



Review of the department's mandatory vaccination requirements and staff numbers – August update

Centre for Education Statistics and Evaluation

Introduction

The 2020 emergence of COVID-19 in NSW resulted in significant disruptions across the workforce, including the public education sector, which experienced increased absences due to rising case numbers. Responding to the evolving risks of COVID-19 over the last 2 years has required ongoing adjustments to policy settings at all levels of government due to external factors such as the introduction of new variants and vaccines.

In late 2021, the NSW Minister for Health and Medical Research announced the *Public Health (COVID-19 Vaccination of Education and Care Workers) Order (No 2) 2021*¹ (PHO). This PHO required all education and care workers to be double vaccinated to work in government and non-government schools, as well as early education and care facilities in NSW. Some key dates and directions relevant to this PHO include (refer to Appendix A for more information):

- **23 September 2021** – *Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021* requiring double vaccination of education and care workers commences.
- **5 October 2021** – NSW Department of Education (department) launches its Vaccination Attestation and Confirmation System (VACS).
- **18 October 2021** – department's Secretary makes 2 determinations covering teaching and school administrative and support staff,² establishing the requirement that employees must be vaccinated with 2 doses of a COVID-19 vaccine and provide evidence unless they are unable to be vaccinated because of a certified medical contraindication.
- **27 October 2021** – Secretary announces vaccination requirement.
- **8 November 2021** – all employees who work in government schools or early childhood education services required to be double vaccinated by this date, in accordance with the PHO.

¹ [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order \(No 2\) 2021 \[PDF 216KB\]](#) (NSW).

² Refer to *Teaching Service Act 1980* – Determination No. 1 of 2021 – COVID-19 Vaccination Evidence; *Education (School Administrative and Support Staff) Act 1987* – Determination No. 1 of 2021 – COVID-19 Vaccination Evidence.

- **22 November 2021** – Secretary issues a direction requiring all corporate and non-school-based staff to provide evidence of 2 doses of an approved vaccine against COVID-19 or a medical contraindication to attend a corporate site, by no later than 30 January 2022.
- **10 March 2022** – revised PHO³ extends vaccine requirement for education and care workers until 13 May 2022.
- **20 April 2022** – NSW Government announces that the *Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2022* will not be extended beyond 13 May 2022.⁴
- **11 May 2022** – email sent to all staff advising of the risk assessment process and ongoing direction/determination.
- **10 June 2022** – *Public Health (COVID-19 Care Services) Order (No 2) 2022* requires Assisted School Travel Program officers and drivers to be appropriately vaccinated with at least 3 doses of a COVID-19 vaccine.
- **24 June 2022** – proposed policy position distributed to all staff, and consultation with key stakeholders regarding the ongoing vaccination requirements commences.⁵
- **15 July 2022** – formal consultation period ends.
- **17 July 2022** – Relieving Secretary signs final policy.⁶
- **18 July 2022** – Secretary communicates final policy to staff.⁷ The final policy removes mandatory vaccination requirement for all staff, except for those working in or with schools for specific purposes (SSPs) who are required to be double vaccinated with an approved COVID-19 vaccine or hold a valid medical contraindication.
- **25 July 2022** – staff who resigned or were dismissed may apply for (but not commence in) advertised roles.
- **1 August 2022** – unvaccinated staff can return to the workforce, except for those working in or with SSPs.⁸

This review by the Centre for Education Statistics and Evaluation (CESE) clarifies some of the complexity around the legislative requirement in NSW for mandatory vaccination for education and care workers, and the department's systems and data used to monitor its implementation. This review first outlines how the department has responded to COVID-19 before describing the systems it uses to monitor the vaccination status of school-based and other department staff. Definitions used in the VACS and SAP payroll system are provided to aid the interpretation of reported data. Our previous review released in March focused on teaching staff and other staff who were primarily in student-facing roles. This current review extends the previous review to include staff across a wider range of settings, including administrative and corporate employees (hereby referred to as 'other department staff'), to provide a more comprehensive overview of vaccination status across all department staff.

3 [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022 \[PDF 269KB\]](#) (NSW).

4 NCIRS (National Centre for Immunisation Research and Surveillance) (2022) '[COVID-19 in schools – the experience in NSW: 18 October 2021 to 17 December 2021](#)', *COVID-19 in Educational Settings*, NCIRS, accessed 9 May 2022.

