

**From:** [Budavari, Rosemary](#)  
**To:** [Watchirs, Helen](#); [Griffiths-Cook, Jodie](#); [Toohey, Karen](#); [Yates, Heidi](#)  
**Cc:** [Murley, Alison](#); [Taplin, Katherine](#)  
**Subject:** Mask information from Buster  
**Date:** Monday, 28 June 2021 12:03:00 PM  
**Attachments:** [image001.png](#)

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OFFICIAL

Dear Helen, Jodie, Karen and Heidi

Buster advises that there is no formal building policy on wearing masks.

However, he notes that the information about the Public Health Direction suggests that people do not have to wear masks around people that they usually work with.

He considers that we do not have to wear masks in the HRC workspaces on the plaza level, Level 1 or Level 8 when interacting with other HRC staff but he suggests that we consider wearing them when we are interacting with staff on or from other levels and in the foyer, lifts and basement facilities.

Buster, Jason and the security officers are now wearing masks when interacting with the public.

Buster has also asked us to encourage team members to use the Checkin Canberra app when entering the building as well as scanning in with their access pass.

Buster considers that any contact tracing needed will be quicker from the Check in Canberra data.

Regards

Rosemary

Rosemary Budavari

Executive Manager

**ACT Human Rights Commission**

GPO Box 158

Canberra City ACT 2601

Tel (02) 6205 2222

*The ACT Human Rights Commission's website is at [www.hrc.act.gov.au](http://www.hrc.act.gov.au)*

I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders past, present, and future.



**From:** [Budavari, Rosemary](#)  
**To:** [Watchirs, Helen](#); [Griffiths-Cook, Jodie](#); [Toohey, Karen](#); [Yates, Heidi](#)  
**Cc:** [Taplin, Katherine](#); [Murley, Alison](#); [Clesio, Laura](#); [Kulatunga, Kumudini](#)  
**Subject:** Masks  
**Date:** Monday, 28 June 2021 7:33:00 AM  
**Attachments:** [image001.png](#)

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OFFICIAL

Dear Helen, Jodie, Karen and Heidi

The Public Health Direction is at <https://www.legislation.act.gov.au/View/ni/2021-387/current/PDF/2021-387.PDF>

It only requires masks to be worn in businesses or undertakings which are defined as retail or business premises that provide goods or services to members of the public who attend the premises (excluding for the purposes of providing health services).

It also specifies that a person working at a business or undertaking is only required to wear a mask working at a business or undertaking where the person is required to deal directly with members of the public.

In terms of our office, I have distributed boxes of 50 masks to the following locations:

1. Alison Murley's desk for members of Karen's team who are dealing with the public
2. Jodie's desk for members of her team who are dealing with the public
3. Kath's desk for members of Heidi's team who are dealing with the public
4. Laura's desk for members of the Intermediary team who are dealing with the public
5. Leah's desk for members of the VS Aboriginal Program who are dealing with the public
6. Hasan's desk for members of the Corporate team who are dealing with the public

We have around 100 masks left so I will source some more to replenish our stock.

Please let me know if you would like a general message to staff about masks or whether you will communicate with your teams individually.

Regards

Rosemary

Rosemary Budavari  
Executive Manager  
**ACT Human Rights Commission**  
GPO Box 158  
Canberra City ACT 2601  
Tel (02) 6205 2222

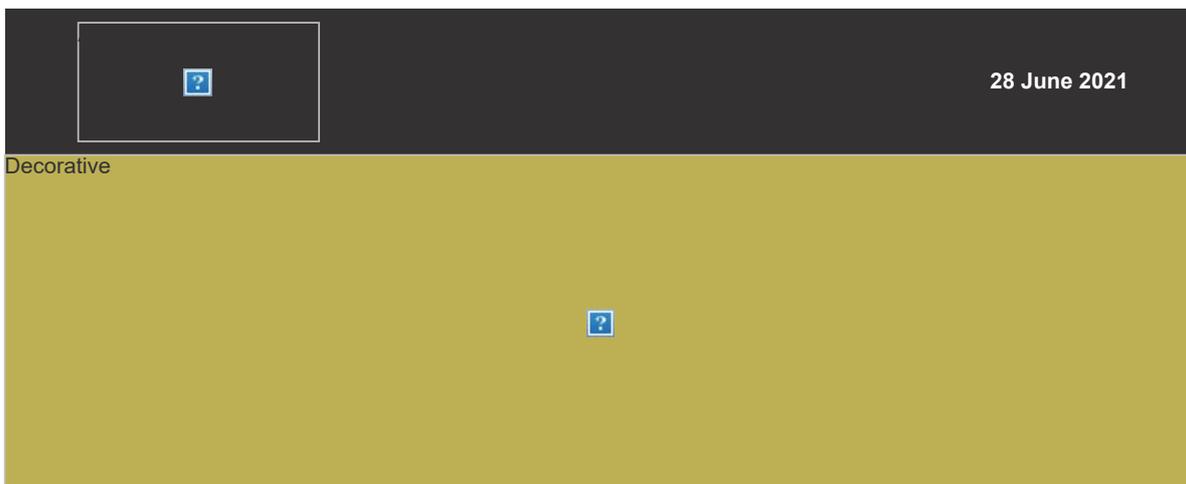
*The ACT Human Rights Commission's website is at [www.hrc.act.gov.au](http://www.hrc.act.gov.au)*

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**From:** [Prowse, Fay](#) on behalf of [West, Damian](#)  
**To:** [###All Staff, ACT Public Service](#)  
**Subject:** Requirement for the use of face masks in the ACT  
**Date:** Monday, 28 June 2021 3:42:52 PM

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## Requirement for the use of face masks in the ACT

Colleagues,

Face masks are now required in certain public settings within the ACT.

While there is currently no community transmission of COVID-19 in the ACT, the use of masks will add another line of defence in keeping COVID-19 out of Canberra.

Please review the [ACT Health](#) information for when you need to be wearing a mask.

**Masks are now required in all ACTPS workplaces that have any interaction with the public.** Your directorate or workplace may have specific requirements in place for the use of masks and will advise you accordingly. Whilst masks are not required in all workplaces, you are encouraged to make your own decision about whether you wear a mask whilst in the workplace.

If you are mandated to wear a mask in your workplace, these will be provided by your Directorate.

Please speak with your manager to confirm any requirements for your work.

Tips on using face masks:

- Use either single-use masks or reusable cloth masks.
- Wash or sanitise your hands before putting on or taking off your mask.
- Ensure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- Refrain from touching the front of your mask while wearing or removing it.
- Do not allow the mask to hang around your neck or under your nose.
- Do not reuse single-use masks, for each situation put on a new, clean mask.
- Carry clean masks in a paper or zip-lock bag.
- Wash and dry reusable masks after use and store in a clean, dry place.
- You may use a single-use mask continuously for up to 4 hours, as long as it does not become moist, soiled or damaged. Do not store or reuse single-use masks.

More information about the use of masks in the ACTPS workplaces is available on the [ACTPS COVID-19 WHS Sharepoint site](#).

Remember that masks are just one line of defence against COVID-19 and are not a substitute for other precautions. Please continue to maintain [physical distancing](#) wherever possible, practice good [hand and respiratory hygiene](#), stay at home if you are unwell and [get tested if you have symptoms](#).

