

Agenda

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
27 March 2025 at 6.30pm



Pamela Jackson
Chief Executive Officer

1. Opening

The Chairperson, Mr K Cheater will declare the meeting open at 6.30pm.

2. Kurna 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

5. Confirmation Of Minutes

Motion

That the minutes of the Alwyndor Management Committee meeting held on 13 February 2025 be taken as read and confirmed.

6. Review of Action Items

6.1 **Action Items**

6.2 **Annual Work Plan 2025 (DRAFT)**

Attachment 1

7. Reports/Items of Business

7.1 General Manager's Report (Report No: 04/25)

8. Items in Confidence

8.1 General Managers Report (Report No: 05/25)

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 upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the 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: 06/25)

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 upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that 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. **Date and Time of Next Meeting**

The next meeting of the Alwyndor Management Committee will be held on Wednesday 23 April 2025 in Boardroom, Alwyndor Aged Care, 52 Dunrobin Road, Hove or via audio-visual telecommunications.

10. **Closure**



Pamela Jackson
Chief Executive Officer



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
Kim Cheater	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> • Member, Advisory Board, Southern Cultural Immersion (Kurna owned business operating Living Kurna Cultural Centre at Warriparinga) • Advisory Board, SARAH Group (and Chair of Audit, Risk and IT Committee) • Council Member, Flinders University of South Australia • Chair, Advisory Board, Flinders University College of Government, Law & Business • Independent Chair, Audit Risk Finance and Investment Committee, Minda Inc • Board Member, ReturntoWorkSA • Board of RAA Group • Board of RAA Insurance • Non-Executive Director to the Board of Australian Unity Limited <p>Qualifications</p> <ul style="list-style-type: none"> • Fellow, Australian Institute of Company Directors • Fellow, Chartered Accountants Australia and NZ • Bachelor Economics (Major Accounting), Flinders University <p>Noting: My wife is the Member for Boothby in the Australian House of Representatives.</p>	15/12/2022
Cr Susan Lonie	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> • Member of Holdfast Bay Council. • Alwyndor Management Committee. 	

Name of Committee Member	Description of interest	Date when disclosure given to the Committee
	<p>Qualifications</p> <ul style="list-style-type: none"> Qualifications Bachelor of Nursing, Graduate Diploma in Intensive Care Nursing and Bachelor of Laws (Hons). (Please note I am not currently a Registered Nurse.) 	
Cr Robert Snewin	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> GDCC Board and Chairman of Sponsorship and Fundraising Treasurer of the Rural Media Communicators SA/NT Councillor at the Royal Agricultural and Horticultural Society of SA Member of Holdfast Bay Council. Alwyndor Management Committee <p>Qualifications</p> <ul style="list-style-type: none"> Dip. Marketing and FAICD 	
Judy Searle	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> Queensland Civil and Administrative Tribunal - Medical Practitioner Panel - assessor Griffith University School of Medicine – Professor Chair of the Northern Adelaide Local Health Network (NALHN) Governing Board Member Clinical Governance Advisory Committee, Aust Commission Safety & Quality in Health Care Member University of Adelaide Ageing & Community Services Industry Advisory Board <p>Qualifications</p> <ul style="list-style-type: none"> BMBS FRANZCOG(ret) GDPH MD GCTE PCM GAICD 	Updated Sept 2024

Name of Committee Member	Description of interest	Date when disclosure given to the Committee
Jo Cottle	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> • 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 • Chair of NFP Discussion Group – Chartered Accountants Australia & NZ • Director of Careworks SA & NT (a small SA NFP) • Director of Community Living Project (medium NFP providing disability support services) <p>Qualifications</p> <ul style="list-style-type: none"> • Fellow, Chartered Accountants Australia and NZ • Graduate – Australian Institute of Company Directors • Bachelor of Commerce and Bachelor of Business (Commercial Law) 	Oct 2024
Lorraine Sheppard	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> • Finance Committee, Royal Flying Doctor Service – Central ops • Non-executive director The Benevolent Society • Non-executive director and Chair, Finance Audit and Risk Committee, The Women’s Club • Professor of Physiotherapy and Health Care Administration <p>Qualifications</p> <ul style="list-style-type: none"> • B App Sc (Physiotherapy) MBA PhD FAICD CA 	March 2024 update Oct 2024
John O’Connor	<p>Board and Committee Appointments</p> <ul style="list-style-type: none"> • Governing Board Member, Yorke and Northern Local Health Network (YNLHN) • Chair, YNLHN Finance and Performance Committee <p>Qualifications</p> <ul style="list-style-type: none"> • Fellow – CPA Australia • Graduate, Australian Institute of Company Directors 	Sept 2024

Item 6.1 – Action items

Non – confidential

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
		Nil				

AMC Actions

Alwyndor Management Committee Self Assessment Action list				
Item No.	Item	Responsibility	Action	Current Status
	Nil			



