



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 March 2020 at 6.45pm

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

Roberto Bria  
CHIEF EXECUTIVE OFFICER

## Alwyndor Management Committee Agenda

### 1. OPENING

The Chairperson, Mr K Cheater will declare the meeting open at 6.45 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 20 February 2020 be taken as read and confirmed.**

- 5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 20 February 2020 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: 07/2020)

**8. CONFIDENTIAL****8.1 General Manager's Report – Confidential (Report No: 08/2020)**

*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 – February 2020 (Report No:09/2020)**

*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 on Thursday 16 April 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 20 February 2020 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor Philip Chabrel  
Councillor Susan Lonie

#### **Independent Members**

Chairperson – Mr Kim Cheater  
Mr Todd Bamford – via teleconference  
Mr Kevin Whitford

#### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park  
Residential Services Manager – Mr Graham Harding  
Manager, Community Connections – Ms Molly Salt  
Finance Manager – Ms Leisa Humphrey  
Personal Assistant – Ms Marisa Dinham

### **1. OPENING**

The Chairperson declared the meeting open at 6.40pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chairperson stated:

We acknowledge the 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**

For Absence - Ms Julia Cudsi  
Ms Trish Aukett  
Ms Julie Bonnici

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 19 December 2019 be taken as read and confirmed.**

Moved by Councillor Lonie, Seconded by Councillor Chabrel

**Carried**

5.2 Confidential Minutes of Previous Meeting

**Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 19 December 2020 be taken as read and confirmed.**

Moved by Councillor Lonie, Seconded by Councillor Chabrel

**Carried**

**6. REVIEW OF ACTION ITEMS**

**6.1 Action Items**

**6.2 Confidential Action Items**

Updated Action Items and Confidential Action items tabled for members review.

### 7.1 **General Managers Presentation – Staff Survey Results 2019.**

The General Manager presented the findings of the most recent Staff Survey undertaken by Best Practice Australia. The positive results and increased levels of staff satisfaction were noted in the majority of areas surveyed including trust and confidence in leadership, work place safety and client centred focus with an overall outcome being that Alwyndor has a culture of optimism.

Members agreed that the presentation be presented to Council; the CEO to work with the General Manager to brief Council.

Action:

1) The CEO to work with the General Manager to brief Council with the recent Staff Survey Results.

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Note the presentation and excellent culture survey results and recommend that the Survey results be presented to Council.**

Moved Councillor Lonie, Seconded Councillor Chabrel

**Carried**

### 7.2 **General Manager's Report (Report No: 01/20)**

#### **1. Enterprise Bargaining, Industrial and staffing matters**

Noted that Ms Molly Salt was successful in being appointed to the Manager, Community Connections position after a recruitment process.

**Motion**

**That the Alwyndor Management Committee:**

- 1. Note the completion of the Enterprise Bargaining negotiations and the pending voting process.**
- 2. Support the submission made by Alwyndor to the Royal Commission Consultation Paper: Aged care program redesign - services for the future.**
- 3. Note the Alwyndor Organisational Chart as at February 2020.**

Moved T Bamford, Seconded K Whitford

**Carried**

## **8. CONFIDENTIAL ITEMS**

### **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 Report's and Attachments to Reports No: 01/20, 02/20, 03/20, 04/20 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: 48/19 Monthly Financial Report – November 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 Councilor Chabrel, Seconded Councilor Lonie

Carried

- 8.1 General Manager's Report (Report No: 02/20)
- 8.2 Monthly Financial Report – January 2020 (Report No: 03/20)
- 8.3 Financial Investments (Report No: 04/20)
- 8.4 Review of Financial Governance Policies (Report No: 05/20)

**RETAIN IN CONFIDENCE – Section 90(3) Order**

That having considered Agenda Item 8.1 General Manager's Report – January 2020(Report No: 02/20), 8.2 Monthly Financial Report – January 2020 (Report No: 03/20), 8.3 Financial Investments (Report No: 04/20), Review of Financial Governance Policies (Report No. 05/20) 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 18 months and that this order be reviewed every 12 months.**

Moved Councillor Lonie, 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 on Thursday 19 March 2020 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

Members were reminded that an in-camera session would be held 6.15pm over dinner and that the administration would enquire about the potential for the Public Information Disclosure Act training to be conducted from 8.30pm to 9.00pm on Thursday, 19 March 2020.

