



Alwyndor Management  
Committee

## NOTICE OF MEETING

Notice is hereby given that a meeting of the Alwyndor Management Committee will be held in the

**Alwyndor Aged Care  
Boardroom  
52 Dunrobin Road, Hove**

**Thursday 25 February 2021 at 6.30pm**

A handwritten signature in black ink, appearing to read "Roberto Bria".

**Roberto Bria  
CHIEF EXECUTIVE OFFICER**

## Alwyndor Management Committee Agenda

### 1. OPENING

The Chairperson, Mr K Cheater will declare the meeting open at 6.30 pm.

### 2. KAURNA ACKNOWLEDGEMENT

*We acknowledge 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 Apologies received

3.2 Absent

### 4. DECLARATION OF INTEREST

*If a Committee Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Committee, they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Committee Members are reminded to declare their interest before each item.*

### 5. CONFIRMATION OF MINUTES

5.1 Minutes of the Previous Meeting

#### Motion

**That the minutes of the Alwyndor Management Committee held on 28 January 2021 be taken as read and confirmed.**

5.2 Confidential Minutes

#### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 28 January 2021 be taken as read and confirmed.**

### 6. REVIEW OF ACTION ITEMS

6.1 Action Items

6.2 Confidential Action Items

6.3 Annual Work Plan 2020-21

### 7. REPORTS/ITEMS OF BUSINESS

7.1 General Manager's Report (Report No: 07/21)

**8. CONFIDENTIAL**

## 8.1 General Manager's Report – Confidential (Report No: 08/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

## 8.2 Alwyndor Corporate Risk Review: RA05 and RA08 (Report No: 09/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

## 8.3 Adjourned Report - Alwyndor Corporate Risk Review (Report No: 10/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

8.4 Strategic Plan Review: *Connecting Communities* Theme, *Partnering* Enabler, *People and Culture* Enabler (Report No: 11/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered*

*to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

8.5 Monthly Finance Report (Report No: 12/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

**9. URGENT 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 25 March 2021, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**



**ROBERTO BRIA  
CHIEF EXECUTIVE OFFICER**

## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Hub, Alwyndor, 52 Dunrobin Road, Hove, on Thursday 28 January 2021 at 6.30 pm.**

### PRESENT

#### Elected Members

Councillor P Chabrel

#### Independent Members

Chair – Mr Kim Cheater  
 Ms Julie Bonnici – *Visual and Audio Presence*  
 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 Finance – Ms Leisa Humphrey  
 Residential Services Manager – Mr Graham Harding  
 Manager Community Connections – Ms Molly Salt  
 Manager Projects – Ms Emma Burke  
 Manager People and Culture, Mr Dan McCartney  
 Personal Assistant - Ms Peta Daley

### 1. OPENING

The Chairperson declared the meeting open at 6.30pm.

### 2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson 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 – Councillor M Bouchee

3.2 Leave of Absence - Nil

**4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

**5. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Alwyndor Management Committee held on 19 November 2020 be taken as read and confirmed.**

Moved by Ms Trudy Sutton, Seconded by Prof J Searle

Carried

**Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 19 November 2020 be taken as read and confirmed.**

Moved by Prof L Sheppard, Seconded by Mr K Whitford

Carried

**6. REVIEW OF ACTION ITEMS**

**6.1 Action Items**

Complete

**6.2 Confidential Action items**

General Manager noted all items within due dates and in progress to completion.

**6.3 Annual Work Plan**

The Committee noted that the *Quarterly Performance Report* (Item 8.2) was completed and included in this Agenda and therefore would not be included in the February 2021 report as per the Work Plan.

**7. GENERAL MANAGER REPORT**

**7.1 General Manager Report (Report No: 01/2021)**

**7.1.1 Royal Commission**

General Manager advised any information regarding future funding had not been received. Leading Aged Services Australia (LASA) have mentioned there has been talk of early budget announcements leading into the Federal Election but nothing confirmed. A national campaign has recently been launched by LASA advocating for the Aged Care Industry.

### 7.1.2 COVID-19 Update

General Manager was pleased to advise this was not heavily impacting Alwyndor currently. Mandatory two month training for residential staff is proving challenging both from a Human Resource and financial perspective. The possibility of non – mandatory COVID-19 vaccinations for Aged Care staff was discussed.

Action: When Government has confirmed its policy regarding mandatory COVID-19 vaccines for Aged Care workers, AMC will require a position from Management for its consideration.

