

If calling please ask for: Rachel Dixon

Telephone: 8115 3906

Reference: ESS-20-3083

Mr Lee Odenwalder
Member for Elizabeth
2-3, 4 John Rice Avenue
ELIZABETH VALE SA 5112



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Dear Mr Odenwalder

I acknowledge receipt of the application received on 2 October 2020 under the *Freedom of Information Act 1991* (FOI Act) in which you requested access to the following documents:

"Any and all documents and internal correspondence (including, but not limited to, emails, minutes, briefings, letters and notes) regarding the future deployment of MFS volunteers or staff across borders where COVID-related restrictions are in place, eg quarantine requirements etc."

I have determined that the documents that fall within the scope of your application are those listed in the attached document schedule.

These documents have been released in full, with the exception of the information negotiated to be redacted and marked 'out of scope' via phone call and follow-up email on 17 November 2020 with Chantelle Karlsen of your office.

Document 6

The redacted information in these documents is the attached document to the email, titled 'ESS Essential Traveller Exemptions' which was agreed to be out of scope of the application. This document is a spreadsheet that contains staff and volunteer personal contact details.

Document 8 and 10

The redacted information in these documents is the phone numbers of SA Ambulance and SA Police staff, as agreed.

If you are unhappy with this determination you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. To make an internal review application, please either write a letter or send the attached form entitled Application



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for Review of Determination to the Principal Officer of this agency, Chief Officer Michael Morgan, within 30 (calendar) days after you receive this letter. Should you apply for an Internal Review, please include an application fee of \$36.75.

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, may be published in the agency's disclosure log. A copy of PC045 can be found at https://www.dpc.sa.gov.au/data/assets/pdf_file/0019/20818/PC045-Disclosure-Log-Policy.pdf

Please contact me on (08) 8115 3906 if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Rachel Dixon', written in a cursive style.

Rachel Dixon
Accredited Freedom of Information Officer

1 December 2020

SCHEDULE OF DOCUMENTS

Freedom of Information application from Lee Odenwalder MP, “Any and all documents and internal correspondence (including, but not limited to, emails, minutes, briefings, letters and notes) regarding the future deployment of MFS volunteers or staff across borders where COVID-related restrictions are in place, eg quarantine requirements etc.”

Doc No	Description	Determination
1	Email dated 18 August 2020 regarding COVID resource sharing considerations with attachment.	Document released in full.
2	Email dated 2 September 2020 regarding FW: For CO - Cross border travel with attachment.	Document released in full.
3	Email dated 10 September 2020 regarding RE: For approvals - Cross border travel ESS best practice.	Document released in full.
4	Email dated 10 September 2020 regarding Essential traveller submission to SAPOL.	Document released in full.
5	Email dated 10 September 2020 regarding RE: For approvals - Cross border travel ESS best practice.	Document released in full.
6	Email dated 15 September 2020 regarding RE: Essential traveller submission to SAPOL with attachment.	Document released in full except the attached document titled ‘ESS Essential Traveller Exemptions’, which was agreed to be out of scope of the application. This document is a spreadsheet that contains staff and volunteer personal contact details. This information is marked out-of-scope.
7	Email dated 16 September 2020 regarding FW: COVID-19 Updated Public Sector Documentation with attachments.	Document released in full.
8	Email dated 30 September 2020 regarding FW: Cross Border Travel.	Document released in full except the phone numbers of SA Ambulance and SA Police staff as agreed. This information is marked out-of-scope.
9	COVID-19 - ESS Policy - Cross Border Travel for Emergencies - DRAFT	Document released in full.

Doc No	Description	Determination
10	Email chain dated 31 August 2020 RE Cross Border Travel	Document released in full except the phone numbers of SA Ambulance and SA Police staff as agreed. This information is marked out-of-scope.

Dixon, Rachel (SAFECOM)

From: Paul Considine <Paul.Considine@afac.com.au>
Sent: Tuesday, 18 August 2020 1:06 PM
To: commissioner@qfes.qld.gov.au; andrew.crisp@emv.vic.gov.au; commissioner@ses.nsw.gov.au; carlene.york@ses.nsw.gov.au; Beattie, Chris (SES); Chris Arnol (NAFC Board); Darren Klemm - Department of Fire and Emergency Services, WA (darren.klemm@dfes.wa.gov.au); Georgeina Whelan (georgeina.whelan@act.gov.au); Gregory, Kerry; Jones, Mark (CFS); greg.leach@qfes.qld.gov.au; Morgan, Michael (SAMFS); neil.cooper@act.gov.au; Paul Baxter - Fire & Rescue NSW; robert.cameron@homeaffairs.gov.au; Stuart Ellis; Rob Rogersd; Spain, Mark; rob.porter@airservicesaustralia.com; Piero.Chessa@bom.gov.au
Cc: ccc@homeaffairs.gov.au; AA ExecSupport (execsupport@ses.nsw.gov.au); IGU@homeaffairs.gov.au; Alicia Rattenbury - Tasmania Fire Service (alicia.rattenbury@fire.tas.gov.au); Amanda Ibbotson (amanda.ibbotson@fire.nsw.gov.au); Belinda Fuller (belinda.fuller@airservicesaustralia.com); Cassie Pleiter (cassie.pleiter@homeaffairs.gov.au); Dawn Galic (dawn.galic@homeaffairs.gov.au); Lane, Dominic (SAFECOM); SEXTON, Jane; Jo-anne Robson - NSW Rural Fire Service (jo-anne.robson@rfs.nsw.gov.au); Joe BUFFONE; Kerri Clarke (kerri.clarke@act.gov.au); Leanne Lewis (leanne.lewis@pfes.nt.gov.au); Linda Willox (linda.willox@airservicesaustralia.com); Firth, Lisa (SAMFS); Stewart, Liz (CFS); Camilleri, Mary (SES); Rere Hammond (rere.hammond@fire.org.nz); Richard Alder; Shelley Rush - Department of Fire and Emergency Services, WA (shelley.rush@dfes.wa.gov.au); Stephanie Oliver (stephanie.oliver@qfes.qld.gov.au); Tamara Rolph (tamara.rolph@nt.gov.au); Camilleri, Mary (SES); Luke Brown (luke.brown@homeaffairs.gov.au); InternationalDeployments@fireandemergency.nz; Simone DAVENPORT; Madeleine Kelly; Erin Liston-Abel; Livia D'Amico; g.cook@cfa.vic.gov.au; kblock@mfb.vic.gov.au; Tim Wiebusch - Victoria State Emergency Service (tim.wiebusch@ses.vic.gov.au); Chris S Hardman (DELWP); Collene Bremner (NAFC Board); David.Bachi@homeaffairs.gov.au
Subject: COVID resource sharing considerations
Attachments: 2020 08 18 AFAC COVID Resource Sharing Considerations.docx

CCOSC members

At the request of Stuart Ellis I am circulating the attached paper on COVID resource sharing considerations. It was prepared internally for AFAC prior to the National Coordination Mechanism meeting today, focussed on the movement of fire and emergency services, including aviation resources, interstate. It seeks to provide a current summary of issues and risks and is shared with CCOSC for your information. Further updates on issues identified will be circulated as appropriate.

Kind regards

Paul

Paul Considine | Director, Capability and Assurance, AFAC

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AFAC NRSC and NAFC
Fire and Emergency
COVID Resource Sharing Considerations
(As at 18 August 2020)

This document was prepared in advance of a meeting of the National Coordination Mechanism on 18 August 2020 and provides information on current national issues and risks relating to COVID-19 for fire and emergency services.

Movement of fire and emergency service and ADF personnel across state borders this severe weather season

- Although considerable effort is going into planning and risk mitigation, there are significant risks that COVID-19 restrictions imposed by states, territories and the Commonwealth could significantly disrupt delivery of aerial and ground firefighting in the coming fire season.
- Commonwealth assistance with international aircraft and crews is critical and current delays have potential to affect the arrival of the first LAT into Queensland.
- There is a pressing need for consistency across jurisdictions and if this cannot be achieved, then a clear awareness of requirements of each jurisdiction (noting these change with little notice).
- Following the 2019-20 season, in an environment of heightened political and community expectations regarding response to bushfires, we are also likely to see increased reliance on aerial firefighting assets during 2020-21 because of:
 - potential difficulties in deploying ground crews generally both internal and external to jurisdictions
 - increased emphasis on rapid initial aerial attack, in order to reduce the possibility of extended attack, to minimise time for ground crews to be in COVID exposure environments
- Movement of larger cohorts is likely to be impractical unless jurisdictions are prepared to take a risk-based approach to relaxing quarantine requirements – it would assist planning if an indication could be gained from governments now about whether they would waive or relax quarantine periods for emergency services deploying interstate.
- If larger cohorts are to move, ADF support for flights in particular, may be needed owing to lack of commercial options.

NAFC Aviation Considerations

- Effectiveness and responsiveness of aerial assets may also be constrained by:
 - aerial assets potentially being less mobile, with COVID-19 risk mitigation plans requiring 'return-to-home-base' to re-load and refuel, and maintenance crews etc being less mobile
 - there may be interruption to ground support, such as retardant loading and refuelling
 - there will be reduced access to surge capacity with a likely less Call-When-Needed aircraft available due to increased restrictions
 - it will be completely impractical to access additional heavy resources from overseas at short notice.
- We know aerial resources will cost more this summer. (The current provider of Aircranes has indicated that they expect increased costs to them, even if the workplace quarantine bubble arrangements can be established).

SENSITIVE

- Jurisdictions have established arrangements, to varying degrees, to identify issues and plan for aviation operations under COVID restrictions during 2020-21.
- NAFC has established a cross-jurisdiction committee to coordinate aerial firefighting state/territory information however, this will require support of governments.
- NAFC has been communicating regularly with aviation industry operators and industry associations and has surveyed all contracted providers.
- In order to break down the issues, NAFC has defined groups of risks to manage under the following headings:
 - Establishment of Services: getting the aircraft and crews in place for the season, including transit from overseas/interstate
 - Safe operations in place:
 - minimising the risk of disruption to services
 - business continuity arrangements if services are disrupted
 - Resource sharing: protocols and procedures for sharing resources between jurisdictions or (or regions, where regional restrictions are in place)
 - Contract management and administrative issues: contract exemptions, impact on prices, notice periods
 - Additional resourcing: identify and source additional aviation resource that may be required for the season
- All operators have been advised that they will need to have comprehensive COVID-safe plans in place for the season. (This process would benefit from the provision of support and guidance such as template plans and minimum standards)
- Some enhancements have been made to ARENA to allow aircraft operators to self-generate certifications that may be required to approach state authorities for exemptions and permissions. Further modifications are planned to accommodate COVID-safe plans etc
- A shared drive has been established in the NRSC area to share aviation specific material and plans between jurisdictions.

CCOSC/NRSC Preparedness

- CCOSC discussed this issue at its meetings in April and July 2020
- CCOSC has approved supplementary principles to the Arrangement for Interstate Assistance articulating additional measures required in connection with requests for interstate movements of resources
- CCOSC directed AFAC to work to gather and share national COVID related doctrine and this has been done via a OneDrive to which Ops Groups and NAFC contacts have contributed
- Resource Managers' Group (under CCOSC) met on 5 August 2020 to discuss seasonal outlook and COVID preparedness. This Group will meet at least monthly in the run-up to and during the season, and more often if required
- Resource Managers have discussed parallel needs for Receiving Participants to have (and share) COVID operational protocols, and Sending Participants to have a COVID management plan for any outbound deployment.

Information sharing – operational planning

AFAC has facilitated information sharing between member agencies to assist with their operational planning, in particular regarding large scale events that require interstate and/or interagency assistance. This information has been shared with AFAC Groups including State Resource Managers, National Resource Sharing Centre key contacts and the National Aerial Firefighting Centre's COVID-19 Coordination Group, for key considerations regarding aviation capability. The documentation can be accessed [here](#).

SENSITIVE

The question is whether what has already been done would represent a consensus and whether others (who do not yet have their own doctrine, if anyone is still in that position), would be persuaded to adopt it. Also, if there are any conflicts between jurisdictional doctrine, how they would be resolved.

Key issue is for Participants in any deployment to understand:

- the COVID protocols that will apply to operations in requesting jurisdiction
- the COVID management requirements of sending jurisdiction
- any differences between the two and how they will be managed.

We would expect a deployment to be supported by a tailored COVID management plan.

Representatives on the Resource Managers' Group report concerns about availability of volunteers to deploy either within their own state or interstate based on risk aversion, regardless of formal restrictions.

The NRSC's position since March in relation to any cross-border deployment, interstate or international, has been that a receiving participant must advise a sending participant what COVID protocols will be in place in the receiving jurisdiction, and the sending participant is responsible for satisfying itself that those protocols are acceptable.

It is a matter for the receiving participant (for quarantine and border at the start of the deployment) and the sending participant (for quarantine and border on return) to establish requirements. At this stage, it is not anticipated that the AFAC NRSC will be across all jurisdictional government requirements.

- The critical issue that is specific to resource sharing is quarantine and border arrangements. These will change as time goes on. The relevant thing for agencies to consider will be whether they know who in government to go to, to discuss quarantine and border issues relating to a deployment, and to apply for any waivers that might be available. Will there be a single point of contact?
- Any requirement for crews to isolate for two weeks when to transit interstate is likely to make emergency response to bushfire ineffective.
- Any requirement for volunteers to isolate for two weeks post deployment is likely to remove that option from assisting in firefighting, aerial ground crews, retardant mixing crews.
- Quarantine requirements will be a significant barrier to personnel movements. A typical deployment rotation is five days making a deployment effectively unviable if 14-day quarantine periods are added in either direction
- Because quarantine requirements are and will continue to be subject to change at very short notice, there is limited value in trying to plan based on an assumption that current restrictions will apply – decisions will have to be made at the time a resource request is made based on the restrictions then in place
- Lead times for any interstate deployment will be increased by the necessity for additional planning and jurisdictions must factor this into their strategic planning and protocols for seeking interstate assistance

A sensible planning assumption would be that we cannot call on USA or Canadian resources in the coming fire season owing to international travel restrictions and possible reluctance by sending participants to deploy.