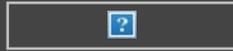
Regards,

**Dr Damian West**

Deputy Director-General  
Workforce Capability and Governance

## Workplace Safety and Industrial Relations

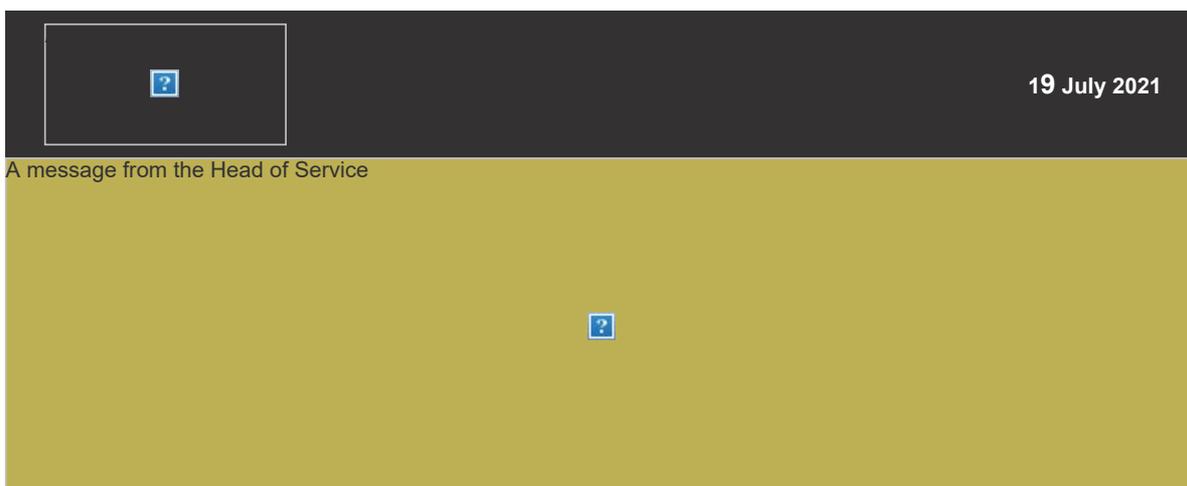
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**From:** [Head Of Service](#)  
**Subject:** COVID-19: Stay aware of changing requirements and continue to stop the spread  
**Date:** Monday, 19 July 2021 5:34:43 PM

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OFFICIAL



### COVID-19: Stay aware of changing requirements and continue to stop the spread

Colleagues

Thank you for remaining vigilant in applying COVID safe behaviours.

This is incredibly important as the COVID-19 situation across NSW and Victoria continues to rapidly evolve. Across the nation, we are seeing new cases every day and many of the more transmissible Delta variant of the virus.

Although the recent requirement to wear face masks in the ACT has ended, the extension of [Check In CBR](#) to retail settings and transport services is now in place. People aged 16 and older must check in immediately, regardless of how long they are in a venue.

These measures ensure our contact tracing teams have access to the best available data to quickly contact any individual who may have been exposed.

Please continue to:

- maintain physical distancing where possible
- use good hand and respiratory hygiene
- follow check in procedures in your workplace and in the community
- stay home and get tested if you are unwell.

ACTPS work health and safety and employment arrangements (both flexible work and leave) can be found on the [WHS and COVID-19 Sharepoint site](#) and the [ACTPS Employment Portal](#).

If you are a [vulnerable worker](#), please discuss your current working arrangements with your supervisor to assess and manage your health and safety risks associated with COVID-19.

If you must travel for essential reasons, please stay up to date on the COVID-19 areas of concern by visiting the [ACT Government COVID-19 website](#) and the website of the State or Territory where you are travelling.

In the ACT, COVID-19 [vaccination registration](#) eligibility will be extended to people aged 30 to 39 from Wednesday, 21 July 2021.

Thank you to everyone across the ACTPS for working together and staying resilient. Your ongoing efforts to help stop the spread of COVID-19 are vital to our role of supporting our Ministers and our community.

**Kathy Leigh**  
**Head of Service**

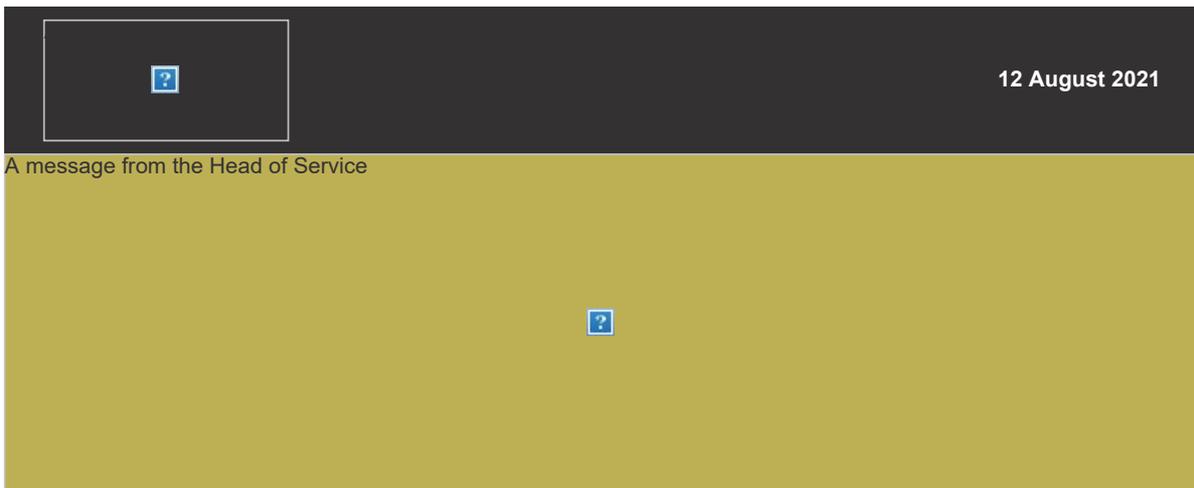
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**From:** [Head Of Service](#)  
**Subject:** COVID-19: ACT to enter seven-day lockdown from 5pm today  
**Date:** Thursday, 12 August 2021 4:21:53 PM

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OFFICIAL



## COVID-19: ACT to enter seven-day lockdown from 5pm today

Colleagues

The ACT will enter a seven-day lockdown from 5:00pm today, 12 August 2021, due to a positive COVID-19 case in the territory who has been infectious while in the community. We currently do not know the source of the infection.

This is by far the most serious public health risk the ACT has faced in the past 12 months.

During the lockdown, Canberrans can only leave their homes for essential reasons:

- essential employment
- essential healthcare (including COVID-19 vaccinations)
- essential groceries and supplies
- essential care giving and
- up to one hour of outdoor exercise a day

Wearing face masks will also be mandatory from 5:00pm today, including in the workplace.

Further details of the Chief Health Officer's directions is on the ACT Health website [here](#).

The Chief Health Officer has identified a number of sites where people may have been exposed to the virus. The current list of exposure sites can be found [here](#). If you have been to any of these sites on the date and during the time specified you must get tested and quarantine at home for 14 days.

Please remember to continue to regularly check the list of exposure sites as these will grow.

For the next 7 days the ACTPS will operate as follows:

- If you can work from home you should do so.
- If you cannot work from home, and are an essential worker, your supervisor will provide advice on arrangements to ensure that you and the community are safe.

Please be assured that you will not be disadvantaged if you are unable to work, either because you are in quarantine, or because of workplace closures under the public health direction.

If you are required to quarantine and cannot work from home COVID-19 leave is available. If a supervisor is unable to task an employee with work to perform from home, COVID-19 leave is available. Further information on COVID-19 leave is available on the [Employment Portal](#).

If you are a [vulnerable worker](#), please discuss your working arrangements with your supervisor. If you are unable to work from home and reasonable adjustments to the workplace are not sufficient to mitigate risk, COVID-19 leave is available.

It is important that we all support each other to work safely and as flexibly as possible to ensure that work can continue while we serve our community during this critical time.

Your health and safety, and that of the Canberra community who use our services, is at the forefront of our planning and response to the public health direction. We are well-prepared to respond to this situation and will continue to monitor and adjust our approach as guided by the public health advice issued by the Chief Health Officer.

