



Alwyndor Management  
Committee

## NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the

**Alwyndor Aged Care Meeting Room  
Dunrobin Road, Hove**

**Thursday 19 December 2019 at 5.30pm**

A handwritten signature in blue ink, appearing to read "Roberto Bria".

Roberto Bria

CHIEF EXECUTIVE OFFICER

Please note: This agenda contains Officers' reports and recommendations that will be considered by the Council. Any confidential items listed on the agenda will be circulated to Members separately.

## Alwyndor Management Committee Agenda

### 1. OPENING

The Chairperson, Mr K Cheater will declare the meeting open at 5.30 pm.

### 2. KAURNA ACKNOWLEDGEMENT

*We acknowledge Kaurna 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 Kaurna 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 minutes of the Alwyndor Management Committee held on 21 November 2019 be taken as read and confirmed.**

5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 21 November 2019 be taken as read and confirmed.**

### 6. REVIEW OF ACTION ITEMS

6.1 Action Items

6.2 Confidential Action Items

### 7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 46/19)

**8. CONFIDENTIAL****8.1 General Manager's Report (Report No:47/19)**

*Pursuant to Section 90(2) 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 Monthly Financial Report – November 2019 (Report No: 48/19)**

*Pursuant to Section 90(2) 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 at 5.30pm on Thursday 20 February 2020 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**  
**ROBERTO BRIA****CHIEF EXECUTIVE OFFICER**

## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Thursday 19 November 2019 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie

#### **Independent Members**

Chairperson – Mr Kim Cheater  
Ms Trish Aukett  
Mr Todd Bamford  
Mr Kevin Whitford  
Ms Julie Bonnici

#### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park  
Residential Services Manager – Mr Graham Harding  
Acting Home Support Services Manager – Ms Molly Salt  
Finance Manager – Ms Leisa Humphrey  
Personal Assistant – Ms Marisa Dinham  
CEO, Holdfast Bay - Mr Roberto Bria

### **1. OPENING**

The Chairperson declared the meeting open at 6.39pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chairperson stated:

We acknowledge the Kaurna 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 Kaurna People today.

### **3. APOLOGIES**

3.1 For Absence - Councillor Philip Chabrel and Ms Julia Cudsi.

3.2 Leave of Absence - Nil

#### 4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

#### 5. CONFIRMATION OF MINUTES

##### 5.1 Minutes of Previous Meeting

###### Motion

**That the minutes of the Alwyndor Management Committee held on 17 October 2019 be taken as read and confirmed.**

Discussion regarding the formatting of the Confidential minutes with it being agreed that the Confidential minutes would be confirmed and accepted and management would separate Confidential and Non-confidential.

##### 5.2 Confidential Minutes of Previous Meeting

###### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 17 October 2019 be taken as read and confirmed, subject to Management separating the confidential and non-confidential minutes prior to ratification.**

Moved by T Aukett, Seconded by Councillor Lonie

**Carried**

#### 6. REVIEW OF ACTION ITEMS

##### 6.1 Action Items

Action items were reviewed by the Committee.

##### 6.2 Confidential Action Items

Confidential action items were reviewed by the Committee.

#### Leave of the Meeting

The Chairperson sought leave of the meeting to discuss Confidential Item 7.2 followed by Confidential Items 7.6, 7.5, 7.3, 7.4 and 7.1.

Leave of the meeting was granted.

## 7.1 CONFIDENTIAL ITEMS

### 7.2 Monthly Financial Report – October 2019 (Report No: 42/19)

#### Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 42/19 Monthly Financial Report – October 2019 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: 42/19 Monthly Financial Report – October 2019 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Moved K Whitford, Seconded T Bamford

Carried

### 7.6 Annual Investment Report (Report No:46/19)

#### Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 46/19 Annual Review of Investments 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: 46/19 Annual Review of Investments 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Moved T Aukett, Seconded K Whitford

Carried

Ms L Humphries left the meeting at 7.40pm

**7.5 Home Support Services Compliance & Risk Update – October 2019 (Report No: 45/19)**

**Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 45/19 Home Support Services Compliance & Risk Update – October 2019 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: 45/19 Home Support Services Compliance & Risk Update – October 2019 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Moved T Bamford, Seconded Councilor Lonie

Carried

### 7.3 Royal Commission into Aged Care and Quality Safety – October 2019 (Report No: 43/19)

#### Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 43/19 Royal Commission into Aged Care and Quality Safety 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: 43/19 Royal Commission into Aged Care and Quality Safety 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Moved Cr Lonie, Seconded J Bonnici

Carried

#### 7.4 CCTV Cameras – October 2019 (Report No: 43/19)

##### Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 43/19 CCTV Cameras Position Statement 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: 43/19 CCTV Cameras Position Statement 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Moved Cr Lonie, Seconded J Bonnici

Carried

#### 7.1 General Manager's Report (Report No: 41/19)

##### Motion - Exclusion of the Public – Section 90(3)(d) 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 Attachments to Report No: 41/19 General Manager's Report 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: 41/19 General Manager's Report 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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.

