

## **CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held via Audio-visual telecommunications and in person on Thursday 28 July 2022 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie (via Teams)  
Councillor Robert Snewin

#### **Independent Members**

Mr Kim Cheater - Chair (via Teams)  
Ms Julie Bonnici  
Ms Jo Cottle  
Prof Judy Searle (via Teams)  
Prof Lorraine Sheppard (via Teams)  
Ms Trudy Sutton (via Teams)  
Mr Kevin Whitford (via Teams)

#### **Staff**

Chief Executive Officer – Mr Roberto Bria (via Teams)  
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, Quality & Projects - Ms Emma Burke (via Teams)  
Executive Assistant – Ms Bronwyn Taylor

### **1. OPENING**

The Chairperson declared the meeting opened at 6.33pm.

### **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
- 3.2 Leave of Absence

### 4. DECLARATION OF INTEREST

Committee members were reminded to declare any interest before each item.

The Chair advised he has been appointed the Independent Chair of the Audit & Risk Committee for Minda.

**Action:** Add a one pager Register of Interests as part of agenda papers.

### 5. CONFIRMATION OF MINUTES

#### Motion

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 30 June 2022 be taken as read and confirmed.**

Moved by Cr Robert Snewin Seconded by Prof Lorraine Sheppard

**Carried**

### 6. REVIEW OF ACTION ITEMS

#### **6.1 Action Items**

Non - Confidential Actions– Noted.

Confidential Actions– Noted.

Chair discussed Actions 9 and 12. Intent clarified by General Manager.

**Action** – Update Confidential Action 9 with context.

AMC Actions – Noted

#### **6.2 Annual Work Plan**

Noted

### 7. GENERAL MANAGER REPORT

#### **7.1 General Manager Report (Report No: 22/2022)**

##### **7.1.1 Appointment of Deputy Chair**

Unanimous support for Ms Julie Bonnici to continue as Deputy Chair until the end of her current term expiring July 2024.

**6.45pm Cr Susan Lonie joined meeting via Teams****7.1.2 AMC Review**

Agreed that the current Committee is functioning well and has the right spread of skills and experience. Agreement to wait until 2<sup>nd</sup> half of 2023 to conduct review as will allow any new Council members to have exposure to meetings. Agreement on 2 yearly reviews and use external facilitator.

**7.1.3 COVID-19 Update**

Noted.

Since report written there have been a small number of additional cases in Residential and Clients. Staff continue to be impacted by illness (COVID and other winter ills) and close contact impacts.

**6.50pm Mr Roberto Bria joined the meeting via Teams**

**Action:** Share the Winter Planner Guide

**7.1.4 Program of Experience in the Palliative Approach (PEPA)**

Noted.

Staff (Residential and Community Clinical Nurses (CNs) very positive and engaged. As a result of the training we are trialling different approaches on the floor and implementing those that provide positive improvements and outcomes.

General Manager will keep Committee updated as required.

Agreed to invite some participant CNs to an upcoming Alwyndor Management Committee meeting to share their experience of PEPA and how this has changed our practice around palliative care.

**Action:** PEPA presentation to be arranged

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Recommends to Council that it approve the appointment of Ms Julie Bonnici to the position of AMC Deputy Chair for a period to expire at the end of her term on the Committee in July 2024**

Moved by Cr Robert Snewin, Seconded by Cr Susan Lonie

**Carried**

**Motion:**

That the Alwyndor Management Committee:

2. Resolved that an AMC Review to be conducted post July 2023.
3. Notes the COVID-19 Update.
4. Notes the information regarding the Program of Experience in the Palliative Approach (PEPA).

Moved by Mr Kevin Whitford, Seconded by Prof Lorraine Sheppard

**Carried**

**8. GENERAL MANAGER REPORT – CONFIDENTIAL**

**8.1 General Manager Report – Confidential (Report No:23/22)**

**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: 23/2022 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: 23/22 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 Cr Susan Lonie, 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: 23/22) 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 Julie Bonnici

Carried

**FINANCE REPORT – CONFIDENTIAL**

**8.2 Finance Report – Confidential (Report No:24/22)**

**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: 24/2022 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: 24/22 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.

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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 Kevin Whitford, Seconded by Cr Robert Snewin

**Carried**

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Moved by Prof Lorraine Sheppard, Seconded by Cr Susan Lonie

**Carried**

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

**9.1 SAHLN partnering:** Prof Judy Searle noted that there is a new Chief Executive and additional opportunities to partner may be explored.

**Action:** GM to arrange a time to meet new Chief Executive and/or invite her to visit Alwyndor.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 29 September 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.32pm.

**CONFIRMED 29 September 2022**

**CHAIRPERSON**