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VACCINATIONS

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1. POLICY STATEMENT

The Berrigan Shire Council (**Council**) must provide a work environment without risks to health and safety, so far as is reasonably practicable. The obligation to provide a safe and healthy work environment requires that the Council eliminate or minimise, so far as is reasonably practicable, the public and individual health risks associated with exposure to communicable disease/s for which there is a vaccine.

2. PURPOSE

This policy aims to assist Council to assess and manage exposure to diseases/s and thereby meet or exceed its obligations under current legislation and / or any relevant Public Health Orders related to current (COVID-19) or future pandemics.

Particular areas of work conducted by the Council have been identified as at high risk of exposure to communicable diseases, including some which are preventable by vaccination. Other areas are listed in relevant legislation as requiring vaccination and have been included in this policy for ease of reference.

3. SCOPE

This policy applies to employees, contractors and their employees engaged at Council worksites, and visitors. Those accessing High Risk areas have particular considerations which must be adhered to



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access those sites or to perform duties related to those High Risk sites. The policy also includes individuals participating in work activities that are conducted off site.

4. DEFINITIONS

High Risk Areas – are those areas identified in the Risk Matrix included at **Appendix 1**.

High Risk Activities – are those activities or work tasks required by those who attend High Risk Areas. These activities are identified in the Risk Matrix included at **Appendix 1**.

Medical Contraindication – means a specific situation for which vaccination may be harmful to the person (such as history of anaphylaxis, relevant other medical conditions which prevent vaccinations being provided such as immunocompromised, etc.)

Public Health Order – means measures taken by the State and / or Federal government to prevent a significant public risk. Public Health Orders are a measure of last resort and are generally only used where voluntary measures are not adopted to prevent a public health risk.

Reasonable – means to apply fair and appropriate consideration to the question of whether it is practical for and employee work from home.

Unvaccinated – means any employee who either cannot be vaccinated, or refuses a vaccination, or refuses to supply evidence of their vaccination status.

Vaccine preventable diseases – means those diseases referred to in Schedule 3 of the *Public Health Act 2010*

Vaccination Report – is a report obtainable through a person's MyGov account (Medicare) which outlines all vaccinations the person has received and that are current.

Work from Home – means to be able to perform normal duties from a purely home based environment (i.e. their house, apartment or place of residence)

5. POLICY IMPLEMENTATION

5.1 Risk of Exposure

Assessment of risk of exposure to disease/s and for each Council position, has been considered and the risk assessment is provided at **Appendix 1**.

For the areas identified as High Risk vaccinations will be mandatory. Required vaccinations are listed in **Appendix 2**, along with the relevant work area.



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5.2 High Risk Activities and Groups

High risk activities for the purpose of this policy include:

- a) exposure to human faeces or other human waste products;
- b) exposure to general waste;
- c) working with children or the elderly;
- d) working with animals;
- e) travel including any travel in enclosed spaces (such as airplanes, vehicles for long distances etc.);
- f) others as determined via the risk assessment process or as a direct result of Public Health Orders.

High risk groups:

- a) water and sewer operators and trainees;
- b) landfill and waste transfer station operators;
- c) appointed first aid officers;
- d) librarians;
- e) rangers;
- f) freight workers (where Public Health Orders and / or Border Community Rules apply);
- g) others as determined via the risk assessment process or as a direct result of Public Health Orders.

5.3 Administration

All employees are required to provide a current vaccination report for Council records.

Employees who refuse to provide their vaccination report as noted above, will be deemed to have not received those vaccinations.

Where a vaccination report is not provided by an employee for general vaccinations (such as hepatitis, measles etc.) Council will consider the person unvaccinated and will restrict their ability to work in High Risk areas.

Vaccination is required as a result of a Public Health Order, Council will apply the Public Health Order to its current considerations and impose required restrictions relevant to unvaccinated people at the time.

5.4 Working from Home



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Should an employee choose not to provide their vaccination certificate to Council and Public Health Orders require them to work from home, Council will allow them to work from home.

Should working from home not be a reasonable option for the employee, that employee will be required to access current leave balances, including Sick Leave, Annual Leave or Long Service Leave.

For the purposes of this policy most administration officers will be reasonably able to work from home, however for outdoor workers, the worker will need to demonstrate they will reasonably be able to perform their normal duties from home to access this option.

