



COVID-19 Vaccine Exemption Application

Purpose

This form is to be used by people seeking an exemption under the COVID-19 Vaccination policy (D2.1) requirements in the following circumstances:

- Where the person has a recognised medical contradiction to the COVID-19 vaccine
- Where the person has refused the COVID-19 vaccine on grounds of a genuinely held religious belief
- Where there is an exceptional circumstance.

In respect of each exemption application:

- Supporting evidence must be provided with each application
- Applications for exemptions will be considered on a case-by-case basis and in accordance with the Synod's work health and safety duty of care as a person in control of a business or undertaking.
- Where an exemption is approved, it may be temporary, permanent, or conditional in nature
- Exemptions will only be granted in exceptional circumstances.

Scope

This form applies to:

- Employees of the Queensland Synod office
- People who are engaged through a contract for the supply of services to the Synod office
- Workers at an early learning site
- Ministry agents
- People in supply ministry

The form does not apply to:

- Volunteers of the Queensland Synod office (other than a volunteer at an early learning site).
- Lay persons employed in ministry locations, designated as appropriate for the exercise of the ministry of pastor.
- People who supply site maintenance or cleaning services under a contract for the supply of services to the Synod office (other than at an early learning site).

This form is to be read in a way that is consistent with all relevant government public health orders or legislation (**Government Requirements**), as introduced, amended, replaced or revoked from time to time. Given the constantly changing nature of the advice and directions if any aspect of this policy contravenes any aspect of the Government Requirements, the Government Requirements prevail.



Application Details

1. Personal details

Name		
Position/Placement		
Role	<input type="checkbox"/> Employee (current)	<input type="checkbox"/> Minister (all designations)
	<input type="checkbox"/> Employee (prior to commencement)	<input type="checkbox"/> Minister (from Another Denomination)
	<input type="checkbox"/> Worker from Labour Hire Provider	<input type="checkbox"/> Supply Minister (or available for supply)
	<input type="checkbox"/> Independent Contractor	<input type="checkbox"/> Ministry Candidate
	<input type="checkbox"/> Volunteer (Early Learning Site)	<input type="checkbox"/> FDC Educator
	<input type="checkbox"/> Student on Practical Placement (Early Learning)	<input type="checkbox"/> IHC Contractor
Payroll ID (if allocated - refer to payslip)		
Contact Number		
Contact Email		
Location (eg congregation, institute, work location)		
Presbytery (if placement)		

2. Exemption sought

I am applying for an exemption based on *(select all that apply)*

- Medical contradiction (go to section 3.1)
- Genuinely held religious belief (go to section 3.2)
- Other exceptional circumstances (go to section 3.3)

Note that there is no requirement to complete all exemption categories in section 3.



3. Exemption request

3.1. Unable to receive any COVID-19 vaccine due to a recognised medical contraindication to the COVID-19 vaccine

3.1.1. A person will be considered to have a medical contraindication for the purposes of applying for an exemption where they are unable to be vaccinated due to a recognised medical contraindication to the COVID-19 vaccine as outlined in a letter or copy of an Australian Immunisation Medical Exemption (IM011) form from a recognised immunisation provider, being one of the following:

3.1.1.1. a general practitioner that is vocationally registered, or a fellow of the Royal Australian College of General Practitioners (RACGP), or Australian College of Rural and Remote Medicine (ACRRM)

3.1.1.2. a paediatrician

3.1.1.3. a public health physician

3.1.1.4. an infectious diseases physician, or

3.1.1.5. a clinical immunologist.

