

**WOORAYL LODGE INC.**

**MINUTES FOR THE ANNUAL GENERAL MEETING  
OF WOORAYL LODGE TO BE HELD AT 5:00 P.M. ON TUESDAY, NOVEMBER 26, 2024 AT  
SPACE 47 47 McCARTIN ST LEONGATHA**

**ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

*'I would like to begin by acknowledging the Bunurong & Gunaikurnai People, Traditional Custodians of the land on which we meet today and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.'*

**WELCOME AND OPENING** (Chairperson)

Meeting opened at 5:00 p.m.

**PRESENT** Linda Fiddelaers (Chair), Zoe Brannaghan, Nicole Tyson, Peter McAlpine, Dennis Swan, Leo Argento, Robert Bruce, Sara Mullery, Justine Fish, James Fawcett, Bronwyn Debenham

Staff – Jaimee Brydon, Andrew Ross, Karen Scott, Jaye Hopkins

Other – Jodie Bennett-Wood

**APOLOGIES** Mary Ross-Hazelwood, Kaye Warren

**MINUTES LAST MEETING**

**Motion** Moved: **Zoe Brannaghan** Seconded: **Robert Bruce**  
That the minutes of the Annual General Meeting held on Tuesday, November 28, 2023, as read, be confirmed.

**PRESIDENT'S REPORT** (Linda Fiddelaers)

It is with pleasure that I report a summary of the achievements and of Woorayl Lodge Inc for 2024.

The primary focus for the year continues to be the provision of high-quality care for the residents and planning of care into the future.

Covid continued to provide some challenges, but outbreaks have been managed well, reducing the time Residents have needed to stay isolated. Thank you to Jaimee and the team for their commitment to Resident safety.

Following the resignation of the previous CEO Woorayl Lodge appointed Andrew Ross as Co-CEO of Corporate Services and Jaimee Brydon as Co-CEO of Clinical services. This has proven to be a successful joint appointment as they oversee the successful operations of Woorayl Lodge, Independent Living Units and rental properties. They have certainly been busy maintaining everyday operations and implementing changes to ensure that Woorayl Lodge meets accreditation standards with some cost saving benefits.

Achievements include:

- Recruitment of Human Resources and Quality Compliance positions
- Recruitment of a Business Manager and an Office Trainee
- Implementing inhouse Physiotherapy services and Payroll.
- The return of inhouse catering which required some upgrades to the kitchen with the result that Residents are receiving home style meals for them to enjoy again. A Resident survey has proven this to be a positive initiative.
- Purchase of a new car and implementing a volunteer driver system to transport Residents to appointments as needed.
- A new website is close to being launched and will provide consumers an up-to-date profile of the services provided by Woorayl Lodge.
- IT upgrade.

Recruitment of care staff is ongoing to achieve minutes of care and to maintain a 4-star rating.

The design of the Boag's Rd development has taken up many hours of the Building Committee's time to optimise the success of the Boag's Rd project. Our growing waiting list for future residents endorses the need for this expansion.

We were disappointed about our unsuccessful Growing Regions Grant application however a recent visit to Parliament House in Canberra had some productive meetings to raise awareness of the need to increase Aged Care bed capacity in South Gippsland. We are hopeful that this will result in information sharing and assistance regarding alternative sources of funds for the Boag's Rd project.

Finances are always a major focus throughout the year, and I thank Andrew and members of the finance committee for overseeing the Budget to ensure that WL remains financially viable in a difficult financial climate. Changes to AN-ACC funding for Aged care has had a much needed positive impact to the finances of Woorayl Lodge.

Woorayl Lodge is fortunate to have the ongoing support of the Auxiliary who provide fundraising activities including many raffles, assisting with

many lifestyle activities for and of course holding the annual Fete which is enjoyed by the Residents and the local community. On behalf of the residents and staff I would like to thank them for their continued support. Thank you to the members of the Lions Club and Board members who volunteered to cook the monthly BBQ. This provides the Residents an occasion to look forward to each month.

Thank you to all Board members for taking the additional time to attend sub-committee meetings as well as attending monthly board meetings. Due to other commitments Hannah Flanders has resigned from the Board, and we thank her for her contribution during her appointment. We welcome Jim Fawcett and Bronwyn Debenham as Board members and look forward to their contribution to the Board in the future.