Commonwealth Assistance

Risks can be reduced with federal collaboration, cooperation and support, especially in the areas of:

- **Facilitation of an agreed, common position between states and territories for workplace isolation measures that allow foreign/interstate/inter-region resources (aircraft and ground crews) to operate working from a declared, isolated base, much like interstate sporting teams.** (It is well understood that this will involve a regime of testing, workplace isolation and detailed infection risk control measures, including comprehensive COVID-19 management plans and potentially external supervision). Crews are currently working successfully under parallel arrangements overseas.
- **The Commonwealth** needs dedicated staff focussed on COVID related planning, to support NRSC and states and territories fire and emergency considerations and providing a national focus.
- **There is a requirement for a single Commonwealth dedicated and comprehensive point-of-entry staffing** to coordinate 'government-to-government liaison' including transit liaison through Solomon Island (for example; Border Force; Home Affairs; Health; EMA; CASA; ADF; to support overseas arrival of aircraft and aircrew and any other specialists, including coordinating with the various state/territory health authorities. This focus will need to coordinate processing of visa and entry exemptions for overseas crews (including returning Australians). Currently all processing is via unwieldy public-facing websites, with long turnaround times. The process would be linked into the special arrangements for workplace isolation/quarantine outlined above (i.e. 'approval is granted subject to conforming.....').
- **Streamlined, pre-planned access to support from ADF where required**, potentially encompassing:
 - logistics for establishing workplace isolation bubble "camps" at firegrounds and aircraft bases
 - interstate or inter-regional movement (and potentially international) of specialist flight and maintenance personnel operating within workplace isolation bubbles
 - monitoring/enforcement of workplace isolation if required
 - support at overseas transit stops for specialist aircraft ferrying to Australia (eg Solomon Is)
 - in-field refuelling and other ground support (as a contingency for interruption to civilian crew)
- **CASA to consider exemptions from certain flight and duty time limitations** that may prove impractical.
- **NRSC will need to be appropriately funded through the summer season** to enable appropriate COVID planning and support to states and territories.

General Advice – operational considerations within agencies

Governance

Agencies have established pandemic taskforces/pandemic management teams to manage, provide advice and implement agency-specific control measures for both operational and non-operational staff. The internal monitoring of governmental advice is dynamic, with control measures corresponding with the risk occurring across the sector.

Safety and wellbeing

Health, safety and wellbeing of fire and emergency services personnel, their families and the community are paramount. Increased measures in relation to health, hygiene, protective clothing and equipment are in place to reduce the risk of contracting and spreading of the virus.

Agencies have implemented control measures specific to incidents in line with advice from state and federal health authorities. These include:

- wearing appropriate PPC/PPE before any medical response

SENSITIVE

- increased messaging on the importance of good hygiene practices
- increased awareness on the cleaning of equipment and self
- increased decontamination measures where appropriate.

Health professionals are being embedded into task forces to prepare for, support and assist with advice on minimising contact points and appropriate procedures. This advice also considers associated impacts on mental health of the workforce due to both the isolation of working from home and other changed practices. All agencies should prepare for the potential of significant mental health impacts on their workforce.

Service delivery and operational activities

Maintenance of operational service delivery is continuing as an essential service in line with applicable legislative requirements and the appropriate jurisdictional health authorities. Agencies should consider and implement social distancing requirements at all essential briefings and meetings.

Non-essential contact such as face-to-face meetings, community engagement activities and training are largely suspended across the sector, with the exception of recruitment programs and some specific training. Agencies are investigating alternate methods of delivery for training.

Agencies are expecting a level of workforce absenteeism due to exposure and mandatory self-isolation requirements related to COVID-19.

Agency Business Continuity Plans (BCP) across the sector have been implemented in phases and are being reviewed and updated to include changes to staffing levels and rosters to maintain operational needs. Agencies are engaging with the appropriate unions and associations on both the modification of rosters, self-isolation requirements and issues identified by the workforce.

Agencies may deliver a modified hazard reduction and prescribed burning program due to various factors including modified work practices, fuel loading, smoke impacts on health and burning period windows. Agencies may also consider alternative capabilities such as assistance to health, police and other agencies where required.

Dixon, Rachel (SAFECOM)

From: Halleday, Derren (SES)
Sent: Wednesday, 2 September 2020 10:01 AM
To: Thompson, Roy (SAMFS); Boucher, Stephen (CFS); Phelps, Kristy (SAFECOM)
Cc: Charlton, Robert (SES); O'Shannessy, Dave (SES)
Subject: FW: For CO - Cross border travel
Attachments: COVID-19 - ESS Policy - Cross Border Travel for Emergencies - DRAFT V3.docx

Good morning colleagues, As discussed last week, Robert Charlton, and then in his absence, Dave O'Shannessy have been working with Wendy Mazic from SAPOL to clarify the key issues relating to ESOs travelling across the border. Attached is a draft ESS Policy regarding the situation as it sits today.

As you can see from the e-mail below there is still a bit of detail to be clarified, but we are getting there. Needless to say it is more onerous than our Sector position that was taken to SAPOL, but it is moving forward.

Our Chief Officer will likely be having a discussion with the State Coordinator regarding his concerns with the Policy requirement, so possible more to follow regardless.

Could I ask each of you to have a look over the document and send any comments back to Dave O in the first instance with Robert and I Ccd. CFS may want to include some commentary regarding their direction with cross border travellers not attending CFS facilities, or at least the link to access that internal direction.

Thanks in advance

Derren

From: O'Shannessy, Dave (SES)
Sent: Wednesday, 2 September 2020 8:08 AM
To: Halleday, Derren (SES)
Cc: Charlton, Robert (SES)
Subject: For CO - Cross border travel

Hi Derren and Robert

Attached is the cross border travel ESS best practice draft after changes from yesterdays OCT meeting.

Please note we are awaiting information from two sources to finalise some details:

1. SA Health Exemptions team regarding the need for self-quarantine when a schedule one essential traveller is awaiting C19 test result.
2. SAPOL regarding any requirements when people leave SA i.e. do they need beacons activated to indicate they are attending an emergency.

Dave O'Shannessy

Senior Recruitment & Retention Officer | South Australian State Emergency Service

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Background

Emergency Management (Cross Border Travel No 13) (COVID-19) Direction 2020 came into effect at 12:01 am on Friday 28 August 2020. The direction provides exemptions for ESS workers from South Australia who have crossed the border to attend, or respond to, an emergency, and are returning to South Australia. Restrictions are current for the movement of people from Victoria, New South Wales and the Australian Capital Territory.

Restrictions do not apply to the Northern Territory, Queensland, Tasmania and Western Australia as they are “low community transmission zones”.

Essential Traveller Status

Emergency services workers who are on duty and are required in the conduct of those duties to travel across a South Australian border to attend, or respond to, an **emergency** are deemed an “Essential Traveller” under a provision of Schedule 1, Clause 2.

In this clause, an **emergency** means an event (whether occurring in the State, outside the State or in and outside the State) that causes, or threatens to cause —

- (a) the death of, or injury or other damage to the health of, any person; or
- (b) the destruction of, or damage to, any property; or
- (c) a disruption to essential services or to services usually enjoyed by the community; or
- (d) harm to the environment, or to flora or fauna;

Note that your status as an “Essential Traveller” is not recognised if you depart the state for a purpose unrelated to your emergency service duties (such as recreational purposes).

Registering as an Essential Traveller

You must apply for Essential Traveller status. Usually this would involve completing the “cross border travel registration” form through SA Police. Each ESS agency has been given the option to submit a list of current members to SA Police for a simpler registration process.

To expedite this process, and remove the burden for individuals to action registration, members of Brigades/Units that have the potential for cross border travel will have their details forwarded to SA Police on **Friday September 11, 2020**. Individuals who do not wish their details forwarded to SA Police must contact their Agency Taskforce prior to this date to request their details are removed from the list.

Members who commence with an ESS agency after this date, will be required to complete the cross border travel registration online.



Leaving South Australia

When leaving South Australia to attend, or respond to, an **emergency**, the Brigade/Unit must notify the CFS Regional Duty Commander, MFS Commander, or SES Regional Duty Officer.

What to expect at the border – insert here.

Wearing a Face Covering in Victoria

The wearing of a face covering is required in Victoria. This means wearing either a surgical mask, or a N95 P2 mask, whichever is made available to you by your agency.

All ESS workers will wear a face mask for the entirety of their time in Victoria.

There are a number of lawful excuses for not wearing a face covering, details can be found on the Victoria Department of Health and Human Services website – <http://dhhs.vic.gov.au>

Patient Based Responses

Where a cross border **emergency** involves a patient, or multiple patients, South Australian emergency service workers will be required to wear full infection control Personal Protective Equipment. This is a minimum of medical gloves, a surgical mask, safety glasses and a long sleeve, impervious gown.

Re-entering South Australia

At the South Australia checkpoint you will need **Photo ID** and:

- Provide your online Essential Traveller number (for example ET00000000) to the police officer, or
- If you can't provide your Essential Traveller number, provide your details to the police officer so that they can verify your online application and issue you with an 'interim status' assessment, or
- Complete the online registration form at the checkpoint and the police officer will issue you with an 'interim status' assessment.

Clause 13 of the Direction prohibits persons entering South Australia from Victoria on a road that is not listed in Schedule 4 of the Direction. A current list of roads can be found on the SA Police website. This clause does not apply in the case of an emergency, where ESS workers are re-entering South Australia to attend, or respond to, an **emergency**. For example, whilst attending or departing an emergency in Victoria, you are dispatched to and responding to an emergency in South Australia. This exemption does not allow for the return trip of your attendance at emergency in Victoria.

After re-entering, you must notify the CFS Regional Duty Commander, MFS MCO, or SES Regional Duty Officer.



Mandatory COVID-19 Testing

After re-entering South Australia, you must submit to a COVID-19 test:

- Within 24 hours after your arrival in South Australia; and
- On the twelfth day after your arrival in South Australia.

The only time this will not apply is if you can produce, to an authorised officer (on request), evidence of a COVID-19 test, or a COVID-19 test result, relating to a test undertaken within the preceding 7 days.

Whilst awaiting the result of a the 24 hour and twelfth day tests, you **are / are not** required to self-quarantine

Entering a Health Facility or Hospital

As an “Essential Traveller” under a provision of Schedule 1, Clause 2, on re-entering South Australia, if it is necessary for you to attend or enter a health facility or hospital in South Australia, you must inform the health facility or hospital of your arrival from outside of the State prior to arrival at the health facility or hospital. This must occur for a period of 14 days.

Restrictions not Applicable to Emergency Services Workers

As an “Essential Traveller” under a provision of Schedule 1, Clause 2, on returning to South Australia, you will **NOT** be required to:

- Wear a face mask in South Australia
- Complete a period of self-quarantine
- Keep and maintain records of close contacts on your return

If you have any further questions in relation to this document please refer to your local Chain of Command or contact your COVID-19 Taskforce leader.

This is a rapidly changing event. Please refer to your Agency’s COVID-19 Response resource pages and the following websites:

Department of Health - www.health.gov.au

South Australian Health www.sahealth.sa.gov.au

Commissioner for the Public Sector Employment <http://publicsector.sa.gov.au>

Dixon, Rachel (SAFECOM)

From: Halleday, Derren (SES)
Sent: Thursday, 10 September 2020 3:37 PM
To: Phelps, Kristy (SAFECOM); Boucher, Stephen (CFS); O'Shannessy, Dave (SES)
Cc: Thompson, Roy (SAMFS)
Subject: RE: For approvals - Cross border travel ESS best practice

I will be available Monday. Needless to say the request for an exemption was discussed with the SAPOL Inspector responsible and a written response was received and has been previously distributed after a discussion with SAPOL and our Chief.

Regards

Derren

From: Phelps, Kristy (SAFECOM)
Sent: Thursday, 10 September 2020 3:13 PM
To: Boucher, Stephen (CFS) ; O'Shannessy, Dave (SES)
Cc: Halleday, Derren (SES) ; Thompson, Roy (SAMFS)
Subject: RE: For approvals - Cross border travel ESS best practice

Hi all,

The ESS Executive met today and this topic was raised.

Michael Morgan sought to confirm whether the 40km border buffer played a part in this?

Further, the Chief's agreed we should be approaching SAPOL to seek a testing exemption for emergency services workers.

I will try and schedule a quick TEAMS video to discuss further.

Thanks, Kristy

Kristy Phelps

A/Manager Governance, Board and Executive Services
Manager Facilities and Procurement

SA Fire & Emergency Services Commission (SAFECOM)
Level 3, 60 Waymouth Street
Adelaide SA 5000

T 08 8115 3915 | F 08 8463 4054 | M 0452 005 495 | E Kristy.Phelps2@sa.gov.au
Volunteer Recruitment Hotline T 1300 364 587



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South Australian Fire and
Emergency Services Commission





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From: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>
Sent: Thursday, 10 September 2020 10:51 AM
To: O'Shannessy, Dave (SES) <Dave.OShannessy@sa.gov.au>
Cc: Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>; Thompson, Roy (SAMFS) <Roy.Thompson@sa.gov.au>; Phelps, Kristy (SAFECOM) <Kristy.Phelps2@sa.gov.au>
Subject: RE: For approvals - Cross border travel ESS best practice

Morning Dave,

I have reviewed the attached Cross Border Travel, 'Best Practice Guide' and following an internal discussion the CFS are happy to agree with the position presented by SES, however the CFS will not be disseminating the Guide.

We have been able to obtain information (as per the attached email chain), that Emergency Services Personnel are exempt from border restrictions when responding to and from an emergency in Victoria.

Thanks

Stephen Boucher
Operational Specialist Equipment Officer
South Australian Country Fire Service
Level 5, 60 Waymouth Street, Adelaide
Adelaide SA 5000

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From: O'Shannessy, Dave (SES) <Dave.OShannessy@sa.gov.au>
Sent: Wednesday, 9 September 2020 3:09 PM
To: Thompson, Roy (SAMFS) <Roy.Thompson@sa.gov.au>; Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>; Honner, James (CFS) <James.Honner@sa.gov.au>
Subject: FW: For approvals - Cross border travel ESS best practice
Importance: High

Dave O'Shannessy

Senior Recruitment & Retention Officer | South Australian State Emergency Service

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Level 8, 60 Waymouth Street Adelaide SA 5000

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From: O'Shannessy, Dave (SES)
Sent: Wednesday, 9 September 2020 7:35 AM
To: Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>
Cc: Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>
Subject: For approvals - Cross border travel ESS best practice
Importance: High

Hi Derren

Attached is the ESS Best Practice DRAFT for Cross Border Travel which reflects the discussion I was invited into on Monday with the other coordinators. Please note the highlighted date of Sept 11, seeking clarity / feedback from the group regarding a cut off date for submission of names

Regards

Dave O'Shannessy

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Dixon, Rachel (SAFECOM)

From: O'Shannessy, Dave (SES)
Sent: Thursday, 10 September 2020 8:07 AM
To: Phelps, Kristy (SAFECOM); Thompson, Roy (SAMFS); Boucher, Stephen (CFS); Halleday, Derren (SES)
Cc: Charlton, Robert (SES)
Subject: Essential traveller submission to SAPOL

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Covid Coordinators

As discussed in yesterday's meeting, below is an outline of the process for submitting names to SAPOL for essential traveller exemption. I have proposed that Robert Charlton, who has been the liaison with SAPOL for this process, remain as the contact who provides final details for essential traveller exemptions but I am happy to take feedback on this. I have also thrown some target dates in, again happy to take feedback on the appropriateness of these dates

- Each agency to provide a list of brigades/stations/units that may cross the border to Kristy Phelps **target date close of business Monday 14 Sept**
- Kristy to provide these to Peter Freeman in the hope he can work his Emerald magic (or any other person who can make this work) to download into a spreadsheet the following details of every member in those brigades/stations/units **target date close of business Tuesday 15 Sept**
 - Full name
 - DOB
 - Home address
 - Email address
 - Phone number
 - Agency
- Spreadsheets to be provided back to each agency for confirmation and removal of members who do not wish information disclosed **target date close of business Thursday 17 Sept**
- Finalised spreadsheets back to Robert Charlton cc Kristy Phelps **target date close of business Friday 18 Sept**
- Spreadsheet submitted to SAPOL by Robert Charlton **target date close of business Monday 21 Sept**

Cheers

Dave O'Shannessy

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Dixon, Rachel (SAFECOM)

From: Phelps, Kristy (SAFECOM)
Sent: Thursday, 10 September 2020 3:13 PM
To: Boucher, Stephen (CFS); O'Shannessy, Dave (SES)
Cc: Halleday, Derren (SES); Thompson, Roy (SAMFS)
Subject: RE: For approvals - Cross border travel ESS best practice

Hi all,

The ESS Executive met today and this topic was raised.