3.1.2. A recognised medical contraindication is limited to include circumstances where the person has a history of anaphylaxis or other recognised medical contraindication as outlined in the Australian Immunisation Handbook

I can confirm that I am unable to meet the COVID-19 vaccination requirements due to a recognised medical contraindication to the vaccine. *(Tick box to confirm)*

3.1.3. Evidence requirements:

3.1.3.1. A person is required to provide a medical certificate from their recognised immunisation provider certifying:

3.1.3.1.1. That the person is unable to receive any COVID-19 vaccination because they have a recognised medical contraindication to the vaccine

3.1.3.1.2. Where the medical contraindication will permanently or temporarily prevent COVID-19 vaccination

3.1.3.1.3. If the medical contraindication is temporary in nature, when the person may be able to receive the COVID-19 vaccination

3.1.3.2. Alternatively, a person can provide a copy of an Australian Immunisation Medical Exemption (IM011) form completed by a recognised immunisation provider.

I have attached a copy of the above documentation as evidence. *(Tick box to confirm)*



3.2. Unable to receive any COVID-19 vaccine due to a genuinely held religious belief

3.2.1. A person will be considered to have a genuinely held religious belief for the purposes of applying for an exemption where they are able to provide a letter from a religious leader or official specifying:

3.2.1.1. The person has a deeply held religious belief such that the person is unable to receive any COVID-19 vaccine; and

3.2.1.2. A reference to a doctrine or rule of the religion that would apply to the deeply held religious belief such that a person is unable to receive any COVID-19 vaccine; and

3.2.1.3. Their affiliation or connection to the religious group.

I can confirm that I am unable to meet the COVID-19 vaccination requirements due to a genuinely held religious belief. *(Tick box to confirm)*

3.2.2. Evidence requirements:

3.2.2.1. A person is required to provide a letter from a religious leader or official certifying that:

3.2.2.1.1. The person has a deeply held religious belief such that the person is unable to receive any COVID-19 vaccine; and

3.2.2.1.2. A reference to a doctrine or rule of the religion that would apply to the deeply held religious belief such that a person is unable to receive any COVID-19 vaccine; and

3.2.2.1.3. Their affiliation or connection to the religious group.

I have attached a copy of the above documentation as evidence. *(Tick box to confirm)*

3.3. Other exceptional circumstances

3.3.1. In extremely limited circumstances, an exemption may be granted where a person can demonstrate other exceptional circumstances which preclude the person from meeting the COVID-19 vaccine requirements. In this circumstance:

3.3.1.1. Vaccine hesitancy and conscientious objection, by themselves, are not considered exceptional circumstances

3.3.1.2. Some other extenuating circumstance must exist

3.3.2. Where this can be demonstrated, the person's circumstances will be considered on an individual basis as outlined in the COVID-19 Vaccination procedure (D2.1.1).

3.3.3. Evidence requirements:

3.3.3.1. A person is required to provide a letter briefly detailing the extenuating circumstances which preclude them from meeting the COVID-19 vaccination.

3.3.3.2. If the extenuating circumstance is temporary in nature, indicate when you are able to receive the COVID-19 vaccination.

I have attached a document as evidence of my extenuating circumstances. *(Tick box to confirm)*



4. Certification

Please sign below to certify that the information provided in this application form and supporting documentation is true and correct.

Signature	
Date	

5. Lodgement of application and documentary evidence

5.1. A portal will be established on the Queensland Synod website to upload this application and accompanying documentary evidence to a secure location. The evidence of vaccination will be securely stored and only accessible by authorised employees of the Queensland Synod.

6. Privacy

- 6.1. Personal and health information collected by the Queensland Synod is collected and handled in accordance with the Privacy Act 1988 (the Act). The personal and health information provided by you will be securely stored and only accessible by authorised employees of the Queensland Synod. Personal and health information disclosed on this form may be used for the purposes of ensuring compliance with the COVID-19 Vaccination policy (D2.1) and COVID-19 Vaccination procedure (D2.1.1), rostering or planning.
- 6.2. De-identified information about vaccination rates under COVID-19 Vaccination policy (D2.1) will be reported to the Synod Standing Committee, Executive Leadership Team (Synod office) and Presbytery Ministers.
- 6.3. This information will not be disclosed to other third parties without consent unless the disclosure is authorised or required by or under law. For information about how the Queensland Synod protects your personal information, or to learn about your right to access your own personal information, please see the [Privacy Policy \(POL-0001\)](#) and the [Privacy Collection Statement \(TOO-0001\)](#).

