

MOSES, Kelly

From: David Reed <David.Reed@psc.qld.gov.au>
Sent: Friday, 3 December 2021 4:37 PM
To: COOK, Shannon; SCHIMMING, Sharon
Cc: Shane Donovan; Peter McKay
Subject: Union meeting Monday - 3.00 to 4.00

Hello Shannon and Sharon

As discussed with Shannon and following the recent meeting with min officers, an existing PSC meeting proposed with unions about COVID related will be re-purposed to discuss the CHO direction and application to education settings.

You'll receive a teams invitation shortly and its proposed that union representation will be QCU, QTU, TQ, UWU and QMNU.

OIR and PSC will also be in attendance.

It makes sense for DoE to chair - can you confirm that this is your understanding too.

Kind regards



David Reed

David Reed
Executive Director/Corporate Counsel
Public Service Commission

P 07 3003 2703 s.47(3)(b) - Contr
E david.reed@psc.qld.gov.au W psc.qld.gov.au
Level 27, 1 William Street, Brisbane QLD 4000

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MOSES, Kelly

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>
Sent: Friday, 3 December 2021 4:57 PM
To: David Reed
Cc: COOK, Shannon; SCHIMMING, Sharon; Peter McKay
Subject: Re: Union meeting Monday - 3.00 to 4.00

Thanks David
I'll hold the invite pending confirmation of chair
Cheers S

Sent from my iPhone

On 3 Dec 2021, at 4:36 pm, David Reed <David.Reed@psc.qld.gov.au> wrote:

Hello Shannon and Sharon

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David Reed

<image003.png>

David Reed

Executive Director/Corporate Counsel
Public Service Commission

P 07 3003 2703 / s.47(3)(b) - Cont

E david.reed@psc.qld.gov.au **W** psc.qld.gov.au

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MOSES, Kelly

From: David Reed <David.Reed@psc.qld.gov.au>
Sent: Friday, 3 December 2021 5:21 PM
To: Shane Donovan
Cc: COOK, Shannon; SCHIMMING, Sharon; Peter McKay
Subject: RE: Union meeting Monday - 3.00 to 4.00

Shane,

Would there be a problem with sending it without a chair nominated - I am sure that DoE will chair given its their workforce, is it just a question of which DDG.

d



David Reed
Executive Director/Corporate Counsel
Public Service Commission

P 07 3003 2703, [s.47\(3\)\(b\) - Cont](#)
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MOSES, Kelly

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>
Sent: Friday, 3 December 2021 5:29 PM
To: David Reed
Cc: COOK, Shannon; SCHIMMING, Sharon; Peter McKay
Subject: Re: Union meeting Monday - 3.00 to 4.00

No problem was just figuring it could be sorted early all good - I'll send

Sent from my iPhone

On 3 Dec 2021, at 5:21 pm, David Reed <David.Reed@psc.qld.gov.au> wrote:

Shane,

Would there be a problem with sending it without a chair nominated - I am sure that DoE will chair given its their workforce, is it just a question of which DDG.

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<image002.png>

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Executive Director/Corporate Counsel
Public Service Commission

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MOSES, Kelly

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>
Sent: Friday, 3 December 2021 5:43 PM
To: Rachel M Abbott; amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; qntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmdu.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au; DBreadsell@qnmdu.org.au; MDickins@qnmdu.org.au; MichaelC@QCU.ASN.AU; rkupsch@cfmeu.org; Debbie.Gillott@unitedworkers.org.au; Matthew.Lawrence@unitedworkers.org.au; info@etu.org.au; Brendan.Astill@unitedworkers.org.au
Cc: Megan Barry; Peter McKay; Tony James; Lauren I Gribbin; Tara Armstrong; David Reed; Thomas Brauns; Brian Feldman; Nicole Stanton-Cook; HASTIE-BURROUGHS, Rynell; SCHIMMING, Sharon; MCKELLAR, Duncan; COOK, Shannon
Subject: RE: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings *change of meeting time*

Hi All

Apologies – I am advised this briefing on Monday will now just be for Education specific issues, so will only require attendance for unions with members in Education follows:

- QCU
- QTU
- TQ
- UWU and
- QNMU

The Agenda is:

Education Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in Education

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings
2. Discussion -- Ail

Again apologies I will delete the previous meeting and schedule a new Teams Meeting invite.

Regards Shane



Shane Donovan
Senior Director, Industrial Relations - Public Sector
Office of Industrial Relations

Lvl 11, 1 William Street Brisbane QLD 4000
P: 3406 9832 M: [s.47\(3\)\(b\) - C](tel:0834731000)
E: shane.donovan@oir.qld.gov.au

From: Rachel M Abbott <Rachel.Abbott@oir.qld.gov.au>
Sent: Tuesday, 30 November 2021 4:36 PM

To: amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; qntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmua.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au; DBreadsell@qnmua.org.au; MDickins@qnmua.org.au; MichaelC@QCU.ASN.AU; rkupsch@cfmeu.org; Debbie.Gillott@unitedworkers.org.au; Matthew.Lawrence@unitedworkers.org.au; info@etu.org.au; Brendan.Astill@unitedworkers.org.au

Cc: Shane Donovan <Shane.Donovan@oir.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Peter McKay <peter.mckay@premiers.qld.gov.au>; Tony James <Tony.James@oir.qld.gov.au>; Lauren I Gribbin <Lauren.Gribbin@oir.qld.gov.au>; Tara Armstrong <Tara.Armstrong@oir.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>; Thomas Brauns <Thomas.Brauns@oir.qld.gov.au>; Brian Feldman <Brian.Feldman@oir.qld.gov.au>; Nicole Stanton-Cook <Nicole.Stanton-Cook@oir.qld.gov.au>

Subject: RE: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings
change of meeting time

Good Afternoon,

Please note the briefing for Public Sector Unions has been rescheduled to Monday 6 December 2021 at 3pm. Shortly, another email will follow with an updated appointment for you to join a TEAMS Meeting.

Thanks,

Rachel



Rachel Abbott

Principal Consultant, Industrial Relations Public Sector

Office of Industrial Relations

Lvl 11, 1 William Street, Brisbane QLD 4000

P 07 340 69831 E rachel.abbott@oir.qld.gov.au

From: Rachel M Abbott

Sent: Tuesday, 30 November 2021 12:54 PM

To: amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; qntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmua.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au

Cc: Tony James <Tony.James@oir.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>; Shane Donovan <Shane.Donovan@oir.qld.gov.au>; Lauren Gribbin <laurengribbin@hotmail.com>; Brian Feldman <Brian.Feldman@oir.qld.gov.au>; Thomas Brauns <Thomas.Brauns@oir.qld.gov.au>; Tara Armstrong <Tara.Armstrong@oir.qld.gov.au>; Nicole Stanton-Cook <Nicole.Stanton-Cook@oir.qld.gov.au>

Subject: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings

Good Afternoon,

We are arranging an urgent briefing for Public Sector Unions tomorrow at 3.30pm. Shortly, another email will follow with an appointment for you to join a TEAMS Meeting.

The Meeting details are:

Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings

Chair: Acting Commission Chief Executive, PSC

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk settings - PSC
2. Draft framework and policy template for consultation – PSC
3. Discussion – All

Regards,

Rachel Abbott, on behalf of



Shane Donovan

Senior Director, Industrial Relations - Public Sector
Office of Industrial Relations

Lvl 11, 1 William Street Brisbane QLD 4000

P: 3406 9832 M: [s.47\(3\)\(b\) - C](#)

E: shane.donovan@oir.qld.gov.au

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MOSES, Kelly

From: COOK, Shannon
Sent: Monday, 6 December 2021 8:13 AM
To: Shane Donovan
Subject: Accepted: COVID-19 vaccinations required for Queensland public service workers in Education

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MOSES, Kelly

From: Tim A Shipstone <Tim.A.Shipstone@ministerial.qld.gov.au>
Sent: Monday, 6 December 2021 2:08 PM
To: COOK, Shannon
Subject: RE: Draft Vaccination Implementation Process

Thanks Shannon.

Sharon asked if we could join your meeting at 3. Is it on the phone or in person?

From: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Sent: Monday, 6 December 2021 12:23 PM
To: Tim A Shipstone <Tim.A.Shipstone@ministerial.qld.gov.au>
Subject: Fwd: Draft Vaccination Implementation Process

Thanks,

Shannon Cook
Deputy Director-General
People and Corporate Services

Department of Education

P: 07 3034 4774
E: Shannon.Cook@qed.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

From: HASTIE-BURROUGHS, Rynell <Rynell.HASTIE-BURROUGHS@qed.qld.gov.au>
Sent: Monday, December 6, 2021 12:08:22 PM
To: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>; Katelyn Dougherty <Katelyn.Dougherty@ministerial.qld.gov.au>; Sharon Durham <Sharon.Durham@ministerial.qld.gov.au>; SCHIMMING, Sharon <Sharon.SCHIMMING@qed.qld.gov.au>
Cc: MCKELLAR, Duncan <Duncan.MCKELLAR@qed.qld.gov.au>
Subject: Draft Vaccination Implementation Process

Dear All,

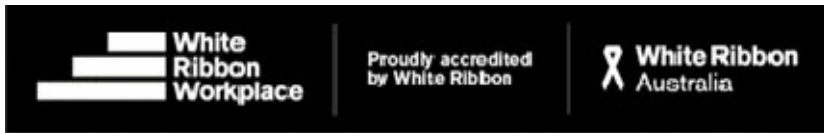
Plead find attached the latest version of the process for employees that are not fully vaccinated.

