



For the safety of all clients who receive government funded services and people working in those services, the NSW Government expects staff to be vaccinated against COVID-19, at the earliest opportunity, unless they have a medical reason why they are unable to be vaccinated.

DCJ has undertaken an assessment of the risk of workplace transmission of COVID-19 and our existing initiatives to control that risk to protect our staff and clients.

DCJ has determined that it is necessary to require groups of DCJ staff to be vaccinated in order to comply with DCJ's obligations under the *Work Health and Safety Act 2011 (NSW)*.

These DCJ staff provide services that are the same as, or very similar to, those provided by our funded service partners.

Therefore, based on our own risk assessment of the inherent requirements of identified roles, we would expect that staff in your service would need to be vaccinated if they perform any of the following roles:

- working with children in out of home care;
- providing face-to-face supports to children and families;
- managing social housing tenancies;
- working with people who are homeless or at risk of homelessness; and
- providing face-to-face services for people in need of or receiving housing assistance;
- working with other staff members who provide face-to-face services to DCJ clients.

DCJ has also required all our staff who work in any of these roles to be vaccinated.

DCJ has directed that all our staff in the identified groups must receive a first vaccination dose by 25 October and a second dose by 17 January.

DCJ is also preparing a COVID-19 vaccination policy that will apply to all service providers funded by DCJ to deliver services on our behalf. We have undertaken to consult with peaks on the policy.

The *DCJ COVID-19 Vaccination Policy for service providers* will be a notified policy and will become a contractual obligation for services delivered by you on behalf of DCJ.

Ultimately, service providers have an obligation to comply with their work health and safety duties. This means that service providers will need to consider whether it is reasonably practicable for them to give a direction to their employees to be vaccinated against COVID-19.

Given the severity of the current outbreak of the Delta strain of COVID-19 in NSW, the vulnerable cohorts that service providers work with, and the free and readily available nature of the vaccine, service providers should carefully consider whether directing their staff to be vaccinated against COVID-19 is a reasonably practicable step that they can take in order to keep their employees,

and the people they work with, safe. Service providers will also need to consider other risk control measures as part of their workplace health and safety response.

We also require information from your organisation in relation to vaccination. You can provide this to us by completing the following [required response](#) by close of business Friday, 24 September 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Eleri Morgan-Thomas', is centered below the text 'Yours sincerely'.

Eleri Morgan-Thomas
Executive Director Partnerships

Strategy, Policy and Commissioning
Department of Communities and Justice