

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 October 2022 at 6.30pm



Roberto Bria
CHIEF EXECUTIVE OFFICER

Alwyndor Management Committee Agenda

1. OPENING

The Chairperson, Mr K Cheater will declare the meeting open at 6.30 pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge 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 29 September 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: 28/22)

8. CONFIDENTIAL**8.1 General Manager's Report – Confidential (Report No: 29/22)**

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: 30/22)

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.**

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 November 2022 in the Boardroom, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

11. CLOSURE

ROBERTO BRIA
CHIEF EXECUTIVE OFFICER

Non-confidential Action Items

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
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	TBA	Pending
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 27 Oct meeting
9	28/07/2022	9.1 SAHLN	GM to arrange for new CE SAHLN to visit Alwyndor	GM	TBA	Pending
10	29/09/2022	6.1 action items	Missed Action to include AMC Register of Interest as part of Item 4 on agenda	BT	Oct. 22	Complete Included in 27/10 papers
11	29/09/2022	6.1 action items	Chair and General Manager to bring forward their agenda meeting to discuss October meeting	GM/Chair	Oct 22	Complete Meeting held on 10/10

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	
Quarterly Performance Report	✓ (Q2)			✓ (Q3)			✓ (Q4)			X (Q1)		
External Presenter	✓					✓						
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.									✓			
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)									✓			

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

	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									✓			
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									✓			
Risk 8: Inability to attract and retain sufficiently skilled and experienced employees and volunteers to meet expected levels of service.	✓											
Quality and Assurance Report	✓						✓					
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)			✓ (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	

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

	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	

	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 October 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. Notes the Presentation on the Program of Experience in the Palliative Approach (PEPA)**
 - 2. Notes the update regarding COVID-19 impacts and responses.**
 - 3. Approves the Workplan for 2023**
 - 4. Approves the Alwyndor Management Committee Meeting Schedule for 2023**
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REPORT

Environmental scanning

7.1.1 – Presentation - Program of Experience in the Palliative Approach (PEPA)

PEPA forms part of the Palliative Care Education and Training Collaborative (the Collaborative), it is funded by the Australian Government Department of Health and is managed locally by Palliative Care SA and delivered free of charge to aged care organisations. PEPA places highly skilled and experienced practitioners in organisations to expand and deepen skills and practice in end of life care.

On 26 & 27 May and 16 & 17 June 2022 we hosted a PEPA Practitioner who worked with
o Residential Clinical Nurses and two Enrolled Nurses and two Support at Home Clinical Nurses to enhance and deepen their practice.

Sandy Pedler, Manager Clinical Quality, Bhuwan Sapkota (Residential CN) and Lorraine Holmes (Support at Home CN) will join AMC to discuss their learnings and outline how PEPA has changed the end of life care we offer to clients and residents.

The Program Plan follows:

26-May	Session	16-Jun	Session
0930 - 0945	Introduction of Schedule	0830 - 0900	Reflections and feedback
	Learning Goals, expectations	0900 - 1000	End of Life Care
0945 - 1045	Self-Care in the setting of palliative care	Break	
Break		1015 - 1100	Communication
1100 - 1230	Principles of Palliative Care The purpose and benefits SAPS Lisa McDonald - referral process (1130)	1100 - 1200	Difficult conversations, escalations, family meetings. PREPARED
	SA		Lunch
1300 - 1345	Identify a palliative approach	1230 - 1345	Case studys
Break		Break	
1400 - 1530	Recognising Dying		
	End of life care	1400 - 1500	Grief & bereavement
1600 - 1630	Reflection	1500 - 1600	Ethics in palliative care
27-May		17-Jun	
0830 - 0900	Impacts of yesterday	0830 - 0930	Reflections
0900 - 1000	Providing Care - Assessment	0930 - 1030	Challenges in Palliative Care
1000 - 1100	Providing Care - Management	Break	
Break		1100 - 1200	What are the basics?
1130 - 1230	Providing Care - Pain management		Lunch
	Lunch	1230 - 1330	Advance Care Planning
1300 - 1400	Isbar - when to refer	1400 - 1500	Drop In session - all staff
1400 - 1500	Drop education for all staff		Self directed study - allocated staff
	Self directed Study - allocated staff		
1500 - 1600	Morphine myths and legends	1500 - 1600	Where to from here? Eldac/PEPA Wrap up.

7.1.2 COVID-19 Update

As of 21 October, there have been a total of seven (7) staff cases. Three (3) Support at home staff, two (2) residential and two (2) customer care. We have nine (9) cases within our residential community. Ongoing testing and monitoring is in place.