Regards
Rynell Hastie-Burroughs
Executive Director
Human Resources
Department of Education

P: 07 3034 5377
M: [s.47\(3\)\(b\) - {](tel:0730345377)
E: rynell.hastie-burroughs@qed.qld.gov.au
Level 16 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: Tim A Shipstone <Tim.A.Shipstone@ministerial.qld.gov.au>
Sent: Monday, 6 December 2021 2:18 PM
To: COOK, Shannon
Subject: RE: Draft Vaccination Implementation Process

Thanks Shannon

From: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Sent: Monday, 6 December 2021 2:16 PM
To: Tim A Shipstone <Tim.A.Shipstone@ministerial.qld.gov.au>
Subject: RE: Draft Vaccination Implementation Process

It's on Teams – I have forwarded it through to you, Sharon and Katlyn.

From: Tim A Shipstone <Tim.A.Shipstone@ministerial.qld.gov.au>
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People and Corporate Services

Department of Education

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Cc: MCKELLAR, Duncan <Duncan.MCKELLAR@qed.qld.gov.au>
Subject: Draft Vaccination Implementation Process

Dear All,

Plead find attached the latest version of the process for employees that are not fully vaccinated.

Regards

Rynell Hastie-Burroughs

Executive Director

Human Resources

Department of Education

P: 07 3034 5377

M: [s.47\(3\)\(b\) -](#)

E: rynell.hastie-burroughs@qed.qld.gov.au

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MOSES, Kelly

Subject: COVID-19 vaccinations required for Queensland public service workers in Education
Location: Microsoft Teams Meeting

Start: Mon 6/12/2021 3:00 PM
End: Mon 6/12/2021 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Shane Donovan

Categories: Required to attend/High Level Meetings

All Further to previous emails: if I have left anyone off David or Shannon please forward on as appropriate.

Education Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in Education

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings
 2. Discussion – All
-

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

teams@oir.onpexip.com

Video Conference ID: 131 049 641 9

[Alternate VTC instructions](#)

[Learn More](#) | [Meeting options](#)

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MOSES, Kelly

Subject: Meeting Forward Notification: COVID-19 vaccinations required for Queensland public service workers in Education

Start: Mon 6/12/2021 2:30 PM
End: Mon 6/12/2021 3:00 PM

Recurrence: (none)

Organizer: COOK, Shannon

Your meeting was forwarded

[COOK, Shannon](#) has forwarded your meeting request to additional people.

Meeting

COVID-19 vaccinations required for Queensland public service workers in Education

Meeting Time

Monday, 6 December 2021 3:00 PM - Monday, 6 December 2021 4:00 PM

Recipients

[Sharon Durham](#), katelyn.dougherty@ministerial.qld.gov.au, tim.a.shipstone@ministerial.qld.gov.au

All times listed are in the following time zone: (UTC+10:00) Brisbane

MOSES, Kelly

From: RITCHIE, Sally on behalf of HASTIE-BURROUGHS, Rynell
Sent: Tuesday, 7 December 2021 3:27 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>
Sent: Tuesday, 7 December 2021 3:27 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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Released under RTI Act 2010

MOSES, Kelly

From: Tara Armstrong <Tara.Armstrong@oir.qld.gov.au>
Sent: Tuesday, 7 December 2021 3:27 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Lauren I Gribbin <Lauren.Gribbin@oir.qld.gov.au>
Sent: Tuesday, 7 December 2021 3:31 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Sharron Caddie <Sharron.Caddie@unitedworkers.org.au>
Sent: Tuesday, 7 December 2021 3:41 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Tentative: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: PENNISI, Lisa on behalf of ALLEN, Craig
Sent: Tuesday, 7 December 2021 3:43 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: BUCHAN, Carolyn on behalf of SCHIMMING, Sharon
Sent: Tuesday, 7 December 2021 3:50 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Peter McKay <peter.mckay@premiers.qld.gov.au>
Sent: Tuesday, 7 December 2021 3:57 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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Released under RTI Act by [redacted]

MOSES, Kelly

From: COLLIS, Lauren on behalf of MCKELLAR, Duncan
Sent: Tuesday, 7 December 2021 4:04 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Brian Feldman <Brian.Feldman@oir.qld.gov.au>
Sent: Tuesday, 7 December 2021 4:12 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Declined: COVID-19 Vaccinations Meeting: Craig Allen and others

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Released under RTI Act 2010

MOSES, Kelly

From: David Reed <David.Reed@psc.qld.gov.au>
Sent: Tuesday, 7 December 2021 4:22 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Denise Breadsell <DBreadsell@qnmu.org.au>
Sent: Tuesday, 7 December 2021 4:53 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Kate Flanders <Kate.Flanders@together.org.au>
Sent: Tuesday, 7 December 2021 4:56 PM
To: COOK, Shannon
Cc: DALMEIDA, Maddison
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

Hi Shannon

Is this going ahead? I just got a cancellation?

-----Original Appointment-----

From: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Sent: Tuesday, 7 December 2021 4:55 PM
To: Kate Flanders
Cc: Denise Breadsell
Subject: Canceled: COVID-19 Vaccinations Meeting: Craig Allen and others
When: Wednesday, 8 December 2021 9:30 AM-10:30 AM (UTC+10:00) Brisbane.
Where: Level 22 Boardroom, Education House, 30 Mary Street, Brisbane QLD 4000

Meeting Purpose: COVID-19 vaccinations required for Queensland public service workers in Education.

Agenda:

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings.
2. Discussion – All

Kind regards

Maddison Dalmeida

Executive Assistant
Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3513 5967
E: Maddison.Dalmeida@qed.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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MOSES, Kelly

From: COOK, Shannon
Sent: Tuesday, 7 December 2021 4:58 PM
To: Kate Flanders
Cc: DALMEIDA, Maddison
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

It's definitely going ahead – I have just resent it through.

From: Kate Flanders <Kate.Flanders@together.org.au>
Sent: Tuesday, 7 December 2021 4:56 PM
To: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Cc: DALMEIDA, Maddison <Maddison.DALMEIDA@qed.qld.gov.au>
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

Hi Shannon

Is this going ahead? I just got a cancellation?

-----Original Appointment-----

From: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Sent: Tuesday, 7 December 2021 4:55 PM
To: Kate Flanders
Cc: Denise Breadsell
Subject: Canceled: COVID-19 Vaccinations Meeting: Craig Allen and others
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2. Discussion – All

Kind regards

Maddison Dalmeida

Executive Assistant
Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3513 5967
E: Maddison.Dalmeida@qed.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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Released under RTI Act 2002

MOSES, Kelly

From: Kate Flanders <Kate.Flanders@together.org.au>
Sent: Tuesday, 7 December 2021 4:58 PM
To: COOK, Shannon
Cc: DALMEIDA, Maddison
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

Thankyou

From: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Sent: Tuesday, 7 December 2021 4:58 PM
To: Kate Flanders <Kate.Flanders@together.org.au>
Cc: DALMEIDA, Maddison <Maddison.DALMEIDA@qed.qld.gov.au>
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

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From: Kate Flanders <Kate.Flanders@together.org.au>
Sent: Tuesday, 7 December 2021 4:56 PM
To: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Cc: DALMEIDA, Maddison <Maddison.DALMEIDA@qed.qld.gov.au>
Subject: RE: COVID-19 Vaccinations Meeting: Craig Allen and others

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Agenda:

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings.
2. Discussion – Aii

Kind regards

Maddison Dalmeida

Executive Assistant
Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3513 5967
E: Maddison.Dalmeida@qed.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000



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MOSES, Kelly

From: COOK, Shannon
Sent: Tuesday, 7 December 2021 6:06 PM
To: Kate Ruttiman; Kate Flanders; Alex Scott; Sharron Caddie; Adam Kerslake; bmohle@qnmua.org.au; michaelc@qcu.asn.au
Cc: Sharon Durham
Subject: Confidential - Draft for Consultation - DOE Staff Vaccination
Attachments: DRAFT Confidential Staff Vaccination Process Outline v2.docx

Hi Everyone,

Please find attached a first draft of our approach provided in confidence ahead of the meeting tomorrow morning. This is provided on a without prejudice basis to allow for any initial feedback and to prepare any points for constructive discussion tomorrow.

Thankyou in advance for not distributing further until we have had an opportunity to discuss.

Our PSC/OIR colleagues are also providing feedback in the same timeframe. Nothing in this document is finalised and we expect there will be changes to make so please feel free to send any feedback back to the group.

As always you are welcome to contact me at any time to discuss.

Thanks,

Shannon Cook
Deputy Director-General
People and Corporate Services

Department of Education

P: 07 3034 4774
E: Shannon.Cook@qed.qld.gov.au
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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What steps/consultation has DoE taken so far?

- A survey was sent on 2nd December to the DoE addresses of all school-based employees who were not on some form of leave in the first four weeks of Term 1.
- This included casual teachers that have not worked in the last 90 days based on their preferred email address in the relief teacher system (TRACER).
- Two whole of department DG messages have been sent outlining the government announcements sent on 1st of December and 3rd of December.

How can/will DoE be able to communicate with employees further?

DoE can/will send out additional messaging via email to each employee through their work email and any personal details provided in the HR employee self service (ESS) system. SMS can be sent based on the details in this ESS system as well.

In the event of no response from employees, emergency contact details in employee self service can be activated if required.

A dedicated team of people based in People & Corporate Services (PACS) will be proactively following up over the break and beyond as needed.

What is the DoE approach to collection evidence of vaccination?

We are finalising a process that will be compliant with privacy and information security requirements for an employee to upload relevant evidence and expect to be able to communicate this by Thursday.

What is the next proposed communication?

A DG's Message to go out by midday Thursday that:

- Makes staff aware of the DG's direction. Broadly outlines the process to provide evidence.
- Will outline the process for employees to provide evidence of vaccination.
- Appeals to employees and thanks them in advance for their cooperation. Is clear on implications for staff who do not comply with the direction.
- Encourage employees to check ESS details are up to date including mobile and email.
- Make staff aware that Department will take all reasonable steps to contact staff during this period to ensure every opportunity is provided for compliance with the CHO direction.