5 NSW Department of Education (24 June 2022) [NSW Education proposes change to vaccine mandate](#) [media release], NSW Department of Education, accessed 10 August 2022.

6 [NSW Department of Education \(Determination under the Teaching Service Act 1980\) Determination \(No 1\) 2022 \[PDF 164KB\]](#) (NSW).

7 NSW Department of Education (18 July 2022) [NSW schools to remain COVID-Smart in Term 3](#) [media release], NSW Department of Education, accessed 10 August 2022.

8 NSW Department of Education (2022) [Vaccination guidelines](#), NSW Department of Education website, accessed 10 August 2022.

How has the department responded to COVID-19 in 2022?

The department implemented the PHO's requirement for school-based staff to be double vaccinated (or be issued with a medical contraindication). The Secretary's determinations and direction required all staff to be double vaccinated if working from a corporate office or on a school site. To work in a school or corporate office, employees were required to attest their vaccination status in VACS.

The vast majority of the department's staff have complied. As of 21 July 2022, 579 staff have had a medical contraindication entered into the VACS system and recognised by the department in accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) guidelines.⁹

The department supported NSW schools to successfully manage the impact of COVID-19 in Term 1 2022 through high levels of staff and eligible student vaccinations,¹⁰ COVID-smart measures and policies (including cohorting and physical distancing) to minimise transmission, and the distribution of rapid antigen tests (RATs) to schools for both surveillance and symptomatic testing. These measures resulted in only 3 government schools needing to be closed in Term 1 due to elevated levels of infection among students and staff, despite the greater transmissibility of the Omicron variant. An additional 160 schools had one or more cohorts revert to learning from home for a short period as a circuit breaker at times of high COVID-19 infections. Analysis of COVID-19 transmission in NSW public schools in 2021 conducted by the National Centre for Immunisation Research and Surveillance (NCIRS) found multi-layered preventative strategies resulted in lower levels of secondary attack in schools than the wider community, and face-to-face learning did not drive COVID-19 community transmission.¹¹

Going into Term 2, NSW Health advised cluster agencies to expect and plan for a rise in disease transmission through winter, as flu season was set to coincide with an anticipated wave in COVID-19 cases. Based on this advice, the department developed the Education Winter Plan 2022, with the goal of keeping schools open through winter. The Winter Plan included enhanced COVID-smart school settings over winter, the department's approach to ventilation, ensuring rapid antigen test supplies, mitigation measures for workforce shortages due to COVID-19 and flu, and an overall communications strategy. Under the plan, the Health, Safety and Staff Wellbeing (HSSW) Directorate would direct individual schools to temporarily adopt additional settings as the risk increased. These measures resulted in only 10 government schools needing to be closed in Term 2 due to elevated levels of infection among students and staff. An additional 55 schools had one or more cohorts revert to learning from home, at least once during Term 2, for a short period as a circuit breaker at times of higher COVID-19 infections.

On 20 April 2022, the NSW Government announced that a range of vaccine-related PHOs would not be extended beyond 13 May 2022, including the mandate regarding education and care workers.¹² After the repeal of various PHOs, the wider community moved to a risk-based assessment approach for most workplaces. The Secretary's determinations and direction for all staff to be double vaccinated remained a condition of employment.

9 The analysis uses data as of 21 July 2022 because this is the last fortnightly pay period before 1 August 2022, after which unvaccinated staff could return to the workforce, except for those working in or with SSPs.

10 In July 2021, the department communicated to principals about a new mass vaccination centre at Qudos Bank Arena where Year 12 students who lived in the local government areas (LGAs) of concern were eligible for priority vaccinations. In August 2021, priority vaccinations were expanded to eligible students aged 16 years and above who lived in the LGAs of concern.

11 NCIRS (National Centre for Immunisation Research and Surveillance) (2022) '[COVID-19 in schools – the experience in NSW: 18 October 2021 to 17 December 2021](#)', *COVID-19 in Educational Settings*, NCIRS, accessed 9 May 2022.