There is a range of support available to you and your family as outlined on the [COVID-19 advice for ACTPS employees](#) on the employment portal. The [Employee Assistance Program \(EAP\)](#) is always available for confidential, professional advice and support.

Please be sure to look after yourself during this time and remember the most important and effective thing we can all do is to be vigilant with our actions to reduce the risk of COVID-19.

More information will be soon provided by your directorates including the provision and use of PPE.

**Kathy Leigh**  
**Head of Service**

Follow us on



**From:** [Krajina, Danielle](#)  
**To:** [Watchirs, Helen](#); [Griffiths-Cook, Jodie](#); [Yates, Heidi](#); [Toohey, Karen](#); [Budavari, Rosemary](#); [Junakovic, Lana](#); [Garrison, Peter](#); [Denning, Richard](#); [Johnson, KathrynL](#); [Ng, Daniel](#)  
**Cc:** [Krajina, Danielle](#); [Wijemanne, Naveen](#); [JACSBCC](#)  
**Subject:** UPDATE: Masks - 5 Constitution Avenue  
**Date:** Sunday, 15 August 2021 1:26:24 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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OFFICIAL

Good afternoon everyone

I am not sure if you are aware, but masks must be worn within our own tenancies, not just the shared tenancies (common areas).

We will be sending a message clarifying this requirement tomorrow, but we have received a request from 5 Constitution Avenue property management to remind building tenants that if we have staff working in the office / workplace they must wear a mask unless eating/drinking. I understand there may have been staff not wearing masks on Friday.

Can you please let your staff know of this requirement and that it will be in effect until advised otherwise and thank them for their patience.

There may also be building compliance activities undertaken to ensure we are abiding by the requirement.

Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government  
Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |  
Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive  
Data Lead  
(02) 6207 4813 | [xxxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxx@xxx.xxx.xx)  
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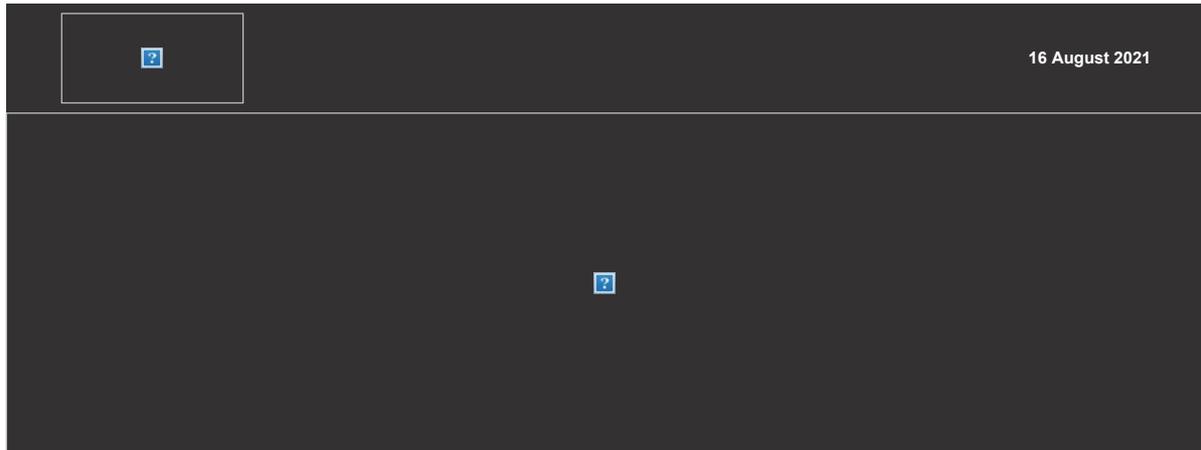
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**From:** [Cox, Kirra](#) on behalf of [Glenn, Richard](#)  
**To:** [##All Staff Justice and Community Safety](#)  
**Subject:** A message from Richard Glenn, Director-General - COVID-19 Hot Issues #1  
**Date:** Monday, 16 August 2021 10:38:21 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Colleagues

As the Canberra community enters its fourth day in lockdown, the COVID-19 situation continues to evolve.

Our experience with COVID-19 last year showed us that the health situation can move quickly and advice can and does change. I want to reassure you though, that I am committed to keeping you informed on issues that impact you in the workplace as we respond to the current challenges.

Yesterday, there were changes to the [face mask requirements](#), with staff performing essential work in an indoor space able to remove their masks but only when in an office where no other people are present, or when sitting or standing at a workstation and 1.5 metres away from any other person. As soon as a person is no longer alone, or moving, they must wear a face mask. Staff performing essential work outside and on their own are also able to remove their masks.

There have been other updates to face mask requirements which may impact you in your home life, so I encourage you to review [Lockdown in the ACT](#) for the most up to date information.

I want to remind all JACS employees that there are options for alternative work spaces, if you are unable to safely undertake your work from home. Please make contact with your manager to discuss options and make suitable arrangements.

Staff who are concerned about their ability to undertake work from home due to impacts from COVID-19 should review the [ACTPS employee entitlements and access to leave during the COVID-19 pandemic](#) to understand their entitlements. Please also remember that as an ACTPS staff member, there are [support services](#) available to you and your family.

Finally, thank you to all our essential workers who have helped our community to respond to the current outbreak, from supporting community members and staff at testing sites, to ensuring the community remains informed through assisting with the Public Information Coordination Centre (PICC).

Regards,

**Richard Glenn**  
**Director General**

**From:** [Granger, Evelyn](#)  
**To:** [Kazak, Laila](#); [Orelj, Vania](#); [Drumgold, Shane](#); [Junakovic, Lana](#); [Kimber, Bianca](#); [Budavari, Rosemary](#); [Taylor, Andrew](#); [Johnson, Ray](#); [Manuel, Tania](#); [Wheatley, Janelle](#)  
**Cc:** [McAllister, Neil](#); [McMillan, Peta](#); [Wijemanne, Naveen](#); [Krajina, Danielle](#)  
**Subject:** IMT Invitation - 16 August  
**Date:** Monday, 16 August 2021 11:46:00 AM  
**Attachments:** [20210813-02. IMT - Minutes.docx](#)  
[20210816 - IMT Agenda.docx](#)  
[image001.png](#)  
**Importance:** High

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OFFICIAL

Dear all

As per to Danielle's email over the weekend, this invitation is for the daily Incident Management Team (IMT) meetings.

This meeting provides an opportunity for all business units to raise issues, seek support and share good practice in a timely manner.

The standing IMT meeting invite will be forwarded to you in anticipation of your nominations. Please feel free to forward to an appropriate staff member in your team to participate in this group.

Also, attached are the minutes from Friday's meeting for review and the agenda for today's meeting.