5.5 Access to Leave

Where all leave balances have been exhausted by an employee, they have refused to provide a vaccination certificate, they are not reasonably able to work from home AND the Public Health Order in force at the time, requires them to continue to be absent from work, Leave Without Pay (LWOP) may be considered by the Chief Executive Officer (CEO) on a case by case basis.

LWOP may only be accessed as per the provisions of the Employee Leave Policy (i.e. the CEO must be satisfied that access to LWOP is a bona-fide personal emergency).

Where all leave balances have been exhausted by an employee, they have refused to provide a vaccination certificate, they are not reasonably able to work from home, the Public Health Order in force at the time requires them to continue to be absent from work AND an application for LWOP has been refused by the CEO, that employee's employment with Council will be terminated. Nothing in this policy should be taken to suggest that an employee's position becomes redundant in these circumstances and therefore there is no entitlement to redundancy per the Award.

5.6 COVID-19 Vaccinations

All new employees will be required to have any vaccinations required of their position (which will be listed on their position description at the time of employment).

All reasonable steps will be taken to encourage current non-vaccinated employees identified as 'at risk' to get vaccinated

Failure to comply with a request to seek vaccination from vaccine-preventable disease/s may lead to an increased risk of serious illness and may result in incapacity to undertake work that places them at risk of infection.

Employees will be advised of health risks related to their work at the time of employment. Current employees may contact their supervisor or the Human Resources Co-ordinator for advice.



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5.7 Vaccination Refusal

If workers refuse the required vaccination/s, are unable to be vaccinated for medical reasons, have certified medical contraindications, or do not respond to vaccination/s, a risk assessment process will be undertaken to determine the most appropriate way to provide alternative protection. Consideration will be given to the way in which particular disease/s are spread.

Appropriate controls to protect unvaccinated employees may include one or a combination of the following:

- **Preventative Measures:** work restrictions, safe work practices, additional training and personal protective equipment
- **Outbreak management measures:** work restrictions and exclusion to protect the employee and prevent further outbreak

Employees who decline vaccination will provide advice in writing (e.g. email) to the Human Resource Co-ordinator via their supervisor. Information provided in this way will be subject to the management of health records under the *Health Records and Information Privacy Act 2002*.

For any period between vaccination and immunity onset, the risk assessment process will be adopted to address risk and ensure controls are in place to prevent exposure (including exposure of co-workers, or the broader public) to relevant disease.

5.8 Responsibilities

Individuals are responsible for maintaining and retaining their own vaccination records, and associated blood and other test results.

Employees have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other people or employees. They must comply with any reasonable instruction and co-operate with any reasonable policy document relating to health and safety at the workplace.

The Human Resource Co-ordinator will assist management and others to facilitate compliance, monitoring and review of compliance with this policy.

Directors and other Executive Managers are responsible for implementing, monitoring, reviewing and ensuring compliance with the policy.

The CEO is responsible for the implementation of this policy and managing the impacts of any Public Health Orders on staff, including directing employees to be excluded from any worksite as a direct result of relevant Public Health Orders.



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6. RELATED LEGISLATION, POLICIES AND STRATEGIES

6.1 Legislation and external guidelines

- [Local Government Act 1993](#)
- [Local Government \(State\) Award 2020](#)
- [Workers Compensation Act 1987](#)
- [Fair Work Act 2009 \(Cth\)](#)
- [Public Health Act 2010](#)
- [Health Records and Information Privacy Act 2002](#)
- Public Health Orders (NSW) – as in place from time to time

6.2 Council policies and guidelines

- [Code of Conduct](#)
- [Risk Management Policy and Framework](#)
- [Work Health and Safety Policy](#)

7. RECORDS MANAGEMENT

Vaccination records are health records and will be managed according to the *Health Records and Information Privacy Act 2002*. Specifically, Council will not collect health information unless:

- (a) the information is to be collected for a lawful purpose that is directly related to a function or activity of the organisation (i.e. to ensure adherence to current Public Health Orders or to comply with relevant Health and Safety requirements);
- (b) the collection of the information is reasonably necessary for the purposes of ensuring the health and safety of employees (i.e. their risk of contracting disease/s is reduced for the exposure employee may be subject to);
- (c) the information requested is relevant to the position held, is not more than is necessary and is accurate, up to date and complete;
- (d) the collection of the information is not intrusive to an unreasonable extent on the personal affairs of the employee to whom the information relates
- (e) the information is collected directly from the employee and only from the employee unless it is reasonable or impractical to do so; and
- (f) Council is able to store, maintain and destroy these records as per the requirements of the *Health Records and Information Privacy act 2002*.



