

## **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 24 February 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 (in person)

##### **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  
Manager, Quality and Projects – Ms Emma Burke  
Chief Executive (CoHB) – Mr Roberto Bria

#### **1. OPENING**

The Chairperson declared the meeting opened at 6.34pm.

#### **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 Kaurna People today.

**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.

Nil

**5. CONFIRMATION OF MINUTES****Motion**

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 27 January 2021 be taken as read and confirmed.**

It was noted that in future, following review by the Chair, minutes of meetings will be circulated to AMC Members via email and will not be attached to AMC agendas. This practice is consistent with other Holdfast Bay Council Committees.

Moved by Cr Robert Snewin, Seconded by Ms Julie Bonnici

**Carried**

**6. REVIEW OF ACTION ITEMS****6.1 Action Items**

Following discussion, it was decided that:

- Non confidential Action 1 – CCTV – be removed from ongoing action items until a government or ACQSC direction is given, or a legislative decision is made.
- AMC Self-assessment recommendation no. 18: a revised policy framework will be presented to the April 2022 AMC meeting, with a timetable for implementation.

An update was provided regarding AMC Self-assessment recommendation no. 6, Recruitment of new AMC member: interviews have been held and a recommendation re the preferred candidate will be considered by Council at its meeting to be held on 8 March 2022.

**6.2 Annual Work Plan**

Noted

**7. GENERAL MANAGER REPORT**

## **7.1 General Manager Report (Report No: 4/2022)**

### **7.1.1 COVID-19 Update**

An update was provided: continued positive employees, isolation due to close contact impacting on employees. No further resident cases to date. Continued use of PPE and all infection control protocols.

### **7.1.2 LASA / ACSA – proposed merger**

Noted

### **7.1.3 Recruitment**

An update was provided regarding continued recruitment activities, especially in response to the growth being experienced in Community Connections. Ongoing work is being undertaken to identify appropriate methods of promoting Alwyndor as an employer of choice and our value proposition to potential employees.

**Action** – consideration to be given to an appropriate form of reporting recruitment needs and outcomes to AMC.

### **7.1.4 Awards - Values and Length of Service**

Noted

### **7.1.5 Employee Survey**

Questions were asked regarding the anticipated participation rate response rate and ensuring key questions from original survey included to be able to track trends, noted that this will be included however surveys will be shorter and more frequent.

**Action:** out of session update to be provided to AMC re participation rate and trending.

### **Motion**

**That the Alwyndor Management Committee:**

- 1. Note the update regarding COVID-19 impacts and responses.**
- 2. Note the information regarding the LASA/ACSA merger proposal.**
- 3. Note the information regarding Recruitment.**
- 4. Note the update regarding the annual Dorothy Cheater & Length of Service Awards.**
- 5. Note the information regarding the upcoming Employee Survey.**

Moved by Cr Susan Lonie, Seconded by Prof Lorraine Sheppard

**Carried**

**8. GENERAL MANAGER REPORT – CONFIDENTIAL****8.1 General Manager Report – Confidential (Report No: 5/22)****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: 5/2022 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: 5/22 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 by Ms Julie Bonnici, Seconded by Mr Kevin Whitford

Carried

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

1. That having considered Agenda Item 8.1 General Manager's Report (Report No: 5/22) 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 Susan Lonie, Seconded by Ms Trudy Sutton

**Carried**

Mr Roberto Bria left the meeting at 8:10pm

## **9. OTHER BUSINESS**

### **9.1 Minutes of Council**

the CE noted that at the Council meeting held on 22 February 2022: the following motion was passed: *That the General Manager and staff be acknowledged for their outstanding work of keeping Alwyndor operational during this difficult COVID period.*

### **9.2 AlayaCare update**

It was noted that this item had been inadvertently omitted from the agenda and that the project update would be circulated under separate cover. In summary the rollout of the project is on track with completion of Super User training, release of the Solution Design Document for review by the project team, completion of the Solution Walk Through and continued monitoring and review by the Project Governance Team.

**Action:** Circulate the project update report to AMC under separate cover.

### **9.3 Communications**

The clarity and reassuring nature of regular informative communication to all clients, families and friends was noted.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 31 March 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

## **11. CLOSURE**

The meeting closed at 8:18pm.

**CONFIRMED 31 March 2022**

**CHAIRPERSON**