12 NSW Government (20 April 2022) '[Update on COVID settings](#)' [media release], NSW Government, accessed 9 May 2022.

An independent work health and safety (WHS) risk assessment commenced on 11 May 2022 which reviewed the department's COVID-19 work, health and safety settings, community and school data, and current expert advice, to inform the future of the Secretary's determinations and direction.

On 10 June 2022, assisted travel support officers (ATSOs) and Assisted School Travel Program (ASTP) drivers are covered by a PHO for health care support workers, which currently mandates that all care workers must have 3 doses of a COVID-19 vaccine.

On 24 June 2022, the proposed policy position was distributed to all staff, and the department commenced formal consultations with key stakeholders regarding the ongoing vaccination requirements of staff.

On 18 July 2022, the Secretary communicated a final decision on policy, removing the vaccination requirements for all staff, except for those working in or with SSPs, who are required to have a double vaccination. Under this new policy, unvaccinated staff can return to schools and corporate offices and/or apply for advertised positions with the department.

In Term 3, the department supported NSW schools to successfully manage the impact of COVID-19 by implementing a '4-week blitz'. The settings were similar to Term 2, however some measures were scaled up to ensure a strong start to the term, including:

- providing an increased supply of free RAT kits
- requiring masks to be worn by staff who interact with students at greater risk of serious illness if they contract COVID-19
- encouraging the wearing of masks indoors by all members of staff, students and visitors to mainstream schools
- boosting day cleaning at schools
- delivering strong messaging about the importance of staff and students not attending school or work when unwell
- maximising natural ventilation in schools
- strongly encouraging up-to-date vaccination for staff and students.

While vaccination against COVID-19 will no longer be mandated for most employees, the department strongly encourages staff to continue to keep their vaccination status up-to-date and will continue to provide vaccination leave to staff.

How does the department monitor staff vaccination status?

To ensure compliance with the PHO, active school-based teaching staff were required to attest their vaccination status in VACS. Prior to a staff member commencing work at a school or early education and care site, the staff member's attestation and vaccination status was validated by their manager in VACS. To ensure compliance with the Secretary's determinations and direction, other department staff were required to attest their vaccination status in VACS following a similar process to school-based teaching staff. As of 1 August 2022, only staff working at SSPs will be required to attest their vaccination status in VACS.¹³

Vaccination status

In VACS, staff are classified into the groups in the following table depending on their attested vaccination status.¹⁴

Table 1: Vaccination status groups and definitions

Vaccination status	Definition
Fully vaccinated	Has received 2 doses of vaccination.
Partially vaccinated	Has received one vaccination dose, with a confirmed booking to receive the second dose.
Not vaccinated	Has not received any doses of vaccination, without an approved medical contraindication.
Medically exempt	Has a medical contraindication certificate provided by a health professional as per the PHO. Where a staff member submits a medical contraindication certificate, the document is to be uploaded into VACS during the vaccination self-declaration process.

Staff were requested to verify their vaccination status by showing evidence to an authorised officer, usually their line manager, who was required to visually sight the evidence and record confirmation in VACS. Table 2 lists the forms of approved evidence.

Table 2: Forms of approved evidence required to verify staff vaccination status

Vaccination status	Approved evidence required
For the 'fully vaccinated', either:	<ul style="list-style-type: none">An online immunisation history statement.A COVID-19 digital certificate from the Australian Immunisation Register.
For the 'partially vaccinated', both:	<ul style="list-style-type: none">Evidence from the Australian Immunisation Register that the worker has had one dose of a COVID-19 vaccine.Evidence of an appointment to receive a second COVID-19 vaccine (if available).
For the 'medically exempt':	<ul style="list-style-type: none">A medical contraindication certificate from a medical practitioner in a form approved by the Chief Health Officer that specifies that because of a specified medical contraindication, the worker can not have any approved COVID-19 vaccination available in NSW.

¹³ NSW Department of Education (2022) *Vaccination guidelines*, NSW Department of Education website, accessed 10 August 2022.

¹⁴ NSW Department of Education (2022) *Vaccination guide for principals*, NSW Department of Education website, accessed 9 May 2022.

Staff members seeking medical exemption were directed to provide approved evidence of a medical contraindication in VACS. However, in instances where a staff member wished to keep the nature of their medical contraindication confidential, they had the option of providing an approved form to the department's Health, Safety and Staff Wellbeing Directorate. A health and wellbeing advisor reviewed and confirmed with the authorised officer that a medical contraindication exists without disclosing the nature of the health condition.