First Draft of DG Direction (This will heavily depend on wording in published CHO direction):

CHO direction XXXXX requires all workers in a high-risk setting to meet mandatory full vaccination by 11:59 pm AEST on 23 January 2022.

<Additional lead in language to be introduced stating the Department's objective is to ensure safety of our students and staff etc>

The Director General directs all DOE workers in a high-risk setting must comply with the COVID-19 vaccination requirements.

The COVID-19 vaccination requirements are that:

- (A) By 17 December 2021; a worker in a high-risk setting has received the first dose of a COVID-19 vaccine; and

- (B) By 11:59 pm AEST on 23 January 2022, a worker in a high -risk setting has received the prescribed number of doses of a COVID-19 vaccine; and
- (C) As soon as reasonably practicable after each dose of the COVID-19 vaccine, the worker must show evidence of having received the COVID-19 vaccine dose to their employer

All DOE workers must show evidence of having received at least the first dose of the COVID 19 vaccine by no later than 7 January 2022.

Any employee who has a medical contraindication to being vaccinated may be exempt from compliance with these DG directions. Applications for exemptions with supporting medical evidence must be made by xxx date to xxxx (team/email address).

All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination.

PROCESS & TIMELINE FOR DOE EMPLOYEES WHO REFUSE TO COMPLY WITH CHO/DG DIRECTION

4/1/2022 "Heads Up" Caution/reminder of obligations email sent to staff

- Employees receive a message that according to our records it appears that you have failed or are unable to comply with (reference DG's lawful direction).
- In order to continue your employment please "Get Vaxxed".
- Continued non-compliance will likely result in you being suspended, potentially without pay
- All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination.

10/01/2022 Suspension Show Cause no pay letter issued (7days)

- Employees who have not complied with the direction will be issued a show cause within 7 days on why they should not be suspended without pay based on a failure to follow a lawful direction without reasonable excuse (reference DG's lawful direction).
- NB: Medical Contraindication or other exemption not a failure or refusal but is an exemption (see below), therefore no need to comply.

17-21/01/2022

- If no response is received to show cause, a letter is sent confirming suspension without pay is in effect.
- If response is received it is assessed and will result in either:
 - further instructions/evidence to comply or letter (including potential taking of employee accrued leave) or
 - letter sent confirming suspension without pay is in effect.
- All no pay decisions ideally need to be determined by 19 January 2022 to meet payroll cut-off period (as they will have already been paid until 23 January 2022).

24/01/2022

- If no compliance is demonstrated and there is no other exemption or reasonable excuse a show cause notice will be sent asking the employee to show cause in 14 days on both liability for discipline and proposed penalty of termination.

7/01/2022

- Week commencing 7th February show cause notices assessed. If no compliance is demonstrated and there is no other exemption or reasonable excuse potential termination of employment commences after this assessment.

APPROACH FOR EMPLOYEES WITH A MEDICAL CONTRAINDICATION/EXEMPTION

- Medical exemption applications are taken and assessed by a central team supported by health professionals.
- Staff who have a medical exemption or are being assessed for medical reasons (who are not on employee accrued leave) will be placed on special leave consistent with previous practice for vulnerable workers during broader pandemic.
- Further options on alternative duties will be explored on a case by case basis bearing in mind the inherent requirements of the role.

*Any staff that arrive at a high risk setting unexpectedly that are non-compliant with the CHO Direction/DG Direction will be directed to not attend the workplace. They will be appropriately case managed by central team.

*All staff that have not responded to the related correspondence to the DG Direction will go through same process as above with additional follow up.

MOSES, Kelly

From: Brian Feldman <Brian.Feldman@oir.qld.gov.au>
Sent: Tuesday, 7 December 2021 7:02 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Declined: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Kate Ruttiman <kruttiman@qtu.asn.au>
Sent: Tuesday, 7 December 2021 7:44 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Tentative: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Cresta Richardson <crichardson@qtu.asn.au>
Sent: Tuesday, 7 December 2021 8:46 PM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Michael Clifford <MichaelC@QCU.ASN.AU>
Sent: Wednesday, 8 December 2021 7:54 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Tentative: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Ash Borg <ashb@qcu.asn.au>
Sent: Wednesday, 8 December 2021 8:00 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: RITCHIE, Sally on behalf of MILLER, David
Sent: Wednesday, 8 December 2021 8:22 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: FW: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Sharron Caddie <Sharron.Caddie@unitedworkers.org.au>
Sent: Wednesday, 8 December 2021 8:31 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Tentative: COVID-19 Vaccinations Meeting: Craig Allen and others

Hi Shannon,
Please note Sharron's apologies as she has another Committee meeting at the same time.
Kind regards,
Leisa

Leisa Brown

Public Sector Executive Assistant (Qld)

United Workers Union

M: s.47(3)(b) - Contra

E: leisa.brown@unitedworkers.org.au

W: unitedworkers.org.au



Email disclaimer: unitedworkers.org.au/emaildisclaimer

MOSES, Kelly

From: MILLER, David
Sent: Wednesday, 8 December 2021 8:43 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

Subject: COVID-19 Vaccinations Meeting: Craig Allen and others
Location: Level 22 Boardroom, Education House, 30 Mary Street, Brisbane QLD 4000

Start: Wed 8/12/2021 9:30 AM
End: Wed 8/12/2021 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: COOK, Shannon

Required Attendees: michaelc@qcu.asn.au; kruttiman@qtu.asn.au; qnmu@qnmu.org.au; Tara.Armstrong@oir.qld.gov.au; MCKELLAR, Duncan; Nicole.Stanton-Cook@oir.qld.gov.au; David.Reed@psc.qld.gov.au; Thomas.Brauns@oir.qld.gov.au; Brian.Feldman@oir.qld.gov.au; sharron.caddie@unitedworkers.org.au; Shane.Donovan@oir.qld.gov.au; megan.barry@psc.qld.gov.au; bmohle@qnmu.org.au; adam.kerslake@unitedworkers.org.au; HASTIE-BURROUGHS, Rynell; qld@unitedworkers.org.au; peter.mckay@premiers.qld.gov.au; ALLEN, Craig; alex.scott@together.org.au; Tony James; SCHIMMING, Sharon; qtu@qtu.asn.au; Lauren.Gribbin@oir.qld.gov.au

Optional Attendees: Kate Flanders; Cresta Richardson; Ash Borg; David MILLER (David.MILLER@qed.qld.gov.au); Denise Breadsell

Meeting Purpose: COVID-19 vaccinations required for Queensland public service workers in Education.

Agenda:

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings.
2. Discussion – All

Microsoft Teams meeting

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Kind regards

Maddison Dalmeida

Executive Assistant
Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3513 5967

E: Maddison.Dalmeida@qed.qld.gov.au

Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002



Released under RTI Act by DOE

MOSES, Kelly

Subject: Canceled: COVID-19 Vaccinations Meeting: Craig Allen and others
Location: Level 22 Boardroom, Education House, 30 Mary Street, Brisbane QLD 4000

Start: Wed 8/12/2021 9:30 AM
End: Wed 8/12/2021 10:30 AM
Show Time As: Free

Recurrence: (none)

Organizer: COOK, Shannon

Required Attendees michaelc@qcu.asn.au; kruttiman@qtu.asn.au; qnmu@qnmu.org.au;
Tara.Armstrong@oir.qld.gov.au; MCKELLAR, Duncan; Nicole.Stanton-Cook@oir.qld.gov.au;
David.Reed@psc.qld.gov.au; Thomas.Brauns@oir.qld.gov.au; Brian.Feldman@oir.qld.gov.au;
sharron.caddie@unitedworkers.org.au; Shane.Donovan@oir.qld.gov.au;
megan.barry@psc.qld.gov.au; bmohle@qnmu.org.au; adam.kerslake@unitedworkers.org.au;
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Lauren.Gribbin@oir.qld.gov.au

Categories: External Meeting

Meeting Purpose: COVID-19 vaccinations required for Queensland public service workers in Education.

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2. Discussion – All

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Recurrence: (none)

Organizer: COOK, Shannon

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Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: COOK, Shannon

Required Attendees: COOK, Shannon; michaelc@qcu.asn.au; kruttiman@qtu.asn.au; qnmu@qnmu.org.au; Tara.Armstrong@oir.qld.gov.au; MCKELLAR, Duncan; Nicole.Stanton-Cook@oir.qld.gov.au; David.Reed@psc.qld.gov.au; Thomas.Brauns@oir.qld.gov.au; Brian.Feldman@oir.qld.gov.au; sharron.caddie@unitedworkers.org.au; Shane.Donovan@oir.qld.gov.au; megan.barry@psc.qld.gov.au; bmohle@qnmu.org.au; adam.kersiake@unitedworkers.org.au; HASTIE-BURROUGHS, Rynell; qld@unitedworkers.org.au; peter.mckay@premiers.qld.gov.au; ALLEN, Craig; alex.scott@together.org.au; Tony James, SCHIMMING, Sharon; qtu@qtu.asn.au; Lauren.Gribbin@oir.qld.gov.au

Optional Attendees: Kate Flanders; Cresta Richardson; Ash Borg; David MILLER (David.MILLER@qed.qld.gov.au); Denise Breadsell; MOSES, Kelly

Categories: External Meeting

Meeting Purpose: COVID-19 vaccinations required for Queensland public service workers in Education.

