

COVID-19 VACCINATION REQUIREMENTS POLICY

1. OBJECTIVE

The objective of this policy is to facilitate the protection of the health and safety of all people who attend the Institute of Public Administration Australia SA Division (IPAA SA) location and activities delivered, by requiring all such persons to be fully vaccinated against COVID-19.

2. Scope

This Policy applies to staff, delegates, facilitators, speakers and visitors who are at the Institute of Public Administration Australia SA Division (IPAA SA) location and to staff, facilitators, speakers and delegates who attend third party or public settings to undertake IPAA SA activities.

3. Policy

Requirement to be vaccinated

3.1. From 7 December 2021, it will be a requirement of attending IPAA SA activities that staff, delegates, facilitators, speakers and visitors must be Fully Vaccinated against COVID-19.

3.2. IPAA SA recommends that vaccination be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorized COVID-19 vaccination centre).

4. Procedural principles

4.1. All staff, delegates, facilitators, speakers and visitors who are required to be vaccinated will be required to provide evidence acceptable to IPAA SA of vaccination status.

4.2. IPAA SA will accept for these purposes a copy of the person's:

(a) COVID-19 Digital Certificate

(b) Immunisation History Statement

4.3. IPAA SA may from time to time determine that other evidence is acceptable.

4.4. For employees and contractors of an employer other than IPAA SA, IPAA SA may accept a written declaration from the other employer confirming that all their employees and contractors who work at a venue delivering an IPAA SA activity will be fully vaccinated in line with this Policy.

IPAA SA Exemption

4.5. IPAA SA Exemptions will be granted in limited circumstances.
These include where:

(a) A person is required to attend IPAA SA to respond to an emergency.

(b) A person is required to perform urgent and essential work to protect the health and safety of workers or members of the public or to protect assets and infrastructure.

4.6 If practically possible IPAA SA will provide an online alternative for attendance to a person who has a Medical Exemption.

Evidence to support an exemption

4.7. The staff, delegate, facilitator, speaker or visitor will be required to provide IPAA SA with satisfactory evidence in support of any application for an Exemption.

4.8. In the case of a Medical Exemption the staff, delegate, facilitator, speaker or visitor needs to provide satisfactory evidence in support of an immunisation exemption. Satisfactory evidence includes an Immunisation History Statement issued by the Australian Immunisation Register that records a valid immunisation medical exemption OR a valid and complete Australian Immunisation Register (AIR) medical exemption form.

Transition arrangements

4.9. Individuals who cannot provide evidence of vaccination or a valid exemption as required by this Policy cannot attend a IPAA SA activity or enter the IPAA SA premises.

4.10. Information about vaccination is available from the SA Government Coronavirus website.

Privacy

4.11. IPAA SA respects the privacy of its staff, delegates, facilitators, speakers and visitors and will ensure that vaccination information treated as confidentially as possible and in accordance with relevant laws.

4.12. Vaccination information and proof of vaccination collected by IPAA SA will be securely stored.

4.13. IPAA SA will limit its use and disclosure of a person's vaccination status to what is reasonably necessary to prevent and manage COVID-19 transmission risks.

5. Definitions

Approved Vaccine means any COVID-19 vaccination that has been approved by the Therapeutic Goods Administration (TGA) or a comparable overseas regulator as determined by the TGA for use in Australia.

Fully Vaccinated means having obtained the number of doses of an Approved Vaccine as recommended by the Australian Technical Advisory Group on Immunisation (ATAGI). For example, where a two-dose schedule is recommended by the ATAGI, a person will be considered fully vaccinated when they have received both doses of the vaccine.

Medical Exemption means an exemption from the requirement to be vaccinated because of a medical contraindication as determined by ATAGI (Australian Technical Advisory Group on Immunisation) clinical guidance.

Delegate means any registered participant of an IPAA SA Professional Development program or Event.

Visitor means any other person including guests, meeting attendees, volunteers and members of the public who attend the IPAA SA premises.

Staff means all employees (permanent, fixed term or casual) and contractors.

POLICY APPROVER

IPAA SA Divisional Council

This Policy is to be reviewed by 1 February 2022.