Other information captured by VACS

The department also collected the following information in VACS:

- employee information (name and employee ID) for both the employee attesting and the employee approving
- attestation date – date and time stamp when a record was submitted onto the VACS system
- vaccination status – different statuses in table below
- view file – enables the viewing of records with a medical exemption form attached
- relevant date – this differs for each vaccination status type, as indicated in the following table taken from the VACS user guide.

Table 3: Relevant dates for each vaccination status type

Status type	Relevant date meaning
Fully vaccinated	The date of the second vaccination.
Partially vaccinated	The date of the first vaccination.
Not vaccinated – with an appointment booked	The date of the first vaccination appointment.
Not vaccinated – without an appointment booked	The date field will be blank.
Medically exempt – temporary	The date the exemption is valid to.
Medically exempt – ongoing	The date field will be blank.

Source: education.nsw.gov.au/inside-the-department/covid-19/vaccinations/vacs-confirm.

Definitions of active versus inactive school-based staff

An important factor in understanding the vaccine status of NSW school-based and other department staff involves the definitions the department uses to classify staff in SAP systems. These definitions relate to which staff are required to engage with VACS and when. Given the scale of the department and the dynamic nature of its workforce, human resources systems are necessarily detailed and are required to capture a range of complex scenarios. One of the ways the department's SAP payroll system classifies staff involves the following categories (1) active; (2) inactive; and (3) withdrawn. Table 4 provides the definitions of these classifications.

Table 4: Definitions of active versus inactive school-based staff

Status	Definition
Active	<p>A staff member becomes 'active' at the point they are assigned to a temporary or permanent position within a school's organisational structure within the SAP payroll system. They remain 'active' for the duration of their appointment.</p> <p>Casual staff can also appear active on SAP if they are casually nominated to work at a school, even if they are not seeking workdays. Casual staff are often entered into the SAP payroll system by a school to streamline the process of employing them for a future casual assignment.</p> <p>Casually nominated staff are 'active' from the point that their casual nomination form is processed by a school, and their nomination will then remain active for up to 18 months.</p>
Inactive	<p>Only casual and temporary staff can be classified as 'inactive' in the department's SAP system.</p> <p>Their status remains inactive until:</p> <ul style="list-style-type: none">• they receive another appointment, at which point their status reverts to active for the period of that appointment• they have been inactive for 18 months, at which point their status changes to withdrawn, or• they notify the department that they are retiring or are no longer seeking work, at which point their status changes to withdrawn.
Withdrawn	<p>A staff member is categorised as 'withdrawn' when their employment with the department ceases. If a staff member has not accepted an assignment or been casually nominated with a school in 18 months, their status will be reviewed. If they are deemed to be no longer working for the department their status will be assigned as withdrawn.</p>

Casual nomination typically occurs when a qualified teacher approaches a school to inquire about available casual opportunities. A school can then choose to enter that teacher's employment information into the SAP payroll system so that they can be easily deployed to an assignment in the future. These staff are not required to attest until they are called upon for an engagement.

The way that school-based and other department staff are classified as active or inactive is complex because the status of an employee can change over time based on their employment practices. Staff can also have multiple assignments in SAP against their employee ID, reflecting both their current and previous assignments. For example, a staff member may have one current 'active' part-time position at a school, and a separate 'inactive' position at a different school based on previous employment.

The impact of changes to VACS data provisioning on the number of reported inactive 'unattested' school-based and other department staff

Prior to 27 January 2022, VACS employee data was drawn from the department's payroll records, which meant that only 'active' employees (that is, those receiving pay) could attest. However, from 27 January 2022, changes were introduced to enable more streamlined onboarding of new starters and inactive staff who might be called upon to work. These changes meant that any staff member (whether on payroll or not) with a valid department email address could now attest their vaccination status. This resulted in a significant increase in the number of 'inactive' unattested and new staff visible through the department's attestation reporting. Inactive staff are not required to attest unless they intend to re-engage in active employment, and new starters are not required to attest until they are ready for employment.