Related documents

[D1.1 Synod Wide WHS Framework](#)

[D2.1 COVID-19 Vaccination policy](#)

[D2.1.1 COVID-19 Vaccination procedure](#)

[POL-0001 Privacy Policy](#)

[TOO-0001 Privacy Collection Statement](#)

Definitions

Term	Meaning
UCAQId (also called we or us or the Church)	Means the functions and activities of the Uniting Church in Australia: <ul style="list-style-type: none">• within and in relation to the bounds of the Queensland Synod; and• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



Term	Meaning
Queensland Synod office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including Trinity College Queensland, Raymont Residential College, Alexandra Park Conference Centre and Uniting Education Early Learning.
Early Learning Site	<p>Includes outside school hours care, vacation care, kindergartens and registered and licensed early childhood settings (such as centre based childcare and family day care, in home care), including the early learning operations team of the Synod office and outdoor education facilities (Alexandra Park Conference Centre).</p> <p>It includes a collocated setting which:</p> <ul style="list-style-type: none">• is not physically separated from the occupied part of the early learning site or• is not secured and delineated so that users and workers of the early learning site cannot enter the collocated setting or• has shared points of access with users and workers of the early learning site or• can be accessed by a person who uses the facilities (eg toilets or lunchroom) in the early learning site.
Employees	Means any person employed by way of a contract of employment by The Uniting Church in Australia Property Trust (Q.) represented by The Queensland Synod (ABN 25 548 385 225), including full-time, part-time, casual employees, and fixed-term employees.
Workers at an early learning site	<p>Anyone who works in, undertakes an educational placement in, or volunteers at an early learning site including:</p> <ul style="list-style-type: none">• Employees• Family Day Care Educators• In Home Care Contractors• People engaged through a contract for the supply of service such as plumbing, electrical, cleaning, gardening and building services• Volunteers who assist in delivering support activities and services (such as a parent, guardian, indigenous elder)• Chaplains or support workers• University students on practical placement• Psychologists or therapists providing support for individuals
Contract for the Supply of Service	A contract entered into between The Uniting Church in Australia Property Trust (Q.) represented by The Queensland Synod (ABN 25 548 385 225) and an external party for the supply of services to the Synod office, including workers of a Temporary Hire Provider, Independent Contractor, Trainee or Apprenticeship.
Family Day Care Educators	Means independent contractors engaged through an Educator Agreement for the provision of services on behalf of The Uniting Church in Australia Property Trust (Q.) as the Approved Provider under the National Law (Education and Care Services National Law (Queensland) 2011 (Qld) and Education and Care Services National Regulations (National Regulations).
In Home Care Contractors	Means an independent contractor engaged through a contract for the provision of child care services in the family home on behalf of The Uniting Church in Australia Property Trust (Q.) as the Approved Provider, approved as an In Home Care Service under Family Assistance Law.



Term	Meaning
Site maintenance or cleaning services	Includes cleaning, rubbish and waste removal, gardening, building repair or trade related services (eg electrical, plumbing, painting)
Volunteer	Means a person donating their time free of charge to the mission and objectives of the Church and recognises that volunteers are not motivated by financial income as a result of their work. It includes a governing body member (if not otherwise classified due to another role) or student (other than a paid trainee/apprentice).
Ministry agent	Includes Uniting Church in Australia candidates, community ministers, deacons, deaconesses, interns, lay pastors, ministers of the word, pastors, youth workers and ministers from other denominations serving in approved placements in the Queensland Synod.
Supply ministry	Supply ministry is used to describe a ministry of short duration, usually extending from a few weeks to twelve months, most commonly when the placement is vacant or the Minister is on extended leave.

Revisions

Document number		D/2.1.1.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.2	22.12.2021	General Secretary	13.12.2021	Strategic Risk Manager	WHS Manager
Next scheduled review		01.01.2023			