

CITY OF HOLDFAST BAY**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held on Thursday 27 October 2022 at 6.30pm.****Meeting held via Teams****PRESENT****Elected Members**

Councillor Susan Lonie

Independent Members

Mr Kim Cheater- Chair

Ms Jo Cottle

Prof Judy Searle

Prof Lorraine Sheppard

Ms Trudy Sutton

Mr Kevin Whitford

Staff

Chief Executive Officer - Mr Roberto Bria

General Manager - Ms Beth Davidson-Park

Manager, Residential Services - Ms Natasha Stone

Manager, Finance - Mr Damian Capurro

Manager, People and Culture - Ms Lisa Hall

Manager, Quality & Projects – Ms Emma Burke

Executive Assistant - Ms Bronwyn Taylor

1. OPENING

The Chairperson declared the meeting opened at 6.30pm.

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
Ms Julie Bonnici
Cr Bob Snewin

4. DECLARATION OF INTEREST

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

Noted that Registers of Interests and Conflicts will be included from the December 2022 meeting and that updated information has been sought from AMC.

5. CONFIRMATION OF MINUTES**Motion**

That the Public and Confidential minutes of the Alwyndor Management Committee held on 29 September 2022 be taken as read and confirmed.

Moved by Mr Kevin Whitfield, Seconded by Prof Lorraine Sheppard

Carried

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

Non confidential:

#5 Guest speaker: close action. Is on Workplan with reminder to be mindful of appropriate topics and potential speakers.

6.2 Annual Work Plan

Noted.

7. GENERAL MANAGER REPORT**7.1 General Manager Report (Report No: 28/2022)****7.1.1 Presentation on the Program of Experience in the Palliative Approach (PEPA) Presentation**

Deferred to December meeting to be in person.

7.1.2 COVID19 Update

Current outbreak well contained and Clinpath testing every second day.

General Manager advised our next steps will be to ensure we have an updated Infection Control Plan in place and prepare Policy in response to upcoming changes in requirement for employee, volunteer and contractor vaccinations. ACCPA model will be used and draft approach will come to AMC.

7.1.3 Draft 2023 Workplan

Noted will refine the Workplan following the 2023 strategy workshop session.

7.1.4 AMC Meeting schedule

The Committee agreed not to have a January 2023 meeting.

Action: Finalise the schedule and add dates to calendars.

Motion:

That the Alwyndor Management Committee:

- 1. Notes the update regarding COVID-19 impacts and responses.**
- 2. Approves the Alwyndor Management Committee Workplan for 2023.**
- 3. Approves the Alwyndor Management Committee Meeting Schedule for 2023**

Moved by Ms Jo Cottle, Seconded by Prof Judy Searle

Carried

8. GENERAL MANAGER REPORT – CONFIDENTIAL**8.1 General Manager Report – Confidential (Report No: 29/22)****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: 29/2022 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: 26/22 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 Whitfield, Seconded by Ms Trudy Sutton

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

1. That having considered Agenda Item 8.1 General Manager's Report (Report No: 26/22) 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 Mr Kevin Whitford, Seconded by Ms Trudy Sutton

Carried

FINANCE REPORT – CONFIDENTIAL

8.2 Finance Report – Confidential (Report No:30/22)

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: 30/2022 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: 30/22 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 Finance Report (Report No: 30/22) 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

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

- 9.1 2022-23 Financial Statements require signing
Action: To be coordinated by Executive Assistant.
- 9.2 Query re Residential Accreditation
Accreditation is due for assessment by 17 November 2022, it was noted that we have been advised by the ACQSC that an automatic renewal due to 'exceptional circumstances' ie COVID-19 will be granted by the Department of Health if not completed by the due date.
- 9.3 The Chair sought approval to defer the November meeting and hold a meeting on 15 December 2022, this will include the Elected Member nominees. The Committee agreed.
- 9.4 The Chair, CEO and members acknowledged and thanked Crs Robert Snewin and Susan Lonie for their service on the AMC and wished Cr Lonie the best of luck for the election.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 15 December 2022** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 8.41pm.

CONFIRMED 15 December 2022

CHAIRPERSON