### 7.1.3 AMC Resignation

General Manager formally advised Councillor Susan Lonie had resigned from AMC and the Committee acknowledged and thanked her for 10 years service. Councillor Mikki Bouchee was appointed by Council at its meeting on 27 January 2021 and was welcomed officially to AMC.

#### Motion

**That the Alwyndor Management Committee:**

1. **Note the update regarding the Royal Commission into Aged Care Quality and Safety.**
2. **Note the update regarding COVID-19.**
3. **Note the resignation of Councillor Susan Lonie from the AMC.**

Moved Councillor P Chabrel, Seconded Prof J Searle

Carried

## 8. **CONFIDENTIAL REPORTS**

### 8.1 **General Manager's Report – Confidential (Report No: 02/2021)**

**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. 02/2021 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: 02/2021 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 Prof L Sheppard, Seconded Ms T Sutton

Carried

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

That having considered Agenda Item 8.1 General Managers Report (Report No: 02/2021) 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 18 months and that this order be reviewed every 12 months.

Moved Ms J Bonnici, Seconded Councillor P Chabrel

Carried

**8.2 Quarterly Performance Review (Report No: 03/2021)**

**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. 03/2021 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: 03/2021 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 Prof L Sheppard, Seconded Mr K Whitford

Carried

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

That having considered Agenda Item 8.2 Quarterly Performance Review (Report No: 03/2021) 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 18 months and that this order be reviewed every 12 months.

Moved Councillor P Chabrel, Seconded Prof J Searle

Carried

**8.3 Alwyndor Corporate Risk Review (Report No: 04/2021)**

**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 Report's and Attachments to Report No. 04/2021 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.: 04/2021 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 Ms T Sutton, Seconded Prof J Searle

Carried

### Deferral

That Item 8.3 Alwyndor Corporate Risk Review be deferred to the February meeting to allow time for the report to be considered and discussed in detail.

Moved Councillor P Chabrel, Seconded Mr K Whitford

Carried

### 8.4 Monthly Finance Report – December 2020 (Report No: 06/2021)

#### 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 Report's and Attachments to Report No. 05/2021 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: 05/2021 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 Councillor P Chabrel, Seconded Ms T Sutton

Carried

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

That having considered Agenda Item 8.4 Monthly Finance Report – December 2020 (Report No: 04/2021) 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 18 months and that this order be reviewed every 12 months.

Moved Councillor P Chabrel, Seconded Prof L Sheppard

Carried

Mr G Harding, Mr D McCartney, Ms M Salt and Ms E Burke left the meeting at 8.40pm.

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

**9.1 Review of Investment Options – Update (Report No: 06/2021)**

**Exclusion of the Public – Section 90(3) 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 Report No 06/21, Review of Investments Options - Update 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: 06/2021, Review of Investment Options Update 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.

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 Councillor P Chabrel, Seconded Mr K Whitford

Carried

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

2. That having considered Agenda Item 9.1 Review of Investment Options - Update (Report No: 06/2021) 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 Councillor P Chabrel, Seconded Ms J Bonnici

Carried

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 25 February 2021** in the Hub, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 8.59 pm.

**CONFIRMED 25 February 2021**

**CHAIRPERSON**

DRAFT

**AMC ACTION ITEMS**

Action No.	Meeting	Agenda Item	Action Required	Responsibility	Due Date	Current Status
7.1	28/01/2021	7.1.2 COVID Update	When Government has confirmed its policy regarding mandatory COVID-19 vaccines for Aged Care workers, AMC will require a position from Management for its consideration.	GM		Please refer to agenda item 7.1.

Item No: 7.1

Subject: **General Manager Report**

Date: 25 February 2021

Written by: Beth Davidson-Park  
General Manager, Alwyndor

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## SUMMARY

This report is to update and inform the Alwyndor Management Committee (AMC) regarding items, initiatives and issues of relevance to Alwyndor business specifically and to the aged care sector more generally.

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## RECOMMENDATIONS

**That the Alwyndor Management Committee:**

1. **Note the update regarding the Royal Commission into Aged Care Quality and Safety.**
  2. **Note the update regarding COVID-19.**
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## REPORT

### Environmental scanning

#### **7.1.1 Royal Commission into Aged Care Quality and Safety (the Commission) update**

As previously reported, the final report of the Commission is due to be published on 26 February 2021.

There have been no updates to the proposed recommendations. We continue to refine potential models of residential staffing and care in response to the proposed recommendations and to inform our draft budget discussions. We will finalise our proposal(s) post publication of the report recommendations and associated funding mechanisms to inform final budget position and the revision of the long term financial plan.