Agenda:

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Released under RTI Act by DOE

MOSES, Kelly

From: Thomas Brauns <Thomas.Brauns@oir.qld.gov.au>
Sent: Wednesday, 8 December 2021 9:31 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

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MOSES, Kelly

From: Cresta Richardson <crichardson@qtu.asn.au>
Sent: Wednesday, 8 December 2021 9:42 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Accepted: COVID-19 Vaccinations Meeting: Craig Allen and others

Released under RTI Act by DOE

MOSES, Kelly

From: Denise Breadsell <DBreadsell@qnmu.org.au>
Sent: Wednesday, 8 December 2021 10:14 AM
To: MOSES, Kelly; MORAITIS, Deborah; LAIRD, Jennifer; COUGHLAN, Karen; DALMEIDA, Maddison
Subject: Declined: COVID-19 Vaccinations Meeting: Craig Allen and others

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From: HASTIE-BURROUGHS, Rynell
Sent: Wednesday, 8 December 2021 12:22 PM
To: COOK, Shannon
Cc: MCKELLAR, Duncan; MILLER, David
Subject: Summary of Feedback from Education Unions: Mandatory Vaccination Process

Hi Shannon,

Please see below a record of the meeting. Please let me know if you require any changes or if anything has been missed

Attendees at meeting

Chaired: Craig Allen
Bonnie Mohle
Cresta Richardson
Kate Flanders
Adam Kerslake
Ash Borg
OIR Representatives
PSC Representatives
DoE Representative
Premiers and MO representatives

- Acknowledgement that the CHO Direction I yet to be finalised and published, and an understanding that this is imminent. The Department will refer to guidance on the Queensland Health website until such time that the CHO Direction is published.
- The DG's lawful direction will not, therefore, be issued until a CHO Direction is published.

Communication

- There was a consensus that communication with employees is important about the vaccination requirement, and that communication with employees during the school holidays (and during leave) would be necessary to ensure full awareness. The unions requested additional alternative methods for completing the vaccination survey, and that an email be developed. This is to be communicated to school principals and business managers no later than Thursday this week.
- United Workers Union flagged concerns about school cleaners' ability to access emails and computers, and suggested alternative (e.g. hard copy) methods of communication.
- Concerns were raised that some employees have not yet received the vaccination survey. The Department advised that these individuals are emailing the staffvaccinationstatus mailbox and are being resent the survey to complete.
- Workforce information to school leaders will be provided to assist Principals and Business Managers to manage their school-based workers.

Employees on leave

- Employees who are on leave but expected to be at work in Term 1 have been contacted and sent a vaccination survey to complete.
- Employees who have approved leave for the first 4 weeks of Term 1 have not been sent a vaccination survey. However, these individuals will be contacted in the new year to provide their vaccination status.

- It was agreed that employees who are on approved leave for Term 1 (and therefore will not be in attendance in a school/EC) will not be subject to the show-cause process. However, the Department does intend to communicate with these individuals about their obligations and the need to be fully vaccinated upon their return to work.

Medical exemptions

- The Department will provide clear guidance to employees about medical exemptions, the process to be followed etc.
- The department will reference the ATAGI materials on medical contraindications.
- It was agreed that language in relation to medical exemptions needs to be very clear, and differentiate between 'exemptions' (i.e. contraindication) and 'extenuating circumstances'.

Process for employees who refuse to comply with CHO/DG Direction

- Questions raised in relation to suspension process and timelines. It was explained that 7 January 2022 date was selected to provide reasonable time for employees to comply with the requirement to have provide evidence of the first dose (by 17 December 2021). Additionally, the commencement of the suspension show-cause process from 10 January 2022 is on the basis that a failure to provide evidence by this date means it is not possible for the employee to comply with the timeframes stipulated in the CHO Direction (anticipated).
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- It was suggested that the DG Direction needs to be explicit in explaining that a failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.
- The unions agreed to assist the Department with communication to members about these requirements and processes.
- The Department requested that unions advise their members to ensure their personal contact details are up to date in MyHR/ESS, including personal email and personal mobile phone number.
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Representatives from the UWU, QTU, TQ, QNMU and QCTU indicated their in-principle support for the processes for DoE employees who refuse to comply with the CHO/DG Direction as tabled at the meeting.

Regards

Rynell Hastie-Burroughs

Executive Director

Human Resources

Department of Education

P: 07 3034 5377

M: [s.47\(3\)\(b\) - \(c\)](#)

E: rynell.hastie-burroughs@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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MOSES, Kelly

From: COOK, Shannon
Sent: Wednesday, 8 December 2021 1:57 PM
To: HASTIE-BURROUGHS, Rynell
Cc: MCKELLAR, Duncan; MILLER, David
Subject: RE: Summary of Feedback from Education Unions: Mandatory Vaccination Process

One significant change below. Let me know what the ETA is on the document update and we may release this ahead of that.

From: HASTIE-BURROUGHS, Rynell
Sent: Wednesday, 8 December 2021 12:22 PM
To: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>
Cc: MCKELLAR, Duncan <Duncan.MCKELLAR@qed.qld.gov.au>; MILLER, David <David.MILLER@qed.qld.gov.au>
Subject: Summary of Feedback from Education Unions: Mandatory Vaccination Process

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Regards

Rynell Hastie-Burroughs

Executive Director

Human Resources

Department of Education

P: 07 3034 5377

M: [s.47\(3\)\(b\) - \(c\)](#)

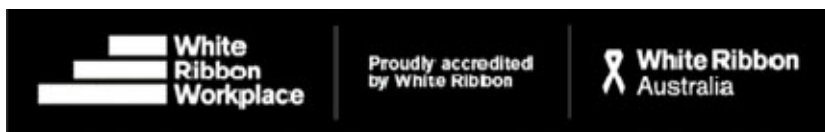
E: rynell.hastie-burroughs@ged.qld.gov.au

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From: MOSES, Kelly on behalf of COOK, Shannon
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To: kruttiman@qtu.asn.au; qnmu@qnmu.org.au; Tara.Armstrong@oir.qld.gov.au; MCKELLAR, Duncan; Nicole.Stanton-Cook@oir.qld.gov.au; David.Reed@psc.qld.gov.au; Thomas.Brauns@oir.qld.gov.au; Brian.Feldman@oir.qld.gov.au; sharron.caddie@unitedworkers.org.au; Shane.Donovan@oir.qld.gov.au; megan.barry@psc.qld.gov.au; bmohle@qnmu.org.au; adam.kerslake@unitedworkers.org.au; HASTIE-BURROUGHS, Rynell; qld@unitedworkers.org.au; peter.mckay@premiers.qld.gov.au; ALLEN, Craig; alex.scott@together.org.au; Tony James; SCHIMMING, Sharon; qtu@qtu.asn.au; Lauren.Gribbin@oir.qld.gov.au; Kate Flanders; Cresta Richardson; Ash Borg; MILLER, David; Denise Breadsell; michaelc@qcu.asn.au
Cc: COOK, Shannon
Subject: Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process
Attachments: Draft Summary of Feedback from Education Unions Mandatory Vaccination Process_.docx; Draft Confidential Vaccination Process feedback 8 Dec 2021_V3.docx

Dear All,

Thank you for your time today to review the proposed Mandatory Vaccination processes for the Department of Education. Please find attached a draft summary of the meeting plus an updated version of the document with tracked changes. Should you have any further amendments can I please ask that you provide these to me by 8am tomorrow morning.

Thank you in advance for your collaborative approach.

Kind Regards

Shannon Cook

Deputy Director-General, People and Corporate Services

Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3034 4774

E: shannon.cook@qed.qld.gov.au

E: DDG.PACS@qed.qld.gov.au

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Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process
8 December 2021

Attendees at meeting:

Chaired: Craig Allen
Queensland Nurses and Midwives Union
Queensland Teachers' Union
Together Queensland
United Workers' Union
Queensland Council of Unions
OIR Representatives
PSC Representatives
DoE Representative
Premiers and MO representatives

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Representatives from the UWU, QTU, TQ, QNMU and QCU indicated their in-principle support for the processes for DoE employees who refuse to comply with the CHO/DG Direction as tabled at the meeting.

DISCUSSION APPROACH TO PUBLIC HEALTH DIRECTION

What steps/consultation has DoE taken so far?

- A survey was sent on 2nd December to the DoE addresses of all school-based employees who were not on some form of leave in the first four weeks of Term 1.
- This included casual teachers that have not worked in the last 90 days based on their preferred email address in the relief teacher system (TRACER).
- Two whole of department DG messages have been sent outlining the government announcements sent on 1st of December and 3rd of December.

How can/will DoE be able to communicate with employees further?

DoE can/will send out additional messaging via email to each employee through their work email and any personal details provided in the HR employee self service (ESS) system. SMS can be sent based on the details in this ESS system as well.

In the event of no response from employees, emergency contact details in employee self service can be activated if required.

Additional processes for school principals and business managers will be provided to assist staff to provided their vaccination status

A dedicated team of people based in People & Corporate Services (PACS) will be proactively following up over the break and beyond as needed.

What is the DoE approach to collection evidence of vaccination?

We are finalising a process that will be compliant with privacy and information security requirements for an employee to upload relevant evidence and expect to be able to communicate this by Thursday.

What is the next proposed communication?

A DG's Message to go out by midday Thursday that:

- Makes staff aware of the DG's direction. Broadly outlines the process to provide evidence.
- Will outline the process for employees to provide evidence of vaccination.
- Appeals to employees and thanks them in advance for their cooperation. Is clear on implications for staff who do not comply with the direction.
- Encourage employees to check ESS details are up to date including mobile and email.
- Make staff aware that Department will take all reasonable steps to contact staff during this period to ensure every opportunity is provided for compliance with the CHO direction.

First Draft of DG Direction (This will heavily depend on wording in published CHO direction):

CHO direction XXXXX requires all workers in a high-risk setting to meet mandatory full vaccination by 11:59 pm AEST on 23 January 2022.

~~<Additional lead-in language to be introduced stating that>~~ The Department's objective is to ensure safety of our students and staff by complying with the etc>TBA

The Director General directs all DOE workers in a high-risk setting must comply with the COVID-19 vaccination requirements as outlined in the CHO Direction-

The COVID-19 vaccination requirements are that:

- (A) By 17 December 2021; a worker in a high-risk setting has received the first dose of a COVID-19 vaccine; and
- (B) By 11:59 pm AEST on 23 January 2022, a worker in a high-risk setting has received the prescribed number of doses of a COVID-19 vaccine; and
- (C) As soon as reasonably practicable after each dose of the COVID-19 vaccine, the worker must show evidence of having received the COVID-19 vaccine dose to their employer

All DOE workers must show evidence of having received at least the first dose of the COVID 19 vaccine by no later than 7 January 2022.