Mr R Bria left the meeting 8.35pm

Mr R Bria returned to the meeting 8.38pm

**RETAIN IN CONFIDENCE - Section 91(7) Order**

1. That having considered Agenda Item 7.1 Confidential Items (Reports No: 42/19, 43/19, 44/19, 45/19 and 46/19) in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved T Bamford, Seconded K Whitford

**Carried**

9. **URGENT BUSINESS – Subject to the leave of the meeting**  
Nil

**10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held at 5.30pm on Thursday 19 December 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.10pm

**CONFIRMED 19 December 2019**

**CHAIRPERSON**

DRAFT

**AMC ACTION ITEMS**

Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
18-Dec-18 (motion edited)	7.7 Annual Review of Investments	That a review of the process and reporting to ensure maximising returns to Alwyndor, managing liquidity and complying with Council policy with regard to the investment of funds including an investment policy and liquidity management.	FM; GM	<del>18/04/2019</del> 21-Nov-19	Complete
24-Apr-19	7.2 Acting General Manager's Report	That some tracking data based on external advertising be presented at an upcoming meeting (developing a marketing plan). <b><i>This item and terminology was relevant to the previous management. The Technology Blueprint will inform an ICT system replacement project and a value proposition will form a part of the Marketing and Communications strategy which will follow the Strategic Plan.</i></b>	C&EA	TBA	In progress.
17-Oct-19	7.1 General Manager's Report	The Chairperson and General Manager to review the AMC Terms of reference and present to AMC for comment and review prior to presentation to the Holdfast Bay Council for consideration and approval.	GM AMC Chair	TBA	In progress.
17-Oct-19	7.1 General Manager's Report	That a report be provided to the AMC regarding Alwyndor's position on the use of CCTV - Surveillance Cameras in residents rooms.	GM	Feb-20	In progress.
17-Oct-19	7.1 General Manager's Report	That a report be provided to the AMC regarding the Royal Commision into Ageing.	GM	Nov-19	Complete (noting continuous update to AMC as the work of the RC progresses).

Item No: 7.1

Subject: **General Manager Report**

Date: 19 December 2019

Written by: Beth Davidson-Park

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## SUMMARY

This report is to update and inform the Alwyndor Management Committee (AMC) regarding non confidential items, initiatives and issues of relevance to Alwyndor business specifically and to the aged care sector more generally.

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## RECOMMENDATIONS

1. That the successful outcomes of the Residential accreditation assessment process be noted.
  2. That the proposed 2020 meeting dates for the Alwyndor Management Committee be approved.
  3. That the AMC note that Alwyndor will prepare a response to the discussion paper recently prepared by the Aged Care Royal Commission: [Aged care program redesign: services for the future](#) and submit by the due date of 24 January 2020.
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## COMMUNITY PLAN

Community: Building a healthy, active and resilient community

Culture: Providing customer-centred services

Culture: Enabling high performance

Culture: Supporting excellent, efficient operations

## REPORT

### 1. Residential accreditation – update

AMC were advised via email on 28 November that we had been advised of an assessment visit from the Aged Care and Quality Commission (ACQC) which subsequently occurred on 3

December 2019. As per a further email update AMC were advised we had two assessors (and one trainee observer) on site to assess the one Requirement (Standard 3, Requirement b) which was 'unmet' in our September accreditation assessment.

The focus (consistent with 3b) was on complex care and risk management including diabetes management, wound management, nutrition & hydration (weight loss), resident feedback, falls, continuous improvement and staff skills and knowledge.

At the time of preparing this agenda we had not received the report from the ACQC. We expect to do so prior to the meeting and will update the Committee on the outcomes and table it at the meeting.

## **2. AMC – proposed meeting dates 2020**

Attachment 1 to this report is the proposed 2020 meeting dates for the AMC.

## **3. Aged Care Royal Commission**

The Commission have released a paper: [Aged care program redesign: services for the future](#). Todd Bamford also noted the import of this paper via email on Wednesday 11 December.

This is a fundamental piece of the Commission's work which should be used to inform many of its final recommendations. This would include findings and recommendations in regard to a range of areas including:

- the nature and design of models of care, programs and services in all elements of the aged care business
- informing staffing levels and ratios (noting there is potential for the Commission to mandate, or at a minimum offer a range, staffing quotas)
- funding models
- quality and diversity of care, outcome and output levels.

We will prepare a response to this paper noting it will require some out of session discussions and communications given the due date of 24 January 2020.



## Alwyndor Management Committee

### NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the

**Alwyndor Aged Care Meeting Room**  
**Dunrobin Road, Hove** on the following dates

**Thursday 20 February 2020 at 6.30pm**

**Thursday 19 March 2020 at 6.30pm**

**Thursday 16 April 2020 at 6.30pm**

**Thursday 21 May 2020 at 6.30pm**

**Thursday 18 June 2020 at 6.30pm**

**Thursday 16 July 2020 at 6.30pm**

**Thursday 20 August 2020 at 6.30pm**

**Thursday 17 September 2020 at 6.30pm**

**Thursday 15 October 2020 at 6.30pm**

**Thursday 19 November 2020 at 6.30pm**

**Thursday 17 December 2020 at 6.30pm**

Roberto Bria  
CHIEF EXECUTIVE OFFICER

## **ITEM NUMBER: 8.1**

### **CONFIDENTIAL REPORT**

## **GENERAL MANAGER REPORT – DECEMBER 2019**

*Pursuant to Section 90(2) 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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## ITEM NUMBER: 8.2

### CONFIDENTIAL REPORT

#### MONTHLY FINANCIAL REPORT – NOVEMBER 2019

*Pursuant to Section 90(2) 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.**

CONFIDENTIAL