Michael Morgan sought to confirm whether the 40km border buffer played a part in this?

Further, the Chief's agreed we should be approaching SAPOL to seek a testing exemption for emergency services workers.

I will try and schedule a quick TEAMS video to discuss further.

Thanks, Kristy

Kristy Phelps

A/Manager Governance, Board and Executive Services
 Manager Facilities and Procurement

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 Adelaide SA 5000

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From: Boucher, Stephen (CFS)
Sent: Thursday, 10 September 2020 10:51 AM
To: O'Shannessy, Dave (SES)
Cc: Halleday, Derren (SES) ; Thompson, Roy (SAMFS) ; Phelps, Kristy (SAFECOM)
Subject: RE: For approvals - Cross border travel ESS best practice

Morning Dave,

I have reviewed the attached Cross Border Travel, 'Best Practice Guide' and following an internal discussion the CFS are happy to agree with the position presented by SES, however the CFS will not be disseminating the Guide.

We have been able to obtain information (as per the attached email chain), that Emergency Services Personnel are exempt from border restrictions when responding to and from an emergency in Victoria.

Thanks

Stephen Boucher

Operational Specialist Equipment Officer
South Australian Country Fire Service
Level 5, 60 Waymouth Street, Adelaide
Adelaide SA 5000

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Sent: Wednesday, 9 September 2020 3:09 PM

To: Thompson, Roy (SAMFS) <Roy.Thompson@sa.gov.au>; Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>; Honner, James (CFS) <James.Honner@sa.gov.au>

Subject: FW: For approvals - Cross border travel ESS best practice

Importance: High

Dave O'Shannessy

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Importance: High

Hi Derren

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Regards

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Dixon, Rachel (SAFECOM)

From: Phelps, Kristy (SAFECOM)
Sent: Tuesday, 15 September 2020 4:17 PM
To: O'Shannessy, Dave (SES); Thompson, Roy (SAMFS); Boucher, Stephen (CFS); Halleday, Derren (SES)
Cc: Charlton, Robert (SES)
Subject: RE: Essential traveller submission to SAPOL
Attachments: ESS Essential Traveller Exemptions.xlsx

Dear all,

Please find attached the consolidated spreadsheet list for your review.

Thanks again Pete for your work on this.

Kind regards
 Kristy

Kristy Phelps

A/Manager Governance, Board and Executive Services
 Manager Facilities and Procurement

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T 08 8115 3915 | F 08 8463 4054 | M 0452 005 495 | E Kristy.Phelps2@sa.gov.au
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Government of South Australia
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Sent: Thursday, 10 September 2020 8:07 AM
To: Phelps, Kristy (SAFECOM) ; Thompson, Roy (SAMFS) ; Boucher, Stephen (CFS) ; Halleday, Derren (SES)
Cc: Charlton, Robert (SES)
Subject: Essential traveller submission to SAPOL
Importance: High

Good morning Covid Coordinators

As discussed in yesterday's meeting, below is an outline of the process for submitting names to SAPOL for essential traveller exemption. I have proposed that Robert Charlton, who has been the liaison with SAPOL for this process, remain as the contact who provides final details for essential traveller exemptions but I am happy to take feedback on this. I have also thrown some target dates in, again happy to take feedback on the appropriateness of these dates

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- Kristy to provide these to Peter Freeman in the hope he can work his Emerald magic (or any other person who can make this work) to download into a spreadsheet the following details of every member in those brigades/stations/units **target date close of business Tuesday 15 Sept**
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- Spreadsheet submitted to SAPOL by Robert Charlton **target date close of business Monday 21 Sept**

Cheers

Dave O'Shannessy

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Out of scope document as agreed - contains staff and volunteer personal contact details



Dixon, Rachel (SAFECOM)

From: Morgan, Michael (SAMFS)
Sent: Wednesday, 16 September 2020 1:19 PM
To: DL:SAMFS Management Team
Subject: FW: COVID-19 Updated Public Sector Documentation
Attachments: Commissioners Determination 3.1 Supplementary Provisions 160920 v10.pdf; 2020.09.11_COVID-19 Workforce Considerations_v2.pdf; 2020.09.11_SA Government COVID-19 Safe Planning Toolkit_v3.pdf

Michael Morgan AFSM MBA(HRM) AIFireE
Chief Officer and Chief Executive

South Australian Metropolitan Fire Service (MFS)
 99 Wakefield Street Adelaide
 South Australia, SA 5000

Office: 08 82043752 Email: michael.morgan2@sa.gov.au

From: Ranieri, Erma (OCPSE) <Erma.Ranieri@sa.gov.au>
Sent: Wednesday, 16 September 2020 10:23 AM
To: Chester, John (ALT) <John.Chester@alt.sa.gov.au>; robert.pitt@aca.sa.gov.au; douglas.gautier@afct.org.au; echia@adelaidefestival.com.au; anthony.kirchner@avmc.com.au; Meador, Caroline (AGD) <Caroline.Meador@sa.gov.au>; Andrewr@audit.sa.gov.au; Sheryle.Pike@ahpra.gov.au; twalton@carclew.org.au; Phillips, Paddy (CEIH) <Paddy.Phillips@sa.gov.au>; Jill.Bolzon@countryarts.org.au; Jones, Mark (CFS) <Mark.Jones2@sa.gov.au>; Burgess, Julie-Anne (CAA) <Julie-Anne.Burgess@courts.sa.gov.au>; geoff.raven@dairy-safe.com.au; Price, Richard (DefenceSA) <Richard.Price@defencesa.com>; Taylor, Cathy (DCP) <Cathy.Taylor4@sa.gov.au>; Boswell, Lois (DHS) <Lois.Boswell@sa.gov.au>; Brown, David (DCS) <David.Brown3@sa.gov.au>; Persse, Rick (Education) <Rick.Persse@sa.gov.au>; McGowan, Chris (Health) <Chris.McGowan2@sa.gov.au>; Graham, Rebecca (Health) <Rebecca.Graham@sa.gov.au>; Dwyer, Lesley (Health) <Lesley.Dwyer@sa.gov.au>; Paterson, Verity (Health) <Verity.Paterson@sa.gov.au>; Packard, Craig (Health) <Craig.Packard@sa.gov.au>; Buchanan, Ngaire (Health) <Ngaire.Buchanan@sa.gov.au>; Geraghty, Maree (Health) <Maree.Geraghty@sa.gov.au>; Champion, Wayne (Health) <Wayne.Champion@sa.gov.au>; Place, David (Health) <David.Place2@sa.gov.au>; O'Neill, Sue (Health) <Sue.ONeill@sa.gov.au>; Gough, Lindsey (Health) <Lindsey.Gough@sa.gov.au>; Kirchner, Roger (Health) <Roger.Kirchner@sa.gov.au>; Heithersay, Paul (DEM) <Paul.Heithersay@sa.gov.au>; Schutz, John (DEW) <John.Schutz@sa.gov.au>; Braxton-Smith, Tony (DIT) <Tony.Braxton-Smith@sa.gov.au>; Edge, Michelle (PIRSA) <Michelle.Edge@sa.gov.au>; Reid, Adam (DIS) <Adam.Reid@sa.gov.au>; McDowell, Jim (DPC) <Jim.McDowell@sa.gov.au>; Muldoon, Leonie (DTTI) <Leonie.Muldoon@sa.gov.au>; Reynolds, David (DTF) <David.Reynolds@sa.gov.au>; Chatburn, Chris (ESB) <Chris.Chatburn@sa.gov.au>; Sherry, Mick (ECSA) <Mick.Sherry@sa.gov.au>; Circelli, Tony (EPA) <Tony.Circelli@sa.gov.au>; Wilson, Adam (ESCOSA) <Adam.Wilson2@sa.gov.au>; speed.julian@forestrysa.com.au; jo.townsend@funds.sa.gov.au; Borrowman, Hugh (GH) <Hugh.Borrowman@sa.gov.au>; gmackie@history.sa.gov.au; joliver@homestart.com.au; brian.parkes@jamfactory.com.au; gabrielle.canny@lsc.sa.gov.au; Ilee, Peter (DIT) <Peter.Ilee@sa.gov.au>; Morgan, Michael (SAMFS) <Michael.Morgan2@sa.gov.au>; dennis.stokes@tandanya.com.au; Tomlinson, Vicki (ICAC) <Tomlinson.Vicki@icac.sa.gov.au>; Ranieri, Erma (OCPSE) <Erma.Ranieri@sa.gov.au>; Levitzke, Vaughan (GISA) <Vaughan.Levitzke@sa.gov.au>; greg.may@lpcc.sa.gov.au; Sutton, Mark (DIT) <Mark.Sutton@sa.gov.au>; Taylor, Kylie (ORSR) <Kylie.Taylor@sa.gov.au>; Butlin, Matthew (OSAPC) <Matthew.Butlin@sa.gov.au>; Menz, Chris (Renewal SA) <Chris.Menz@sa.gov.au>; Michael.francis@rtwsa.com; Place, David (Health) <David.Place2@sa.gov.au>; Lane, Dominic (SAFECOM) <Dominic.Lane@sa.gov.au>; Hardy, David (SA Lotteries) <David.Hardy@sa.gov.au>; Beattie, Chris (SES) <Chris.Beattie@sa.gov.au>; Buchan, Michael (Housing) <Michael.Buchan@sa.gov.au>; Harrex, Rodney (SATC)