Box 1 – Clarification to previously reported numbers of inactive staff

The COVID-19 and Crisis Taskforce relies upon Scout, an internal reporting tool, for the purposes of monitoring and reporting data recorded in VACS.

Scout has been used to provide figures on staff vaccination attestation to the Office of the Chief People Officer and for responses during Budget Estimates.

In the process of this independent review, CESE identified a discrepancy within Scout when calculating the number of inactive staff.

Staff can have multiple assignments (for example, one current active part-time position at school A and one inactive part-time position at school B from a past engagement). Scout was counting these staff twice as both active (school A) and inactive (school B), overstating the number of inactive staff. In the example above, the staff member should have only been counted as active.

CESE worked with data custodians and subject matter experts in the People Group to resolve the discrepancy. The inactive staff figures in this report reflect the number of inactive staff that have only inactive assignments and does not include new starters who have not yet received an assignment.

Vaccination status of active and inactive staff (as of March 2022)

On 31 March 2022 there were a total of 139,997 staff classified as active in the SAP payroll system. Of these, 129,312 (92.4%) had attested that they were double vaccinated. These numbers only include staff that had updated their vaccination status in VACS. There were a total of 9,056 staff who were classified as active who had not yet updated their vaccination status in VACS.

There are several reasons why a staff member may not have attested in VACS, such as being on leave or deciding to confirm their status with Human Resources outside of the VACS for privacy reasons. However, in line with the PHO and the department's vaccine mandate and directives, these staff members were required to confirm their vaccination status prior to commencing work in a corporate office, school or early education and care facility site prior to 1 August 2022.

On 31 March 2022 there were a total of 30,256 staff classified as inactive in the SAP payroll system. While 2,812 staff had updated their vaccination status as 'fully vaccinated' in VACS, 27,008 had not yet updated their vaccination status. This could be due to several reasons. For example, staff that are not currently teaching are not required to attest. These teachers may have decided to retire or may be no longer actively seeking positions.

Vaccination status of active and inactive staff (as of July 2022)

Between 31 March 2022 and 21 July 2022, there were an additional 1,224 staff classified as active in the SAP payroll system, resulting in a total of 141,221 active staff. Of these, 130,491 (92.4%) had attested that they were double vaccinated. These numbers only include staff that had updated their vaccination status in VACS. There were a total of 9,330 staff who were classified as active who had not yet updated their vaccination status in VACS. Box 2 provides more information on this group.

On 21 July 2022 there were a total of 32,025 staff classified as inactive in the SAP payroll system. While 3,886 staff had updated their vaccination status as 'fully vaccinated' in VACS, 27,772 had not yet updated their vaccination status.

The NSW Government school system will always have a combination of active and inactive staff in its system. The number of active and inactive staff fluctuates over time as a result of staff starting and finishing roles. However, if a large number of staff were being moved from active to inactive as a result of the vaccine mandate, the department would expect to see a corresponding large decrease in the number of active staff and increase in the number of inactive staff. As the active counts for 31 March 2022 were mostly similar to those for 28 October 2021, with only a small increase to inactive counts, there is no strong evidence of a large shift in staff status.

Table 5: Number of active staff pre-mandate, post-mandate, and post-decision by date and vaccination status

Date	Vaccination status	Teaching staff	Other school-based staff	Other department staff
28 October 2021 (pre-mandate)	Total	78,671	33,494	26,737
31 March 2022 (post-mandate)	Fully vaccinated	74,539	32,222	22,551
	Partially vaccinated	43	25	14
	Medically exempt	335	80	102
	Not vaccinated	233	92	82
	Not attested	2,937	2,137	3,982
	Confirmation rejected*	448	116	59
	Total	78,535	34,672	26,790
Change from 28 October to 31 March	Total	-136	1,178	53
21 July (post-decision)	Fully vaccinated	75,200	32,941	22,350
	Partially vaccinated	28	20	14
	Medically exempt	335	66	95
	Not vaccinated	188	67	63
	Not attested	2,658	2,566	4,106
	Confirmation rejected*	381	97	46
	Total	78,790	35,757	26,674
Change from 31 March to 21 July 2022	Total	255	1,085	-116

Table 6: Number of inactive staff pre-mandate, post-mandate, and post-decision by date and vaccination status

