

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 30 June 2022 at 6.30pm.

PRESENT

Elected Members

Councillor Susan Lonie
Councillor Robert Snewin

Independent Members

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

Staff

Chief Executive Officer – Mr Roberto Bria
General Manager Alwyndor – Ms Beth Davidson-Park
Manager, Community Connections – Ms Molly Salt
Manager, Finance – Mr Damian Capurro
Manager, People and Culture, Ms Lisa Hall
Team Leader Information & Technology, City of Holdfast Bay - Mr Leigh Ray
Executive Assistant – Ms Bronwyn Taylor

1. OPENING

The Chairperson declared the meeting opened at 6.35pm.

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 | Nil |

4. DECLARATION OF INTEREST

5. CONFIRMATION OF MINUTES

Motion

That the Public and Confidential minutes of the Alwyndor Management Committee held on 26 May 2022 be taken as read and confirmed.

Confirmed the Minutes had been updated with the requested addition of an action under Item 8.2.3:

Action: Request for Newberry's to expand their audit approach and key areas of focus to include but not limited to existence and valuation of the investments plus current market value at EOFY

Moved by Prof Judy Searle, Seconded by Ms Trudy Sutton

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

An updated Action list was tabled via email.

Updated #12 – Action wording expanded to be clearer on request:

The General Manager and Finance Manager to consider and recommend an approach to classification of items as CAPEX (Capital Expenditure) or OPEX (Operational Expenditure). This will be based on materiality and associated depreciation implications and include an appropriate expenditure threshold and will then be applied to future budgets commencing 2023/24.

Updated #16 – added missing Action: *All staff to receive a copy of the relevant ICT Policy (once approved).*

6.2 Annual Work Plan

General Manager advised that one item (EOFY statements) was incorrectly shown on previous WorkPlan and had been moved to correct month, ie October and that the Risk Review Appetite Statement had been moved to September.

Chair advised that the Committee acknowledged the current workloads and agreed that items on the Action lists and Work Plan that are not time critical can be moved

out.

ACTION: Chair and General Manager to review and agree on any changes to Action List and Work Plan.

Chair requested the leave of the members to move confidential Item 8.1 forward on the agenda to enable 8.1.3 to be heard first. Granted.

8. GENERAL MANAGER REPORT – CONFIDENTIAL

8.1 General Manager Report – Confidential (Report No:20/22)

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: 20/22 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: 20/22 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 Mr Kevin Whitford, Seconded by Prof Lorraine Sheppard

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

1. That having considered Agenda Item 8.1 General Manager's Report (Report No: 20/22) 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 Prof Lorraine Sheppard

Carried

8.2 Finance Report – Confidential (Report No: 21/22)**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: 21/22 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: 21/22 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 Bob Snewin Seconded by Ms Julie Bonnici

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

- 6. That having considered Agenda Item 8.2 General Managers Report – Confidential (Report No: 20/22) 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 12 months and that this order be reviewed every 12 months.**

Moved by Cr Bob Snewin Seconded by Prof Lorraine Sheppard

Carried

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 19/22)

7.1.1 COVID-19 update

Since the report has been written an Outbreak has commenced with 21 residents and 15 staff contracting COVID-19. ClinPath are PCR testing every 48 hours and all next of kin are in regular communication.

7.1.2 City of Holdfast Bay Quality of Life Community Survey

Noted that there is high awareness of Alwyndor and its services as well as valuable for service planning and expansion opportunities.

Motion:

That the Alwyndor Management Committee:

- 1. Notes the update regarding COVID-19 impacts and responses.**
- 2. Notes the City of Holdfast Bay Quality of Life Community Survey.**

Moved by Prof Judy Searle, Seconded by Ms Trudy Sutton

Carried

9. OTHER BUSINESS

It was noted by Prof Judy Searle that, effective 1 July 2022, she has been appointed to the Southern Adelaide Local Health Network (SALHN) Board.

The General Manager verbally updated regarding two decisions of Council at its meeting held on 28 June 2022:

- The Loan Facility with the Local Government Finance Authority was approved.
- The reappointment of Prof Judy Searle, Ms Trudy Sutton and Prof Lorraine Sheppard to the Alwyndor Management Committee was approved for a three (3) year term.

Action: Loan Facility to be referred to as *Standby Credit Facility* in any future documentation.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 28 July 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 8.33pm.

CONFIRMED 28 July 2022

CHAIRPERSON