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 Cc: Vinall, Sarah (OCPSE) <Sarah.Vinall2@sa.gov.au>; Evans, John (ALT) <John.Evans@alt.sa.gov.au>; caron.silcock@aca.sa.gov.au; claire.george@adelaidefestivalcentre.com.au; ebrooks@adelaidefestival.com.au; echia@adelaidefestival.com.au; simon.hockridge@avmc.com.au; Stephens, Kate (AGD) <Kate.Stephens3@sa.gov.au>; silvana.gentilcore@audit.sa.gov.au; Ashaki.Kroll@ahpra.gov.au; jhaplin@carclew.org.au; Smith, Pam (Health) <Pam.Smith2@sa.gov.au>; Jill.Bolzon@countryarts.org.au; Tsentidis, Anna (SAFECOM) <Anna.Tsentidis@sa.gov.au>; Ellis, Jan (CAA) <jan.ellis@courts.sa.gov.au>; Fitzgerald, Jane (DIT) <Jane.Fitzgerald@sa.gov.au>; Barnett, Rob (Defence SA) <Rob.Barnett@defencesa.com>; Burton, Michael (DCP) <Michael.Burton2@sa.gov.au>; Barber, Bev (DHS) <Beverley.Barber@sa.gov.au>; Sexton, Chris (DCS) <Chris.Sexton2@sa.gov.au>; Schonfeldt, Laura (Education) <Laura.Schonfeldt@sa.gov.au>; Kaharevic, Melisa (Health) <Melisa.Kaharevic2@sa.gov.au>; Palumbo, Mandy (Health) <Mandy.Palumbo@sa.gov.au>; Ramsay, Gabby (Health) <Gabby.Ramsay@sa.gov.au>; Eaton, Joanne (Health) <Joanne.Eaton@sa.gov.au>; Johnson, Belinda (Health) <Belinda.Johnson@sa.gov.au>; France, Peta-Maree (Health) <Peta-Maree.France@sa.gov.au>; Stevens, Helen (Health) <Helen.Stevens@sa.gov.au>; Edwards, Jenny (Health) <Jenny.Edwards@sa.gov.au>; Kennedy, Saffron (Health) <Saffron.Kennedy@sa.gov.au>; Francese, Michael (Health) <Michael.Francese@sa.gov.au>; Smith, Patrick (Health) <Patrick.Smith@sa.gov.au>; Davis, Michael (Health) <Michael.Davis3@sa.gov.au>; Cirson, Julianne (DEM) <Julianne.Cirson@sa.gov.au>; Elston, Danielle (DEW) <Danielle.Elston2@sa.gov.au>; Fitzgerald, Jane (DIT) <Jane.Fitzgerald@sa.gov.au>; Holman-Bates, Bruen (PIRSA) <Bruen.Holman-Bates@sa.gov.au>; Morris, Natalie (DIS) <Natalie.Morris3@sa.gov.au>; Boehm, Scott (DPC) <Scott.Boehm@sa.gov.au>; Cavallaro, Peter (DTTI) <Peter.Cavallaro2@sa.gov.au>; Holling, Kristian (DTF) <Kristian.Holling@sa.gov.au>; EECBS:HR <ESB.HR@sa.gov.au>; Clayfield, Ian (ECSA) <Ian.Clayfield@sa.gov.au>; Kite, Sue (EPA) <Sue.Kite@sa.gov.au>; South, Linda (ESCOSA) <Linda.South3@sa.gov.au>; frew.sarah@forestrysa.com.au; jacki.kittel@funds.sa.gov.au; Grimes, Leslie (GH) <Leslie.Grimes@sa.gov.au>; aberkelaar@history.sa.gov.au; Vanessa.Charlesworth@homestart.com.au; kate.cenko@jamfactory.com.au; andrea.sax@lsc.sa.gov.au; Jarman, Bridget (LSA) <Bridget.Jarman@sa.gov.au>; Ilee, Peter (DIT) <Peter.Ilee@sa.gov.au>; DTF:LSA Human Resources <LSAHumanResources@sa.gov.au>; dennis.stokes@tandanya.com.au; Tomlinson, Vicki (ICAC) <Tomlinson.Vicki@icac.sa.gov.au>; Vinall, Sarah (OCPSE) <Sarah.Vinall2@sa.gov.au>; Gersbach, Bernadette (GISA) <Bernadette.Gersbach@sa.gov.au>; greg.may@lpcc.sa.gov.au; Sutton, Mark (DIT) <Mark.Sutton@sa.gov.au>; Nicholas, Tim (ORSR) <Tim.Nicholas@sa.gov.au>; Bierbaum, Christine (OSAPC) <Christine.Bierbaum@sa.gov.au>; Pauline.Thomson@parliament.sa.gov.au; Collins, Vy (Renewal SA) <vy.collins@sa.gov.au>; jasmin.riek@rtwsa.com; Kennedy, Saffron (Health) <Saffron.Kennedy@sa.gov.au>; Somerville, Shiona (SAMFS) <Shiona.Somerville@sa.gov.au>; Merrett, Laura (SA Lotteries) <Laura.Merrett@sa.gov.au>; Tsentidis, Anna (SAFECOM) <Anna.Tsentidis@sa.gov.au>; Dickson, Deborah (Housing) <Deborah.Dickson@sa.gov.au>; Williams, Louise (SATC) <Louise.Williams2@sa.gov.au>; ian.mclellan@sawater.com.au; Baron, Nick (SACE) <Nick.Baron@sa.gov.au>; Chapman, John (SASBC) <John.Chapman@sa.gov.au>; Fellows, Linda (SAPOL) <Linda.Fellows@police.sa.gov.au>; Thorley, Mark (SAFC) <Mark.Thorley@safilm.com.au>; reception@stateopera.com.au; Falleti, Toni (Health) <Toni.Falletti@sa.gov.au>; nloveridge@statetheatrecompany.com.au; doreenblewett@studyadelaide.com; damian.turner@tafesa.edu.au; cathy.lewis@trb.sa.edu.au; Dunbar, Andrew (DIS) <Andrew.Dunbar@sa.gov.au>; registrar@vsbsa.org.au; admin@vinehealth.com.au; Sara.stoffel@westbeachparks.com.au; Wei, Fiana (AGD) <Fiana.Wei@sa.gov.au>; Hinton, Vikki (CAA) <vikki.hinton@courts.sa.gov.au>; Horan, Ilona (Defence SA) <Ilona.Horan@defencesa.com>; Barnett, Meg (DHS) <Meg.Barnett@sa.gov.au>; Jones, Samantha (Education) <Samantha.Jones@sa.gov.au>; Kilsby, Cara (DEM) <Cara.Kilsby@sa.gov.au>; Sorensen, Lee (DEW) <Lee.Sorensen@sa.gov.au>; Benson, Kerry (DIT) <Kerry.Benson@sa.gov.au>; Vassal, Scott (DIS) <Scott.Vassal@sa.gov.au>; Lloyd-Wright, Alison (DPC) <Alison.Lloyd-Wright@sa.gov.au>; Nicholas, Sally (DTF) <Sally.Nicholas2@sa.gov.au>; Gallasch, Christine (ESB) <Christine.Gallasch@sa.gov.au>; Maycock, Katie (PIRSA); Todd, Jeff (EPA) <Jeff.Todd@sa.gov.au>; ware.sara@forestrysa.com.au; Borrowman, Hugh (GH) <Hugh.Borrowman@sa.gov.au>; Lewis, Mary (LSA) <Mary.Lewis@sa.gov.au>; Caire, Veronica (GISA) <Veronica.Caire@sa.gov.au>; Reagan.Garner@rtwsa.com; Snoad, Tracey (SAFECOM) <Tracey.Snoad2@sa.gov.au>; Kameniar, Narelle (SAPOL) <Narelle.Kameniar@police.sa.gov.au>; Mendoza, Bernadette (SAPOL) <Bernadette.MENDOZA@police.sa.gov.au>;

reception@statetheatrecompany.com.au; Dianne.Carey@tafesa.edu.au; Courtney.chymko@trb.sa.edu.au; payroll@trb.sa.edu.au; Sexton, Chris (DCS) <Chris.Sexton2@sa.gov.au>; Deacon, Nicole (DHS) <Nicole.Deacon@sa.gov.au>

Subject: COVID-19 Updated Public Sector Documentation

Dear colleagues

As we exit the transition phase of moving back to the workplace and instead move towards a 'new normal' way of working, my office has been updating documentation to support the sector.

The **Commissioner's Determination 3.1: Employment Conditions – Hours of Work, Overtime and Leave: Supplementary Provisions for COVID-19** has been updated, with main changes including:

- Special Leave with Pay while quarantining or isolating – this is payable if the quarantine or isolation is as a consequence of employment, and is not considered part of the existing 15 days Special Leave With Pay for COVID-19 absences.
- Special Leave with Pay while awaiting COVID-19 test results – up to three (3) days SLWP will be payable to employees while they await COVID-19 test results if they are unable to work from home. Evidence of testing and results will be required to access this SLWP.
- Update to wording around absence following the return of a negative COVID-19 test to remove any ambiguity.
- Update to management of vulnerable employees and/or living with a vulnerable family member, including the definition of a vulnerable employee. This update is in line with the 6 July advice to National Cabinet from the Australian Health Protection Principal Committee.
- A new Appendix to clarify provisions for specific categories of staff who are deployed to assist with the COVID-19 emergency response.

Additionally, we have created a new **Workforce Consideration Paper for the South Australian Public Sector Moving to a 'New Normal'**. This will replace the previous paper "Transitioning Back to the Workplace" and, while similar, has a more long term, less prescriptive focus. The **COVID-19 Safe Workforce Return Toolkit** has also been updated and is now positioned as an additional reference tool for the Workforce Considerations Paper.

These documents are attached for your reference and will be uploaded to the OCPSE website shortly, with a Whole-of-Government email circulated in the coming days.

These changes will come into effect today, 16 September 2020. My office continues to closely monitor the situation and will update documentation as required on advice from SA Health and emergency response officials.

Should you have any questions please contact Sarah Vinall, A/Manager Statutory and Governance Advisory Services on 0466 925 652 or via email sarah.vinall2@sa.gov.au

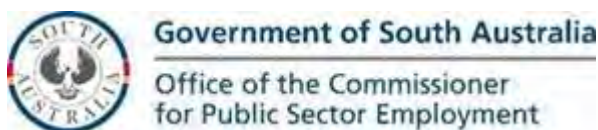
Regards
Erma

Erma Ranieri

Commissioner for Public Sector Employment

Office of the Commissioner for Public Sector Employment | publicsector.sa.gov.au

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Coronavirus Disease 2019 (COVID-19)

Workforce Considerations for the South Australian Public Sector Moving to a 'New Normal'

11 September 2020



COVID-19 RESPONSE



**Government
of South Australia**

This paper has been prepared by the Office of
the Commissioner for Public Sector Employment
for guidance to Public Sector Agencies.

Office of the Commissioner
for Public Sector Employment

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Purpose

This document provides high level guidance on transitioning towards a new way of working while following the continued easing of COVID-19 restrictions in the South Australian community.

Background

South Australia has been largely successful in managing the ongoing risks to the community associated with COVID-19.

The public sector acted quickly and adapted to allow, where possible, employees to work remotely in order to minimise the spread of the virus and keep themselves, their families and the community safe.

Since May 2020, agencies have been physically returning employees to the workplace, with the sector now encouraged to return to the office under a 'new normal', provided appropriate plans are in place.

As a priority, agencies should ensure they are confident their business continuity plans are comprehensive, introduce the right controls and have been clearly communicated to all stakeholders.

Transition and recovery from COVID-19 is expected to be prolonged, so agencies must ensure they continually review plans to keep them up to date and reflective of the current situation. Modelling should also be factored in to ensure the agency is prepared for various possible scenarios in the future.

Planning Resources

Many tools and resources are available to enable leaders to plan and support their teams as they adapt to a new way of working.

The *South Australian Public Sector COVID-19 Safe Workforce Return Toolkit* can assist with planning. This toolkit was developed by the [Office of the Commissioner for Public Sector Employment](#) based on information from [SafeWork Australia](#) and provides practical tools and resources for planning to return people to the workplace.

Wellbeing SA has created a range of resources to support all South Australians look after all aspects of their wellbeing. The [Working and Thriving Beyond COVID-19](#) provides a practical checklist to help leaders frame discussions with their workers on return to the office.

Guiding Principles

While the requirement to have people work from home where practicable and appropriate has now been removed, it is still important to plan the new way of working, with consideration given to the following principles.

Above all, focus should remain on how you take care of employees and safeguard their health and wellbeing.

Physical principles

Agencies should ensure they have a comprehensive plan in place which maintains distancing and hygiene requirements. Principles for agencies to consider include:

- Planning sufficiently to ensure physical distancing can be maintained. This should include all shared spaces such as bathrooms, kitchens and utility areas, as well as workstation set ups.
- In general, staff should maintain a distance of 1.5 metres from others as much as possible and while offices are exempt from the density requirement, but are encouraged to apply this calculation if possible (1 person per 2 square metres).
- Ensure sufficient hygiene products are available for workers, and that everyone understands expectations regarding use.
- As required, adjust the office cleaning schedule to ensure a high standard of hygiene and cleanliness can be maintained.

Wellbeing principles

Employees may be concerned and anxious at travelling to the workplace or returning to work and being near a larger number of people. Others may be very keen to return to the office following weeks of working in isolation.

The risks to an employee's health are psychological as well as physical. Some may have experienced challenging domestic situations such as juggling childcare or caring for a vulnerable family member, as well as financial worries if a partner has lost their income.

Agencies should keep the following front of mind:

- Recognise that there will be a period of readjustment for employees re-entering the workplace, and that it may take some longer to adapt than others.
- Communicate the supports available to workers. This may include the additional Employee Assistance Provider sessions or the peer-support program.
- Schedule performance discussions with teams to re-set and clarify expectations and priorities on returning to the office. This is also an ideal opportunity to check in on your employee's wellbeing.

The [Mentally Health Workplaces toolkit](#) has a broad range of additional strategies and information to support mental health at work.

Attendance principles

There will be some employees who have been working in isolation for a considerable period of time. Agencies should ensure a robust re-orientation process is developed for those returning, which should include information on new safe working practices or controls.

Agencies should also consider how to balance any need to have staff physically in the office with offering continued access to flexible working provisions.

Staggered start and finish times to reduce pressure on public transport should be a key consideration.

- Consider what adaptations need to be made to start and finish times and meal breaks to manage physical distancing.
- Ensure protocols are clear on what an employee should do if they are unwell, or they suspect a colleague is unwell.
- Have you planned how to notify workers of any changed circumstances? E.g. an outbreak in close vicinity of the workplace, a probable case of COVID-19 in the office etc.
- Is there any specific training to be completed prior to returning to work?
- Do any staff need to be re-engaged in order to deliver services? (e.g. casuals)
- Any employees previously deemed vulnerable should seek the advice of their medical practitioner on their proposed return to the workplace. It would also be appropriate to complete a risk management plan for individual employees at higher risk.

WHS and industrial principles

Agencies must continue to observe work health and safety obligations, and ensure appropriate communication and engagement with employees and industrial associations.

- Ensure **regular and open communication with staff** regarding expectations and office requirements and protocols
- Engage industrial associations early on in relevant discussions
- Pre-plan an appropriate response to a staff member presenting for work when they appear unwell
- Ensure you have mechanisms in place to enable staff and/or customers to confidently raise any concerns relating to health, safety or wellbeing in the workplace.

Additional information

covid-19.sa.gov.au

Latest information and advice

openyourworld.sa.gov.au

Information on maintaining wellbeing

publicsector.sa.gov.au/hr-and-policy-support/covid-19-workforce-arrangements

Public sector information and support

sahealth.sa.gov.au

Health advice
and information



**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

South Australian Public Sector COVID-19 Safe Workforce Return Toolkit

11 September 2020



COVID-19 RESPONSE

This toolkit has been prepared by the Office of the Commissioner for Public Sector Employment for guidance to Public Sector Agencies. This toolkit should be read in conjunction with Workforce Considerations advice.



**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

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Commissioner's Introduction

A significant focus for agencies is planning to return their employees to the workplace. This pandemic is far from over and it will be critically important to shift our focus to planning for a safe, efficient and effective return to the workplace. As we do so, we must ensure that we also plan to capitalise on some of the positive changes we have made which have resulted in greater outputs for our employees and the community. This will be a key focus for the coming weeks.

Every agency is unique, but we will be faced with the same challenges: where to begin; how we will keep our people and customers protected; how and when to communicate; and what's the right way to move forward.

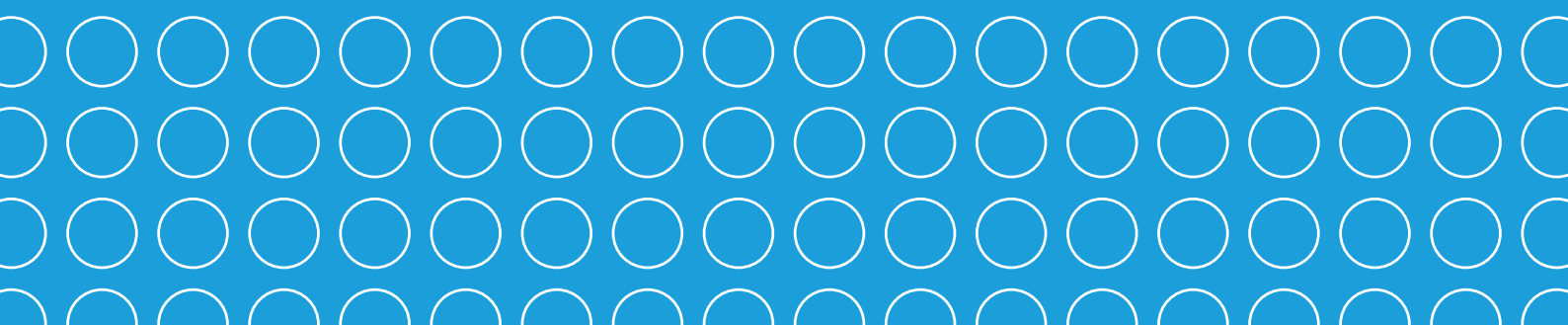
This toolkit will support agencies in balancing elements of employee safety, well-being, engagement and productivity.