Any employee who has a medical contraindication to being vaccinated may be exempt from compliance with these DG directions. Applications for exemptions with supporting medical evidence must be made as soon as practicable or by 10 January 2022 date to xxxx (team/email address).

All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination. Failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.

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10/01/2022 Suspension Show Cause no pay letter issued (7days)

- Employees who have not complied with the direction will be issued a show cause within 7 days on why they should not be suspended without pay based on a failure to follow a lawful direction without reasonable excuse (reference DG's lawful direction).
- NB: Medical Contraindication or other exemption extenuating circumstances is not not a failure or refusal, but is an exemption (see below), therefore they may not need to comply.

17-21/01/2022

- If no response is received to show cause, a letter is sent confirming suspension without pay is in effect.
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 - letter sent confirming suspension without pay is in effect.
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24/01/2022

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7/02/2022

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MOSES, Kelly

From: MOSES, Kelly on behalf of COOK, Shannon
Sent: Wednesday, 8 December 2021 4:11 PM
To: DE'ATH, Michael; ALLEN, Craig
Subject: FW: Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process
Attachments: Draft Summary of Feedback from Education Unions Mandatory Vaccination Process_.docx; Draft Confidential Vaccination Process feedback 8 Dec 2021_V3.docx

Good afternoon,

Please find attached the draft summary of feedback from the Education Unions Mandatory Vaccination Process for your information.

Should you have any questions, please do not hesitate to contact me.

Kind Regards

Shannon Cook

Deputy Director-General, People and Corporate Services

Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3034 4774

E: shannon.cook@qed.qld.gov.au

E: DDG.PACS@qed.qld.gov.au

Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.



From: MOSES, Kelly On Behalf Of COOK, Shannon

Sent: Wednesday, 8 December 2021 4:10 PM

To: 'kruttiman@qtu.asn.au' <kruttiman@qtu.asn.au>; 'qnmu@qnmu.org.au' <qnmu@qnmu.org.au>; 'Tara.Armstrong@oir.qld.gov.au' <Tara.Armstrong@oir.qld.gov.au>; MCKELLAR, Duncan <Duncan.MCKELLAR@qed.qld.gov.au>; 'Nicole.Stanton-Cook@oir.qld.gov.au' <Nicole.Stanton-Cook@oir.qld.gov.au>; 'David.Reed@psc.qld.gov.au' <David.Reed@psc.qld.gov.au>; 'Thomas.Brauns@oir.qld.gov.au' <Thomas.Brauns@oir.qld.gov.au>; 'Brian.Feldman@oir.qld.gov.au' <Brian.Feldman@oir.qld.gov.au>; 'sharron.caddie@unitedworkers.org.au' <sharron.caddie@unitedworkers.org.au>; 'Shane.Donovan@oir.qld.gov.au' <Shane.Donovan@oir.qld.gov.au>; 'megan.barry@psc.qld.gov.au' <megan.barry@psc.qld.gov.au>; 'bmohle@qnmu.org.au' <bmohle@qnmu.org.au>; 'adam.kerslake@unitedworkers.org.au' <adam.kerslake@unitedworkers.org.au>; HASTIE-BURROUGHS, Rynell <Rynell.HASTIE-BURROUGHS@qed.qld.gov.au>; 'qld@unitedworkers.org.au' <qld@unitedworkers.org.au>; 'peter.mckay@premiers.qld.gov.au' <peter.mckay@premiers.qld.gov.au>; ALLEN, Craig <Craig.ALLEN@qed.qld.gov.au>; 'alex.scott@together.org.au' <alex.scott@together.org.au>; Tony James <Tony.James@oir.qld.gov.au>; SCHIMMING, Sharon <Sharon.SCHIMMING@qed.qld.gov.au>; 'qtu@qtu.asn.au' <qtu@qtu.asn.au>; 'Lauren.Gribbin@oir.qld.gov.au' <Lauren.Gribbin@oir.qld.gov.au>; Kate Flanders <Kate.Flanders@together.org.au>; Cresta Richardson <crichardson@qtu.asn.au>; Ash Borg <ashb@qcu.asn.au>; David MILLER (David.MILLER@qed.qld.gov.au) <David.MILLER@qed.qld.gov.au>; 'Denise Breadsell' <DBreadsell@qnmu.org.au>; 'michaelc@qcu.asn.au' <michaelc@qcu.asn.au>

Cc: COOK, Shannon <Shannon.COOK@qed.qld.gov.au>

Subject: Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process

Dear All,

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Thank you in advance for your collaborative approach.

Kind Regards

Shannon Cook

Deputy Director-General, People and Corporate Services

Office of the Deputy Director-General
People and Corporate Services
Department of Education

P: 07 3034 4774

E: shannon.cook@qed.qld.gov.au

E: DDG.PACS@qed.qld.gov.au

Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.



Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process
8 December 2021

Attendees at meeting:

Chaired: Craig Allen
Queensland Nurses and Midwives Union
Queensland Teachers' Union
Together Queensland
United Workers' Union
Queensland Council of Unions
OIR Representatives
PSC Representatives
DoE Representative
Premiers and MO representatives

- Acknowledgement that the CHO Direction is yet to be finalised and published, and an understanding that this is imminent. The Department will refer to guidance on the Queensland Health website until such time that the CHO Direction is published.
- The DG's lawful direction will not, therefore, be issued until a CHO Direction is published.

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- There was a consensus that communication with employees is important about the vaccination requirement, and that communication with employees during the school holidays (and during leave) would be necessary to ensure full awareness. The unions requested additional alternative methods for completing the vaccination survey, and that an email be developed. This is to be communicated to school principals and business managers no later than Thursday this week.
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- Concerns were raised that some employees have not yet received the vaccination survey. The Department advised that these individuals are emailing the staffvaccinationstatus mailbox and are being resent the survey to complete.
- Workforce information to school leaders will be provided to assist Principals and Business Managers to manage their school-based workers.

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- Employees who are on leave but expected to be at work in Term 1 have been contacted and sent a vaccination survey to complete.
- Employees who have approved leave for the first 4 weeks of Term 1 have not been sent a vaccination survey. However, these individuals will be contacted in the new year to provide their vaccination status.
- It was agreed that employees who are on approved leave for Term 1 (and therefore will not be in attendance in a school/EC) will not be subject to the show-cause process. However, the Department does intend to communicate with these individuals about their obligations and the need to be fully vaccinated upon their return to work.

Medical exemptions

- The Department will provide clear guidance to employees about medical exemptions, the process to be followed etc.
- The department will reference the ATAGI materials on medical contraindications.

- It was agreed that language in relation to medical exemptions needs to be very clear, and differentiate between 'exemptions' (i.e. contraindication) and 'extenuating circumstances'.

Process for employees who refuse to comply with CHO/DG Direction

- Questions raised in relation to suspension process and timelines. It was explained that 7 January 2022 date was selected to provide reasonable time for employees to comply with the requirement to have provide evidence of the first dose (by 17 December 2021). Additionally, the commencement of the suspension show-cause process from 10 January 2022 is on the basis that a failure to provide evidence by this date means it is not possible for the employee to comply with the timeframes stipulated in the CHO Direction (anticipated).
- The Department will follow up with the QNMU in relation to processes for health workers.
- It was suggested that the DG Direction needs to be explicit in explaining that a failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.
- The unions agreed to assist the Department with communication to members about these requirements and processes.
- The Department requested that unions advise their members to ensure their personal contact details are up to date in MyHR/ESS, including personal email and personal mobile phone number.
- The QTU raised a concern about people who may attend work on the student free days (e.g. 20 Jan) knowingly unvaccinated (i.e. to "protest" the vaccination requirement), and that support will be needed for schools to manage these situations.

Representatives from the UWU, QTU, TQ, QNMU and QCU indicated their in-principle support for the processes for DoE employees who refuse to comply with the CHO/DG Direction as tabled at the meeting.

DISCUSSION APPROACH TO PUBLIC HEALTH DIRECTION

What steps/consultation has DoE taken so far?

- A survey was sent on 2nd December to the DoE addresses of all school-based employees who were not on some form of leave in the first four weeks of Term 1.
- This included casual teachers that have not worked in the last 90 days based on their preferred email address in the relief teacher system (TRACER).
- Two whole of department DG messages have been sent outlining the government announcements sent on 1st of December and 3rd of December.

How can/will DoE be able to communicate with employees further?

DoE can/will send out additional messaging via email to each employee through their work email and any personal details provided in the HR employee self service (ESS) system. SMS can be sent based on the details in this ESS system as well.

In the event of no response from employees, emergency contact details in employee self service can be activated if required.

Additional processes for school principals and business managers will be provided to assist staff to provided their vaccination status

A dedicated team of people based in People & Corporate Services (PACS) will be proactively following up over the break and beyond as needed.

What is the DoE approach to collection evidence of vaccination?

We are finalising a process that will be compliant with privacy and information security requirements for an employee to upload relevant evidence and expect to be able to communicate this by Thursday.

What is the next proposed communication?

A DG's Message to go out by midday Thursday that:

- Makes staff aware of the DG's direction. Broadly outlines the process to provide evidence.
- Will outline the process for employees to provide evidence of vaccination.
- Appeals to employees and thanks them in advance for their cooperation. Is clear on implications for staff who do not comply with the direction.
- Encourage employees to check ESS details are up to date including mobile and email.
- Make staff aware that Department will take all reasonable steps to contact staff during this period to ensure every opportunity is provided for compliance with the CHO direction.

