

## **CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Boardroom Alwyndor 52 Dunrobin Road Hove or via Audio-visual telecommunications on Wednesday 23 April 2025 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

#### **Independent Members**

Mr Kim Cheater - Chair  
Mr John O'Connor  
Prof Judy Searle  
Prof Lorraine Sheppard

#### **Staff**

Chief Executive Officer - Ms Pamela Jackson  
General Manager Alwyndor - Ms Beth Davidson-Park  
Executive Manager, Community Connections - Ms Molly Salt  
Executive Manager, Residential Services - Ms Natasha Stone  
Chief Financial Officer - Mr Rafa Mirzaev  
Executive Manager, People and Culture - Ms Lisa Hall  
Executive Manager, ICT - Mr Brad Vowles  
Executive Assistant - Ms Bronwyn Taylor

### **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 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 For Absence

Nil

#### 3.2 Leave of Absence

Ms Joanne Cottle

### 4. DECLARATION OF INTEREST

Committee members were reminded to declare any interest before each item.  
*Attachment 1 Register of Interests.*

### 5. CONFIRMATION OF MINUTES

#### Motion

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 27 March 2025 be taken as read and confirmed.**

Moved by Cr Susan Lonie, Seconded by Mr John O'Connor

**Carried**

### 6. REVIEW OF ACTION ITEMS

#### 6.1 Action Items

Action item 82: the Chair confirmed 'like for like' modelling regarding the proposed Support at Home Fees and Charges had been provided to the Chair and is reflected in the draft budget.

#### 6.2 Annual Work Plan

**ACTION:** Update Work plan to include Asset Management Plan review.

### 7. GENERAL MANAGER REPORT

#### 7.1 General Manager Report (Report No: 07/25)

##### 7.1.1 The CFO resignation

The General Manager advised that Rafa Mirzaev has resigned his position of CFO effective Friday 25 April.

##### 7.1.3 Visit by Sonja Stewart Deputy Secretary Ageing and Aged Care Group.

On Wednesday 23 April we hosted a visit by the Deputy Secretary, Ms Sonja Stewart. Sonja was accompanied by Danny McAteer, Director, Adelaide Office.

A tour of the property was followed by discussion which included the rapid pace of aged care reform including potential changes in lead times for the Support at Home reforms, digital readiness of the department and Services Australia to support the sector, workforce planning

challenges and the apparent unintended consequences of some elements of the reform and associated challenges for the sector.

#### **7.1.2 Reform Update**

Noted.

Action: update action 10 RAD/DAP to 'green' and include more specific commentary in the report for the May meeting of AMC regarding progress and any associated risks and actions.

#### **Motion:**

**That the Alwyndor Management Committee:**

- 1. Note resignation of Rafa Mirzaev, CFO.**
- 2. Note the visit by Sonja Stewart, Deputy Secretary Ageing and Aged Care Group.**
- 3. Note the Reform Update.**

Moved by Prof Judy Searle, Seconded by Cr Robert Snewin

**Carried**

## **8. CONFIDENTIAL REPORTS**

### **8.1 General Manager Report – Confidential (Report No 08/25)**

#### **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: 08/25 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: 08/25 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 Mr John O'Connor, Seconded by Prof Lorraine Sheppard

Carried

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

1. That having considered Agenda Item 8.1 General Managers Report – Confidential (Report No: 08/25) 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 12 months and that this order be reviewed every 12 months.

Moved by Cr Susan Lonie, Seconded by Prof Lorraine Sheppard

Carried

**8.2 Quarterly Finance Report – Confidential (Report No: 09/25)**

**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 09/25 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: 09/25 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 Mr John O'Connor, Seconded by Prof Judy Searle

Carried

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

1. That having considered Agenda Item 8.3 Financial Report (Report No 09/25) 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 by Mr John O'Connor, Seconded by Prof Lorraine Sheppard

Carried

**8.3 Finance Report – draft 2025/26 Budget - Confidential (Report No: 10/25)**

**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 10/25 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: 10/25 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 Cr Susan Lonie, Seconded by Prof Judy Searle

**Carried**

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

1. That having considered Agenda Item 8.3 Financial Report (Report No 10/25) 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 by Cr Susan Lonie, Seconded by Mr John O'Connor

**Carried**

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

1. The Chair acknowledged Rafa Mirzaev's contribution to Alwyndor, thanked him on behalf of the Committee and staff, and provided a gift as a token of appreciation.

2. Mr John O'Connor advised he will join the meeting to be held on 29 May via Teams.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 29 May 2025** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.31pm.

**CONFIRMED 29 May 2025**



**CHAIRPERSON**