



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 26 May 2022 at 6.30pm

Marnie Lock
CHIEF EXECUTIVE OFFICER (Acting)

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.

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 April 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: 16/22)

8. CONFIDENTIAL

- 8.1 General Manager's Report – Confidential (Report No: 17/22)

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: 18/22)

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

11. CLOSURE



**MARNIE LOCK
CHIEF EXECUTIVE
OFFICER (Acting)**

Item 6.1 Action Items – Non Confidential

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
1	24/03/2022	7.1.3 General Manager's report	Consideration to be given to an appropriate form of reporting recruitment needs and outcomes to AMC.	GM	Jul-22	Complete. Report will be updated in Q4 Performance Report
2	24/03/2022	7.1.5 General Manager's report	Out of session update on Employee Survey to be provided to AMC re participation rate and trending.	GM	Apr-22	Complete. Refer to Item 8.1 in this agenda. Delete as per March meeting decision, discussion in May.
3	28/04/2022	7.1.3	Chair and General Manager to discuss approach offline to review of non-AMC policies.	GM	Jun-22	Will inform next steps for policy review
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	Jun-22	Commenced.
5	28/04/2022	7.1.4	Seek appropriate person to present on Workfoprec Management to the June AMC meeting	GM	Jun-22	Options being explored

Item 6.1 Action Items – Confidential

No.	Meeting	Confidential matter or agenda item	Action Required	Responsibility	Due Date	Current status
3	25/02/2022	8.1.1 General Manager's report - Confidential	Review and update re performance target and benchmark with recommendations for future reporting of KPIs: <i>Revenue Utilisation (HCPs)</i>	GM	Jul-22	To be included in the Q4 Performance Report
5	28/04/2022	8.1.5 Strategic Plan Update	Report to the May 2022 AMC and include in the 2022/23 Budget presentation to Council at its special meeting to be held on 31 May 2022.	GM/EB	May-22	Commenced as a part of the regular update, complete June 2022.
6	28/04/2022	8.1.6 Quarterly Performance Report	Acquired Pressure Injuries - include resident recoveries, any further actions taken and consider the appropriateness of the target.	NS	Jul-22	Report will be updated in Q4 Performance Report
7	28/04/2022	8.1.6 Quarterly Performance Report	Call Bell responses - >10 minute responses to be added to the performance report.	NS	Jul-22	Report will be updated in Q4 Performance Report
8	28/04/2022	8.1.6 Quarterly Performance Report	Employee turnover - include rolling average	LH	Jul-22	Report will be updated in Q4 Performance Report
9	28/04/2022	8.2 - Finance Report period ending March 2022	General Manager to review the delegated authority and confirm if Motion 2. is required in future agendas.	GM	Jul-22	Report will be updated in Q4 Performance Report
10	28/04/2022	8.2 - Finance Report period ending March 2022	Prepare advice for the Audit Committee regarding the proposed LGFA loan facility for recommendation to Council for approval.	DC	May-22	Complete. Refer to item 8.2 in this agenda.
11	28/04/2022	8.2 - Finance Report period ending March 2022	Finance Manager to bring the proposed wording to review the <i>Refundable Deposits Prudential Standards, Liquidity Management Strategy and Policy</i> to enable the approval process for the LGFA loan facility to the May 2022 AMC meeting.	DC	May-22	Complete. Refer to item 8.2 in this agenda.
12	28/04/2022	8.3 Alwyndor Draft Budget a & Long Term Financial Plan	The General Manager and Finance Manager to consider and finalise and to be applied to future budgets 2023/24	GM/DC	Jun-23	2023/24
13	28/04/2022	9 - Other Business	Add a standing item to the General Manager Confidential Report for regular updates on the self-assessment.	NS	May-22	Complete. Refer to item 8.2 in this agenda.

Item 6.1 Action List – AMC Self Assessment

Alwyndor Management Committee Self Assessment Action list			
Item	Responsibility	Action	Current Status
As part of the meeting to approve the annual budget, AMC to agree KPI's / targets for the quarterly performance reports (and AMC to ensure targets reflect strategic aspirations).	GM	Add to the budget process and reflect in the AMC Work Plan. Will form a part of the April 2022 budget report.	Complete. Item 8.1.6 of this agenda
Agreed that AMC is keen to see the policy framework come together soon for review and confirmation of which policies sit with AMC for approval. This framework should also include CoHB policies that apply to Alwyndor.	GM	AMC considered a draft Policy framework in November 2020, subsequently AMC was advised in May 2021 that we have purchased the LASA policy/procedure framework and are customising as required for Alwyndor. The timeline on this work was reported as December 2021 which we are working toward noting the focus on compliance in both ACQSC and WHS have taken priority over the past few months. Following this relevant policies will be tabled for AMC consideration and approval together with a framework.	Update re Policy status provided in item 7.1.3 of this agenda. Ongoing.

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				X			
Theme: Growth					X							
Enabler: Marketing & Communications					X							
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	X								
General Manager report - relevant issues, strategic matters, environmental scanning, risks etc.	✓	✓	✓	X	X	X	X		X	X	X	
Quarterly Performance Report	✓ (Q2)			X (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	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 (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	X								
Review of Strategic Plan (including actions for the year)			X	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: 26 May 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.**
-

REPORT

Environmental scanning

7.1.1 COVID-19 Update

Since the 28 April update, there are currently 2 residents Covid positive and we have needed to implement the outbreak plan. The short stay area has been converted to a 'Red Zone'.

The residents are isolated and recovering. All residents are being PCR tested by ClinPath every 2 days until a full cycle of 14 days is covered (ending Sat 21/5). Currently no further cases have been identified during this testing round.

However staff testing positive has remained constant with 15 staff contracting COVID-19 during this outbreak to date.

Staff continue to testing with RATs every 24 hours or more frequently as required.

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 17/22** 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 17/22** 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

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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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 **18/22** in confidence.**
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 - 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.**

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