Kind Regards,

*Evelyn Granger*

Executive Assistant to Naveen Wijemanne, Executive Branch Manager,  
Governance and Business Improvement | Justice and Community Safety | ACT Government

[xxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxx@xxx.xxx.xx)

Level 4, 220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601

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***I am a RED Contact Officer 'Feel inspired to make change'***

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**Meeting 19/2021**
**13 August 2021  
 3.30pm – 4.00pm  
 MS Teams**
**Chair: Danielle Krajina**

<b>Corporate Attendees</b>	Naveen Wijemanne	Tim Geoghegan	Emma Hotham
	Liz Beattie	Michael Robinson	Kuga Kugathas
	Dragana Cvetkovski	Darren Cutrupi	Daniel Ingram
	Donna Burns	Erin Emery	Peta McMillan

**Business Unit Members**
**Secretariat: Shae Lucey / Leanne Thomas**
**Apologies:**

## MINUTES

No	Agenda Item
1.	<p><b>Welcome and Apologies (Danielle)</b></p> <p>Danielle acknowledged the traditional owners of the land the Ngunnawal people and opened the meeting.</p> <p>Apologies not recorded.</p>
2.	<p><b>Acceptance of Minutes (Danielle)</b></p> <p>Minutes held over to next meeting.</p>
3.	<p><b>Review of Action Items (Danielle)</b></p> <p style="color: red;">20210812-01: Re-establish daily SitRep Reports – Will be in place next week - Closed</p> <p style="color: red;">20210812-02: Re-establish daily IMT Meetings – Meetings set up - Closed</p>
4.	<p><b>COO Update (Danielle)</b></p> <p><b>Daily SitRep Recommencing – Update from DG hook-up</b></p> <ul style="list-style-type: none"> <li>• Five (5) cases including a young person from Gold Creek.</li> <li>• A lot of pressure on the COVID testing sites and Govt looking to increase surge capacity at those sites quickly.</li> <li>• The CHO is reminding it is a 7-day lockdown at this stage. Although, the next few days of testing may change that position as the situation evolves.</li> <li>• International students trial to bring them into the ACT has been put on hold.</li> <li>• All health facilities will be locked down from today for visitors – ie no or limited visitor access – further information to be provided as to what ‘visitor’ means.</li> </ul> <p><b>Inclusion of business unit reps on IMT</b> – Danielle has written to JACS business units to nominate representatives to attend this meeting from Monday.</p> <p>Danielle shared emails this morning of what is happening around Government.</p>

5.	<p><b>GBI Update (Naveen)</b></p> <p><b>Lockdown of 220LC (only authorised staff can access)</b> – DG, DDG, EOs and a couple of people from CMD are the only people permitted to access 220LC.</p> <p><b>Increased surge capacity</b> – request from Coordinator General’s Office to put forward people in the EOI process earlier last month for staff who were agreed to be released.</p> <p><b>Action: 20210813-01: Naveen/Liz/Danielle to discuss issues surrounding release of personnel.</b></p> <p><b>Daily Sitrep process</b> – currently with DG for clearance</p> <p><b>Masks</b> – haven’t resolved whether the workplace needs to supply staff with masks. Public Health Order versus PPE are completely different issues. It was agreed that people should have their own mask (need to wear one to get to work), however there should be a small supply on hand for spoilage etc.</p> <p>Shae advised that there is a small supply of masks in the COVID tambour.</p> <p>Reinforcement messaging to staff that they need to wear a mask in the office due to the Public Health Order is to be covered off in communications.</p> <p><b>Action: 20210813-02: C&amp;E to include mask messaging in the DG messaging week commencing 16 August.</b></p>
6.	<p><b>HR Update (including input from WHS) (Liz/Donna/Tim)</b></p> <p>Liz advised a query has been received for taking COVID leave.</p>
7.	<p><b>C&amp;E Update (Darren/Erin)</b></p> <p><b>Communications Action Plan</b> – developed with hot topic messaging</p> <p><b>Action: 20210813-03: Erin to circulate for comment and then present to DG for endorsement on Tuesday</b></p> <p><b>New COVID19 Intranet Page</b> – developing content to be more engaging with staff focusing on key messages that you can drill down. Intention is to update on a weekly basis. Restrictions and regulations changes will also be updated to have everything in one place.</p> <p><b>Coordination of WhoG talking points</b> – HRC, PTG, VoC, ESA, Courts and Tribunal and AMC yesterday.</p>
8.	<p><b>ICTCWI Update</b></p> <p><b>Laptop Update</b> – managed to source 8 laptops and may be able to secure more through Shared Services for ACT GS and</p>
9.	<p><b>Other Business</b></p> <p>These meetings to operate daily with the addition of JACS Business Unit representatives and hopefully resolve some issues on the spot. Meetings to be initially 45 minutes with intention to get them back to 30 minutes once things settle.</p>

**OUTSTANDING ACTION ITEMS**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>
20210812-01	Re-establish daily SitRep Reports	Danielle and Naveen	13/08/2021	<b>Completed</b>
20210813-01	Naveen/Liz/Danielle to discuss issues surrounding release of personnel.	Naveen and Liz	16/08/2021	<b>Underway</b>
20210813-02	C&E to include mask messaging in the DG messaging	Erin and Darren	Early w/b 16/8/2021	<b>Underway</b>
20210813-03	Erin to circulate for comment and then present to DG for endorsement on Tuesday	Erin and Darren	16 and 17/8/2021	<b>Underway</b>

**Meeting 20/2021**
**16 August 2021  
 3.30pm – 4.00pm  
 MS Teams**
**Chair: Danielle Krajina**

<b>Corporate Members</b>	Naveen Wijemanne	Tim Geoghegan	Lauren Callow
	Liz Beattie	Michael Robinson	Emma Hotham
	Melissa Tierney	Suzana Stanojevic	Philip Busic
	Dragana Cvetkovski	Darren Cutrupi	Kuga Kugathas
	Donna Burns	Erin Emery	Daniel Ingram

**Business Unit Members**
**Secretariat: Leanne Thomas**

## AGENDA

'I/We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I/We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region. I/We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today's meeting.'

No	Time	Agenda Item	Presenter	Paper Y/N	Action Required
1.		Welcome and Apologies	Danielle	N	<i>Noting</i>
2.		Acceptance of Minutes	Danielle	Y	<i>Noting</i>
3.		Review of Action Items (incorporate issues for resolution)	Danielle	N	<i>Discussion</i>
4.		COO Update <ul style="list-style-type: none"> <li>• DG Hook Up</li> <li>• Other</li> </ul>	Danielle	N	<i>Discussion</i>
5.		GBI Update	Naveen/Lauren	N	<i>Discussion</i>
6.		HR Update (includes WHS)	Liz/Donna/Tim	N	<i>Discussion</i>
7.		C&E Update	Erin/Darren	N	<i>Discussion</i>
8.		ICTCWI Update	Kuga	N	<i>Discussion</i>
		Business Unit Updates/Questions	To be determined	N	<i>Discussion</i>
9.		Other business	Danielle	N	<i>Discussion</i>

**Action Items**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Status</b>
20210812-01	Re-establish daily SitRep Reports	Danielle and Naveen	13/08/2021	<b>Completed</b>
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**From:** [Krajina, Danielle](#)  
**To:** [Watchirs, Helen](#)  
**Cc:** [Budavari, Rosemary](#); [Griffiths-Cook, Jodie](#); [Yates, Heidi](#); [Toohey, Karen](#)  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue  
**Date:** Monday, 16 August 2021 1:24:41 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Ok, thanks for that.

Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government  
Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |  
Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive  
Data Lead

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**From:** Watchirs, Helen <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>  
**Sent:** Monday, 16 August 2021 1:24 PM  
**To:** Krajina, Danielle <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Thanks Danielle – Jason just informed us that HRC have 20 people and Worksafe have two people, and there are no other staff in 5 Constitution Ave.

Regards, Helen.  
Dr Helen Watchirs OAM  
[ACT Senior Woman of Year 2020](#)  
ACT President and Human Rights Commissioner  
Level 1, 5 Constitution Avenue, Canberra ACT 2601

Tel (02) 6205 2222  
Fax (02) 6207 1034

The ACT Human Rights Commission's website is at [www.hrc.act.gov.au](http://www.hrc.act.gov.au)

I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders past, present, and future.



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**From:** Krajina, Danielle <[xxxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxx@xxx.xxx.xx)>  
**Sent:** Monday, August 16, 2021 1:01 PM  
**To:** Watchirs, Helen <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Hi Helen

I will get back to you. The new directions had some changes within them this morning around masks that changes the messaging and there has been advice from the Head of Service that requires them to be worn.

