with interested individuals and will conduct a recruitment process as required. We will continue the regular Resident meetings noting an Advisory Body will complement this group. It is intended that an Advisory Body for Community Connections (Support at Home and Therapy & Wellness) will also be established.

#### *Quality Care Advisory Body*

The requirement to establish a quality care advisory body is to add value to and ensure consideration of quality issues, reporting to AMC every 6 months.

The construct of a quality care advisory body is defined as including:

- a member who is one of the key personnel of the approved provider and who has appropriate experience in the provision of aged care
- a member who is directly involved in the delivery of aged care
- an 'independent' member who represents the interests of residents and clients.

The size and membership of this group should be appropriate to our business but should have at least three (3) members.

The guidelines note:

*'The Royal Commission recommended that the quality care advisory body should have responsibility for ensuring that processes are established and maintained to record, monitor and report relevant information to the governing body in a systematic way, and should also ensure that effective mechanisms are in place so that the governing body can take action where issues are identified.'*

We will develop a scope or terms of reference which will articulate the role, responsibilities, and function of the quality care body. We will also make recommendations about how it will be incorporated into our governance arrangements, including mandatory reporting and any existing governance committees (including our internal Quality and Clinical Governance Committees) as well as the Council (CoHB) and Audit Committee, and how the body will be engaged by AMC.

Operational protocols to establish, manage and review the quality care advisory body will also be developed. The guidelines offer detailed suggestions regarding this area but again it must be noted that each organisation's form and focus will vary.

AMC consideration and advice is sought regarding the governance reforms, in particular views about the form and function of the advisory body's is requested.



# ATTACHMENT 1

## ITEM 7.1.3



# Aged Care Reform implementation

July 2023

STATUS	TRAFFIC LIGHT
On Track	
Off Track	
Completed	

## 1 Australian National Aged Care Classification (AN-ACC)

WHO: Residential aged care

WHAT: Funding model that replaces the Aged Care Funding Instrument (ACFI)

WHEN: 1 October 2022 - transition period

Transition to AN-ACC. **Complete**



## 4 Serious Incident Response Scheme (SIRS) In home & flexible care

WHO: Providers of in-home services

WHAT: SIRS has been extended from residential to cover in home services (support at home)

WHEN: 1 December 2022

SIRs system implemented & reported quarterly to AMC. **Complete**



## 6 Information Sharing

WHO: Applies to all human services across government

WHAT: Information sharing between agencies across all sectors

WHEN: Now in place

**Complete**



## 7 Use of Refundable Deposits & Accommodation Bonds

WHO: Residential aged care

WHAT: ACQSC can request info and docs regarding the use of funds.

WHEN: Now in place

**Complete**



## 2 Star ratings for residential aged care

WHO: Residential aged care

WHAT: Rating system based on 4 areas of service and care

WHEN: Late 2022.

As at 16 February 2023, we had a 4 star rating, reduced to 3 stars in May 2023 following 2 'unmets'.

Resident experience 33% **4**

Compliance (accreditation) 30% **3**

Staffing (minutes of care) 22% **2**

Quality Measures (kpi's) 15% **4**



## 5 Strengthened Governance of Approved Providers

WHO: Governing bodies of approved providers

WHAT: Requires providers to 'improve their governance arrangements'

WHEN: from 1 December 2023

Membership of AMC ie ensure governing body has majority of independent non-executive members with relevant skills and experience to deliver safe and quality care, minimum 1 member with clinical care experience.

**Compliant**



## 8 Independent Health & Aged Care Pricing

WHO: All aged care services

WHAT: National pricing schedules across the sector.

WHEN: Now in place

**Stage 1 Support at Home complete:**

Care and Package management pricing schedules finalised

**Complete**

**Stage 2: pending**



## 3 Code of Conduct (The Code)

WHO: Providers, governing bodies and workers

WHAT: Sets out how those delivering care are expected to behave.

Strengthen consumer protections

WHEN: 1 December 2022.

**Complete**

Final Code published and promoted.

All staff training complete.

AMC signed.



Establish a *Quality Advisory Board* / Panel

**Options and recommended model to be considered by AMC in August 2023.**

**On track**

Establish an approach to comply with *Consumer Advisory Board* / Panel requirements

**Options and recommended model to be considered by AMC in August 2023.**

**On track**



## 9 Restrictive Practices

WHO: Residential aged care

WHAT: Strengthens consent arrangements for use of restrictive practices

WHEN: December 2022 - requirements for obtaining informed consent introduced

**Compliant**





## ATTACHMENT 2




### Item 7.1.3



# Aged Care Reform Implementation – Governance

July 2023

<div><div>Part 2</div><div>Membership of governing body</div><div><ul style="list-style-type: none"><li>A majority are independent non-executive members</li><li>At least one member has experience in the provision of clinical care.</li></ul></div><div>Compliant</div></div> <div><div><div>✓</div></div></div>	<div><div>Governance Reform: Strengthened Governance of approved Providers</div><div>WHO: Governing bodies of approved providers</div><div>WHAT: Requires providers to ‘improve their governance arrangements’</div><div>WHEN: from 1 December 2023</div></div>	<div><div>StatusTraffic light</div><div><div>On track</div><div><div></div></div></div><div><div>Off track</div><div><div></div></div></div><div><div>Completed</div><div><div>✓</div></div></div></div>
<div><div>Part 3</div><div>Advisory bodies</div><div><ul style="list-style-type: none"><li>Consumer Advisory</li><li>Quality Care Advisory</li></ul></div><div>Under development</div></div> <div><div><div></div></div></div>	<div><div>Part 5</div><div>Notification of certain matters to the Commission</div><div><ul style="list-style-type: none"><li>Notification of change of circumstances key personnel</li></ul></div><div>Compliant &amp; reviewing systems to ensure maintenance</div></div> <div><div><div></div></div></div>	<div><div>Part 7</div><div>Constitution of certain providers</div><div><ul style="list-style-type: none"><li>Not relevant as Alwyndor does not operate under the Corporations Act</li></ul></div><div></div></div> <div><div><div>✓</div></div></div>
<div><div>Part 4</div><div>Suitability of key personnel</div><div><ul style="list-style-type: none"><li>Review ‘suitability matters’ at least every 12 months; notifications</li><li>Keep compliance records of matters considered</li></ul></div><div>Compliant</div></div> <div><div><div>✓</div></div></div>	<div><div>Part 6</div><div>Staff member qualifications, skills &amp; experience</div><div><ul style="list-style-type: none"><li>Staff have appropriate qualification an opportunities to develop capabilities</li></ul></div><div>Compliant</div></div> <div><div><div>✓</div></div></div>	<div><div>Part 8</div><div>Information about providers operations &amp; statement of compliance</div><div><ul style="list-style-type: none"><li>Regarding compliance with the Aged Care Act and Commission Act.</li></ul></div><div>Compliant and reporting pending the reporting proforma &amp; portal</div></div> <div><div><div></div></div></div>

Status	Traffic light
On track	
Off track	
Completed	

## ITEM NUMBER: 8.1

### CONFIDENTIAL

### General Manager Report

*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.

#### 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 17/23 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: 17/23, 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

*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.**

#### **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 18/23 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: 18/23, Finance 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.**