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Recording of all information relating to this policy is the responsibility of the Chief Executive Officer or delegate. Records relating to each trade must be kept for at least five (5) years.

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

8. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

9. DOCUMENT AVAILABILITY

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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10. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	17.11.2021	New Policy	Chief Executive Officer
1.1	19.09.2022	Update to remove reference to COVID-19	Chief Executive Officer

APPENDIX 1 – Vaccination Risk Assessment

COVID-19 Vaccination - Workplace Risk Assessment								
The following risk assessment is based on the risk to the Council if staff were to contract COVID-19. The Likelihood of contracting the virus is based upon their work location and interaction with members of the public. The Consequence considers the impact this would have on the Council's ability to continue operations, and ultimately the effect contracting the virus would have on the individual.								
The use of the Tiers is in accordance with recommendations from the Fair Work Ombudsman and LGNSW								
The Risk Assessment does not include contractors. Contractors are required to adhere to the Public Health Order and provide Council with written confirmation that they are complying.								
Tier	Definition	Applicable Workplace/Roles	Risk	Current Controls	Likelihood	Consequence	Risk Rating	Additional controls
1	Where employees are required as part of their duties to interact with people with an increased risk of being infected with coronavirus	Water Treatment	Service levels for community will be affected if water operators contract covid and are unable to work, or are isolated as close contacts	Operators are separated and using separate vehicles; Masks to be worn; Sanitising regularly.	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons; Serious public or media outcry, board media attention	High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Sewer Treatment	Sewer operators are at greater risk of contracting covid through their exposure to raw sewerage; Service levels for community will be affected if sewer operators contract covid and are unable to work, or are isolated as close contacts.	Operators are separated and using separate vehicles; Masks to be worn; Sanitising regularly.	Almost Certain	Single fatality and/or severe irreversible disability (>30%) to one or more persons; Serious public or media outcry, board media attention	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Water & Sewer Overseer	Sewer operators are at greater risk of contracting covid through their exposure to raw sewerage; Service levels for community will be affected if sewer operators contract covid and are unable to work, or are isolated as close contacts.	Operators are separated and using separate vehicles; Masks to be worn; Sanitising regularly.	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons; Serious public or media outcry, board media attention	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Environmental Engineer	Sewer operators are at greater risk of contracting covid through their exposure to raw sewerage; Service levels for community will be affected if sewer operators contract covid and are unable to work, or are isolated as close contacts.	Operators are separated and using separate vehicles; Masks to be worn; Sanitising regularly.	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons; Serious public or media outcry, board media attention	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Technical Officer - Water and Sewer	Sewer operators are at greater risk of contracting covid through their exposure to raw sewerage; Service levels for community will be affected if sewer operators contract covid and are unable to work, or are isolated as close contacts.	Operators are separated and using separate vehicles; Masks to be worn; Sanitising regularly.	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Town maintenance (Public amenity maintenance)	Staff responsible for cleaning public amenities are at greater risk of being exposed to the virus from patrons, and from surfaces.	Masks to be worn; Sanitising regularly	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Technical Support Officer (Sewer and stormwater pipe inspections - CCTV)	Staff responsible for accessing sewer and stormwater pipes to determine blockages are at greater risk of contracting covid through their exposure to raw sewerage.	Masks to be worn; Sanitising regularly	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Technical Officer - Asset management (Sewer and stormwater pipe inspections - CCTV)	Staff responsible for accessing sewer and stormwater pipes to determine blockages are at greater risk of contracting covid through their exposure to raw sewerage.	Masks to be worn; Sanitising regularly	Likely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	Very High	Mandatory vaccination; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Freight drivers (those driving between Victoria and NSW for work purposes)	Required to drive, particularly between NSW and Victoria to deliver Council services such as gravel pick up and delivery. Victoria has implemented the requirement of all freight drivers to be vaccinated if they wish to cross the border.	Operators currently have border passes and using separate vehicles; Masks are worn; Sanitising regularly	Almost Certain	Single fatality and/or severe irreversible disability (>30%) to one or more persons; Serious public or media outcry, board media attention	Very High	Mandatory vaccination as per border crossing rules. Compulsory testing and isolation until negative result returned whenever symptoms present.
Libraries	Librarians exposed to elderly people utilising the service and are therefore at risk of passing the virus onto vulnerable people; Patron visits increase the risk to Librarians	Physical distancing enforced; Wiping down and sanitising areas following use including books; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Vaccination a requirement for appointment; Pool to be closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.		