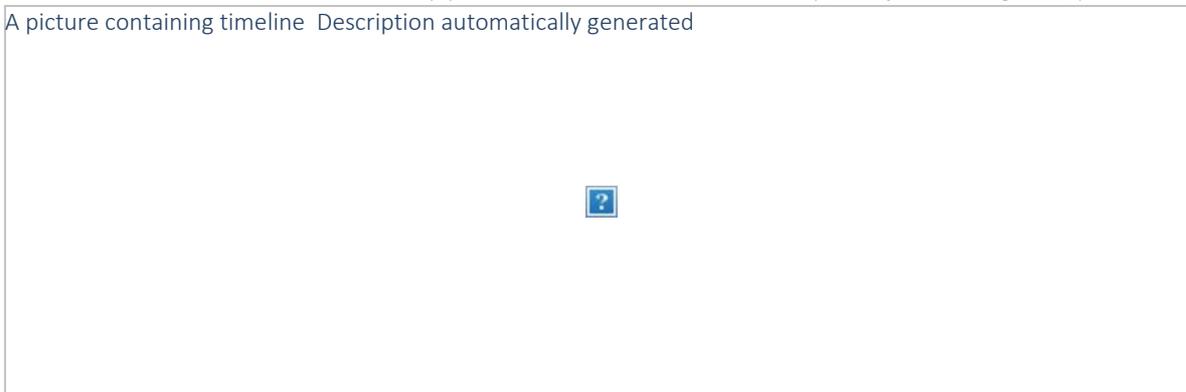
Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government  
Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |  
Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive  
Data Lead

(02) 6207 4813 | [xxxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxx@xxx.xxx.xx)

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**From:** Watchirs, Helen <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>  
**Sent:** Monday, 16 August 2021 12:45 PM  
**To:** Krajina, Danielle <[xxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Hi Danielle,

Just wondering how this messaging below about 5 Constitution Ave fits with Richard's email today that staff are able to remove masks when they are 1.5m away from another staff member (highlighted), as many of our frontline workers are on telephone eg receptionist?

'Yesterday, there were changes to the [face mask requirements](#), with staff performing essential work in an indoor space able to remove their masks but only when in an office where no other people are present, **or when sitting or standing at a workstation and 1.5 metres away from any other person**. As soon as a person is no longer alone, or moving, they must wear a face mask. Staff performing essential work outside and on their own are also able to remove their masks.'

Regards, Helen.

Dr Helen Watchirs OAM

[ACT Senior Woman of Year 2020](#)

ACT President and Human Rights Commissioner

Level 1, 5 Constitution Avenue, Canberra ACT 2601

Tel (02) 6205 2222

Fax (02) 6207 1034

*The ACT Human Rights Commission's website is at [www.hrc.act.gov.au](http://www.hrc.act.gov.au)*

I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders past, present, and future.



---

**From:** Krajina, Danielle <[xxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxxx@xxx.xxx.xx)>  
**Sent:** Monday, August 16, 2021 11:23 AM  
**To:** Watchirs, Helen <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Thanks Helen

Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government

Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |

Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive

Data Lead

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**From:** Watchirs, Helen <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>

**Sent:** Monday, 16 August 2021 11:16 AM

**To:** Krajina, Danielle <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>

**Cc:** Budavari, Rosemary <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>

**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Hi Danielle,

I sent this message to staff today -

Dear colleagues,

Just a reminder that for essential staff still in the office at 5 Constitution Ave we must wear masks while anywhere in the building – they may only be removed when you are alone in a closed office/meeting room or eating/drinking. Please also remember to use Check in CBR app on your phone daily, as well as physical register at security desk on plaza level.

Yesterday, there were changes to the [face mask requirements](#), & there have been other updates to face mask requirements outside the home at [Lockdown in the ACT](#) for up to date information. Please also check daily exposure sites notifications [https://www.covid19.act.gov.au/act-status-and-response/act-covid-19-exposure-locations?utm\\_source=Popularlinks&utm\\_medium=banner&utm\\_](https://www.covid19.act.gov.au/act-status-and-response/act-covid-19-exposure-locations?utm_source=Popularlinks&utm_medium=banner&utm_)

Regards, Helen.  
Dr Helen Watchirs OAM  
[ACT Senior Woman of Year 2020](#)  
ACT President and Human Rights Commissioner  
Level 1, 5 Constitution Avenue, Canberra ACT 2601  
Tel (02) 6205 2222  
Fax (02) 6207 1034

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---

**From:** Budavari, Rosemary <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>  
**Sent:** Sunday, August 15, 2021 1:28 PM  
**To:** Krajina, Danielle <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Watchirs, Helen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[xxxxx.xxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxxxxxxxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Junakovic, Lana <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Garrisson, Peter <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Dening, Richard <[xxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxx@xxx.xxx.xx)>; Johnson, KathrynL <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Ng, Daniel <[xxxxxx.xx@xxx.xxx.xx](mailto:xxxxxx.xx@xxx.xxx.xx)>  
**Cc:** Krajina, Danielle <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Wijemanne, Naveen <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; JACSBCC <[xxxxxx@xxx.xxx.xx](mailto:xxxxxx@xxx.xxx.xx)>  
**Subject:** Re: UPDATE: Masks - 5 Constitution Avenue

Thanks Danielle - will do.  
Rosemary

Get [Outlook for iOS](#)

---

**From:** Krajina, Danielle <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>  
**Sent:** Sunday, August 15, 2021 1:26:22 PM  
**To:** Watchirs, Helen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Budavari, Rosemary <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Junakovic, Lana <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Garrisson, Peter <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Dening, Richard <[xxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxx@xxx.xxx.xx)>; Johnson, KathrynL <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Ng, Daniel <[xxxxxx.xx@xxx.xxx.xx](mailto:xxxxxx.xx@xxx.xxx.xx)>  
**Cc:** Krajina, Danielle <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Wijemanne, Naveen <[xxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxx.xxx.xx)>; JACSBCC <[xxxxxx@xxx.xxx.xx](mailto:xxxxxx@xxx.xxx.xx)>  
**Subject:** UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Good afternoon everyone

I am not sure if you are aware, but masks must be worn within our own tenancies, not just the shared tenancies (common areas).

We will be sending a message clarifying this requirement tomorrow, but we have received a request from 5 Constitution Avenue property management to remind building tenants that if we have staff working in the office / workplace they must wear a mask unless eating/drinking. I understand there may have been staff not wearing masks on Friday.

Can you please let your staff know of this requirement and that it will be in effect until advised otherwise and thank them for their patience.

There may also be building compliance activities undertaken to ensure we are abiding by the requirement.

Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government

Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |

Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive Data Lead

(02) 6207 4813 | [xxxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxx@xxx.xxx.xx)

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**From:** [Krajina, Danielle](#)  
**To:** [Watchirs, Helen](#)  
**Cc:** [Budavari, Rosemary](#); [Griffiths-Cook, Jodie](#); [Yates, Heidi](#); [Toohey, Karen](#)  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue  
**Date:** Tuesday, 17 August 2021 10:29:52 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

OFFICIAL

The team are working through this and engaging with CMTEEDD, building manager etc to resolve. There are interpretation issues between different parts of government.