Lastly, thank you to Andrew and Jaimee and all the staff for the care and dedication they provide which impacts on the quality of life of the Residents of Woorayl Lodge.

A lot has been achieved throughout the year and more challenges are to come as we review the Strategic plan beyond 2025 to maintain our reputation of providing quality aged care into the future.

Linda Fiddelaers  
Board Chair

#### TREASURER'S REPORT (Peter McAlpine)

The Board presented the audited financial report detailing the Profit and Loss, Statement of Financial Position, Statement Changes in Equity, Statement of Cash Flows and attendant notes for the financial year ended June 30, 2024.

The Lodge reported an operating profit of \$385,777 for 2023/2024, compared to a profit of \$238,851 for 2022/2023.

#### Statements of Performance and Operations

A. Refundable Ingoing Contributions

The Lodge has reported that all ingoing contributions that were required to be refunded during the financial year ended June 30, 2024, have been refunded.

B. Payment of Debts

The Board was not aware of any material matter which may prevent the payment of debts in the financial year ending June 30, 2024.

C. Annual Financial Statements

The Board detailed the financial results (detailing income, charges and expenditure) of the Lodge and Units for the financial year ended June 30, 2024, as tabled.

D. Operational Budget

The Board has approved a detailed Operating, for the financial year ending June 30, 2024. These can be made available for review by members who wish to do so.

E. Increase in Rentals

There was an increase in ILU's rentals in 2023/24 for most ILU's of \$75 per month. During 2024 the monthly rent for new ILU rentals were \$995 for units without a carport and \$1,100 for unit with a carport. ILU rents will be reviewed with a view to increasing in March 2025.

F. Special Levies

The Board has advised that no special levies have been proposed.

G. Financial Accounts Auditor

The Board advised the meeting that the 2023/2024 Financial Accounts were audited by AMW AUDIT, Perth, Western Australia.

Statements of Performance and Operations Required Under the Aged Care Act, 1997 (Commonwealth)

A. Annual Prudential Compliance Statement

The Board confirmed that the Audit of the Annual Prudential Compliance Statement has been completed and submitted to the relevant authorities.

MEMBERSHIP REPORT (Nicole Tyson)

At the 2023 Annual General Meeting Dennis Swan, renominated, be affirmed as a duly appointed Board member with his term ending in 2026.

Linda Fiddelaers, Peter McAlpine, and Sara Mullery have renominated, as Board members with their terms ending in 2027.

Hannah Flanders has resigned from the Board in September 2024.

James Fawcett and Bronwyn Debenham were nominated and appointed to the Board at the October 2024 Board Meeting

There are currently no vacancies on the Board.



WOORAYL LODGE AUXILIARY 52ND ANNUAL REPORT 2024 FOR BOARD AGM 2024.

Another wonderful and successful year for Woorayl Lodge Auxiliary. Being able to return to Woorayl Lodge for our meetings, was welcomed by all of us being mindful of a full hygiene routine. Having a Flat downstairs turned into a Meeting Room has been a wonderful asset for everyone. We have continued with our usual duties, serving Saturday morning tea and delivering Saturday morning newspapers as well as helping out whenever we have been needed.

FINANCING.... All floral arrangements for the year throughout the facility were financed by the Auxiliary. A donation of \$10,000 was held over by Woorayl Lodge from last year until a decision has been made as to which project it will be best used.

A further donation of \$10,000 this year has been added for a total of \$20,000 and will be now used for the purchase of new Lounge chairs in the Nelson Lounge. An additional \$1,000 was presented to Woorayl Lodge towards the rental of the Community Bus for the Residents monthly outings.

FUNDRAISING....Mother's Day, Father's Day, Christmas and Easter Raffles were held and well supported. Our Annual Fete was held in November and was a record success. We were able to help with duties at the Residents Family Luncheon and the visit of a jolly Santa.

The Craft Group continue every week with help and new ideas for the Residents. A very popular activity for the Residents.

We have welcomed Andrew Ross and Jaimee Brydon sharing CO-CEO position. A great working combination.

A big thank you to all staff members together with the Board of Management for all their help during the year.....last but not least the amazing Woorayl Lodge Auxiliary.