It starts by posing the questions we need to answer, and is coupled with some practical tools to identify your physical workplace risks, and how we can adapt the workforce to determine the optimal mix of wellbeing and productivity.

As we develop our return to the workplace plan, we must invest time in building workforce confidence and assuring our employees that we have the right controls in place to protect them, their families and the community.

We need to effectively engage our employees ahead of any transitions to assure them that we are placing their wellbeing at the forefront of decisions and re-emphasize how we will continue to do this as we change our advice as restrictions are lifted.

This toolkit will help your agency prepare a plan for the different stages of the pandemic. You should revise your plan frequently, particularly as restrictions and conditions change. The toolkit will help you work out what resources are available and where you can go for support.



Employee Consultation

Agencies have a [duty to consult their employees on health and safety matters](#). Agencies must consult with all employees and their representatives (including elected Health and Safety Representatives (HSR's) before making any changes that may affect their health and safety

The [Commissioner for Public Sector Employment's Determination and Guideline: Employment Relations](#) sets out the legal obligations for consultation with unions and employees.

Awards and enterprise agreements that apply to public sector employment also contain various consultation provisions. Aside from any legal obligation, consultation helps build awareness and commitment as well as contributing to positive working relationships.

It is important that agencies identify the areas that employees require consultation, and develop a communications plan.

Things you need to know

All Australian Governments have agreed to a set of [National COVID-19 Safe Work Principles](#) to guide us and ensure that our workplaces are healthy and safe.

National Cabinet agreed that [Safe Work Australia](#) is the single source of information for workplace health and safety advice.

Review the [SafeWork SA](#) site for specific guidance for South Australia.

We continue to be guided by the [Government of South Australia health advice](#) for important information in relation to COVID-19.

Our advice is underpinned by the South Australian Public Sector COVID-19 Protocols.

We encourage you to download the [COVIDSafe app](#) and help protect yourself, your friends and your family.

We encourage you to continue to monitor and share this guidance as it develops.

SECTION 1

Preparing a COVID-19 Safe Workplace

Considerations

This toolkit provides a structured approach for on-site response teams to develop a plan to respond to the following questions:

- What guidelines will you need to put in place for physical distancing for key workplace interactions (internal and with customers)?
- Will the office need to be reconfigured?
- Are your facilities set up to minimise virus transmission? (E.g. soap dispensers, toilets, contact-free food delivery, break area cleanliness)
- Will PPE be required? Do you have enough supplies, or can you access supplies if needed?
- How will your current cleaning need to change?
- If employees have been sick, what standards will you require for them to be able to return to the workplace?
- What is your response plan for COVID-19 positive employees or a COVID-19 exposure?
- Does your communication strategy encourage employees to stay home if they have symptoms?
- How will you encourage mental health support networks for employees who may need to access these services?
- Reduce the amount of hot desk arrangements and sharing of common workspaces. If these arrangements cannot be changed, frequent cleaning must be a shared responsibility of facilities and employees.

1.1 Where to start – establish an on-site response team

Considerations

The first thing we suggest is establishing a cross functional on-site response team that is able to execute the South Australian Public Sector COVID-19 Protocols in the workplace and manage all considerations for returning to the workplace. Agencies should consider re-purposing their business continuity teams that managed pre and during COVID-19.

An Executive should be the agency's Project Sponsor. The Executive should identify each location's on-site manager. Some agencies will have multiple on-site managers due to various physical work sites.

All key areas of this transition plan should have at least one lead. For critical roles, such as the

on-site manager, consider appointing a backup who is ready to assume all responsibilities if the lead becomes incapacitated. For larger locations, key areas (floors, buildings, etc.) consider having a small team managed by the lead.

Given the coordination needed, the on-site response team should meet daily at a minimum. For larger locations, consider including the floor/building leads in these meetings.

Outline all roles and responsibilities. Certain agencies such as Health, Education and other customer facing agencies may need additional facilities roles to ensure safety protocols are also implemented for the community.

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations

Practical Tools — Roles and Responsibilities Chart

(for smaller agencies a number of these roles may be combined)

Role	Lead	Backup Lead (if needed)	Responsibilities
Executive Project Sponsor (SAES or equivalent)			<ul style="list-style-type: none"> Direction for on-site managers aligned to South Australian Public Sector COVID-19 Protocols. Reporting to Chief Executives on issues and risks. Executing mitigation strategies for identified risks. Ensuring the agency is operating in line with the Government of South Australia health advice. Implementing a communication strategy for the workforce (including on-site and remote employees).
On-Site Manager (Corporate various locations and on-site various locations such as schools, hospitals etc.)			<ul style="list-style-type: none"> Manage the local reopening and on-site team. Work with Executive (Project Sponsor) to ensure proper on-site practices, escalate any issues, and provide updates. Communicate with other relevant worksite stakeholders (e.g. building management, DPTI).
Workplace Safety Representative			<ul style="list-style-type: none"> Manage the disinfection and cleaning staff. Maintain an adequate supply of personal protective equipment and disinfectant materials. Ensure physical distancing protocols are followed, especially in high-touch areas and common spaces.
Health and Wellbeing Representative			<ul style="list-style-type: none"> Decide if any additional local physical and mental health support is needed. Manage the screening procedures for employees and visitors.
Training and Communications Representative			<ul style="list-style-type: none"> Lead training for managers and employees. Send out email and video communications to on-site and remote workers. Maintain on-site signage.
Agency Mobility Contacts			<ul style="list-style-type: none"> Responsible for working with Office of the Commissioner for Public Sector Employment for mobilising the South Australian Public Sector workforce.
[Insert Other Key Roles as Needed]			

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations

Before commencing your plan, it's important the on-site response team carefully reviews the guidance on the Safe Work Australia website to understand your agency's obligations and to ensure your agency is properly prepared. Actions that need to be implemented to meet your work health and safety obligations will depend on your agency's individual circumstances. Your circumstances would have changed because of COVID-19.

Safe Work Australia has developed an [online hub](#) with information on how to minimise the risk of COVID-19 exposure in your workplace.

The hub is updated regularly and contains information on how to minimise the risk of COVID-19 exposure in your workplace.

1.2 Understanding your risks

Considerations

The first step in preparing your workplace is to understand how your WHS risks have changed. It's critical that your agency completes a [risk assessment](#) and follows guidance from Safe Work Australia. Safe Work Australia's risk assessment guidance will help you identify

how your agency needs to prepare. You will need to know the current restrictions and how they apply to your agency. You can also use this information to update your existing risk assessment plan to include COVID-19 risks.

Practical tools — Checklist

Step	Task	Completed on (date)
1	Read through the Safe Work Australia advice on how to undertake a risk assessment .	
2	Read how to keep workers safe and limit the spread of COVID-19 .	
3	Complete or update your agencies risk assessment in line with advice from health authorities and South Australian Governments direction regarding restrictions. Review and update it regularly to make sure that you keep on top of new risks that may emerge.	(Regular checks required)

Keep checking in with your employees, as they will know potential risks that may exist as well as potential mitigation strategies.

1.3 Make sure your workplace is safe and clean

Considerations

Review your agency's current hygiene and cleaning practices.

- Are there enough supplies?
- Are frequently used areas cleaned regularly?
- Do we need to increase our cleaning services?
- What additional cleaning will our employees be responsible for?

Practical tools — Checklist

Step	Task	Completed on (date)
1	Complete the Safe Work Australia Cleaning Checklist	
2	Complete the Safe Work Australia health, hygiene and facilities checklist	
3	Print signs and posters on good hygiene and facilities check list	
4	Inform you employees about how to maintain good hygiene and cleaning	

Health and Safety Action Plan

Once you complete these tasks, write down what your business needs to do:

What do you need to do?	How will you do this?	When will it happen?	What supplies are required?
e.g. set up alcohol-based hand sanitiser stations at entry and exit points	e.g. ask cleaners to refill stations	e.g. ensure the stations are checked every 2 hours	e.g. 1L/week of alcohol based hand sanitiser and 2 dispensers

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations

1.4 Staying physically distant

Considerations

From Monday 29 June, restrictions were eased in South Australia with the introduction of a 1 person per 2 square metres density rule. While there is a reduced density rule, there is still a requirement for employees to meet physical distancing of 1.5 metres apart. It is essential that your workplace meets these requirements, where possible. Consideration should be given to the following recommendation:

- Staggering employees start and finish times to avoid crowding in the office and on public transport for the commute in and out of the workplace.
- Implement a one-way system to commute around the workplace.
- Closing lunch-rooms or staggering lunch and break times. Consider distancing for shared facilities e.g. lifts, bathrooms when planning for the number you can physically accommodate.
- Removing chairs from conference rooms to limit attendance at meetings and ensure employees can sit at least 1.5 metres (2 square metres) apart.
- Leaving a buffer between scheduled meetings in conference or meeting rooms to avoid overlap between two groups and to allow time for cleaning.
- Installing physical distancing decals on the floors of any shared spaces in the workplace.
- Where possible, encourage maximum use of virtual collaboration.
- To the extent possible, restructuring open floor layouts to ensure that employees can sit at least 1.5 metres (2 square metres) from each other.
- Installing barriers in reception areas, or between customers and employees that can be easily cleaned and are high enough to prevent contact.
- Delivering products through curb side pick-up or delivery.
- Regularly communicating physical distancing reminders throughout the workplace, including compliance with South Australian Public Sector COVID-19 Protocols.



Practical tools — Checklist

Step	Task	Completed on (date)
1	Review the Safe Work Australia advice on physical distancing	
2	Complete the Physical Distancing Checklist	
3	Print signs and posters on how to ensure physical distancing	
4	Talk to your employees about how to stay physically distant and safe.	

Physical Distancing Action Plan

What do you need to do?	How will you do this?	When will it happen?	What supplies are required?
e.g. provide physical distancing markers on the floor where appropriate	e.g. speak to employees about where customers tend to queue	e.g. discuss at next staff meeting	e.g. markers to stick to the floor
e.g. Staff to return in waves due to comply with physical distancing	e.g. Create roster of staff to rotate in the workplace and remote working	e.g. One week ahead of stage 2 of restrictions easing	e.g. Workstation cleaning facilities

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations



1.5 Adapting your transition plan to your service delivery

Considerations

Think about your agency's unique service delivery. What are the additional steps you need to take to keep everyone safe? How will you communicate with your customers, community, employees and suppliers?

Practical Tools — Checklist

Step	Task	Completed on (date)
1	Review Safe Work Australia industry specific information	(Regular checks required)
2	Complete the what can I do to keep my workers safe at the workplace and limit the spread of COVID-19 checklist	
3	Review the South Australian public health directions that apply to your agency	(Regular checks required)
4	Talk to your employees about changes specific to your business.	

Agency Specific Service Delivery Action Plan

What do you need to do?	How will you do this?	When will it happen?	What supplies are required?
e.g. Inform employees, customers and community about changes to your business hours	e.g. Develop a communications plan outlining all key messages (Refer to communication section of this toolkit)	e.g. Two weeks prior to reopening the workplace	e.g. Contact website administrators to update information on websites and social media communication channels.

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations

1.6 Responding to a COVID-19 infection

Considerations

Agencies should plan for how to respond if there is a suspected or confirmed case of COVID-19 associated with your work site. Your plan will depend on the circumstances and whether the affected person has physically been in the workplace. It is important to take the time to plan now so your agency is confident it can respond accordingly.

Agencies are not expected, and should not try, to diagnose people. However, agencies have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable. If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps outlined in [Safe Work Australia's infographic](#).

Practical tools

Now that you understand what to do, consider if your agency is prepared.

Use the template below to create a plan that suits your agency needs and make sure it is communicated clearly with all employees.

Your plan should:

- Outline what needs to change to ensure you can follow guidance efficiently and effectively.
- Outline what your first action will be if notified of a possible COVID-19 infection.
- State how you will clearly communicate with staff and meet [privacy obligations](#).
- Think about how you will clean your workplace after an infection.
- Outline how your business will continue to operate or reopen.

What do you need to think about ?	What needs to happen?	What supplies do you need?
e.g. Where will the work site isolate someone if need be?	e.g. Move person to staff room and block access to other staff	e.g. gloves, masks, cleaning wipes, sign / tape to block access
e.g. how will we notify relevant authorities	e.g. Inform your line manager on duty to call the hotline once infected person has been isolated	e.g. none

1.7 Integrate your transition plan with business continuity

Agencies must ensure that transition planning considerations are included into business continuity plans, specifically:

- Appropriate health and wellbeing training.
- Emergency health protocols and emergency paths.
- Access to quarantine sites and evacuation protocols.
- Ensuring continuity for workforce segments should an outbreak and/or self-isolation be required. E.g. team A and B, hybrid on-site and remote working.

This is a planning toolkit only – you should seek relevant advice from SafeWork Australia, SafeWork SA and Health Authorities to ensure you meet all of your legal obligations

SECTION 2

2.1 Useful links

www.comcare.gov.au/safe-healthy-work/prevent-harm/coronavirus?utm_source=website&utm_medium=email&utm_campaign=covidreturn#transition

(Federal advice for COVID-19)

www.australia.gov.au

www.health.gov.au/health-topics/novel-coronavirus-COVID-19

www.smarttraveller.gov.au/news-and-updates/novel-coronavirus-covid-19

www.sahealth.sa.gov.au/

<https://www.publicsector.sa.gov.au/hr-and-policy-support/work-health-and-safety-and-injury-management/mentally-healthy-workplaces>

www.beyondblue.org.au/get-support/national-help-lines-and-websites

www.sa.gov.au/

www.safework.sa.gov.au/workers/health-and-wellbeing/infectious-diseases/coronavirus-covid-19

www.safeworkaustralia.gov.au/

2.2 Contact phone numbers

Coronavirus Information Line -
1800 020 080

South Australian Mental Health Support
Line - **1800 632 753**

Lifeline: **13 11 14**

Beyond Blue: **1300 22 4636**

2.3 OCPSE contact

OCPSE phone number: **1800 317 333**



**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

Determination of the Commissioner For Public Sector Employment

3.1: Employment Conditions – Hours of Work, Overtime and Leave: Supplementary Provisions for COVID-19

16 September 2020



COVID-19 RESPONSE



**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

Determination 3.1: Employment Conditions – Hours of Work, Overtime and Leave: Supplementary Provisions for COVID-19

Date of Operation: 16 September 2020
Review Date: This document will be subject to revision as circumstances develop.

This determination is issued in accordance with Commissioner for Public Sector Employment powers under section 14(1)(b) of the *Public Sector Act 2009*. It has immediate effect and will remain in place until such time as it is revoked. This determination has been issued in response to the situation presented by the COVID-19 virus. It supports continued efforts to minimise and prevent the spread of COVID-19 while still delivering essential services to the community.