First Draft of DG Direction (This will heavily depend on wording in published CHO direction):

CHO direction XXXXX requires all workers in a high-risk setting to meet mandatory full vaccination by 11:59 pm AEST on 23 January 2022.

~~<Additional lead-in language to be introduced stating that>~~ The Department's objective is to ensure safety of our students and staff by complying with the etc>TBA

The Director General directs all DOE workers in a high-risk setting must comply with the COVID-19 vaccination requirements as outlined in the CHO Direction-

The COVID-19 vaccination requirements are that:

- (A) By 17 December 2021; a worker in a high-risk setting has received the first dose of a COVID-19 vaccine; and
- (B) By 11:59 pm AEST on 23 January 2022, a worker in a high-risk setting has received the prescribed number of doses of a COVID-19 vaccine; and
- (C) As soon as reasonably practicable after each dose of the COVID-19 vaccine, the worker must show evidence of having received the COVID-19 vaccine dose to their employer

All DOE workers must show evidence of having received at least the first dose of the COVID 19 vaccine by no later than 7 January 2022.

Any employee who has a medical contraindication to being vaccinated may be exempt from compliance with these DG directions. Applications for exemptions with supporting medical evidence must be made as soon as practicable or by 10 January 2022 date to xxxx (team/email address).

All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination. Failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.

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17-21/01/2022

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From: [MOSES, Kelly](#) on behalf of [COOK, Shannon](#)
To: [kruttiman@qtu.asn.au](#); [qnmua@qnmua.org.au](#); [Tara.Armstrong@oir.qld.gov.au](#); [MCKELLAR, Duncan](#); [Nicole.Stanton-Cook@oir.qld.gov.au](#); [David.Reed@psc.qld.gov.au](#); [Thomas.Brauns@oir.qld.gov.au](#); [Brian.Feldman@oir.qld.gov.au](#); [sharron.caddie@unitedworkers.org.au](#); [Shane.Donovan@oir.qld.gov.au](#); [megan.barry@psc.qld.gov.au](#); [bmohle@qnmua.org.au](#); [adam.kerslake@unitedworkers.org.au](#); [HASTIE-BURROUGHS, Rynell](#); [qld@unitedworkers.org.au](#); [peter.mckay@premiers.qld.gov.au](#); [ALLEN, Craig](#); [alex.scott@together.org.au](#); [Tony James](#); [SCHIMMING, Sharon](#); [qtu@qtu.asn.au](#); [Lauren.Gribbin@oir.qld.gov.au](#); [Kate Flanders](#); [Cresta Richardson](#); [Ash Borg](#); [MILLER, David](#); [Denise Breadsell](#); [michaelc@qcu.asn.au](#)
Cc: [COOK, Shannon](#)
Subject: Draft Summary of Feedback from Education Unions: Mandatory Vaccination Process
Date: Wednesday, 8 December 2021 4:09:34 PM
Attachments: [Draft Summary of Feedback from Education Unions Mandatory Vaccination Process .docx](#)
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Deputy Director-General, People and Corporate Services

Office of the Deputy Director-General

People and Corporate Services

Department of Education

P: 07 3034 4774

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Attendees at meeting:

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MILLER, David

Subject: FW: COVID-19 vaccinations required for Queensland public service workers in Education
Location: Microsoft Teams Meeting

Start: Mon 6/12/2021 3:00 PM
End: Mon 6/12/2021 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Shane Donovan

-----Original Appointment-----

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>

Sent: Friday, 3 December 2021 5:56 PM

To: Shane Donovan; 'michaelc@qcu.asn.au'; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au; 'qtu@qtu.asn.au'; qnmu@qnmu.org.au; kruttiman@qtu.asn.au; 'bmohie@qnmu.org.au'; alex.scott@together.org.au; 'Megan Barry'; 'Peter McKay'; Tony James; Lauren I Gribbin; Tara Armstrong; 'David Reed'; Thomas Brauns; Brian Feldman; Nicole Stanton-Cook; HASTIE-BURROUGHS, Rynell; SCHIMMING, Sharon; MCKELLAR, Duncan; COOK, Shannon

Subject: COVID-19 vaccinations required for Queensland public service workers in Education

When: Monday, 6 December 2021 3:00 PM-4:00 PM (UTC+10:00) Brisbane.

Where: Microsoft Teams Meeting

All Further to previous emails: if I have left anyone off David or Shannon please forward on as appropriate.

Education Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in Education

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings
2. Discussion – All

Microsoft Teams meeting

Join on your computer or mobile app

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teams@oir.onpexip.com

Video Conference ID: 131 049 641 9

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Released under RTI Act by DOE

MILLER, David

Subject: COVID-19 Vaccinations Meeting: Craig Allen and others
Location: Level 22 Boardroom, Education House, 30 Mary Street, Brisbane QLD 4000

Start: Wed 8/12/2021 9:30 AM
End: Wed 8/12/2021 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: COOK, Shannon

Required Attendees: michaelc@qcu.asn.au; kruttiman@qtu.asn.au; qnmu@qnmu.org.au; Tara.Armstrong@oir.qld.gov.au; MCKELLAR, Duncan; Nicole.Stanton-Cook@oir.qld.gov.au; David.Reed@psc.qld.gov.au; Thomas.Brauns@oir.qld.gov.au; Brian.Feldman@oir.qld.gov.au; sharron.caddie@unitedworkers.org.au; Shane.Donovan@oir.qld.gov.au; megan.barry@psc.qld.gov.au; bmohle@qnmu.org.au; adam.kersiake@unitedworkers.org.au; HASTIE-BURROUGHS, Rynell; qld@unitedworkers.org.au; peter.mckay@premiers.qld.gov.au; ALLEN, Craig; alex.scott@together.org.au; Tony James, SCHIMMING, Sharon; qtu@qtu.asn.au; Lauren.Gribbin@oir.qld.gov.au

Optional Attendees: Kate Flanders; Cresta Richardson; Ash Borg; David MILLER (David.MILLER@qed.qld.gov.au); Denise Breadsell

Meeting Purpose: COVID-19 vaccinations required for Queensland public service workers in Education.

Agenda:

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings.
2. Discussion – All

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Kind regards

Maddison Dalmeida

Executive Assistant
Office of the Deputy Director-General
People and Corporate Services
Department of Education

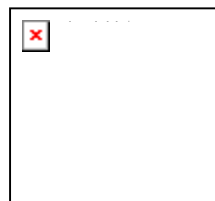
P: 07 3513 5967

E: Maddison.Dalmeida@qed.qld.gov.au

Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

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<< Attachments:

>> [image001.jpg](#) (4.4KB)

Released under RTI Act by DOE

From: Shane Donovan <Shane.Donovan@oir.qld.gov.au>
Sent: Friday, 3 December 2021 5:43 PM
To: Rachel M Abbott; amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; qntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmua.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au; DBreadsell@qnmua.org.au; MDickins@qnmua.org.au; MichaelC@QCU.ASN.AU; rkupsch@cfmeu.org; Debbie.Gillott@unitedworkers.org.au; Matthew.Lawrence@unitedworkers.org.au; info@etu.org.au; Brendan.Astill@unitedworkers.org.au
Cc: Megan Barry; Peter McKay; Tony James; Lauren I Gribbin; Tara Armstrong; David Reed; Thomas Brauns; Brian Feldman; Nicole Stanton-Cook; HASTIE-BURROUGHS, Rynell; SCHIMMING, Sharon; MCKELLAR, Durcan; COOK, Shannon
Subject: RE: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings *change of meeting time*

Hi All

Apologies – I am advised this briefing on Monday will now just be for Education specific issues, so will only require attendance for unions with members in Education follows:

- QCU
- QTU
- TQ
- UWU and
- QNMU

The Agenda is:

Education Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in Education

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings
2. Discussion – All

Again apologies I will delete the previous meeting and schedule a new Teams Meeting invite.

Regards Shane



Shane Donovan

Senior Director, Industrial Relations - Public Sector

Office of Industrial Relations

Lvl 11, 1 William Street Brisbane QLD 4000

P: 3406 9832 M: [s.47\(3\)\(b\) - Cont](#)

E: shane.donovan@oir.qld.gov.au

From: Rachel M Abbott <Rachel.Abbott@oir.qld.gov.au>

Sent: Tuesday, 30 November 2021 4:36 PM

To: amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; qntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmua.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au; DBreadsell@qnmua.org.au; MDickins@qnmua.org.au; MichaelC@QCU.ASN.AU; rkupsch@cfmeu.org; Debbie.Gillott@unitedworkers.org.au; Matthew.Lawrence@unitedworkers.org.au; info@etu.org.au; Brendan.Astill@unitedworkers.org.au

Cc: Shane Donovan <Shane.Donovan@oir.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; Peter McKay <peter.mckay@premiers.qld.gov.au>; Tony James <Tony.James@oir.qld.gov.au>; Lauren I Gribbin

<Lauren.Gribbin@oir.qld.gov.au>; Tara Armstrong <Tara.Armstrong@oir.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>; Thomas Brauns <Thomas.Brauns@oir.qld.gov.au>; Brian Feldman <Brian.Feldman@oir.qld.gov.au>; Nicole Stanton-Cook <Nicole.Stanton-Cook@oir.qld.gov.au>
Subject: RE: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings
change of meeting time

Good Afternoon,

Please note the briefing for Public Sector Unions has been rescheduled to Monday 6 December 2021 at 3pm. Shortly, another email will follow with an updated appointment for you to join a TEAMS Meeting.