**11. CLOSURE**

The meeting closed at 8.45pm.

**CONFIRMED 19 March 2020**

**CHAIRPERSON**



**AMC ACTION ITEMS**

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
1	17/10/19	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	Ongoing	In progress
2	22/02/2020	7.1 General Manager's Presentation	That the CEO work with the General Manager to brief Council with the recent Staff Survey Results.	CEO/GM	Mar-20	Completed

Item No: 7.2

Subject: **General Manager Report**

Date: 19 March 2020

Written by: Beth Davidson-Park  
General Manager

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## **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.

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## **RECOMMENDATIONS**

**That the Alwyndor Management Committee:**

- 1. Note the update on Enterprise Bargaining, Industrial and staffing matters**
  - 2. Note the further submission made by Alwyndor to the Royal Commission Consultation Paper: Aged care program redesign - services for the future, Stage 2.**
  - 3. Note Alwyndor's continuous review and operational actions in response to COVID 19 – corona virus.**
  - 4. Approve the recruitment process for new AMC members.**
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## **CITY OF HOLDFAST BAY 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. Enterprise Bargaining, Industrial and staffing matters**
  - The draft Enterprise Agreement is complete, vote to be set for the end of March 2020.
  - Industrial matters: local issues have been addressed including two terminations.

## **2. Royal Commission Consultation Paper #1: *Aged care program redesign - services for the future.***

Alwyndor made a submission in response to this paper, please refer to February 2020 Agenda papers for a copy of our response.

Following receipt of responses to the above the Royal Commission (the Commission) held a hearing in Adelaide on 5 March 2020. The purpose of this hearing was to present a series of submissions from the Counsel Assisting team to the Commissioners following review and consideration of responses received. The resulting submissions were series of proposals on aged care program re-design which build upon but vary materially in some ways from the program re-design model outlines in the consultation paper.

We have reviewed the resulting new proposals and are responding to the Commission, submissions are due Wednesday 18 March and our comments will be shared with AMC when finalised.

## **3. Alwyndor response to COVID 19 – corona virus**

Following the emergence of COVID 19 – corona virus we have closely monitored the progress of the virus and have taken a client centred approach to our response and actions in all areas of our business.

Consistent with the Federal Department of Human Services and SA Health information bulletins in addition to advice of peak bodies and our own risk assessment we have implemented the following:

- information and precautionary instructions for all staff and volunteers including reminders for regular activities such as hand washing etc (updated as new information comes to hand)
- residential
  - reduction in entry points to Dunrobin Rd ie two public entrances now in use and one staff entrance, requests for people not to enter if they have any form of flu-like symptoms, from Tuesday 11 March we ask all visitors to stop and use hand sanitiser prior to entering the building
  - prepared 'outbreak kits' in both residential and therapy services (trolleys)
  - contingency plans are in place to manage streamlined access to Dunrobin Road through specifically coded doors as well as for lock down if required.
- home care & therapy:
  - information notices and requests for notification of any potential interaction with anyone who may have been exposed to the virus upon arrival at homes or client presenting for treatment or classes
  - mobile 'outbreak packs' including gowns, gloves, masks, eye protection, hand sanitisers as well as Infection Control kits that can go into the home
  - contingency plans for Home Support Services should visits be restricted to in home services only include engagement with advocates for clients, meals & shopping to be delivered to the door, medication prompting to be done over the phone depending upon advocate and client abilities.

Please note we currently have two employees on home detention following return from China (1) and Iran (1) and given the high risk areas they have visited we have requested these employees to stay at home for 28 days following return and have a doctor's clearance before returning to work. One employee has now returned to work following 28 days home isolation following a trip to China.

We are actively preparing for the Influenza season and have secured >400 vaccinations and for residents and staff. Delivery is pending.

