

**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 13 February at 6.30pm.**

**PRESENT**

**Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

**Independent Members**

Prof Lorraine Sheppard (Acting Chair)  
Ms Joanne Cottle  
Mr John O'Connor  
Prof Judy Searle

**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  
Chief Financial Officer - Mr Rafa Mirzaev  
Executive Manager, People and Culture - Ms Lisa Hall  
Executive Manager ICT – Ms Jodie Wardle  
Executive Assistant – Ms Bronwyn Taylor

**1. OPENING**

The Deputy Chair, Prof Lorraine Sheppard, declared the meeting opened at 6.30pm.

The General Manager introduced Jodie Wardle Alwyndor's new Executive Manager ICT.

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Deputy 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  
Mr Kim Cheater
- 3.2 Leave of Absence

**4. DECLARATION OF INTEREST**

Committee members were reminded to declare any interest before each item.  
*Attachment 1*

**5. CONFIRMATION OF MINUTES****Motion**

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 28 November 2025 be taken as read and confirmed.**

Moved by Ms Joanne Cottle, Seconded by Cr Susan Lonie

**Carried**

**6. REVIEW OF ACTION ITEMS****6.1 Action Items****6.2 Annual Work Plan**

The draft 2025 Work Plan was presented for the Committee's consideration and approval.

Regarding the Performance Reporting being scheduled 6 monthly rather than quarterly: concern was expressed about the capacity of the AMC to adequately discharge its responsibilities in reviewing bi-annually. As such it was requested that the report frequency remains quarterly.

**Motion**

**That the Alwyndor Management Committee approves the 2025 Work Plan with an amendment that the Performance Report be reinstated for quarterly review.**

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

**Carried**

## 7. GENERAL MANAGER REPORT

### 7.1 General Manager Report (Report No: 01/25)

#### 7.1.1 AMC Membership update

The resignation of Ms Trudy Sutton was noted.

It was agreed that a recruitment process for an AMC member with a focus on aged care skills and experience should be undertaken. The Committee requested the skills matrix be distributed for review and any updates as required.

The Deputy Chair asked for expressions of interest to be on the interview panel. It was agreed that Cr Robert Snewin, Prof Lorraine Sheppard and John O'Connor will join Kim Cheater, Chair and the General Manager to form the panel. The General Manager will provide an update on the recruitment process at the March meeting.

#### 7.1.2 Aged Care Reform

The General Manager provided a summary and noted our progress aligns with others in the sector, with shared concerns regarding of the pace of change and continued delays in provision of information. Alwyndor is on track in all areas with available information.

#### Motion:

**That the Alwyndor Management Committee:**

- 1. Note the resignation of Ms Trudy Sutton from AMC.**
- 2. Note that recruitment will commence for a new AMC member with a focus on aged care experience.**
- 3. Note the Aged Care Reform update.**

Moved by Ms Joanne Cottle, Seconded by Cr Susan Lonie

**Carried**

## 8. GENERAL MANAGER REPORT – CONFIDENTIAL

### 8.1 General Manager Report – Confidential (Report No: 02/25)

#### **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: 02/25 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: 10/24 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 Robert Snewin, Seconded by Prof Judy Searle

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

10. That having considered Agenda Item 8.1 General Managers Report – Confidential (Report No: 02/25) 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 MS Joanne Cottle, Seconded by Prof Judy Searle

Carried

**8.2 Finance Report – Confidential (Report No:03/25)**

**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: 03/24 in confidence.
1. 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: 03/25 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 Robert Snewin, Seconded by Mr John O'Connor

**Carried**

Cr Susan Lonie returned to room 7.58pm

**RETAIN IN CONFIDENCE - Section 91(7) Order**

4. **That having considered Agenda Item 8.4 Finance Report (Report No:03/25) 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 3 years and that this order be reviewed every 12 months.**

Moved by Cr Susan Lonie, Seconded by Mr John O'Connor

**Carried**

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

The General Manager advised she will be on leave from 17 February to 11 March and Natasha Stone will be Acting GM in her absence.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 27 March 2025** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.21 pm.

**CONFIRMED 27 March 2025**

**DEPUTY CHAIR**