Date	Vaccination status	Teaching staff	Other school-based staff	Other department staff
28 October 2021 (pre-mandate)	Total	11,667	8,280	5,996
31 March 2022 (post-mandate)	Fully vaccinated	1,717	728	367
	Partially vaccinated	11	8	2
	Medically exempt	48	22	10
	Not vaccinated	106	75	32
	Not attested	11,442	8,895	6,751
	Confirmation rejected*	24	15	3
	Total	13,348	9,743	7,165
Change from 28 October to 31 March	Total	1,681	1,463	1,169
21 July (post-decision)	Fully vaccinated	2,215	1,078	593
	Partially vaccinated	12	11	4
	Medically exempt	49	25	9
	Not vaccinated	120	89	44
	Not attested	11,518	9,113	7,091
	Confirmation rejected*	29	18	7
	Total	13,943	10,334	7,748
Change from 31 March to 21 July 2022	Total	595	591	583

* Includes employees who attested within VACS, but whose evidence was rejected by their manager.

Box 2 – Breakdown of unattested active staff

As of 21 July 2022, there were a total of 10,172 staff who were active and not attested within VACS, or who were attested as not vaccinated, or who had their confirmation rejected. Staff who are on leave are not required to VACS attest until they intend on returning to school-based activities. Staff are broken down into:

- staff who were on leave for all hours they were paid for in the relevant period, further broken down into the type of leave
- staff who were not paid for any hours over the relevant period, further broken down into whether they were casual, permanent, or temporary employees
- other staff who were paid for some hours and were not on leave for all their paid hours.

Table 7: Breakdown of unattested active staff

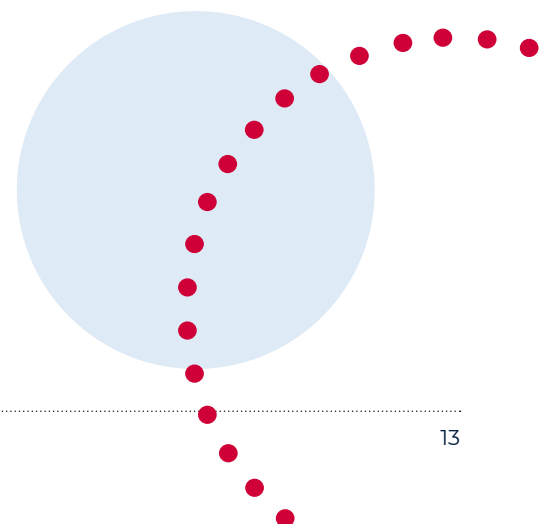
	Teaching staff	Other school-based staff	Other department staff
Staff on leave for relevant period			
Parental leave	137	16	16
Extended leave	71	25	16
Sick leave	11	10	5
Leave without pay	198	28	12
Staff who were not paid during the relevant period			
Casual	1,671	65	2,658
Permanent	494	84	501
Temporary	14	1,878	405
Other staff who were paid for some hours and were not on leave for all their paid hours			
Other	631	624	602
Total	3,227	2,730	4,215

Appendix A

Table 8: Timeline of announcements related to the department's mandatory vaccination requirements