All our fundraising results could not have been achieved without all these people working together.

Woorayl Lodge Auxiliary.... what an amazing group of people, all with one aim and that is to enhance the twilight years of Woorayl Lodge Residents.

I thank you all for such great efforts during the year and most of all for your wonderful friendship.

Kaye Warren  
President.

**Motion**

Moved: **Justine Fish**

Seconded: **James Fawcett**

That all the Reports as presented, be received.

### APPOINTMENT OF AUDITOR

Nomination has been received from AMW AUDIT, Perth, Western Australia for the 2024/2025 financial year.

**Motion** Moved: **Peter McAlpine** Seconded: **James Fawcett**

That AMW AUDIT, Perth, Western Australia remain the Woorayl Lodge Inc Auditors for the 2024/25 financial year.

### ASSOCIATION MEMBERSHIP CONTRIBUTION

**Motion** Moved: **Zoe Brannaghan** Seconded: **Leo Argento**

That the Association set the Eligible Contribution at \$5.00, to be paid before the 2025 Annual General Meeting.

### ELECTIONS

Linda Fiddelaers to vacate the Chair and Jaimee Brydon to declare all positions vacant for the election of Office Bearers to take place:

*President* **Linda Fiddelaers** Nominated by **Peter McAlpine** and **Nicole Tyson**

*Vice President* **Zoe Brannaghan** Nominated by **Linda Fiddelaers** and **Peter McAlpine**

*Secretary* **Nicole Tyson** Nominated by **Linda Fiddelaers** and **Zoe Brannaghan**

*Treasurer* **Peter McAlpine** Nominated by **Linda Fiddelaers** and **Leo Argento**

All nominations are unopposed, and all nominees accepted, all positions will be affirmed.

The following members are nominated to the Committees:

Occupational Health and Safety Committee (to meet as per the 2025 Meeting Calendar)

Membership – Justine Fish, (Staff: Andrew Ross, Jaimee Brydon, Jodie Olden, Jaye Hopkins, Sam Vick, Dawn Lorento, other staff as invited)

Finance Committee (to meet as per the 2025 Meeting Calendar)

Membership – Peter McAlpine, Robert Bruce, Leo Argento, Nicole Tyson, James Fawcett, (Staff: Andrew Ross, Jodie Olden)

Building Committee (to meet as required)

Membership – Dennis Swan, Leo Argento, Robert Bruce, (Staff: Andrew Ross)

Clinical Committee/ Quality Care Advisory Body (to meet as per the 2025 Meeting Calendar)

Membership – Linda Fiddelaers, Zoe Brannaghan, Sara Mullery, (Staff: Jaimee Brydon, Karen Scott, other staff as invited)

Medication Advisory Committee (to meet as per the 2025 Meeting Calendar)

Membership – Mary Ross-Hazelwood, Zoe Brannaghan, (Staff: Jaimee Brydon, Karen Scott, other staff as invited)

Thank you to all Board members for taking on the various roles.

New Board members may be added to the various committees during the year.

**Motion** Moved: **Linda Fiddelaers** Seconded: **Peter McAlpine**  
That the Association members accept the appointment of James Fawcett, made by the Board at its meeting on October 29, 2024.

**Motion** Moved: **Sara Mullery** Seconded: **Peter McAlpine**  
That the Association members accept the appointment of Bronwyn Debenham, made by the Board at its meeting on October 29, 2024.

**Motion** Moved: **Linda Fiddelaers** Seconded: **Justine Fish**  
That the Association members accept the resignation of Hannah Flanders on September 5, 2024.

**Motion** Moved: **Linda Fiddelaers** Seconded: **Zoe Brannaghan**  
That Peter McAlpine who has renominated, be affirmed as duly appointed Board members with his term ending in 2027.



**Motion** Moved: Seconded: **Zoe Brannaghan**  
That Linda Fiddelaers who has renominated, be affirmed as duly appointed Board members with his term ending in 2027.

**Motion** Moved: **Linda Fiddelaers** Seconded: **Zoe Brannaghan**  
That Sara Mullery who has renominated, be affirmed as duly appointed Board members with his term ending in 2027.

GENERAL BUSINESS

MEETING CLOSED

5:27PM

Confirmed...../...../  
Chair