Danielle

Acting Chief Operating Officer | Justice and Community Safety | ACT Government  
Senior Executive for Business Integrity Risk (SERBIR) | RAP Champion |  
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**From:** Watchirs, Helen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>  
**Sent:** Tuesday, 17 August 2021 10:15 AM  
**To:** Krajina, Danielle <[xxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Hi Danielle,

This requirement for 5 Constitution Ave is not consistent with Richard's message today

Regards, Helen.  
Dr Helen Watchirs OAM  
[ACT Senior Woman of Year 2020](#)  
ACT President and Human Rights Commissioner

Level 1, 5 Constitution Avenue, Canberra ACT 2601  
Tel (02) 6205 2222  
Fax (02) 6207 1034

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---

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**Sent:** Monday, August 16, 2021 11:23 AM  
**To:** Watchirs, Helen <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>  
**Cc:** Budavari, Rosemary <[xxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: UPDATE: Masks - 5 Constitution Avenue

OFFICIAL

Thanks Helen

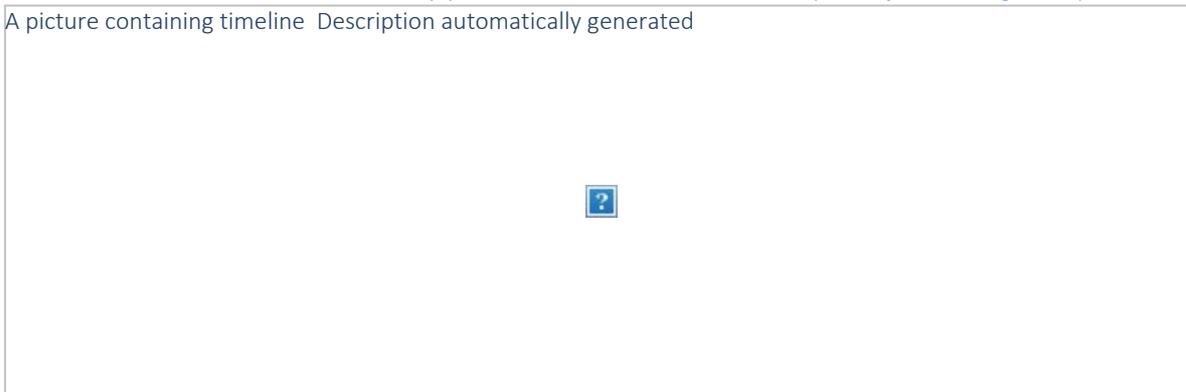
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OFFICIAL

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**Subject:** Re: UPDATE: Masks - 5 Constitution Avenue

Thanks Danielle - will do.  
Rosemary

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**From:** Krajina, Danielle <[xxxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxx@xxx.xxx.xx)>  
**Sent:** Sunday, August 15, 2021 1:26:22 PM  
**To:** Watchirs, Helen <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Griffiths-Cook, Jodie <[Jodie.Griffiths-xxxx@xxx.xxx.xx](mailto:Jodie.Griffiths-xxxx@xxx.xxx.xx)>; Yates, Heidi <[xxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxx@xxx.xxx.xx)>; Toohey, Karen <[xxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxx@xxx.xxx.xx)>; Budavari, Rosemary <[xxxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxx@xxx.xxx.xx)>; Junakovic, Lana <[xxxx.xxxxxxxxx@xxx.xxx.xx](mailto:xxxx.xxxxxxxxx@xxx.xxx.xx)>; Garrison, Peter <[xxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxx@xxx.xxx.xx)>; Dening, Richard <[xxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxx.xxxxxx@xxx.xxx.xx)>; Johnson, KathrynL <[xxxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxx@xxx.xxx.xx)>; Ng, Daniel <[xxxxxx.xx@xxx.xxx.xx](mailto:xxxxxx.xx@xxx.xxx.xx)>  
**Cc:** Krajina, Danielle <[xxxxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxx@xxx.xxx.xx)>; Wijemanne, Naveen <[xxxxxx.xxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxx@xxx.xxx.xx)>; JACSBCC <[xxxxxxx@xxx.xxx.xx](mailto:xxxxxxx@xxx.xxx.xx)>  
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Can you please let your staff know of this requirement and that it will be in effect until advised otherwise and thank them for their patience.

There may also be building compliance activities undertaken to ensure we are abiding by the requirement.

Danielle

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Executive Champion for the Aboriginal and Torres Strait Islander Procurement Policy | Executive  
Data Lead  
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**From:** [Parker, Buster](#)  
**To:** [Budavari, Rosemary](#); [Godfrey, Karen](#); [Weier, Annette](#); [Dening, Richard](#); [Moore, Philip](#); [Moon, Alison](#); [Spence, Rohan](#); [Ryan, Vince](#); [Batzogiannis, Maria](#); [Duggan, Larissa](#); [Craig, Andrew](#); [Grey, Amanda](#); [Commisso, Taylah](#); [Hudleston, Erika](#); [Zerial, Annette](#); [Hartley, Brooke](#); [Lewis, Sophie](#); [Reichstein, Megan](#); [Courtney-Bailey, Pip](#); [Minty, Rebecca](#); [Moxon, Karen](#); [Moxon, Ann](#); [Wilson, Ocean](#); [Shields, Penny](#); [Taylor, Sarah](#); [Boege, Renae](#); [Jaensch, Paula](#); [Harman, Rebecca](#); [Chen, Amanda](#); [Smith, Charlotte](#)  
**Cc:** [Naughton, Ben](#); [Stegbauer, Jason](#)  
**Subject:** Updated mask guidance for ACTPS - Masks 5CA  
**Date:** Tuesday, 17 August 2021 5:23:26 PM  
**Attachments:** [image001.jpg](#)

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## OFFICIAL

Good afternoon everyone,

I have been given an update from CMTEDD Corporate regarding mask wearing in the office space. there are some handy tips to be aware of as well to make sure you and everyone will be safe in our office environment.

### **Masks in the Workplace**

If a person is performing essential work in an indoor space, they are exempt from wearing a mask if:

- in an office where no other people are present; or
- in a seated position or standing position at a workstation; and
- at least 1.5 metres from any other person;

As soon as a person is no longer alone or seated or stationary that person must wear a face mask.

### **Some handy tips for wearing a mask:**

- Wash or sanitise your hands before putting on or taking off your mask
- Ensure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face
- Refrain from touching the front of your mask while wearing or removing it
- Do not allow the mask to hang around your neck or under your nose
- Do not reuse single-use masks, for each situation put on a new, clean mask
- Carry clean masks in a paper or zip-lock bag
- Wash and dry reusable masks after use and store in a clean, dry place
- You may use a single-use mask continuously for up to 4 hours, as long as it does not become moist, soiled or damaged. Do not store and reuse single-use masks
- If your single-use or cloth mask gets soiled or damp, replace it with a new one.

Masks are just one line of defence against COVID-19 and are not a substitute for other precautions. Continue [physical distancing](#), [hand and respiratory hygiene](#), staying at home if you are unwell, and [getting tested if you have symptoms](#).

Stay safe and take care.

**Best Regards,  
Buster**

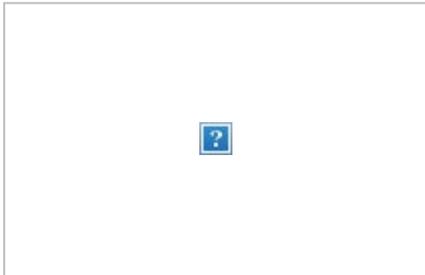
**Buster S. Parker** | Director, Project Officer

**Phone: +61 2 6205 7051** | Mobile: 0421 568 231 | Fax: +61 2 6205 5721 | Email: [buster.parker@act.gov.au](mailto:buster.parker@act.gov.au)

**Government Accommodation Projects** | Chief Minister, Treasury and Economic Development Directorate |  
**ACT Government**

5 Constitution Ave, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

*Please consider the environment before printing this email. If printing is necessary, printing double sided and black and white.*



**From:** [Wijemanne, Naveen](#)  
**To:** [Budavari, Rosemary](#); [Krajina, Danielle](#); [Robinson, MichaelX](#)  
**Cc:** [Watchirs, Helen](#)  
**Subject:** RE: Updated mask guidance for ACTPS - Masks 5CA  
**Date:** Tuesday, 17 August 2021 5:48:25 PM  
**Attachments:** [image001.jpg](#)

---

OFFICIAL

Glad to see we got there in the end Rosemary and apologies we couldn't resolve it sooner – thank you for your patience and understanding.