For the purposes of managing and minimising the impact of COVID-19, this determination over-rides existing leave and travel provisions contained within any current Commissioner's Determinations.

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Summary of additional/revised supplementary provisions

Provision	Existing	Supplementary Provisions
Special Leave With Pay for COVID-19	Not Applicable	New provision added for COVID-19 of 15 days per service year. This is in addition to current provisions within the existing CD3.1.
Special Leave With Pay for Border Restrictions	Not Applicable	New provision in addition to current provisions within the existing CD3.1.
Special Leave with Pay while quarantining or isolating	Payable at CE's discretion	Payable if quarantine / isolation is as a consequence of employment. Is not considered part of existing 15 days for COVID-19 per service year.
Special leave With Pay while awaiting test results	Payable at CE's discretion	Up to three (3) days' payable while awaiting COVID-19 test results. Evidence of testing and results required.
Sick/Carer's Leave	Up to 10 days of sick/carer's leave entitlement per service year	No cap on accessing carer's leave through sick leave entitlements per service year.
Direction to take annual/recreation leave	At least two (2) weeks' notice to staff with more than 24 months of accrual	At least three (3) days' notice to staff. Ability to direct staff with more than 12 months of accrual.
Access to annual/recreation leave at half pay	Not Applicable	New provision to access annual/recreation leave entitlements at half pay. Will be treated as per Long Service Leave at half pay.

Creation of new special leave with pay category for COVID-19 absences

In recognition of the continued public health situation relating to COVID-19, special leave with pay of up to 15 days will be available to support absences from the workplace for COVID-19 situations. This special leave with pay is not considered to be part of the current 15 days special leave with pay, as currently detailed in the *Commissioner's Determination 3.1: Employment Conditions – Hours of Work, Overtime and Leave* (CD3.1).

Unless explicitly stated, any reference to special leave with pay within this Determination is Special Leave with Pay for COVID-19.

While special leave with pay for COVID-19 may be accessed more than once, the aggregate is still limited to 15 days per service year.

Special leave with pay is applied for, taken and recorded in hours. Special leave with pay applies to part time employees on a pro rata basis in that the amount of days available would be proportionate to the full-time equivalent (FTE) of that employee. Special leave with pay is only paid for an employee's ordinary working day.

Creation of new special leave with pay category for border restrictions

In recognition of the continued public health situation relating to COVID-19 and the current cross border restrictions in place, special leave with pay will be available to support absences from the workplace for employees, other than casuals, who reside interstate and apply for but do not receive approval to cross the border to attend their place of work.

The special leave with pay for border restrictions only applies in specific situations where an employee is prevented from commuting from their interstate primary residence to their workplace.

This special leave with pay is not considered to be part of the current 15 days special leave with pay, as currently detailed in the *Commissioner's Determination 3.1: Employment Conditions – Hours of Work, Overtime and Leave* (CD3.1), and is in addition to the Special Leave with Pay for COVID-19 absences.

Employees directly impacted by border restrictions

All employees must comply with any direction from an official relating to the crossing of interstate borders.

Public sector employees who work in South Australia but reside interstate must review current border restrictions applicable for their place of residence, and ensure they abide by all requirements. Travellers wishing to enter the State must seek approval to do so, whether this is via a "Cross Border Travel Registration", or physically at an approved South Australian entry point.

Employees who apply for but are not approved to cross the border must be considered as a priority for suitable alternative duties that can be undertaken remotely from home.

While alternative duties are being considered, employees, other than casual employees, who reside interstate and do not have approval to cross the border into South Australia will be paid special leave with pay for border restrictions while they are unable to enter the State.

Alternative duties must regularly be revisited and considered for the duration of the employee's absence from the workplace due to their inability to enter South Australia.

Prevention and Minimisation

Special leave with pay while quarantining or isolating

An employee other than a casual who is required to quarantine or isolate as a consequence of their employment will be entitled to special leave with pay for COVID-19 related absences for any period of quarantine or isolation. Special leave with pay in these circumstances will be in addition to the 15 days special leave with pay for COVID-19 related absences.

Alternate working arrangements

Each agency, in accordance with its business continuity plan, is to ensure it continues to deliver essential services during the COVID-19 pandemic, taking into account any protection measures recommended by SA Health and/or the SA/Australian Government.

Agencies should consider previously approved leave and may revoke the approval if the employee is critical to ongoing service delivery.

Employees who remain well should continue to undertake duties either at their usual workplace, by utilising flexible working arrangements at home, or at an alternate location unless they are on an approved period of leave.

Flexible working arrangements

Flexible working arrangements have proven an effective platform for the public sector to manage the potential spread of COVID-19 whilst maintaining effective operations and essential services.

Wherever possible, agencies should capitalise on opportunities to embed more flexible ways of working and continue to allow employees access to flexible working arrangements, particularly while COVID-19 remains a very real threat within the community.

Where practicable and appropriate, agencies are encouraged to be flexible with employees who commute to and from work using public transport and consider adopting measures such as staggered start and finish times where possible.

Agencies must continue to monitor and apply guidance from SA Health in relation to personal hygiene, density requirements and physical distancing.

Requirement on employee to self-report

An employee must self-report as soon as possible to their agency if they:

- Are unwell and exhibiting symptoms that may be associated with COVID-19;
- Have had close contact with a confirmed or probable case of COVID-19;
- Have had casual contact with a confirmed case of COVID-19;
- Have been advised or directed to self-isolate, self-quarantine or be tested for COVID-19;
- Have been tested for COVID-19 and are awaiting test results;
- Have tested positive for COVID-19;
- Have tested negative for COVID-19; or
- Are being treated for COVID-19.

Employees must understand and have access to the processes required by the agency to enable them to comply with self-reporting obligations.

Employees who report any of the above must not be permitted to attend the workplace, or if already in the workplace must leave immediately. Working from home may be permitted if the employee otherwise remains well and alternative duties are available.

Absence while awaiting COVID-19 test results

An employee other than a casual who has been tested for COVID-19 and is awaiting test results should, where practicable and appropriate, be permitted to work from home until test results are confirmed. If work from home cannot be provided or if the employee is unfit for duties, the employee will be provided special leave with pay for up to 72 hours following the testing.

Evidence of testing and of the results once received must be provided by the employee to ensure the period of special leave with pay aligns with the isolation period.

Absence following return of negative COVID-19 test results

Employees who have been tested for COVID-19 and receive a negative test result but are still displaying symptoms that may be linked to COVID-19 must remain absent from the workplace until symptoms subside. If reasonably well and fit for duties, work from home may be provided if practicable and appropriate. If work from home is not practicable or appropriate, or the employee is unfit for duties, personal leave entitlements or leave without pay should be accessed.

Workplace shutdown for deep-cleaning

In the event the Government or Chief Public Health Officer directs a workplace to shut down for a short period of time, for example 48 hours to undertake deep-cleaning, and where it is not practicable and appropriate to work from home or from another work location, the employee will be deemed 'absent on duty'.

Temporary cessation of service (full or partial), or physical workplace closure for COVID-19 purposes (this provision does not apply for deep-cleaning purposes)

In the event the Government or Chief Executive determines that a service should temporarily cease (full or partial), or where a workplace physically closes, where practicable and appropriate, the employee will be given access to flexible working arrangements or transferred to alternative duties.

Where the above is not practicable and appropriate, the employee will be provided with special leave with pay for COVID-19.

If special leave with pay for COVID-19 is exhausted, the employee should access their own leave entitlements.

Overseas and interstate travel

All agencies and employees must adhere to the latest travel advice and/or restrictions, and must abide by requirements stipulated for self-quarantining periods.

Returning from travelling overseas or interstate for business reasons

If interstate or overseas travel is to be undertaken for business purposes it must be signed off prior to commencement by the Chief Executive or delegate whilst various restrictions are in place. Should the travel attract requirements to self-quarantine on return to South Australia, the employee should work from home for the duration of the self-quarantine period. If work from home is not practicable or appropriate, access to special leave with pay will be provided.

If the employee becomes unwell while self-quarantining, the absence will be managed in accordance with the agency's existing sick leave processes.

Returning from travelling overseas or interstate for personal reasons

If interstate or overseas travel is undertaken for personal reasons, and the travel attracts requirements to self-quarantine upon return to South Australia, the employee should work from home for the duration of the self-quarantine period. If working from home is not practicable or appropriate, the employee will access their personal leave entitlements (i.e. recreation/annual, retention or long service leave) for the duration of the self-quarantine period.

If the travel commenced prior to any requirement to self-quarantine upon arrival in South Australia, the employee may be provided with special leave with pay for the duration of the self-quarantine period.

If the employee becomes unwell during the self-isolation period, the absence will be managed in accordance with the agency's existing sick leave processes.

Contact from the Communicable Diseases Control Branch of SA Health

Where an employee is contacted by SA Health as part of contact tracing procedures, and they are subsequently required to self-isolate and it is not practicable and appropriate to work from home, special leave with pay will be approved for the required period of self-isolation.

If the employee subsequently tests positive for COVID-19, the absence will be managed in accordance with the agency's sick leave processes.

Other Leave Arrangements

Absence due to illness (including COVID-19 illness)

If an employee is absent from work due to illness, current sick leave entitlements and conditions apply. Chief Executives or their delegate may grant special leave with pay on a case-by-case basis if sick leave is exhausted and/or the employee has tested positive for COVID-19 and is unable to work.

This provision will not apply to those categories of employees listed in Appendix 1 of this Determination, in the circumstances described in Appendix 1.

Provision of Medical Certificates

The temporary waiving of the requirement to furnish a medical certificate for absences of more than three days is no longer in effect. Agencies should revert back to their existing policies and procedures related to illness, allowing for updated medical practices i.e. e-certificates from an online virtual appointment.

Vulnerable employees

Health advice on vulnerable members of the community has been revised to reflect the relatively stable low number of COVID-19 cases in South Australia.

Those at higher risk continue to be:

- People aged over 70; or
- People with one or more specific pre-existing medical conditions.

Agencies should refer to the Australian Department of Health website for the most current list of pre-existing medical conditions which may increase risk.

Aboriginal and Torres Strait Islander peoples may also be at increased risk of severe disease in any public health emergency, and should be considered a priority population when assessing potential risk related to COVID-19.

In areas of sustained low cases of COVID-19, the health advice is that all employees, even those at higher risk of more severe disease, can return to the workplace with appropriate controls in place.

Anyone considered a 'vulnerable person' should seek the advice of their medical practitioner on their proposed return to the workplace. Agencies should develop individual workplace COVID-19 management plans for those staff returning to the workplace who may be at higher risk of more severe illness.

If a vulnerable employee has been cleared to return to the workplace but wishes to remain at home, and flexible working arrangements are not practicable or appropriate, the employee will access their personal leave entitlements, or leave without pay. The Chief Executive may provide access to special leave with pay for COVID-19 on a case-by-case basis if they deem it appropriate in the individual circumstances.

Living with a vulnerable family member

If an employee is living with a vulnerable family member and wishes to remain away from the workplace, agencies may offer access to flexible working arrangements where practicable and appropriate. Where it is not practicable and appropriate, the employee will access their personal leave entitlements, or leave without pay.

The Chief Executive may provide access to special leave with pay for COVID-19 on a case-by-case basis if they deem it appropriate in the individual circumstances.

Carer's Leave

Chief Executives will approve applications to access accrued sick/carer's leave for the purpose of caring for a family member for the full duration of any required period of isolation, or for the full duration of the dependent or household member's illness relating to COVID-19. This is an uncapped entitlement to access accrued sick/carer's, rather than being restricted to taking a period of up to 10 days' sick/carer's leave per year.

Additional options for caring purposes

For the purposes of leave for caring purposes, the following are to be regarded as members of a person's family:

- spouse (including a de facto spouse or a former spouse or de facto spouse);
- child or stepchild;
- parent or parent in-law;
- any other member of the person's household;
- grandparent or grandchild; or
- any other person who is dependent on the person's care.

Employees who request to work from home whilst providing caring responsibilities should be supported to do so where practicable and appropriate. If it is not practicable and appropriate to work from home, access to sick/carer's leave is to be provided.

If the employee has exhausted all their sick/carer's leave entitlements, the employee will be provided with special leave with pay for COVID-19.

Employees impacted by child-care or school closures

Employees who have care arrangements impacted by a school or child-care closure will be provided with access to flexible working arrangements wherever possible. Where not practicable or appropriate to offer flexible working arrangements, access will be provided to existing own leave entitlements, including accrued sick/carer's leave, to take an uncapped number of carer's leave days. Carer's leave will be provided to care for dependents who are well, in recognition of the limited alternative care options that are available.

Note: Ordinary school holidays corresponding with the published school term dates (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>), and pupil free days should be managed as per existing agency processes, with employees to use existing leave entitlements if they cannot attend work and it is not practicable to use flexible working arrangements.

Directing employees to take annual/recreation leave

In accordance with Schedule 1, Part 4, clause 5(3) of the *Public Sector Act 2009* (PS Act) and regulation 21(4) of the *Public Sector Regulations 2010*, employees with annual/recreation leave entitlements in excess of 12 month's accrual may be directed to reduce their leave balances with three business days' notice.

Payment of annual/recreation leave entitlements at half salary

In accordance with Schedule 1, Part 4, clause 5(3) of the PS Act, employees may elect to take annual/recreation leave on half salary, and in that event, the period of leave is to be twice the period to which the employee would otherwise have been entitled.

Payment in lieu of annual/recreation or long service leave

A Public Sector employee with a family member who has lost their job and is experiencing financial hardship, may apply to receive a lump sum payment in lieu of their accrued annual/recreation or long service leave.

Applications must retain at least two weeks of recreation leave. Long service leave may be paid out to a zero balance.

Eligibility criteria and evidence requirements

To access payment in lieu of recreation and/or long service leave, the applicant must provide justification detailing:

- current leave balances;
- leave type and number of hours for which they are seeking payment in lieu;
- brief detail of the personal situation necessitating the request, including the relation of the employee to the family member who has lost their job and is experiencing financial hardship.

To approve the request, the delegate must be satisfied that financial hardship exists, and may set their own evidentiary requirements in order to satisfy this requirement.

Employees accessing this provision must recognise that the request for payment in lieu may result in insufficient leave balances being available to them when they seek to apply for leave in future.

Definition of family member for the purpose of receiving payment in lieu of annual/recreation and/or long service leave

For the purpose of this provision only, 'family member' is defined as:

- all family members living at the employee's residence, including siblings, parents, etc.; and
- immediate family members (i.e. parents or children (including step and adopted)) of the employee, regardless of where they live.