Thanks,

Rachel



Rachel Abbott
Principal Consultant, Industrial Relations Public Sector
Office of Industrial Relations
Lvl 11, 1 William Street, Brisbane QLD 4000
P 07 340 69831 E rachel.abbott@oir.qld.gov.au

From: Rachel M Abbott

Sent: Tuesday, 30 November 2021 12:54 PM

To: amwuqld@amwu.org.au; rohan.webb@amwu.asn.au; steve.baker@awu.org.au; mravbar@cfmeu.org; gntqueries@cfmeu.org; ufu@ufuq.com.au; johnoliver@ufuq.com.au; peter@etu.org.au; info@etu.org.au; gary@plumbersunionqld.com; michaelc@qcu.asn.au; secretary@qfr-sou.asn.au; bmohle@qnmu.org.au; qtu@qtu.asn.au; alex.scott@together.org.au; info@twuqld.asn.au; sharron.caddie@unitedworkers.org.au; qld@unitedworkers.org.au

Cc: Tony James <Tony.James@oir.qld.gov.au>; Megan Barry <megan.barry@psc.qld.gov.au>; David Reed <David.Reed@psc.qld.gov.au>; Shane Donovan <Shane.Donovan@oir.qld.gov.au>; Lauren Gribbin <laurengribbin@hotmail.com>; Brian Feldman <Brian.Feldman@oir.qld.gov.au>; Thomas Brauns <Thomas.Brauns@oir.qld.gov.au>; Tara Armstrong <Tara.Armstrong@oir.qld.gov.au>; Nicole Stanton-Cook <Nicole.Stanton-Cook@oir.qld.gov.au>

Subject: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings

Good Afternoon,

We are arranging an urgent briefing for Public Sector Unions tomorrow at 3.30pm. Shortly, another email will follow with an appointment for you to join a TEAMS Meeting.

The Meeting details are:

Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in specific high-risk settings

Chair: Acting Commission Chief Executive, PSC

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk settings - PSC
2. Draft framework and policy template for consultation – PSC
3. Discussion – All

Regards,

Rachel Abbott, on behalf of



[Shane Donovan](mailto:Shane.Donovan@oir.qld.gov.au)
Senior Director, Industrial Relations - Public Sector
Office of Industrial Relations
Lvl 11, 1 William Street Brisbane QLD 4000
P: 3406 9832 M: [s.47\(3\)\(b\) - Cont](mailto:s.47(3)(b) - Cont)

E: shane.donovan@oir.qld.gov.au

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ATKINS, Tracey

From: COOK, Shannon
Sent: Tuesday, 7 December 2021 5:51 PM
To: Sharon Durham; katelyn.dougherty@ministerial.qld.gov.au; Tim A Shipstone; Tony James; Peter McKay; Shane.Donovan@oir.qld.gov.au; David Reed; DE'ATH, Michael; ALLEN, Craig; SCHIMMING, Sharon; HASTIE-BURROUGHS, Rynell; MCKELLAR, Duncan; MILLER, David
Cc: Victoria Hepburn
Subject: Confidential - Draft for Consultation - Proposed DOE Vaccination Approach
Attachments: DRAFT Confidential Staff Vaccination Process Outline v2.docx
Importance: High

Hi Everyone,

Apologies for the tardiness however I hope you can appreciate the gravity involved in pulling this together quickly. We have done so in quick consultation with Victoria (Vic) from Minters Ellison who has been copied in.

For the sake of brevity, given this will form the basis of the discussion with Unions in the morning please reply all with any relevant feedback and we can respond/adjust quickly as needed.

At the same time we will be sharing an advance, without prejudice and confidential copy to Union leaders ahead of the discussion for any initial feedback and to ensure we get the maximum feedback out of the meeting.

Thanks for your patience and in advance for your fast consideration.

Thanks,

Shannon Cook
Deputy Director-General
People and Corporate Services

Department of Education

P: 07 3034 4774

E: Shannon.Cook@qed.qld.gov.au

Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

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What steps/consultation has DoE taken so far?

- A survey was sent on 2nd December to the DoE addresses of all school-based employees who were not on some form of leave in the first four weeks of Term 1.
- This included casual teachers that have not worked in the last 90 days based on their preferred email address in the relief teacher system (TRACER).
- Two whole of department DG messages have been sent outlining the government announcements sent on 1st of December and 3rd of December.

How can/will DoE be able to communicate with employees further?

DoE can/will send out additional messaging via email to each employee through their work email and any personal details provided in the HR employee self service (ESS) system.

SMS can be sent based on the details in this ESS system as well.

In the event of no response from employees, emergency contact details in employee self service can be activated if required.

Additional processes for school principals and business managers will be provided to assist staff to provided their vaccination status

A dedicated team of people based in People & Corporate Services (PACS) will be proactively following up over the break and beyond as needed.

What is the DoE approach to collection evidence of vaccination?

We are finalising a process that will be compliant with privacy and information security requirements for an employee to upload relevant evidence and expect to be able to communicate this by Thursday.

What is the next proposed communication?

A DG's Message to go out by midday Thursday that:

- Makes staff aware of the DG's direction. Broadly outlines the process to provide evidence.
- Will outline the process for employees to provide evidence of vaccination.
- Appeals to employees and thanks them in advance for their cooperation. Is clear on implications for staff who do not comply with the direction.
- Encourage employees to check ESS details are up to date including mobile and email.
- Make staff aware that Department will take all reasonable steps to contact staff during this period to ensure every opportunity is provided for compliance with the CHO direction.

First Draft of DG Direction (This will heavily depend on wording in published CHO direction):

CHO direction XXXXX requires all workers in a high-risk setting to meet mandatory full vaccination by 11:59 pm AEST on 23 January 2022.

~~<Additional lead in language to be introduced stating t>~~The Department's objective is to ensure safety of our students and staff by complying with the etc>~~TBA~~

The Director General directs all DOE workers in a high-risk setting must comply with the COVID-19 vaccination requirements as outlined in the CHO Direction.

The COVID-19 vaccination requirements are that:

- (A) By 17 December 2021; a worker in a high-risk setting has received the first dose of a COVID-19 vaccine; and
- (B) By 11:59 pm AEST on 23 January 2022, a worker in a high-risk setting has received the prescribed number of doses of a COVID-19 vaccine; and
- (C) As soon as reasonably practicable after each dose of the COVID-19 vaccine, the worker must show evidence of having received the COVID-19 vaccine dose to their employer

All DOE workers must show evidence of having received at least the first dose of the COVID 19 vaccine by no later than 7 January 2022.

Any employee who has a medical contraindication to being vaccinated may be exempt from compliance with these DG directions. Applications for exemptions with supporting medical evidence must be made as soon as practicable or by 10 January 2022 date to xxxx (team/email address).

All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination. Failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.

PROCESS & TIMELINE FOR DOE EMPLOYEES WHO REFUSE TO COMPLY WITH CHO/DG DIRECTION

4/1/2022 "Heads Up" Caution/reminder of obligations email sent to staff

- Employees receive a message that according to our records it appears that you have failed or are unable to comply with (reference DG's lawful direction).
- In order to continue your employment please "Get Vaxxed".
- Continued non-compliance will likely result in you being suspended, potentially without pay
- Employees on preapproved leave in term 1 will not be included in this request
- All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination.

10/01/2022 Suspension Show Cause no pay letter issued (7days)

- Employees who have not complied with the direction will be issued a show cause within 7 days on why they should not be suspended without pay based on a failure to follow a lawful direction without reasonable excuse (reference DG's lawful direction).
- NB: Medical Contraindication or other exemption/extenuating circumstances is not not a failure or refusal, but is an exemption (see below), therefore they may not need to comply.

17-21/01/2022

- If no response is received to show cause, a letter is sent confirming suspension without pay is in effect.
- If response is received it is assessed and will result in either:
 - further instructions/evidence to comply or letter (including potential taking of employee accrued leave) or
 - letter sent confirming suspension without pay is in effect.
- All no pay decisions ideally need to be determined by 19 January 2022 to meet payroll cut-off period (as they will have already been paid until 23 January 2022).

24/01/2022

- If no compliance is demonstrated and there is no other exemption or reasonable excuse a show cause notice will be sent asking the employee to show cause in 14 days on both liability for discipline and proposed penalty of termination.

7/02/2022

- Week commencing 7th February show cause notices assessed. If no compliance is demonstrated and there is no other exemption or reasonable excuse potential termination of employment commences after this assessment.

APPROACH FOR EMPLOYEES WITH A MEDICAL CONTRAINDICATION/EXEMPTION

- Medical exemption applications are taken and assessed by a central team supported by health professionals.
- The department will follow guidance from ATAGI for immunisation medical exemptions
- Staff who have a medical exemption or are being assessed for medical reasons (who are not on employee accrued leave) will be placed on special leave consistent with previous practice for vulnerable workers during broader pandemic.
- Further options on alternative duties will be explored on a case by case basis bearing in mind the inherent requirements of the role.

*Any staff that arrive at a high risk setting unexpectedly that are non-compliant with the CHO Direction/DG Direction will be ~~directed requested to~~ not attend the workplace high risk setting. They will be appropriately case managed by central team.

*All staff that have not responded to the related correspondence to the DG Direction will go through same process as above with additional follow up.

ATKINS, Tracey

From: HASTIE-BURROUGHS, Rynell
Sent: Wednesday, 8 December 2021 3:24 PM
To: COOK, Shannon
Cc: MCKELLAR, Duncan; MILLER, David
Subject: Summary of Feedback from Education Unions: Mandatory Vaccination Process
Attachments: Draft Confidential Vaccination Process feedback 8 Dec 2021_V3.docx; Summary of Feedback from Education Unions Mandatory Vaccination Process .docx

Hi Shannon,

I have updated the attached document based on the changes suggested in the record below. I have also confirmed with Victoria that if the DG approves a lawful direction without the CHO direction that this would then require consideration under WH&S Act and the requirement for a risk assessment and consultation to occur with the workforce. She is happy to provide this in writing if required.

The messaging to staff can reference the guidance on the Qld Health web page but not a DG direction.