There have been a number of recent changes to legislation in relation to COVID-19:

15 September:

- the requirement for exclusion of visitors who are close contacts was reduced from 14 days to 7 days.

23 September 2022:

- the requirement for influenza and Covid-19 vaccination requirements for visitors to Residential Aged Care Facilities (RACF) was lifted.
- the requirement for COVID-Safe check in and temperature checks of visitors and staff at RACF's is no longer required
- the requirement to collect Contact tracing information was removed.

14 October 2022:

- the requirement for masks to be worn in RACF's has been lifted unless there are positive resident cases.

Remaining in force are the following requirements:

- vaccination for Influenza and COVID-19 (3 doses) for staff, contractors, students, visiting medical staff and volunteers
- visitors and staff may not enter or remain on the premises of a RACF if they have symptoms of acute respiratory infection
- visitors and staff may not attend until day eight after a positive test or after becoming a close contact
- a Workforce Management plan and vaccination records for staff and residents
- mandatory training in Basic Infection Prevention and Control for Aged Care & Hand Hygiene Standard Theory for all care staff.

There has been no official notification on the SA Health site or the Federal Government site of further changes. However, in press releases it has been indicated that:

Vaccination mandates for staff in aged care and disability settings will be removed in the next few weeks. It is expected from 24 November 2022 that the provider will be required to develop their own policy and procedures around this from a workplace health and safety perspective and a risk based approach.

This means we will likely be required to develop our own local guidelines and expectations which we will develop in a risk based approach. This will apply to both community and residential. We will include principles of infection control and WHS, using local environmental data (internal and external), taking advice from SA Health and the Department of Health when available as well as from our peak body, ACCPA.

We will share our draft approach(es) with AMC for feedback as greater clarity emerges.

Business administration

7.1.3 Workplan

The draft Workplan for 2023 (Attachment 1) is presented for consideration and adoption.

The Workplan purpose is to ensure all matters that the Committee and Executive are required to manage as part of their roles for Alwyndor, are addressed. It also ensures that reporting and actions are managed across the year.

Noted in the 2022 Workplan some items, with the agreement of the Committee, were deferred for consideration and action in 2023.



ATTACHMENT 1

Alwyndor Management Committee

Annual Work Plan January - December 2023

	Jan	Feb	March	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. *Timeline to be added when new Strategic Plan developed												
General Manager report - relevant issues, strategic matters, environmental scanning, risks etc.	X	X	X	X	X	X	X		X	X	X	
Quarterly Performance Report	X (Q2)			X (Q3)			X (Q4)			X (Q1)		
External Presenter		X							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			
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		X										

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

	Jan	Feb	March	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
Risk 6: Failure to protect the safety and wellbeing of residents/clients).	X											
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.	X											
Quality and Assurance Report	X						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.		X (Q2)		X (Q3)			X (Q4)			X (Q1)		
Budget: Review of draft operational and capital budget and update of LTFFP - To include as, environmental scanning and other considerations including alignment with LTFFP.			X	X (APPROVAL)								
Annual Review of Investments (inc Policy & Strategy) with Ord Minnette											X	
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		

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

	Jan	Feb	March	April	May	June	July	Aug - Nil	Sep	Oct	Nov	Dec - Nil
Review of delegations									X			
Review Policy Framework											X	
Review of AMC Terms of Reference											X	
Review Annual Prudential Compliance Statement											X	

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

7.1.4 Alwyndor Management Committee meeting schedule 2023

The Alwyndor Management Committee (AMC) is required to have a minimum of eight (8) meetings per year. Meetings are scheduled on the last Thursday of the month at 6.30 pm, excepting August and December.

The proposed dates for 2023 are as follows:

- Thursday 26 January 2023 (Australia Day)
**to be discussed at AMC ie potential of not holding a January meeting, this will meet our ToRs which require a minimum of eight (8) meetings annually.*
- Thursday 23 February 2023
- Thursday 23 March 2023
*** Strategic Planning meeting will also be held in March – date TBD*
- Thursday 27 April 2023
- Thursday 25 May 2023
- Thursday 29 June 2023
- Thursday 27 July 2023
- Thursday 28 September 2023
- Thursday 26 October 2023
- Thursday 30 November 2023

Appointments will be sent to AMC members.

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 29/22 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: 29/22, 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

QUARTERLY 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 30/22 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: 30/22, Quarterly 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.**