To coincide with the launch of the report the national marketing and communications initiative: *'its time to care about aged care'* commenced on Monday 15 February. Peak body Leading Age Services Australia (LASA) have led the Australian Aged Care Collaboration to develop this campaign and we together with many others around the nation contributed to its development in terms of funding, ideas and also in contributing stories and video clips about our residents, clients and services. Keep an eye out for campaign around and about and we will work to capitalise on it in our marketing and communications wherever we can.

### 7.1.2 COVID-19 update

There have been no significant movements regarding the requirements and restrictions imposed by the Federal and State governments in response to COVID-19.

#### Emergency Directions

We continue to work consistent with the requirements of the Federal Government and the Aged Care and Quality Commission and South Australian Emergency Directions for Residential Care 1-12. Seven (7) new Directions have been issued since the January 2021 AMC meeting with [Emergency Management \(Residential Aged Care Facilities No 29\) \(COVID-19\) Direction 2020](#) issued on 13 February 2021 and now in place.

Throughout these directions the key matters continue to be:

- PPE (specifically requirements for all employees and visitors to wear surgical masks which lifted 23 December)
- visiting restrictions which continue to vary in response to the rolling border closures
- all visitors continue to be required to show evidence of influenza vaccination, have temperature checks and respond to health questions
- single site employment restrictions for personal care workers: is still encouraged for personal care, employees working at other sites in roles other than personal care must disclose to their employer. Whilst we understand some multi-site providers are sharing staff across sites we currently continue to require employees providing personal care services to work only at Alwyndor.

There have been no changes to our practices in response to COVID-19.

#### Vaccinations

Release dates for COVID-19 vaccinations and for influenza vaccinations have been topical over recent weeks. The current information (ie at the time of writing this report) is that the vaccinations will likely roll-out at approximately the same time, requiring planning and logistics for residents and employees.

**Influenza vaccinations:** our suppliers have indicated that the 2021 vaccine will be available to us in small batches from mid-March. As usual, staff will be vaccinated by our nurses and clients will be vaccinated by their own GP (residential and community). We have been notified that this vaccination will again be mandatory for all aged care employees, visitors and contractors.

**COVID-19 vaccinations:** Primary Health Networks (PHN) will be coordinating the vaccination program for residential aged care, some providers have been contacted to commence logistical discussions. We await contact.

The Department of Health has provided information (Attachment 1) and has indicated that further information on the vaccine roll out for residential care providers is likely to be published by the end of February. This is expected to include:

- guidance on consent in advance of vaccination teams
- what happens on the day
- role of GP's
- clinical governance requirements
- screening for suitability for vaccination



- monitoring after vaccination and adverse events
- handover processes when vaccination team leaves
- site readiness checklist
- what to expect on vaccination day fact sheet
- timelines for critical info for planning and delivery.

There is no requirement for an aged care provider to store vaccines. Doses will be supplied on the day of administration.

All advice at this time is that the COVID-19 vaccination will not be mandated but will be strongly encouraged. We have commenced communication to our employees, sharing all information we have and strongly encouraging people to consider having the vaccination.



## ATTACHMENT 1

# COVID-19 VACCINATION

Safe. Effective. Free.

Prioritising Residential Aged Care

## INFORMATION FOR RESIDENTS IN RESIDENTIAL AGED CARE FACILITIES AND THEIR FAMILIES, REPRESENTATIVES AND CARERS

3 February 2021

### Update on Australia's COVID-19 vaccines

The Australian Government has a strategy to deliver COVID-19 vaccines to everyone living in Australia. The [vaccine roll-out roadmap](#) outlines the staged roll-out of the vaccine to priority groups, which is expected to commence from late-February 2021.

A COVID-19 vaccine is just one part of keeping the community safe and healthy. It is important for everyone to continue COVIDSafe practises such hand hygiene, physical distancing and wearing masks when required, particularly in residential aged care facilities (RACFs).

Residential aged care workers and residents will be among the first people who can choose to receive the vaccine in the first roll-out phase (Phase 1a).

More information is outlined in the [Australian COVID-19 Vaccination Policy](#) and the [COVID-19 Vaccines National Roll-Out Strategy](#).



## Prioritising Residential Aged Care

### Vaccine safety and effectiveness

The Therapeutic Goods Administration's (TGA) rigorous assessment process of potential COVID-19 vaccines will ensure approved vaccines are safe and effective.

All vaccines are thoroughly tested for safety before they are approved for use in Australia. This includes careful analysis of clinical trial data, ingredients, chemistry, manufacturing and other factors.