### **Government response**

On Friday 6 March an *Aged Care COVID-19 Preparedness Forum* was held in Canberra, hosted by the Australian Government Chief Medical Officer, Professor Brendan Murphy and the Minister for Senior Australians and Aged Care, Senator the Hon. Richard Colbeck the forum also included the Aged Care Quality and Safety Commissioner Janet Anderson. In summary the forum focussed primarily on residential aged care and considered the following key points:

- Government acknowledgment that support would be needed for the aged care sector and that working together was critical.
- Government awareness of issues with access to personal protective equipment and committed to ensuring availability for aged care services as well as reviewing supply chain issues with consumables including medicines.
- Communicable Diseases Network Australia (CDNA) is developing guidelines on COVID-19 specifically for residential aged care which will be based on existing influenza guidelines noting no vaccine is currently available for COVID-19. These guidelines should be available week commencing 10 March 2020.
- In the event of a community outbreak of COVID-19 it is expected that people in residential aged care with mild symptoms will be looked after in isolation in their residential aged care home.
- Consideration was given to workforce availability and surge capacity to both prepare for and respond to a community outbreak of COVID-19. Examples mentioned for further consideration include increased hours for workers on visas with a 20hour work restriction; use of graduates and students and lifting regulatory arrangements around general practice.
- Regular, timely and clear communication was highlighted as an ongoing need, as such the Government is developing a whole-of-community communication campaign which is expected to begin from week commencing 11 March 2020.
- Commissioner Janet Anderson clarified the comments reported in the media about an audit of 100 providers and stressed that they would be mindful where services are experiencing an outbreak. Further advice to come.
- It was acknowledged there needed to be another forum specifically on home care.

#### 4. AMC – recruitment of new members

As AMC are aware, we have recently received Todd Bamford's resignation and notification from Trish Aukett that she does not intend to renominate at the completion of her term this month. This means there will be 6 members on AMC which is not an optimal position noting we require 4 members for a quorum, which only allows for 2 absentees at any time.

As such, following discussion with Kim Cheater, Chair and Roberto Bria, CEO Holdfast Bay, it is recommended that we commence an Expression of Interest process to identify and appoint new members to the AMC. AMC members received a revised skills matrix via email from the Chair on Tuesday 10 March. This matrix includes required skills and experience together with a self-rating scale. A summary of the current AMC skills and experience will be prepared for discussion at the March AMC which will inform the selection of new members by indicating which skills require focus in the recruitment process.

A draft Expression of Interest notice has been prepared for AMC review and comment (attachment 1 to this report). A prospectus regarding Alwyndor will be prepared and made available to interested people and candidates.

It is proposed that the recruitment process will be supported by Beth Davidson-Park, General Manager and that the interview panel will be made up of:

- Kim Cheater - AMC Chair
- Roberto Bria - CEO, Holdfast Bay
- AMC representative to be one of the City of Holdfast Bay elected members appointed to the AMC.

The following timeline is proposed for the recruitment process:

<b>Week commencing</b>	<b>Action</b>
22 March	Expression of Interest circulated
6 April	Assessment and screening of applicants, short list prepared
20 April	Interviews



## ATTACHMENT 1

### **Alwyndor Management Committee**

Alwyndor is one of South Australia's best performing not-for-profit aged care organisations.

Accredited until November 2022 Alwyndor is owned by the City of Holdfast Bay and underpinned by the 'Dorothy Cheater Trust', which binds the organisation to the ongoing provision of aged care services and accommodation on its land. It is cherished by the communities of the City of Holdfast Bay and plays a critical part in the LIVE WELL philosophy promoted by the city.

Alwyndor is seeking expressions of interest from professional, qualified representatives with skills, experience and passion which will enhance its the ongoing growth and performance.

Skills of preference are Finance, Marketing, ICT, Strategic Management, Legal, WHS & Risk Management. Experience working in or with the Aged and/or Community Care sector is highly desirable.

#### Information:

- Appointments are for an initial 2-year term
- Committee members receive an honorarium payment
- Monthly committee meetings
- Sub-committee meetings (ad hoc)
- National Police clearance is mandatory
- Members are indemnified for their actions
- Members are deemed 'Officers' under the WHS Act 2012.

This is an exceptional opportunity to anyone seeking to join a professional and active management committee with a commitment to enabling the best possible lives and opportunities for older people.

Please contact xxxxx for further information or email xxxxx

**Applications close tba.**

## ITEM NUMBER: 8.1

### CONFIDENTIAL REPORT

#### GENERAL MANAGER'S REPORT – FEBRUARY 2020

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## ITEM NUMBER: 8.2

### CONFIDENTIAL REPORT

### MONTHLY FINANCIAL REPORT – FEBRUARY 2020

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