Appendix 1: Individual Determination for South Australian Public Sector Employees assisting with interstate or national COVID-19 emergency response

In recognition of the unique circumstances surrounding deployment of individuals to support the interstate and national COVID-19 emergency response, employees in the following categories will be provided with Special Leave With Pay for any required period of isolation immediately following deployment:

- SA Health staff, including nurses, doctors and allied health professionals deployed to support interstate health workers in caring for COVID-19 patients
- Emergency Service workers including paramedics and firefighters specifically deployed to support interstate and/or national COVID-19 efforts
- SA Police officers supporting direction and restriction enforcement efforts
- Defence reservists called out for duty to support COVID-19 emergency efforts
- Technical specialists required to deploy to support state or national COVID-19 emergency efforts
- Other categories as determined by the Commissioner for Public Sector Employment

Illness during isolation following deployment

Employees in the above-mentioned categories will receive Special Leave With Pay if they become unwell during the period of isolation immediately following their deployment.

Remuneration during isolation

Employees in the above-mentioned categories will receive their normal remuneration, including any applicable penalties, as though they were rostered for duty during the period of isolation.



COVID-19 RESPONSE

Published September 2020

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**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

Dixon, Rachel (SAFECOM)

From: Boucher, Stephen (CFS)
Sent: Wednesday, 30 September 2020 2:05 PM
To: Thompson, Roy (SAMFS); Halleday, Derren (SES)
Cc: Charlton, Robert (SES); Phelps, Kristy (SAFECOM)
Subject: FW: Cross Border Travel

Hi Team,

Please see the below response from SA Health, in relation to cross border operations.

Thanks

Stephen Boucher
 Operational Specialist Equipment Officer
 South Australian Country Fire Service
 Level 5, 60 Waymouth Street, Adelaide
 Adelaide SA 5000

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From: Everest, Evan (Health)
Sent: Tuesday, 29 September 2020 6:08 PM
To: Boucher, Stephen (CFS)
Cc: Mazik, Wendy (SAPOL)
Subject: RE: Cross Border Travel

Hi Stephen

This issue was discussed at the Exemptions committee this morning. The eventual decision was that they do not need to quarantine and that they should have test on day 7 after there return. The test should be undertaken earlier if they developed any symptoms no matter how mild.

Regards

Evan

Evan Everest AM
BSc MB ChB FRACP FCICM
Senior Intensive Care Consultant
Deputy Chief Public Health Officer
Deputy Health State Controller

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e-mail evan.everest@sa.gov.au

From: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>
Sent: Wednesday, 23 September 2020 1:34 PM
To: Everest, Evan (Health) <Evan.Everest@sa.gov.au>
Cc: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>
Subject: RE: Cross Border Travel

Afternoon Evan,

Are you in a position to provide any update??

Thanks

Stephen Boucher
Operational Specialist Equipment Officer
South Australian Country Fire Service
Level 5, 60 Waymouth Street, Adelaide
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From: Everest, Evan (Health) <Evan.Everest@sa.gov.au>
Sent: Monday, 21 September 2020 2:27 PM
To: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>

Cc: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Subject: RE: Cross Border Travel

Hi Stephen

I will address this at a meeting tomorrow morning.

Regards

Evan

Evan Everest AM
BSc MB ChB FRACP FCICM
Senior Intensive Care Consultant
Deputy Chief Public Health Officer
Deputy Health State Controller

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From: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>

Sent: Monday, 21 September 2020 12:32 PM

To: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>; HealthExemptions.Covid19@eso.sa.gov.au; Everest, Evan (Health) <Evan.Everest@sa.gov.au>

Cc: Jones, Mark (CFS) <Mark.Jones2@sa.gov.au>; Dowling, Yvette (CFS) <Yvette.Dowling@sa.gov.au>

Subject: RE: Cross Border Travel

Importance: High

Hi Wendy,

Following on from the below email, are you able to provide any updates in regards to the exemption for ESS personnel who respond to from South Australia, we have a ESS meeting today and 1500 and I would like to provide an update...

Thanks

Stephen Boucher
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From: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Sent: Tuesday, 15 September 2020 3:04 PM

To: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>; HealthExemptions.Covid19@eso.sa.gov.au; Everest, Evan (Health) <Evan.Everest@sa.gov.au>

Cc: Dowling, Yvette (CFS) <Yvette.Dowling@sa.gov.au>; Phelps, Kristy (SAFECOM) <Kristy.Phelps2@sa.gov.au>

Subject: RE: Cross Border Travel

Hi Stephen,

The Cross Border Travel Direction is being opened up today and Adam Rice is having conversations with Dr Everest as to how we can clarify the position re Emergency Services through the direction. I'd ask for patience as we work through the challenges of what an exemption means for emergency services and how we translate that to an operational context for all services it affects.

We should have a final position later today once the direction updates have been ratified.

Kind regards,
Wendy

Insp Wendy Mazik
COVID-19 Operations
O/C Emergency and Major Event Section
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100 Angas Street, ADELAIDE SA 5000

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From: Boucher, Stephen (CFS)

Sent: Tuesday, 15 September 2020 2:28 PM

To: HealthExemptions.Covid19@eso.sa.gov.au; Mazik, Wendy (SAPOL); Everest, Evan (Health)

Cc: Dowling, Yvette (CFS); Phelps, Kristy (SAFECOM)

Subject: RE: Cross Border Travel
Importance: High

Afternoon Team,

As the Emergency Services Sector (ESS) look to provide information to emergency service personnel, has there been any update in regards to an exemption for ESS who respond into Victoria?

Thanks

Stephen Boucher
Operational Specialist Equipment Officer
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From: Boucher, Stephen (CFS)
Sent: Friday, 11 September 2020 10:17 AM
To: 'HealthExemptions.Covid19@eso.sa.gov.au' <HealthExemptions.Covid19@eso.sa.gov.au>
Cc: Dowling, Yvette (CFS) <Yvette.Dowling@sa.gov.au>
Subject: FW: Cross Border Travel
Importance: High

Att Monique,

As per the conversation with Pixie this morning, please see the below correspondence received from Dr Everest and Inspector Wedny Mazik.

The SACFS seek clarification on the below statement...

"Are emergency service crews exempt from border restrictions (ie COVID Testing and Isolation) when responding (in a fire appliance) to an emergency (ie Vehicle Accident, Grass Fire) in to Victoria (greater than 40km) from South Australia and returning?"

After reviewing the **Cross Border Travel Direction, version 13**, I under the impression we are exempt.

Stephen Boucher

Operational Specialist Equipment Officer
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From: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Sent: Friday, 11 September 2020 7:01 AM

To: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>; Everest, Evan (Health) <Evan.Everest@sa.gov.au>

Subject: FW: Cross Border Travel

Good morning Stephen and Dr Everest,

Dr Everest, as per my email last night, Cath and Adam will seek clarification on what specifically you are referring to when you say Emergency Services are exempt as per your below email.

Stephen, to avoid confusion, can I respectfully ask that Dr Everest's response is not promulgated amongst the services until we have a chance to seek urgent clarification from him this morning.

Stephen, I will call you this morning to talk through the issue and the direction. There may be confusion with terminology – Essential Traveller v Exemption. Under the Direction, as per all of my previous advice, Emergency Services Workers are 'essential travellers' under Schedule 1 Clause 2 of the Direction. There are various restrictions in place for each category of Essential Travellers – testing is one of them and emergency services workers are subject to testing under clause 14. They are only exempt from clause 14 if they can produce evidence of a test within the previous 7 days. If they haven't got that evidence, they are subject to clause 14 ie the day 1 and day 12 test.

see Clause 14 – Testing of arrivals

(4) This clause does not apply to—

(a) an essential traveller under—

- (i) Schedule 1 clause 2 (Emergency services workers); or
- (ii) Schedule 1 clause 3 (Commercial transport and freight—general); or
- (iii) Schedule 1 clause 4 (Remote or Isolated workers); or
- (iv) Schedule 1 clause 5 (Cross border community members); or
- (v) Schedule 2 clause 3(2) (Seasonal workers in an essential sector); or
- (vi) Schedule 2 clause 4 (Commercial transport and freight services—Victorian residents); or
- (vii) Schedule 2 clause 6 (Passing Through),

if the person produces to an authorised officer (on request) evidence of a COVID-19 test, or a COVID-19 test result, relating to a test undertaken by the person within the preceding 7 days; or

The above screenshot is from Clause 14 of the Direction. This states that if the worker can produce evidence of a test within the preceding 7 days, they are exempt from the obligation to undertake a test on day 1 and day 12. If the worker cannot produce evidence of a test within the last 7 days, they must get a COVID test within 24hrs of their arrival in the state and again on day 12.

SAPOL is not aware of a written exemption from Health or Dr Everest which excludes emergency services workers from obligations under the Direction. Once we've got clarification from Dr Everest, I will again provide advice to all services.

Can I reiterate, there is no restriction on Emergency Services to respond to an emergency in Victoria – they are free to go about their business. Further, if an SA based emergency service was going lights and sirens back into SA ie SAAS heading to a hospital with a critical patient – they would be allowed unimpeded into the state. What we are talking about here is the obligations of essential travellers upon returning to the state after the emergency is over.

Kind regards,
Wendy

Insp Wendy Mazik
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From: Everest, Evan (Health)
Sent: Thursday, 10 September 2020 5:42 PM
To: Boucher, Stephen (CFS); Mazik, Wendy (SAPOL)
Subject: RE: Cross Border Travel

Hi Stephen

Yes they are exempt.

Regards

Evan

Evan Everest AM
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Deputy Health State Controller

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From: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>
Sent: Thursday, 10 September 2020 4:07 PM
To: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>
Cc: Everest, Evan (Health) <Evan.Everest@sa.gov.au>
Subject: RE: Cross Border Travel
Importance: High

Afternoon Wendy,

I understand this topic has been going on for the past couple of weeks, however can you please provide a response to the below question...

“Are emergency service crews exempt from border restrictions (ie COVID Testing and Isolation) when responding (in a fire appliance) to an emergency (ie Vehicle Accident, Grass Fire) in Victoria (greater than 40km) from South Australia and returning?”

After reviewing the **Cross Border Travel Direction, version 13**, I under the impression we are exempt.

I look forward to your response.

Stephen Boucher
Operational Specialist Equipment Officer
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EMERGENCY SERVICES SECTOR BEST PRACTICE

COVID-19 – Cross Border Travel

Background

Coronavirus 2019 (COVID-19) is a respiratory illness caused by a new virus, causing symptoms ranging from fever, cough and shortness of breath to mild pneumonia. The virus is thought to spread mainly from person-to-person, and possibly through contact with infected surfaces or objects, through respiratory droplets produced when an infected person coughs or sneezes. We must protect the health and safety of Front Line Emergency Services Sector (ESS) workers as a priority in order to continue to provide our services for the community. Due to the COVID-19 pandemic, there is a need to introduce interim procedures for ESS workers who will cross the border into Victoria in response to an emergency.

Emergency Management (Cross Border Travel No 13) (COVID-19) Direction 2020 came into effect at 12:01 am on Friday 28 August 2020. The direction provides exemptions for ESS workers from South Australia who have crossed the border to attend, or respond to, an emergency, and are returning to South Australia.

Essential Traveler Status

Emergency services workers who are on duty and are required in the conduct of those duties to travel across a South Australian border to attend, or respond to, an **emergency** are deemed an “Essential Traveler” under a provision of Schedule 1, Clause 2.

In this clause, an **emergency** means an event (whether occurring in the State, outside the State or in and outside the State) that causes, or threatens to cause —

- (a) the death of, or injury or other damage to the health of, any person; or
- (b) the destruction of, or damage to, any property; or
- (c) a disruption to essential services or to services usually enjoyed by the community; or
- (d) harm to the environment, or to flora or fauna;

As an “Essential Traveler” under a provision of Schedule 1, Clause 2, on returning to South Australia, if it is necessary for you to attend or enter a health facility or hospital in South Australia, you must inform the health facility or hospital of your arrival from outside of the State prior to arrival at the health facility or hospital.

As an “Essential Traveler” under a provision of Schedule 1, Clause 2, on returning to South Australia, you will NOT be required to:

- Wear a face mask in South Australia
- Complete a period of self-quarantine
- Keep and maintain records of close contacts on your return
- Submit to a COVID-19 test



EMERGENCY SERVICES SECTOR BEST PRACTICE

COVID-19 – Cross Border Travel

Registering as an Essential Traveler

You must apply for Essential Traveler status. Usually this would involve completing the cross border travel registration form through SA Police. Each ESS agency has been given the option to submit a list of current members to SA Police for a simpler registration process.

To expedite this process, and remove the burden for individuals to action registration, members of Brigades/Units that have the potential for cross border travel will have their details forwarded to SA Police on **Friday September 11, 2020**. Individuals who do not wish their details forwarded to SA Police must contact their Agency Taskforce prior to this date to request their details are removed from the list.

Members who commence with an ESS agency after this date, will be required to complete the cross border travel registration online.

Re-entering South Australia

At the SA checkpoint you will need **Photo ID** and:

- Provide your online Essential Traveller number (ET00000000) to the police officer, or
- If you can't provide your Essential Traveller number, provide your details to the police officer so that they can verify your online application and issue you with an 'interim status' assessment, or
- Complete the online registration form at the checkpoint and the police officer will issue you with an 'interim status' assessment.

Clause 13 of the Direction prohibits persons entering South Australia from Victoria road that is not listed in Schedule 4 of the Direction. A current list of roads can be found on the SA Police website. This clause does not apply in the case of an emergency, where ESS workers are re-entering South Australia to attend, or respond to, an **emergency**.

If you have any further questions in relation to this document please refer to your local Chain of Command or contact your COVID-19 Taskforce leader.

This is a rapidly changing event. Please refer to your Agency's COVID-19 Response resource pages and the following websites:

Department of Health - www.health.gov.au

South Australian Health www.sahealth.sa.gov.au

Commissioner for the Public Sector Employment <http://publicsector.sa.gov.au>

Dixon, Rachel (SAFECOM)

From: Mazik, Wendy (SAPOL)
Sent: Monday, 31 August 2020 6:20 PM
To: SES:Covid Operations
Cc: Halleday, Derren (SES); Charlton, Robert (SES)
Subject: RE: Cross Border Travel

Hi David,

It's entirely the decision of your agency – as I said, it's not required under the direction so whatever policy decision is put in place for the SES is probably not for me to advise on...I'll leave that one with you.

Any other questions / issues, happy to help.

Kind regards,
Wendy

Insp Wendy Mazik
COVID-19 Operations
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From: SES:Covid Operations
Sent: Monday, 31 August 2020 8:14 AM
To: Mazik, Wendy (SAPOL)
Cc: Halleday, Derren (SES); Charlton, Robert (SES)
Subject: RE: Cross Border Travel

Hi Wendy

Thanks so much for your quick reply.