The Pfizer/BioNTech vaccine has been provisionally approved by the TGA for people 16 years and older. The approval is subject to strict conditions and Pfizer will be required to continue providing information to the TGA on the safety, efficacy and quality of the vaccine. More information on this approval is available on the [Department of Health's website](#).

Provisional approval of the University of Oxford/AstraZeneca COVID-19 vaccine is currently anticipated in February, subject to approval by the TGA.

You can talk to your GP or a health professional about the COVID-19 vaccines and why vaccination is an important part of keeping the community safe and healthy.

### COVID-19 vaccination for frail elderly people over 85 years of age

Specific advice for frail elderly people on receiving the COVID-19 vaccine will be provided by the Australian Technical Advisory Group on Immunisation (ATAGI).

The TGA have advised the potential benefits of vaccination versus the potential risk and clinical impact of even relatively mild systemic adverse events in the frail elderly should be carefully assessed on a case-by-case basis. Patients and/or their families, representatives and carers can talk to their GP or a health professional about the COVID-19 vaccines.

### COVID-19 vaccination is voluntary, but strongly encouraged

COVID-19 vaccines will be safe, free and voluntary for everyone living in Australia.

The Australian Government and Australian Health Protection Principal Committee (AHPPC) strongly encourages everyone to get vaccinated.

## Prioritising Residential Aged Care

### How the vaccine will be administered to residents

The Australian Government is responsible for leading the implementation of the COVID-19 Vaccination Program for the large majority of RACFs in consultation with state and territory governments. However, NSW, SA and VIC state governments will have responsibility for leading the vaccine roll out to their state run RACFs.

Workers and residents in residential aged care facilities will be able to receive their vaccination in their RACF. Information will be provided to you ahead of vaccinators attending your facility. Additional skilled immunisation teams, separate to the RACF workers, will work in partnership with facilities and be appropriately trained to administer the vaccine to workers and residents in their facility.

NSW, SA and VIC state governments will provide further information on the administration of COVID-19 vaccines to residents and workers in their state run RACFs.

More information will be provided to residents and their family, representatives and carers in the coming weeks.

### COVID-19 vaccines and the annual influenza vaccine

The Australian Health Protection Principal Committee (AHPPC) agrees that all available steps should be taken to maximise influenza vaccine coverage amongst the aged care workforce, residents and their carers.

Advice from the Australian Technical Advisory Group on Immunisation (ATAGI) is that the preferred minimum interval between administration of either the Pfizer/BioNTech or the University of Oxford/AstraZeneca COVID-19 vaccines and any influenza vaccine is 14 days. This is the current precautionary advice.

### Obtaining consent and arranging immunisations

Appropriate consent will be obtained prior to vaccination. More information will be provided on consent for residents in RACFs and their family, representatives and carers soon.

### Keep up to date with trusted information

The Department of Health will continue to provide updates.

You can find information, including translated information, on the Department of Health's [COVID-19 vaccines website](#). You can also subscribe to receive the [COVID-19 Vaccines Update](#).

You can also call the National Coronavirus Helpline on 1800 020 080, and ask for an interpreter if needed.

## Prioritising Residential Aged Care

### Where can I find out more information?

The Department of Health will continue to provide updates.

You can find information, including translated information, on the Department of Health's [COVID-19 vaccines website](#). You can also subscribe to receive the [COVID-19 Vaccines Update](#).

You can also get regular updates via the Department of Health's social media channels on Facebook, Twitter, LinkedIn, Instagram and YouTube.

You can also call the National Coronavirus Helpline on 1800 020 080, and ask for an interpreter if needed.



## Ministers

Department of Health

# Mobilising Australia's COVID-19 vaccine workforce

The Australian Government is securing an additional vaccine workforce and working to deliver essential training to everyone who will administer the vaccinations.

**Date published:**

21 January 2021

**Media type:**

Media release

**Audience:**

General public

The Australian Government is preparing for the COVID-19 vaccine rollout by securing an additional vaccine workforce and working to deliver essential training to everyone who will administer the vaccinations.

Australia's vaccine roll out will be carried out through hospitals, General practices, state and Commonwealth vaccination clinics, Aboriginal Community Controlled Health Organisations and Pharmacies.

This additional vaccination workforce will help support and supplement these existing services and assist in outreach in areas such as aged care and remote and indigenous communities working with existing providers.

Through our plan, a panel of four providers have been appointed who will be called upon to provide a vaccine workforce to supplement the existing immunisation workforce for specific populations.

The providers are Aspen Medical, Healthcare Australia, International SOS, and Sonic Clinical Services.

