

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 Thursday 25 September 2025 at 6.30pm.

PRESENT

Elected Members

Councillor Susan Lonie
Councillor Robert Snewin

Independent Members

Mr Kim Cheater- Chair
Ms Joanne Cottle
Ms Alice Haynes
Mr John O'Connor
Ms Felicity Ryan
Prof Judy Searle
Prof Lorraine Sheppard (via Teams)

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
Executive Manager, People and Culture, Ms Lisa Hall
Chief Financial Officer– Mr Jarrod Thorn
Senior Financial Accountant, Ms Prue Lukey
Executive Assistant – Ms Bronwyn Taylor

Guests

Ms Samantha Creten, Director Dean Newbery
Ms Whitney Sandow, Senior Auditor Dean Newbery

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
Nil
- 3.2 Leave of Absence
Nil

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**

- 1. Noting the update of the mover and seconder of item 7.1.1 *Council approval of the appointment of Prof Lorraine Sheppard as Deputy Chair* in the minutes, that the Public and Confidential minutes of the Alwyndor Management Committee held on 31 July 2025 be taken as read and confirmed.**
- 2. That the Public and Confidential minutes of the Alwyndor Management Committee held on 10 September 2025 be taken as read and confirmed.**

It was noted that a further recommendation regarding the service fees increase would be moved as a part of this meeting.

Moved by Mr John O'Connor, Seconded by Ms Joanne Cottle

Carried

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

Action #89: The General Manager drew attention to the action noting that the Cyber Update is not being presented at this meeting. As noted in the progress update, a draft roadmap for compliance with the South Australian Cyber Security Framework (SACSF) will be presented at the November AMC meeting.

Action #90: edit wording to reflect market pricing movements rather than "client behaviour"

Action #92 Request the Chair of QCAG attend for each report twice a year.

6.2 Annual Work Plan

It was noted that consideration should be given when updating the Work Plan 2026 that Risk Reporting may be moved to another meeting given the September meeting focus on End of Year Financial reports.

7. GENERAL MANAGER REPORT**7.1 General Manager Report**

Nil reports

8. CONFIDENTIAL REPORTS

The Chair requested leave of the meeting to move Item 8.2 - Finance Report Financial Year Statements and Item 8.3 Finance Report to the first items of business.

Request granted.

8.2 Finance Report Financial Year Statements – Confidential (Report No:23/25)

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 23/25 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: 23/25 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 Bob Snewin, Seconded by Cr Susan Lonie

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.2 Financial Report Financial Year Statements - confidential (Report No 23/25) 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 Ms Joanne Cottle

Carried

8.3 Finance Report– Confidential (Report No:24/25)**Exclusion of the Public – Section 90(3)(d) Order**

3. 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 24/25 in confidence.
4. 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: 24/25 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.

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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 Cr Susan Lonie, Seconded by Ms Joanne Cottle

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.3 Financial Report - confidential (Report No 24/25) 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 Judy Searle

Carried

8.1 General Manager Report – Confidential (Report No22/25)**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: 22/25 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: 22/25 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.

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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 Ms Joanne Cottle, Seconded by Prof Judy Searle

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

8. That having considered Agenda Item 8.1 General Managers Report – Confidential (Report No: 22/25) 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 Ms Joanne Cottle

Carried

9. OTHER BUSINESS – Subject to the leave of the meeting**9.1 – Vehicle incident at the Holdfast Bay Community Centre**

The General Manager provided information regarding the vehicle incident which occurred on Monday 22 September 2025. It was noted that we have provided immediate and ongoing support for impacted employees including the provision of Employee Assistance services. Prompt investigations and planning for repairs as well as the installation of bollards at the Centre have been undertaken.

9.2 Support at Home Care Package (HCP) release

In response to a query from the Chair, the Executive Manager Community Connections clarified that our package client numbers have reduced over the last few months due to the slower than anticipated release of HCPs and that we have capacity to address growth coming from the recently announced release of 20000 packages by the Federal Government. Alwyndor continue to proactively monitor and identify potential HCP clients via the My Aged Care Portal.

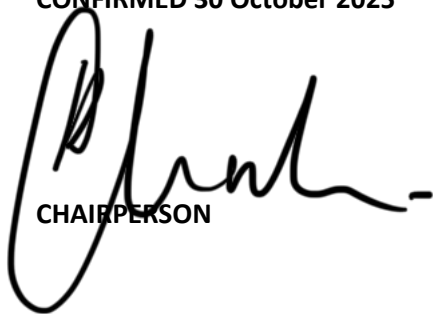
10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on **Thursday 30 October 2025** in the Hub Alwyndor, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 9.10pm.

CONFIRMED 30 October 2025



CHAIRPERSON