



## 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 11 May 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 30 March 2023 be taken as read and confirmed.

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

6.1 Action Items

6.2 Annual Work Plan

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

7.1 General Manager's Report (Report No: 08/23)

Nil items for discussion

**8. CONFIDENTIAL****8.1 General Manager's Report – Confidential (Report No: 09/23)**

*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 – Quarterly Report (Report No: 10/23)  
To be sent under separate cover.**

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**8.3 Finance Report – Confidential Draft Budget 2023/24 (Report No: 11/23)**

*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 29 June 2023 in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

**11. CLOSURE**

A handwritten signature in black ink, appearing to read 'Roberto Bria', is positioned above the printed name and title.

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

Item 6.1 – Action items

Non – confidential

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
4	28/04/2022	7.1.3 Policy review	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	June 2023

## AMC Actions

Alwyndor Management Committee Self Assessment Action list				
Item No.	Item	Responsibility	Action	Current Status
18	Policy framework, review and confirmation of which policies sit with AMC for approval noting this framework will include CoHB policies that apply to Alwyndor.	GM	Review and implementation ongoing	June 2023

## 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>												
<b>General Manager report</b> - relevant issues, strategic matters, environmental scanning, risks etc.		✓	✓	X	X	X	X		X	X	X	
<b>Quarterly Performance Report</b>		✓ (Q2)		X (Q3)			X (Q4)			X (Q1)		
<b>External Presenter</b>					X				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 -				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
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			X					
<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)		X (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	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								
<b>Governance</b>												
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 - Nil	Feb	March (Budget)	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	

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



ITEM 4  
ATTACHMENT 1

### 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 (Karna owned business operating Living Karna 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> <li>I think you already have my qualifications.</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>			

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>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>Deputy Chair and director, 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>			
Kevin Whitford	<b>Board and Committee Appointments</b> <ul style="list-style-type: none"> <li>Committee Member, Consumer Advisory Panel, Calvary Central Districts Hospital</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>Academic: B. Com (Marketing)</li> <li>Certified: Risk Management</li> <li>Project Management</li> </ul>			

## ITEM 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 09/23 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: 09/23, 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 8.2

### CONFIDENTIAL

### Finance Quarterly Report (Q3)

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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 10/23 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: 10/23, Finance Quarterly 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 8.3

### CONFIDENTIAL

#### Alwyndor Budget 2023/24 - draft

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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 11/23 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: 11/23, Financial Report Alwyndor Budget 2023/24 - 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.**