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		Lifeguards	Lifeguards regularly exposed to children, who are considered spreaders of the covid virus; Expected to provide lifesaving treatment and are therefore expected to work in close proximity to patrons.	Sanitising regularly; Lifeguards required to wipe down areas following use.	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for appointment; Pool to be closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Water & Safety Officer (when acting in Lifeguard role)	Lifeguards regularly exposed to children, who are considered spreaders of the covid virus; Expected to provide lifesaving treatment and are therefore expected to work in close proximity to patrons.	Sanitising regularly; Lifeguards required to wipe down areas following use.	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for appointment; Pool to be closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.
2	Where employees are required to have close contact with people who are particularly vulnerable to the health impacts of coronavirus	Libraries	Librarians exposed to elderly people utilising the service and are therefore at risk of passing the virus onto vulnerable people; Patron visits increase the risk to Librarians	Physical distancing enforced; Wiping down and sanitising areas following use including books; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Libraries closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Bendigo Bank	Bendigo Bank staff exposed to elderly people utilising the service and are therefore at risk of passing the virus onto vulnerable people; Customers increase the risk to staff.	Physical distancing enforced; Wiping down and sanitising areas following use; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Bendigo Bank to be closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Customer Service	Customer service staff exposed to elderly people utilising the service and are therefore at risk of passing the virus onto vulnerable people; Customers increase the risk to staff.	Physical distancing enforced; Wiping down and sanitising areas following use; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Office closed in response to any positive cases in the LGA; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Ranger	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Building Surveyors	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Building and Health Inspectors	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Compulsory testing and isolation until negative result returned whenever symptoms present.
		On-call staff	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Landfills	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Vaccination a requirement for the position; Introduce contactless payments; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Rates/Revenue	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Road Construction	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (~30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.

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Where there is interaction or likely interaction between employees and other people such as	Concreting	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Parks and Gardens	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Town Maintenance (all other activities outside of public amenity maintenance)	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Social & Strategic Planning Co-ordinator	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Economic Development Liaison	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Human Resources Co-ordinator	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	CEO	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Deputy CEO	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
	Payroll Officer	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.

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customers, other employees or the public in the normal course of employment	Support Staff	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Finance	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Workshop	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Store	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Roads Overseer	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Maintenance Overseer	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Director Technical Services	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Project Manager	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.
	Water & Safety Officer (when acting in meter reading role)	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe Irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and Isolation until negative result returned whenever symptoms present.

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		Enterprise Risk Manager	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
		Assets & Operations Manager	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly	Possible	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Reduce contact with members of the public and other staff where possible; Conduct meetings via Zoom; Vaccination a requirement where these measures cannot be achieved; Compulsory testing and isolation until negative result returned whenever symptoms present.
4	Where employees have minimal face-to-face interaction as part of their normal employment duties	CEO-Personal Assistant	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Town Planner	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Weed Control	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Surveyors	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Engineering Services Manager	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Technical Officer - Asset Management (all activities outside of CCTV pipe surveillance)	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.
		Technical Support Officer (all activities outside of CCTV pipe surveillance)	Interacting with members of the public increases the risk of contracting the virus	Physical distancing enforced; Masks worn; Sanitising regularly; Contact with public avoided	Unlikely	Single fatality and/or severe irreversible disability (>30%) to one or more persons.	High	Staff member able to work remotely to limit public and other staff interaction; Vaccination a requirement if working from home not achievable; Vaccination encouraged.

Sewerage

- Hepatitis A and B
- Tetanus
- Covid 19

Water Treatment

- Hepatitis A and B
- Tetanus
- Covid 19

Animals

- QFever (if exposed to sheep, cattle, goats, kangaroos, or camels in the course of your work)
- Influenza
- Rabies (lyssaviruses where you may come into contact with wildlife such as bats)
- Covid-19

Libraries (people who work with children of the aged)

- Hepatitis A and B
- Influenza
- MMR (Measles, Mumps, Rubella – if not immune)
- Pertussis (diphtheria-tetanus-acellular pertussis)
- Varicella (Chicken Pox – if not immune)
- Covid-19

Source: Australian Immunisation Handbook <https://immunisationhandbook.health.gov.au/>