

CITY OF HOLDFAST BAY**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held on Thursday 15 December 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 Lorraine Sheppard

Ms Trudy Sutton

Mr Kevin Whitford

Staff

Chief Executive Officer - Mr Roberto Bria

General Manager - Ms Beth Davidson-Park

Manager, Finance - Mr Damian Capurro

Manager, People and Culture - Ms Lisa Hall

Manager, Community Connections - Ms Molly Salt

Manager, Residential Services - Ms Natasha Stone

Executive Assistant - Ms Bronwyn Taylor

Guests

Sandy Pedler, Manager Clinical Quality

Bhuwan Sapkota, Clinical Nurse

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 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
Prof Judy Searle

4. DECLARATION OF INTEREST

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

5. CONFIRMATION OF MINUTES

Motion

That the Public and Confidential minutes of the Alwyndor Management Committee held on 27 October 2022 be taken as read and confirmed.

Moved by Mr Kevin Whitford, Seconded by Prof Lorraine Sheppard

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Non confidential:
Noted
Confidential:
Action 4 & 23 – Provide dates where possible
Self Assessment:
Noted

6.2 Annual Work Plan

Noted

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 31/2022)

7.1.1 Appointment of the City of Holdfast Bay Councilors to the AMC

Noted that Councillors' Susan Lonie and Robert Snewin were appointed.

7.1.2 PEPA Presentation

Presentation moved to end of meeting with the agreement of the Committee.

7.1.3 COVID-19 Impacts Update

As of 24 November 2022 all Emergency Declarations ceased. Alwyndor has communicated the position of continuing employee and volunteer requirements for PPE and vaccinations, employees to use a RAT before each shift and all visitors required to wear PPE and strongly encourage to RAT before each visit. A Policy is under development for consultation in February 2023. This policy will be subject to regular review ie quarterly.

Motion:

That the Alwyndor Management Committee:

- 1. Notes the appointment of the Councillors Susan Lonie and Bob Snewin to the Alwyndor Management Committee.**
- 2. Notes the update regarding COVID-19 impacts and responses.**

Moved by Cr Susan Lonie, Seconded by Cr Bob Snewin

Carried

8. GENERAL MANAGER REPORT – CONFIDENTIAL

8.1 General Manager Report – Confidential (Report No: 32/22)

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: 32/2022 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: 32/22 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 Jo Cottle, 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: 32/22) 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 Bob Snewin, Seconded by Mr Kevin Whitford

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: 33/22 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 82 Annual Review of Investments (Report No: 49/2020) 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 Prof Julie Bonnici

Carried

7.39pm Cr Susan Lonie left meeting

7.41pm Cr Susan Lonie returned to meeting

7.1.2 PEPA

Presentation provided. Noted a very good summary. Consider offering to other staff.
We will look at train the trainer style learning and sharing.

Action: Send presentation with links to AMC

Motion:

That the Alwyndor Management Committee:

1. **Notes the Presentation on the Program of Experience in the Palliative Approach (PEPA)**

Moved by Cr Susan Lonie, Seconded by Cr Bob Snewin

Carried

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

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 23 February 2023** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

11. CLOSURE

The meeting closed at 8.12pm.

CONFIRMED 23 February 2023

CHAIRPERSON