Date	Announcement
2021	
12 July	More than 10,000 teachers and school staff in south-western Sydney's areas of COVID concern given priority access to vaccine rollout.
15 July	Messaging provided to principals in LGAs of concern on priority vaccination for school staff.
6 September	Vaccination blitz for school, early childhood, TAFE NSW, vocational education and training (VET) and university staff at Qudos Bank Arena.
24 September	Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021 requiring vaccination of education and care workers commenced.
5 October	Vaccination attestation system (VACS) launches.
18 October	Secretary made 2 determinations (<i>Teaching Service Act 1980</i> – Determination No. 1 of 2021 – COVID-19 Vaccination Evidence; <i>Education (School Administrative and Support Staff) Act 1987</i> – Determination No. 1 of 2021 – COVID-19 Vaccination Evidence) which established the requirement that employees must be vaccinated with 2 doses of a COVID-19 vaccine and provide evidence unless they are unable to be vaccinated because of a medical contraindication. In Level 3 plus schools: preschool, Kindergarten and Years 1 and 12 return to face-to-face learning. Staff vaccination mandate takes effect.
27 October	Secretary announces vaccination determinations for teaching and school administrative and support staff (effective until Term 2 2022).
8 November	From this date, it became mandatory for employees who work in government schools or early childhood education services to be double vaccinated, in accordance with the <i>Public Health (COVID-19 Vaccination of Education and Care Workers) Order (No 2) 2021</i> .
22 November	Secretary issues a direction requiring all corporate and non-school-based staff to provide evidence of 2 doses of an approved vaccine against COVID-19 or a medical contraindication to attend a corporate site, by no later than 30 January 2022.
2022	
10 January	Premier makes announcement about changes to the mandatory vaccination regulations, which will require NSW Department of Education school-based staff to have a booster shot.
30 January	Cut-off date by which all corporate staff are required to be double vaccinated or hold a medical contraindication to attend a corporate site.
1 February	Premier and Minister welcome all schools back for Term 1 2022.
7-11 February	The department contacts principals to inform them about the staff who need to be vaccinated with Novavax. Dismissals for non-compliance with the vaccination mandate will resume. As of 9 February 2022, about 90 to 100 people have taken up the Novavax offer.
10 March	PHO's requirement for double vaccination extended until 13 May 2022.
20 April	NSW Government announces that the <i>Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2022</i> will not be extended beyond 13 May 2022.

Date	Announcement
11 May	An independent workplace risk assessment reviewing the department's COVID-19 work, health and safety settings commences and staff are notified of the process via email.
24 June	The department releases its proposed policy position to all staff, and consultation with key stakeholders over plans to change vaccination requirements commences.
15 July	Formal consultation of the proposed policy position ends.
17 July	Relieving Secretary signs final policy.
18 July	<p>Secretary communicates final policy to staff.</p> <p>The department's policy regarding vaccination against COVID-19 removes the vaccination requirements for all employees from 1 August 2022, with some exceptions. All department staff working in or visiting SSPs must be double vaccinated with an approved COVID-19 vaccine or hold a valid medical contraindication. Wrap-around support commences for all School Performance Directorates to prepare for and manage for the return of staff to schools.</p>
25 July	Staff who resigned or were dismissed may apply for (but not commence in) advertised roles.
1 August	<p>Unvaccinated staff can work in Department of Education schools, except in SSPs (with the exception of The Centre for Effective Reading, Wagga Wagga and Westmead campuses).</p> <p>Unvaccinated corporate staff can return to offices.</p> <p>Casual school-based staff can be engaged for casual or temporary work, including via ClassCover.</p>



Appendix B

Table 9: Definitions of common staffing terms used

Term	Definition
Active	A staff member is categorised as 'active' in the department's SAP payroll system at the point that they are assigned to an existing position within a school's organisational structure. That staff member is then 'active' for the duration of time that falls between the start and end date of their engagement. Casual staff can also appear active on SAP if they are casually nominated with a school, but not seeking workdays (refer to Table 4 for further detail).
Inactive	A staff member is categorised as 'inactive' in SAP if they are not currently assigned to an existing position within a school's organisational structure. A staff member without an active position will remain classified as 'inactive' for 18 months, after which point their status will change to 'withdrawn'.
Withdrawn	A staff member is categorised as 'withdrawn' when their employment with the department ceases. If a staff member has not accepted an assignment or been casually nominated with a school in 18 months, their status will be reviewed. If they are deemed to be no longer working for the department their status will be assigned as withdrawn.
Casual nomination	Casual nomination is the SAP process of adding an employee to a school or business unit's casual and short term temporary non-teaching list, for payroll purposes. Casual nomination typically occurs when a qualified teacher approaches a school to inquire about available casual opportunities. A principal can then choose to enter that teacher's employment information into the SAP payroll system so that they can be easily deployed to an assignment in the future.
Casual	A casual teacher is employed on a day-to-day basis, or in blocks, to meet relief needs within a school. They will be paid a daily rate based on their years of training and experience, which is loaded to include a component for sick leave and holiday pay.
Temporary	A temporary teacher is employed full-time for 4 weeks to a year, or part-time for 2 terms or more. Temporary teachers receive most of the entitlements of permanent teachers, including annual salary, on a pro-rata basis.
Permanent	A permanent teacher is assigned to an existing position within a school's organisational structure, and employed by a school on an ongoing basis.