

## **CITY OF HOLDFAST BAY**

### **Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held via Audio-visual telecommunications on Thursday 27 January 2022 at 6.30pm.**

#### **PRESENT**

##### **Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

##### **Independent Members**

Mr Kim Cheater- Chair  
Ms Julie Bonnici  
Prof Judy Searle  
Prof Lorraine Sheppard  
Ms Trudy Sutton  
Mr Kevin Whitford

##### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park  
Manager, Community Connections – Ms Molly Salt  
Manager, Residential Services – Ms Natasha Stone  
Manager, Finance – Mr Damian Capurro  
Manager People and Culture, Ms Lisa Hall  
Personal Assistant (Acting) - Ms Jillian Conner

##### **Guests**

Mr Tim Hicks, General Manager Policy, Advocacy & Advisory, Leading Aged Services Australia (LASA)  
Ms Rosetta Rosa, State Manager, SA-NT, (LASA)

#### **1. OPENING**

The Chairperson declared the meeting open at 6.30pm.

#### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair 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 Kurna People today.

Kim Cheater recognised Australia Day and asked all to pay respect to the Indigenous people on this day and the wider community.

### 3. APOLOGIES

- |     |                  |     |
|-----|------------------|-----|
| 3.1 | For Absence      | Nil |
| 3.2 | Leave of Absence | Nil |

### 4. DECLARATION OF INTEREST

Committee members were reminded to declare any interest before each item.

### 5. CONFIRMATION OF MINUTES

#### Motion

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 25 November 2021 be taken as read and confirmed.**

Moved by Cr S Lonie, Seconded by Prof L Sheppard

**Carried**

### 6. REVIEW OF ACTION ITEMS

#### 6.1 Action Items

Noted

#### 6.2 Annual Work Plan

Noted

### 7. GENERAL MANAGER REPORT

#### 7.1 General Manager Report (Report No: 1/2022)

With the leave of the meeting 7.1.2 and 7.1.3 were brought forward for consideration.

##### 7.1.2 Aged Care Quality and Safety Commission (ACQSC) – visit 17 December 2021

Noted.

##### 7.1.3 Release of confidential items

It was agreed that reports of ACQSC compliance visits and outcomes should be added to the guidelines and that these should be held in confidence for five (5) years and at that time will be considered carefully and potentially have personal details redacted.

Staffing and employee matters were adopted as recommended and agreed that all other items would be held in confidence for (three) 3 years.

Ms R Rosa and Mr T Hicks (LASA) joined the meeting at 6.45pm.

The Chair thanked Ms R Rosa and Mr T Hicks for attending and allocated a presentation time of 45 minutes.

Ms Rosa from Leading Aged Services Australia gave an introduction and outlined local based policy issues.

Mr Hicks noted this is a very complex and challenging time. His presentation focused on Aged Care Reform and Advocacy (Residential Care and Home Care).

A copy of the presentation is available for members around Residential, Key Reforms, Homecare and Advocacy.

The Chair thanked Mr Hicks and Ms Rosa for presenting to the meeting, noting how valuable the information and commentary was to AMC.

#### **The meeting continued with:**

##### **7.1.1 COVID-19 update**

The General Manager updated that Alwyndor currently has 21 COVID positive staff and one resident. Clinpath are PCR testing residents every 72 hours.

All agency staff and casual contacts are being tested (via Rapid Antigen Tests (RAT)) prior to every shift). This will continue for agency staff and all staff will be issued with RAT's from Monday 31 January 2022 with the requirement to test several hours before commencing work and then again every 72 hours.

Alwyndor has been experiencing significant staffing shortages in all areas ie carers, ENs and RNs. Staff have been working extra shifts, extended or double shifts as well as forgoing days off in both residential and community. Agencies have often been unable to assist or have cancelled at short notice. Staff have shown extraordinary commitment and every effort is made to ensure their wellbeing, as well as ensuring WHS requirements are being managed.

There was some discussion regarding 'essential' services and it was noted that some community clients had reverted to their emergency care plans due to shortage of staff and were being closely monitored. Similarly, some lifestyle services in residential were being reconsidered for care needs.

Partners in Care was working well in residential and had eased some of the social isolation being felt by residents. It was noted that the option of requesting families to participate in community care was available but not fully explored at this time.

It was noted that PPE and RAT supplies had been received (some purchased locally, a small amount from ClinPath and some from the Federal Government) and that ongoing orders are in place with the aim of ensuring a steady flow. This is being carefully monitored and advocacy continues with SA Health and the Federal Department of Health to ensure continuity of supply.

AMC acknowledged the challenging circumstances that Alwyndor is currently operating under. AMC encouraged the General Manager to consider if there are activities that could be delayed or stopped in the current environment to ease pressure on staffing. The General Manager noted consideration had been given but would take this on notice ensuring that resources are focussed on only the most essential activities with a continued focus on client health and wellbeing.

### **Motion**

**That the Alwyndor Management Committee:**

- 1. Note the update regarding COVID-19 impacts and responses.**
- 2. Note that Alwyndor is fully compliant in all standards following an unannounced visit from the Aged Care Quality and Safety Commission (ACQSC) in December 2021.**
- 3. Approve the recommended guidelines for timeframes for items to be retained in confidence, noting amendments as discussed re all 2-year timeframes standardising as 3 years and the addition of ACQSC compliance reports.**

Moved by Mr K Whitford, Seconded by Ms T Sutton

**Carried**

Ms J Bonnici left the meeting 7.43pm.

Ms J Bonnici returned to the meeting at 7.47pm.

## **8. GENERAL MANAGER REPORT – CONFIDENTIAL**

### **8.1 General Manager Report – Confidential (Report No: 2/2022)**

#### **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 Reports and Attachments to Report No: 2/2022 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: 2/2022 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.**

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

- 1. That having considered Agenda Item 8.1 General Manager's Report (Report No: 2/22) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 3 years and that this order be reviewed every 12 months.**

Moved by Cr S Lonie, Seconded by Ms J Bonnici

**Carried**

**8.2 Financial Report the Quarter Ending 31 December 2021 (Report No: 3/2021)**

**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 Reports and Attachments to Report No. 3/2022 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: 3/2022 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.

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

1. That having considered Agenda Item 8.2. Financial Report Period Ending 31 December 2021 (Report No: 3/2022) in confidence under section 90(2) and (3)(d) of the Local Government Act 1999, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 3 years and that this order be reviewed every 12 months.

Moved by Prof L Sheppard, Seconded by Cr Susan Lonie

**Carried**

9. **OTHER BUSINESS – Subject to the leave of the meeting**

9.1 AMC Recruitment

Prof L Sheppard requested an update on the recent AMC recruitment. It was noted that interviews with two (2) candidates were taking place on Monday 7 February 2022. It was reinforced that the focus was on attracting and appointing a person with strong commercial financial skills.

9.2 Recent Media

The Chair noted recent media regarding Home Care administration fees, it was noted that Alwyndor was included in the article and is positioned mid-point amongst other providers.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 24 February 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 9.07 pm.

**CONFIRMED 24 February 2022**

**CHAIRPERSON**