Many thanks  
Naveen

**Naveen Wijemanne | A/g Executive Branch Manager**  
**Governance & Business Improvement | Justice and Community Safety Directorate**  
**Senior Executive Responsible for Business Integrity Risk (SERBIR)**

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[Justice.act.gov.au](http://Justice.act.gov.au)

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**From:** Budavari, Rosemary <xxxxxxx.xxxxxxxxx@xxx.xxx.xx>  
**Sent:** Tuesday, 17 August 2021 5:38 PM  
**To:** Krajina, Danielle <xxxxxxx.xxxxxxxxx@xxx.xxx.xx>; Wijemanne, Naveen <xxxxxxx.xxxxxxxxx@xxx.xxx.xx>; Robinson, MichaelX <MichaelX.Robinson@act.gov.au>  
**Cc:** Watchirs, Helen <xxxxx.xxxxxxxxx@xxx.xxx.xx>  
**Subject:** FW: Updated mask guidance for ACTPS - Masks 5CA

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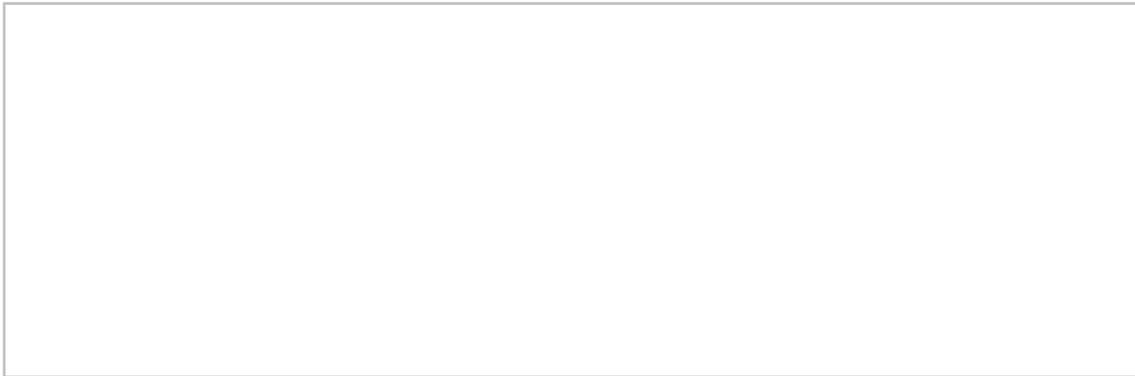
Dear Danielle, Naveen and Michael

Thank you for your assistance with resolving this issue for the HRC – much appreciated.

Regards

Rosemary

Rosemary Budavari  
Executive Manager  
ACT Human Rights Commission  
Canberra City ACT 2601  
(02) 6205 2222



**From:** Parker, Buster <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>

**Sent:** Tuesday, 17 August 2021 5:23 PM

**To:** Budavari, Rosemary <[xxxxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxxxx.xxxxxxxx@xxx.xxx.xx)>; Godfrey, Karen <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Weier, Annette <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Dening, Richard <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Moore, Philip <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Moon, Alison <[xxxxxx.xxxx@xxx.xxx.xx](mailto:xxxxxx.xxxx@xxx.xxx.xx)>; Spence, Rohan <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Ryan, Vince <[xxxxxx.xxxx@xxx.xxx.xx](mailto:xxxxxx.xxxx@xxx.xxx.xx)>; Batzogiannis, Maria <[xxxxxx.xxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxxxxxxxx@xxx.xxx.xx)>; Duggan, Larissa <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Craig, Andrew <[xxxxxx.xxxxxx@xxxxxxxx.xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxxxxxxx.xxx.xxx.xx)>; Grey, Amanda <[xxxxxx.xxxx@xxxxxxxx.xxx.xxx.xx](mailto:xxxxxx.xxxx@xxxxxxxx.xxx.xxx.xx)>; Commisso, Taylah <[xxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxx@xxx.xxx.xx)>; Hudleston, Erika <[xxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxx@xxx.xxx.xx)>; Zerial, Annette <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Hartley, Brooke <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Lewis, Sophie <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Reichstein, Megan <[xxxxxx.xxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxxxxxxxx@xxx.xxx.xx)>; Courtney-Bailey, Pip <[xxx.xxxxxxxxxxxxxxxxxx@xxx.xxx.xx](mailto:xxx.xxxxxxxxxxxxxxxxxx@xxx.xxx.xx)>; Minty, Rebecca <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Moxon, KarenL <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Moxon, Ann <[xxx.xxxxxx@xxx.xxx.xx](mailto:xxx.xxxxxx@xxx.xxx.xx)>; Wilson, Ocean <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Shields, Penny <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Taylor, SarahA <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Boege, Renae <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Jaensch, Paula <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Harman, Rebecca <[xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)>; Chen, Amanda <[xxxxxx.xxxx@xxx.xxx.xx](mailto:xxxxxx.xxxx@xxx.xxx.xx)>; Smith, Charlotte <[xxxxxxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxxxxxx.xxxxxx@xxx.xxx.xx)>

**Cc:** Naughton, Ben <[xxx.xxxxxxxxxx@xxx.xxx.xx](mailto:xxx.xxxxxxxxxx@xxx.xxx.xx)>; Stegbauer, Jason <[xxxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxx@xxx.xxx.xx)>

**Subject:** Updated mask guidance for ACTPS - Masks 5CA

OFFICIAL

Good afternoon everyone,

I have been given an update from CMTEDD Corporate regarding mask wearing in the office space. there are some handy tips to be aware of as well to make sure you and everyone will be safe in our office environment.

### Masks in the Workplace

If a person is performing essential work in an indoor space, they are exempt from wearing a mask if:

- in an office where no other people are present; or
- in a seated position or standing position at a workstation; and

- at least 1.5 metres from any other person;

As soon as a person is no longer alone or seated or stationary that person must wear a face mask.

**Some handy tips for wearing a mask:**

- Wash or sanitise your hands before putting on or taking off your mask
- Ensure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face
- Refrain from touching the front of your mask while wearing or removing it
- Do not allow the mask to hang around your neck or under your nose
- Do not reuse single-use masks, for each situation put on a new, clean mask
- Carry clean masks in a paper or zip-lock bag
- Wash and dry reusable masks after use and store in a clean, dry place
- You may use a single-use mask continuously for up to 4 hours, as long as it does not become moist, soiled or damaged. Do not store and reuse single-use masks
- If your single-use or cloth mask gets soiled or damp, replace it with a new one.

Masks are just one line of defence against COVID-19 and are not a substitute for other precautions. Continue physical distancing, hand and respiratory hygiene, staying at home if you are unwell, and getting tested if you have symptoms.

Stay safe and take care.