ITEM 6.2
ATTACHMENT 1

	13 Feb	27 March (special focus)	23 April	29 May	June	31 July	August	25 Sept	30 October (special focus)	27 November	December
GM Report: <ul style="list-style-type: none"> current issues emerging risks industry developments financial impacts/issues clinical / critical incident matters of strategic importance 	Yes	<ul style="list-style-type: none"> Budget parameters, assumptions, priorities Aged Care Reform overview 2025 	Yes	Yes	No meeting	Yes	No meeting	Yes	TBA	Yes	No meeting
Project reports: <ul style="list-style-type: none"> Strategic Project Updates 	Employment Hero		As relevant – current projects	As relevant – current projects		As relevant – current projects		As relevant – current projects		As relevant – current projects	
Strategic: <ul style="list-style-type: none"> Review Strategic direction and priorities Key strategic initiatives for year ahead 				Strategy: achievements direction, priorities and initiatives							
Business Updates: <ul style="list-style-type: none"> Deep dive into key areas of business focussing on performance, operational risks, focus on Reform Agenda. 		Reform: Support at Home	Reform: Residential Corporate	Reform: Support at Home		Reform TBA		Reform TBA	Reform TBA		
Client Focus: <ul style="list-style-type: none"> Client feedback Reporting from Consumer Advisory Bodies 	Client feedback			Consumer Advisory Bodies report		Client feedback				Consumer Advisory Bodies report	
Performance: <ul style="list-style-type: none"> KPI review Reporting from Quality Care Advisory Body (QCAG) 				Performance report Q2 & Q3 FY24/25 Quality Care Advisory Group report.		Performance report Q4 FY24/25				Performance Report Q1 FY25/26 Quality Care Advisory Group report. <i>Louise Watson to attend.</i>	
Risk & assurance: <ul style="list-style-type: none"> Enterprise risk review Risk Appetite Statement WHS reporting Legislative Compliance Annual Statement of Compliance 	Legislative Compliance		Work Health & Safety					Enterprise Risk Review – refresh Risk Appetite Statements		Work Health & Safety	
Financials: <ul style="list-style-type: none"> Annual budget (including capex and asset management plan) Long Term Financial Plan Investments review Annual Financial Statements and Audit Quarterly financial performance 	Quarterly financial performance		Quarterly financial performance Draft Budget	Annual budget (including capex and asset management plan) Long Term Financial Plan EOFY Reporting process External Audit Plan		Quarterly financial performance (April-June 24)		Annual Financial Statement Review		Quarterly financial performance Investments review (<i>Ord Minnette</i>) Prudential Review Annual Statement of Compliance	
Policy Review and Approval	As required		As required	As required		As required		As required		As required	

Item No: 7.1
Subject: General Manager Report
Date: 27 MARCH 2025
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.

Recommendation

That the Alwyndor Management Committee:

- 1. Note the passing of Ms Trudy Sutton and support a memorial or other permanent recognition at Alwyndor.**
- 2. Note that at its meeting of 25 March 2025, Council xxx [to be inserted at the meeting] the reappointment of Ms Joanne Cottle to AMC for a 2nd term until 31 March 2028.**
- 3. Approve the revised 2025 Workplan.**

7.1.1 Trudy Sutton memorial proposal

It was with sadness we learned of the passing of Ms Trudy Sutton on 8 March 2025. The sentiment expressed by members has suggested that permanent recognition of her service to Alwyndor would be supported.

Trudy's passing was also noted by the City of Holdfast Bay at the Council Meeting held on 11 March 2025 and a motion was moved:

That the City of Holdfast Bay acknowledges the passing of Trudy Sutton, recognises her work and contribution to the Alwyndor Management Committee, 2020-24 and supports the creation of a memorial or appropriate recognition at Alwyndor.

We will engage with the Sutton family when we have developed a proposal to recognise Trudy and update AMC with our recommendation.

7.1.2 Reappointment of Ms Joanne Cottle to AMC

Joanne Cottle has been a member of the AMC since 2022 and is eligible for another three (3) year term noting under the *Terms of Reference* AMC members are eligible for a maximum of three (3) x three (3) year terms.

Joanne indicated to Kim Cheater, Chair, that she is willing to be reappointed.

The process for reappointment is guided by the *Terms of Reference* as follows:

8 Membership

8.1.3. On expiry of their term, members of the AMC may seek reappointment. The CEO, the Chairperson and one of the appointed Elected Members will consult and make a recommendation to Council who will decide on the reappointment.

8.1.4. An AMC member may only serve a maximum of three (3) consecutive terms.

Consistent with this process the CEO, Pam Jackson, Chair, Kim Cheater and Cr Robert Snewin (Council nominated Elected Member on AMC) have been engaged and have supported Joanne's reappointment.

At its meeting of 25 March 2025, Council will consider the reappointment, Ms Cottle will be updated following the meeting and AMC will be updated at its meeting to be held on 27 March.

7.1.3 2025 Workplan

At the 13 February 2025 meeting the draft 2025 Workplan was presented and was approved pending the Quarterly Performance Report return to being reviewed quarterly rather than the proposed 6 monthly. The revised Workplan ITEM 6.2 is presented for approval.

ITEM NUMBER: 8.1

CONFIDENTIAL REPORT

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 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 –**
 - i. **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**
 - ii. **would, on balance, be contrary to the public interest;**
Recommendation – Exclusion of the Public – Section 90(3)(d) Order

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 02/25 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: 05/25, 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.**

CONFIDENTIAL

ITEM NUMBER: 8.2

CONFIDENTIAL REPORT

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:

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which –**
 - i. **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**
 - ii. **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 06/25 Finance Report - Confidential 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: 06/25 Finance Report - Confidential I 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.**

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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.**

CONFIDENTIAL