Happy to discuss your preferred approach. Short email below for this to be sent with

Dear All,

Thank you for your time today to review the proposed Mandatory Vaccination processes for the Department of Education. Please find attached a summary of the meeting plus an updated version of the document with tracked changes. Should you have any further amendments can I please ask that you provide these to me by 8am tomorrow morning.

Thank you in advance for your collaborative approach.

SC

Regards
Rynell Hastie-Burroughs
Executive Director
Human Resources
Department of Education

P: 07 3034 5377
M: s.47(3)(b) - (
E: rynell.hastie-burroughs@ged.qld.gov.au
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PO Box 15033 | City East QLD 4002



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DISCUSSION APPROACH TO PUBLIC HEALTH DIRECTION

What steps/consultation has DoE taken so far?

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<Additional lead in language to be introduced stating the Department's objective is to ensure safety of our students and staff etc>

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All DOE workers must show evidence of having received at least the first dose of the COVID 19 vaccine by no later than 7 January 2022.

Any employee who has a medical contraindication to being vaccinated may be exempt from compliance with these DG directions. Applications for exemptions with supporting medical evidence must be made by xxx date to xxxx (team/email address).

All DOE employees who do not comply with these directions, without reasonable excuse by the assigned dates may be subject to disciplinary action up to and including termination.

PROCESS & TIMELINE FOR DOE EMPLOYEES WHO REFUSE TO COMPLY WITH CHO/DG DIRECTION

4/1/2022 "Heads Up" Caution/reminder of obligations email sent to staff

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17-21/01/2022

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24/01/2022

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7/01/2022

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APPROACH FOR EMPLOYEES WITH A MEDICAL CONTRAINDICATION/EXEMPTION

- Medical exemption applications are taken and assessed by a central team supported by health professionals.
- Staff who have a medical exemption or are being assessed for medical reasons (who are not on employee accrued leave) will be placed on special leave consistent with previous practice for vulnerable workers during broader pandemic.
- Further options on alternative duties will be explored on a case by case basis bearing in mind the inherent requirements of the role.

*Any staff that arrive at a high risk setting unexpectedly that are non-compliant with the CHO Direction/DG Direction will be directed to not attend the workplace. They will be appropriately case managed by central team.

*All staff that have not responded to the related correspondence to the DG Direction will go through same process as above with additional follow up.

Attendees at meeting

Chaired: Craig Allen
Bonnie Mohle
Cresta Richardson
Kate Flanders
Adam Kerslake
Ash Borg
OIR Representatives
PSC Representatives
DoE Representative
Premiers and MO representatives

- Acknowledgement that the CHO Direction is yet to be finalised and published, and an understanding that this is imminent. The Department will refer to guidance on the Queensland Health website until such time that the CHO Direction is published.
- The DG's lawful direction will not, therefore, be issued until a CHO Direction is published.

Communication

- There was a consensus that communication with employees is important about the vaccination requirement, and that communication with employees during the school holidays (and during leave) would be necessary to ensure full awareness. The unions requested additional alternative methods for completing the vaccination survey, and that an email be developed. This is to be communicated to school principals and business managers no later than Thursday this week.
- United Workers Union flagged concerns about school cleaners' ability to access emails and computers, and suggested alternative (e.g. hard copy) methods of communication.
- Concerns were raised that some employees have not yet received the vaccination survey. The Department advised that these individuals are emailing the staffvaccinationstatus mailbox and are being resent the survey to complete.
- Workforce information to school leaders will be provided to assist Principals and Business Managers to manage their school-based workers.

Employees on leave

- Employees who are on leave but expected to be at work in Term 1 have been contacted and sent a vaccination survey to complete.
- Employees who have approved leave for the first 4 weeks of Term 1 have not been sent a vaccination survey. However, these individuals will be contacted in the new year to provide their vaccination status.
- It was agreed that employees who are on approved leave for Term 1 (and therefore will not be in attendance in a school/EC) will not be subject to the show-cause process. However, the Department does intend to communicate with these individuals about their obligations and the need to be fully vaccinated upon their return to work.

Medical exemptions

- The Department will provide clear guidance to employees about medical exemptions, the process to be followed etc.
- The department will reference the ATAGI materials on medical contraindications.

- It was agreed that language in relation to medical exemptions needs to be very clear, and differentiate between 'exemptions' (i.e. contraindication) and 'extenuating circumstances'.

Process for employees who refuse to comply with CHO/DG Direction

- Questions raised in relation to suspension process and timelines. It was explained that 7 January 2022 date was selected to provide reasonable time for employees to comply with the requirement to have provide evidence of the first dose (by 17 December 2021). Additionally, the commencement of the suspension show-cause process from 10 January 2022 is on the basis that a failure to provide evidence by this date means it is not possible for the employee to comply with the timeframes stipulated in the CHO Direction (anticipated).
- The Department will follow up with the QNMU in relation to processes for health workers.
- It was suggested that the DG Direction needs to be explicit in explaining that a failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.
- The unions agreed to assist the Department with communication to members about these requirements and processes.
- The Department requested that unions advise their members to ensure their personal contact details are up to date in MyHR/ESS, including personal email and personal mobile phone number.
- The QTU raised a concern about people who may attend work on the student free days (e.g. 20 Jan) knowingly unvaccinated (i.e. to "protest" the vaccination requirement), and that support will be needed for schools to manage these situations.

Representatives from the UWU, QTU, TQ, QNMU and QCTU indicated their in-principle support for the processes for DoE employees who refuse to comply with the CHO/DG Direction as tabled at the meeting.

ATKINS, Tracey

Subject: COVID-19 vaccinations required for Queensland public service workers in Education
Location: Microsoft Teams Meeting

Start: Mon 6/12/2021 3:00 PM
End: Mon 6/12/2021 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Shane Donovan

All Further to previous emails: if I have left anyone off David or Shannon please forward on as appropriate.

Education Queensland Public Service Unions

Meeting: COVID-19 vaccinations required for Queensland public service workers in Education

Agenda

1. Recent announcements regarding COVID-19 vaccinations required for workers in specific high-risk Education settings
 2. Discussion – All
-

Microsoft Teams meeting

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ATKINS, Tracey

From: HASTIE-BURROUGHS, Rynell
Sent: Wednesday, 8 December 2021 12:22 PM
To: COOK, Shannon
Cc: MCKELLAR, Duncan; MILLER, David
Subject: Summary of Feedback from Education Unions: Mandatory Vaccination Process

Hi Shannon,

Please see below a record of the meeting. Please let me know if you require any changes or if anything has been missed

Attendees at meeting

Chaired: Craig Allen
Bonnie Mohle
Cresta Richardson
Kate Flanders
Adam Kerslake
Ash Borg
OIR Representatives
PSC Representatives
DoE Representative
Premiers and MO representatives

- Acknowledgement that the CHO Direction I yet to be finalised and published, and an understanding that this is imminent. The Department will refer to guidance on the Queensland Health website until such time that the CHO Direction is published.
- The DG's lawful direction will not, therefore, be issued until a CHO Direction is published.

Communication

- There was a consensus that communication with employees is important about the vaccination requirement, and that communication with employees during the school holidays (and during leave) would be necessary to ensure full awareness. The unions requested additional alternative methods for completing the vaccination survey, and that an email be developed. This is to be communicated to school principals and business managers no later than Thursday this week.
- United Workers Union flagged concerns about school cleaners' ability to access emails and computers, and suggested alternative (e.g. hard copy) methods of communication.
- Concerns were raised that some employees have not yet received the vaccination survey. The Department advised that these individuals are emailing the staffvaccinationstatus mailbox and are being resent the survey to complete.
- Workforce information to school leaders will be provided to assist Principals and Business Managers to manage their school-based workers.

Employees on leave

- Employees who are on leave but expected to be at work in Term 1 have been contacted and sent a vaccination survey to complete.
- Employees who have approved leave for the first 4 weeks of Term 1 have not been sent a vaccination survey. However, these individuals will be contacted in the new year to provide their vaccination status.

- It was agreed that employees who are on approved leave for Term 1 (and therefore will not be in attendance in a school/EC) will not be subject to the show-cause process. However, the Department does intend to communicate with these individuals about their obligations and the need to be fully vaccinated upon their return to work.

Medical exemptions

- The Department will provide clear guidance to employees about medical exemptions, the process to be followed etc.
- The department will reference the ATAGI materials on medical contraindications.
- It was agreed that language in relation to medical exemptions needs to be very clear, and differentiate between 'exemptions' (i.e. contraindication) and 'extenuating circumstances'.

Process for employees who refuse to comply with CHO/DG Direction

- Questions raised in relation to suspension process and timelines. It was explained that 7 January 2022 date was selected to provide reasonable time for employees to comply with the requirement to have provide evidence of the first dose (by 17 December 2021). Additionally, the commencement of the suspension show-cause process from 10 January 2022 is on the basis that a failure to provide evidence by this date means it is not possible for the employee to comply with the timeframes stipulated in the CHO Direction (anticipated).
- The Department will follow up with the QNMU in relation to processes for health workers.
- It was suggested that the DG Direction needs to be explicit in explaining that a failure to comply with the CHO Direction would mean that a worker cannot attend the workplace.
- The unions agreed to assist the Department with communication to members about these requirements and processes.
- The Department requested that unions advise their members to ensure their personal contact details are up to date in MyHR/ESS, including personal email and personal mobile phone number.
- The QTU raised a concern about people who may attend work on the student free days (e.g. 20 Jan) knowingly unvaccinated (i.e. to "protest" the vaccination requirement), and that support will be needed for schools to manage these situations.

Representatives from the UWU, QTU, TQ, QNMU and QCTU indicated their in-principle support for the processes for DoE employees who refuse to comply with the CHO/DG Direction as tabled at the meeting.

Regards

Rynell Hastie-Burroughs

Executive Director

Human Resources

Department of Education

P: 07 3034 5377

M: [s.47\(3\)\(b\) - \(c\)](#)

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