**Best Regards,  
Buster**

**Buster S. Parker** | Director, Project Officer

**Phone: +61 2 6205 7051** | Mobile: 0421 568 231 | Fax: +61 2 6205 5721 | Email: [xxxxxx.xxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxx@xxx.xxx.xx)

**Government Accommodation Projects** | Chief Minister, Treasury and Economic Development Directorate |

**ACT Government**

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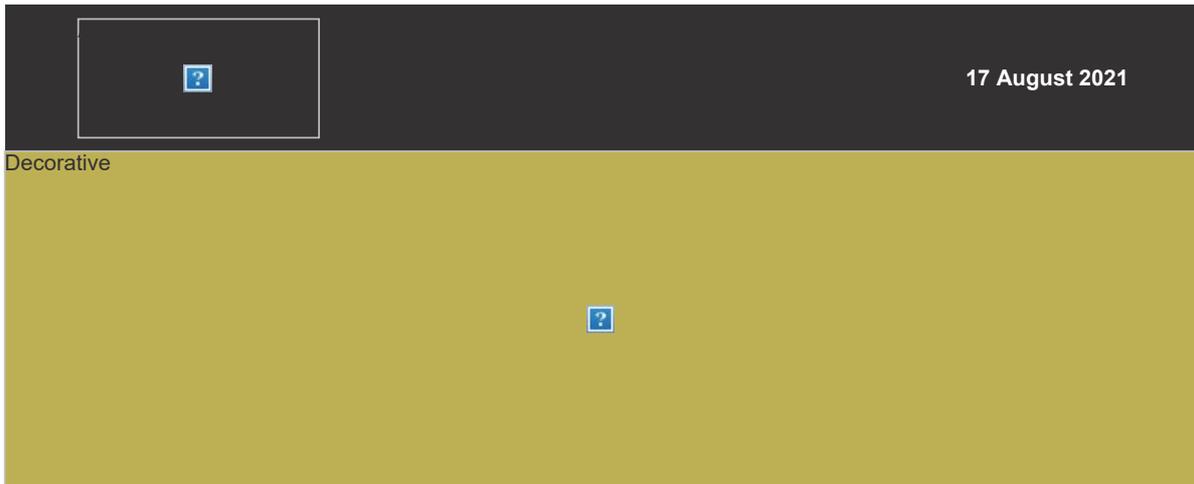
*Please consider the environment before printing this email. If printing is necessary, printing double sided and black and white.*



**From:** [Prowse, Fay](#) on behalf of [West, Damian](#)  
**To:** [###All Staff, ACT Public Service](#)  
**Subject:** Looking after you during the ACT lockdown  
**Date:** Tuesday, 17 August 2021 5:04:03 PM

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## Looking after you during the ACT lockdown

Colleagues,

We are now working under lockdown arrangements across the ACT Public Service, and I want to reassure you that your health, safety, and wellbeing and that of the Canberra community who use our services is at the forefront of our response to the public health direction. Regardless of whether we are providing frontline services in the community, or working from home, health and safety is a priority. We are well-prepared in our workplaces to respond as the situation changes and have teams who are actively monitoring and adjusting our approach as updates and advice are issued.

### Supporting you, your team, and your family

A new [ACT lockdown and working in the ACTPS](#) sharepoint site provides links to sources of support for you and your family, resources for managers and team leaders and information about working safely and well from home. Other information and resources are provided on the [COVID-19 advice for ACTPS employees](#) site on the employment portal.

The [Employee Assistance Program \(EAP\)](#) is always available to provide you and your family members with confidential, professional advice and support.

More information about COVID-19 and your work health and safety is available on the [COVID-19 and work health and safety site](#). This includes guidance on:

- [what to do if you, or someone you manage, has COVID-19 or may have been exposed](#)
- [measures for vulnerable employees](#)
- [supporting your team through a stay at home order](#)
- [using face masks.](#)

### If you have been at an exposure location

It's important that we all keep an eye on the [list of exposure locations](#) and follow the advice from ACT Health. If you have been at an exposure location at the dates and times listed:

- let your manager know as soon as possible
- if you are at an ACT Government workplace, you should leave immediately, preferably using a personal mode of transport
- you and your manager should follow the steps outlined in the ACTPS work health and safety guidance about [what to do if you are a close, casual or secondary contact](#)

- follow ACT Health advice, including isolating and/or getting tested
- keep your manager informed and not return to the workplace as outlined in the [guidance](#)

### **Flexible working arrangements**

We are now working as flexibly as possible, and your working arrangements will depend on your circumstances and your role. Where possible, we are working from home.

There are [COVID-19 workforce mobility and flexibility arrangements](#) in place. We understand there are reasons why you may not be able to continue your usual place or pattern of work, such as schooling and childcare arrangements. If your situation has changed you should speak to your manager about your working arrangements. Where possible you should continue to work if there is work available to you and where your circumstances allow.

If you are working from home the focus will be on work performed, rather than hours and minutes worked. Flex time may not be suitable if you are working irregular patterns to fit in with caring responsibilities and you should discuss this with your manager. If you are working from home but do not have enough work, or you have competing caring responsibilities, you will not be required to take leave to complete your standard hours.

### **If you are unable to work**

If you are unable to work at your usual workplace, either because you are in quarantine or isolating or because of workplace closures, you may be able to work from home. If working from home is not possible, [COVID-19 leave](#) is available.

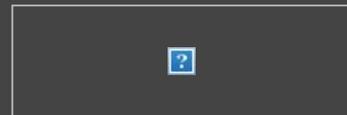
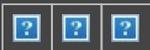
Please take care of yourselves and each other and talk to your manager, HR team or the EAP service for help and support if you need it.

Regards,

**Dr Damian West**

Deputy Director-General  
Workforce Capability and Governance  
Workplace Safety and Industrial Relations

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# Using face masks

**Face masks must now be worn at all times when outside of the home, including in ACTPS workplaces. This page provides information about the use of face masks at work in the ACTPS and resources to support you and your team.**

Face masks are one of the measures that can be used to prevent the spread of COVID-19. The diversity of the work we do and our workplaces means that every directorate makes their own arrangements for the wearing of face masks by their workforce so you should follow instructions from your directorate and talk to your manager if you have any questions or concerns about using a face mask at work.

## General information about face masks

- the ACT Government COVID-19 website has information about the [public health requirements for the use of face masks](#), including the types of masks you can use, where you need to wear a mask and proper use of masks.
- The NSW Government provides [useful information](#) about what kind of masks are suitable for COVID-19, where to get them and how to wear them. Face shields, bandanas, or scarves are not appropriate in place of wearing a mask to prevent the spread of COVID-19.
- It's important to wear face masks properly and remove them carefully to ensure that they protect us and others as effectively as possible. This video from the Department of Health shows [how to properly and safely use a face mask](#).

## Face masks and working in the ACTPS

- Face masks must be worn in ACTPS workplaces. There are exemptions if you are working alone in an outdoor space or, if you are working indoors, you may remove your mask if you are in an office where no other people are present or are sitting or standing at a workstation and are at least 1.5 metres from another person. [Check the FAQs](#) for more information.
- If wearing a mask is mandated in your workplace, masks will be provided along with training and instruction on using and disposing of them correctly.
- If you have any particular requirements or concerns about wearing a mask you should speak to your manager - [the FAQs](#) provide more information about exemptions and what you need to do.
- If you are unsure whether you need to wear a mask, the best thing to do is to wear one anyway. You can always remove the mask later if it is not required.
- You can wear a mask at work whenever you need to, even if it is not required - [check the FAQs](#) for more information on using and disposing of your mask.

## Further information and advice

- [frequently asked questions](#) provide information and advice on using masks and managing the use of masks in ACTPS workplaces.
- [the ACTPS WHS Guidance on the Mandatory Wearing of Masks](#) provides information and guidance for ACTPS employees and workplaces for use of masks when required under public health directions.

## Keep up other COVID-19 measures

Masks are just one of the protective measures to keep our community and workplaces safe and healthy. It's important that we continue COVID safe measures in our workplaces :

- practising good hygiene and physical distancing
- using the Check In CBR app
- staying home if we're unwell

- getting tested for COVID-19 if we [have any symptoms](#).

This suite of measures remains our key defence against the virus and will continue to ensure that our workplaces are healthy and safe for our people and the broader community.