These providers have established their capability and capacity to provide a skilled workforce, particularly for some of the most vulnerable groups throughout each state and territory.

The Australian Government has been closely monitoring the immunisation programs operating overseas, including in the United Kingdom and the United States, and one of the critical requirements has been the availability of a ready and capable immunisation workforce.

Our vaccination strategy requires the highest levels of operational readiness. As vaccines are approved for use in Australia and our vaccination program commences, we are ensuring the workforce is there to administer the vaccines in an efficient manner, particularly to our priority groups including residential aged care, residential disability, and carers.

This vaccine workforce will support the jurisdictions for their part in the vaccine rollout. We anticipate they will also partner with peak organisations and other providers to assist in administering the vaccine for harder-to-reach populations, such as remote Aboriginal and Torres Strait Islander communities.

Work is also under way to prepare the necessary and compulsory training which will be required for each and every healthcare professional administering COVID-19 vaccines.

The Australian College of Nursing is leading the preparation of the training materials which will cover the handling and administration of COVID-19 vaccines.

The nature of the COVID-19 vaccines requires immunisers receive information on a range of issues, such as the use of multi-use vials and handling practices for the Pfizer vaccine which requires very low temperatures for storage.

Healthcare professionals and the vaccine workforce will not be able to administer any COVID-19 vaccines without having first completed the training modules.

Australia is in the incredibly fortunate position to be able to look and learn from the vaccine rollouts taking place around the world and to ensure our workforce is ready and trained to do a world class job delivering the vaccine to all Australians who chose to be vaccinated in 2021.

This is a position which we have all worked hard to achieve, by following the health advice and suppressing the spread of the virus in our community.

As reported by the Medical Journal of Australia, the Australian response to COVID-19 may have saved over 16 000 lives according to modelling that used the UK response as a template.

The World Health Organisation has identified Australia as one of the most well prepared health systems in the world, according to a 2018 evaluation report on Australian disaster preparedness.

Our next stage is to issue expressions of interest requests for General Practices and Pharmacists, with that expected to be issued this week as foreshadowed.

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#### **Tags:**

[Communicable diseases](#)

[Health workforce](#)

[Immunisation](#)

#### **Ministers:**

[The Hon Greg Hunt MP](#)



# ITEM NUMBER: 8.1

## CONFIDENTIAL

### General Manager Report

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

#### **Recommendation – Exclusion of the Public – Section 90(3) 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 Report No 08/21 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: 08/21, General Manager's Report - Confidential 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.**

**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.**

## ITEM NUMBER: 8.2

### CONFIDENTIAL

#### Corporate Risk Review

**Risk #5:** Failure to protect the safety and wellbeing of employees, contractors, volunteers and visitors Work Health and Safety.

**Risk #8:** Inability to attract and retain sufficiently skilled and experienced employees and volunteers to meet expected levels of service.

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

#### Recommendation – Exclusion of the Public – Section 90(3) 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 Report No 09/21 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: 09/21, Corporate Risk Review: RA05 and RA08 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.**

**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.**
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## ITEM NUMBER: 8.3

### CONFIDENTIAL

## Adjourned Report – Alwyndor Corporate Risk Review

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

#### **Recommendation – Exclusion of the Public – Section 90(3) 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 Report No 10/21 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: 10/21, Adjourned Report Alwyndor Corporate Risk Review - Confidential 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.**

**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.**

## ITEM NUMBER: 8.4

### CONFIDENTIAL

### **Strategic Plan Review: *Connecting Communities Theme, Partnering Enabler, People and Culture Enabler***

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. **commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

#### **Recommendation – Exclusion of the Public – Section 90(3) 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 Report No 11/2021 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: 11/2021, Strategic Plan Review: Connecting Communities Theme, Partnering Enabler, People and Culture Enabler 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.**

**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.**

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

4. **That having considered Agenda Item 8.4 Strategic Plan Review: Connecting Communities Theme, Partnering Enabler, People and Culture Enabler (Report No:11/21 ) 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 18 months and that this order be reviewed every 12 months.**
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## ITEM NUMBER: 8.5

# MONTHLY FINANCIAL REPORT

## JANUARY 2021

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Alwyndor Management Committee will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

### Recommendation – Exclusion of the Public – Section 90(3) 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 Report No: 12/2021 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: 11/2021, Monthly Financial Report – January 2021 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.

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.**

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

4. **That having considered Agenda Item 8.5 Monthly Financial Report – January 2021 (Report No: 12/2021) 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.**
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CONFIDENTIAL