Regarding the tests, no issues, certainly an oversight on my part so thank you for the clarification.

Regarding the health facility, we will put something into our procedures about notifying of travel for as you said the interest of safety. Would you be comfortable that this occurs for 14 days as per other standard timeframes around COVID19?

Cheers

Regards,

David O'Shannessy

Operations Officer
Covid-19 Outbreak Coordination Team | South Australian State Emergency Service

GPO Box 2706 Adelaide SA 5001
Level 2, 60 Waymouth Street Adelaide SA 5000

E SES.Covid.Operations@sa.gov.au

Volunteer Recruitment Hotline T 1300 364 587



From: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Sent: Saturday, 29 August 2020 10:22 AM

To: SES:Covid Operations <SES.Covid.Operations@sa.gov.au>

Cc: Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>; Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>

Subject: RE: Cross Border Travel

Hi David,

Happy to assist...

Re the first question –

(2) If it is necessary for an emergency services worker to attend or enter a health facility or hospital, the emergency services worker must inform the health facility or hospital of the worker's location in the State prior to arrival at the health facility.

The intention of this sub- clause is for the responding emergency services worker (presumably mostly SAAS) to advise the Hospital or facility they are transporting a patient to as a result of responding to the emergency (eg road crash) that they've come from outside the State ie from Victoria or NSW (or ACT) where community transmission exist. This will allow the hospital or health facility to go that next level up in terms of their preventative and risk mitigation strategies to keep everyone safe.

It would presumably also apply if say one of your workers were injured responding to an emergency and needed to go for treatment at hospital or a health facility – the worker would need to advise the place that they were coming in and that they had been in NSW or Victoria (or ACT).

I don't believe the intention was to capture those workers attending their local GP several days after the incident for another purpose other than the emergency. Having said that, in the interests of staying safe, it couldn't hurt to mention it, but I don't believe that was the intention.

Re the second question –

Unfortunately you are not correct - you've missed the critical next part of the direction in your screen shot...

(4) This clause does not apply to—

(a) an essential traveller under—

- (i) Schedule 1 clause 2 (Emergency services workers); or
- (ii) Schedule 1 clause 3 (Commercial transport and freight—general); or
- (iii) Schedule 1 clause 4 (Remote or Isolated workers); or
- (iv) Schedule 1 clause 5 (Cross border community members); or
- (v) Schedule 2 clause 3(2) (Seasonal workers in an essential sector); or
- (vi) Schedule 2 clause 4 (Commercial transport and freight services—Victorian residents); or
- (vii) Schedule 2 clause 6 (Passing Through),

if the person produces to an authorised officer (on request) evidence of a COVID-19 test, or a COVID-19 test result, relating to a test undertaken by the person within the preceding 7 days; or

What this exemption is talking about is that if the worker can produce evidence of a test within the preceding 7 days, they are exempt from the obligation to undertake a test on day 1 and day 12. If the worker cannot produce evidence of a test within the last 7 days, they must get a COVID test within 24hrs of their arrival in the state and again on day 12. So...the decision for your workers is – maintain a testing regime of every 7 days (I would recommend this if your members are being called across the border very regularly...or...undertake a test on day 1 and day 12 (I would recommend this if their call out frequency is less than once a fortnight.) These are entirely your decisions for your agency / workers.

Hope that assists, let me know if you have any other queries.

Kind regards,

Wendy

Insp Wendy Mazik

COVID-19 Operations

O/C Emergency and Major Event Section

South Australia Police

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From: SES:Covid Operations

Sent: Friday, 28 August 2020 3:36 PM

To: Mazik, Wendy (SAPOL)

Cc: Halleday, Derren (SES); Charlton, Robert (SES)
Subject: RE: Cross Border Travel

Hi Wendy

My Name is David O'Shannessy and as the email address would suggest I am looking after COVID19 Operations for the SES. Robert Charlton is on some well-deserved days off and in his absence I have been asked to progress some documentation across the sector based on your email below.

I just wanted to clarify two points regarding the Cross Border Travel direction.

1. Schedule 1, Clause 2(2), the requirement to notify a health facility of your travel prior to attending. Could you please advise for what period this lasts, is it for the standard 14 days? For example, Member A returns from Victoria after assisting at a rescue, and need to attend a health facility for a personal appointment some days later, how long do they provide that prior notice for?
2. The requirement for a COVID-19 test for returning emergency service workers who leave the state in the course of their duties. The second paragraph of your email below suggests that testing will still be a requirement, but in reading the direction I have found the following (screenshot below) which to me would allow emergency service workers to return without submitting to a test. Could you please confirm that what I have read is correct.

14—Testing of arrivals

- (1) Subject to this clause, a person who arrives in South Australia from a place outside of South Australia (other than a low community transmission zone arrival) must submit to a COVID-19 test—
 - (a) within 24 hours after their arrival in South Australia; and
 - (b) on the twelfth day after their arrival in South Australia.
- (2) A person required to submit to a COVID-19 test under this clause must not refuse or fail to comply with a reasonable requirement or direction of a person in relation to the conduct of the COVID-19 test.
- (3) However, a person who leaves South Australia less than 12 days after their arrival is not required to submit to a COVID-19 test on the twelfth day after their arrival.
- (4) This clause does not apply to—
 - (a) an essential traveller under—
 - (i) Schedule 1 clause 2 (Emergency services workers); or
 - (ii) Schedule 1 clause 3 (Commercial transport and freight—general); or
 - (iii) Schedule 1 clause 4 (Remote or Isolated workers); or
 - (iv) Schedule 1 clause 5 (Cross border community members); or
 - (v) Schedule 2 clause 3(2) (Seasonal workers in an essential sector); or

Thanks in advance

Regards,

David O'Shannessy

Operations Officer

Covid-19 Outbreak Coordination Team | South Australian State Emergency Service

GPO Box 2706 Adelaide SA 5001
Level 2, 60 Waymouth Street Adelaide SA 5000

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Volunteer Recruitment Hotline T 1300 364 587



From: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Sent: Thursday, August 27, 2020 8:44:28 PM

To: Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>

Cc: Honner, James (CFS) <James.Honner@sa.gov.au>; Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>;

Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>; Thompson, Roy (SAMFS) <Roy.Thompson@sa.gov.au>

Subject: RE: Cross Border Travel

Hi All,

The **Cross Border Travel Direction** has been updated to **version 13** and becomes effective from 0001hrs on Friday 28/08/20. Please note the highlighted section below which we were able to introduce to provide clarity to emergency services in relation to what an 'emergency' is. You will all be very familiar with this definition as it is straight out of the EMA and FESA, I hope that will assist.

I understand and sympathise with your concerns re COVID testing but it remains an SA Health instruction and it still remains in the direction.

The offer remains to upload all emergency services workers likely to fit into this category of Essential Traveller. We would need spreadsheets from you all with full name, DOB, home address, email address, phone number, agency (I think that's it – I'll double check data required in the morning). As new members come on board, they can apply via the online portal themselves if it's easier, just include on agency joining instructions.

We ask that it is made very clear that Emergency Services workers status as an essential traveller only exists when they are undertaking the role and function that makes them an Essential Traveller ie attending an emergency. It is not an open invitation to travel for any purpose. With the retraction of the Cross Border Direction No 12 and the reintroduction of the 40km zone along the SA/VIC border and the ability to travel for work, education, food, petrol etc we are hoping there will be less impact on Cross Border community members including your respective staff.

Any issues, happy to clarify – thanks all for your understanding and patience.

The following is a synopsis of the 3 substantive changes:

Clause 3 - Interpretation

- The definition of **low community transmission zone arrival** has been amended. If the person is a non-essential traveller and arrives in South Australia after travelling by air from WA, NT, QLD or Tasmania, via Sydney Airport or Canberra Airport and has not left the airport terminal whilst in transit, they are not required to self-quarantine or submit to a COVID-19 test. The person is considered to be arriving from a **low community transmission of zone**
- **Note** this person must also not have otherwise been in VIC, NSW or ACT during the immediately preceding 14 days
- This amendment means the person is not required to self-quarantine or submit to Covid-19 testing after arrival in SA

Schedule 1 – Essential travelers

Emergency services workers (Schedule 1, Clause 2)

- Clause 2(1)(b) is amended to clarify that travel for an on-duty emergency services worker must be required to attend, or respond to an **emergency**, which is defined at clause 2(3) as:
emergency means an event (whether occurring in the State, outside the State or in and outside the State) that causes, or threatens to cause—
 - (a) the death of, or injury or other damage to the health of, any person; or
 - (b) the destruction of, or damage to, any property; or
 - (c) a disruption to essential services or to services usually enjoyed by the community; or
 - (d) harm to the environment, or to flora or fauna;
- Further, if it is necessary for an emergency services worker to enter an SA health facility or hospital related to the emergency, **new** clause 2(2) requires the person to, prior to arrival, inform the facility or hospital that the person is arriving from outside SA

Schedule 1 – Essential travelers

Cross border community members (Schedule 1, Clause 5)

- This category of essential traveller has been amended to reinstate the Cross border community member clauses previously contained in the *Cross Border Travel Direction No 10*
- The following now applies:
 - SA residents – must reside at or near SA border – and cannot travel further than 50km into NSW or 40km into VIC, however can travel within South Australia
 - NSW – must reside within 50km of SA border – and cannot travel further than 50km into SA
 - VIC – must reside within 40km of SA border – and cannot travel further than 40km into SA
 - Cross border travel is permitted for SA, VIC and NSW residents for employment, education, providing or receiving care and support, or to obtain food, petrol, other fuel, medical care or supplies

Kind regards,
Wendy

Insp Wendy Mazik
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From: Charlton, Robert (SES)
Sent: Tuesday, 25 August 2020 7:33 PM
To: Mazik, Wendy (SAPOL)
Cc: Honner, James (CFS); Boucher, Stephen (CFS); Halleday, Derren (SES); Thompson, Roy (SAMFS)
Subject: RE: Cross Border Travel

Hello Wendy

Thanks for getting back to us. We do understand this is a busy time for you.

Thanks

Robert Charlton

Regional Operations Coordinator | South Australian State Emergency Service

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From: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>

Sent: Tuesday, 25 August 2020 6:32 PM

To: Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>

Cc: Honner, James (CFS) <James.Honner@sa.gov.au>; Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>

Subject: RE: Cross Border Travel

Hi Rob, James and Stephen,

Just letting you know I'm onto this and am hoping to have clarification for you soon. The Cross Border Travel Direction is being opened up over the next couple of days and hoping to get the team to include a reference to a legislative 'Emergency' definition in there either this time (pushing it) or next. I understand the other issues outlined - I appreciate your patience and am hoping to have advice for you soon but as you can appreciate the next few days will be long. Just wanted you to know we are working on it.

Kind regards,
Wendy

**Insp Wendy Mazik
COVID-19 Operations**

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From: Charlton, Robert (SES)
Sent: Tuesday, 25 August 2020 12:30 PM
To: Mazik, Wendy (SAPOL)
Cc: Honner, James (CFS); Boucher, Stephen (CFS)
Subject: FW: Cross Border Travel
Importance: High

Hello Wendy

Further to my earlier email below CFS don't issue agency ids to all their personnel so would prefer to just use the uniform and marked vehicle.

Thanks

Robert

From: Honner, James (CFS) <James.Honner@sa.gov.au>
Sent: Tuesday, 25 August 2020 11:20 AM
To: Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>
Cc: Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>
Subject: RE: Cross Border Travel

Thanks Rob,

Great clarification of our issues, thanks.

From a CFS perspective, we generally don't have agency IDs issued, except potentially to key personnel. Another example of the volume issues that may be unique to CFS. If this were to be the alternative to a list of names at the border, this would also compromise our ability to comply, as we would need to gather photos, then produce IDs for the 200+ names, then issue them back to their respective brigades.

Regards,

James Honner
State Training
South Australian Country Fire Service
28 Pyrites Road
Brukunga SA 5252

T 08 8398 9986 | M 0428 568 829 | E James.Honner@sa.gov.au

From: Charlton, Robert (SES) <Robert.Charlton@sa.gov.au>
Sent: Tuesday, 25 August 2020 10:06 AM
To: Mazik, Wendy (SAPOL) <Wendy.Mazik@police.sa.gov.au>
Cc: Halleday, Derren (SES) <Derren.Halleday@sa.gov.au>; Thompson, Roy (SAMFS) <Roy.Thompson@sa.gov.au>; Boucher, Stephen (CFS) <Stephen.Boucher@sa.gov.au>; Honner, James (CFS) <James.Honner@sa.gov.au>
Subject: Cross Border Travel
Importance: High

Hello Wendy

Thank you for your efforts in trying to provide some clarity on the process of border crossings for emergencies.

Yesterday at a meeting of the COVID coordinators from CFS, MFS and SES it was agreed that I would be the single point of contact on this matter to try and avoid confusion and duplication of effort. I briefed them on our discussions and that you were seeking direction on how best to proceed and work through the implementation of the direction. I've included the coordinators in this email.

They have asked me to raise the following things with you on behalf of the three agencies:

- We believe that the definition of an emergency should be based upon legislation where it is clearly defined
- We have concerns if some incidents across the border are not considered an emergency where they are now that could expose our agencies if we do not respond appropriately
- Across the agencies there are a number of locations where SA personnel are the primary response into Victoria with no Victorian assets close by
- Also we do not want to see a situation where our personnel attend an incident believing they are essential travellers and then find they are unable to return without complying with quarantine, etc
- We have concerns about the practicalities of the requirement to have a COVID test within the previous seven days of returning. This would mean that hundreds of personnel would need to have a COVID test every seven days just on the chance they may cross the border. The majority of them would not even need it but particularly with volunteers this is very difficult as we don't roster personnel and respond on availability. This would see an increase in the number of tests being performed in these area and may be an unnecessary drain on resources
- Whilst we acknowledge the need for proper process to ensure that essential travellers are travelling for an emergency we feel that personnel travelling in a marked response vehicle, in uniform and with agency id should be able to cross the border without the need for anything further. This would negate the need for any paper work and make things much smoother for all concerned. We appreciate your offer to process names on bulk but we feel there is still room for error as new people join regularly and may get left of the list creating angst for all our personnel on the border

We understand that your job is not to write these declarations and just to try and implement them and they you may not be able to accommodate our requests. However we would ask that you pass this through your chain of command. Please advise if you feel these issues need to be raised separately or if for example we should raise them with health.

Once again we know this is a difficult time but it is clear that we are going to have border crossing restrictions for some time so we need to develop a clear process that we can all follow but is also practicable and workable. This is particularly important with the upcoming fire season which could see an increase of responses.

Thanks

Robert Charlton

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