**Principles**

**Community Sector Surge Pool (CSSP)**

**Purpose**

* To protect vulnerable people
* To ensure the continuity of critical community support services
* To protect and support the community services workforce

**Triage**

* While all services provided by the sector are essential, there are certain critical services that if disrupted, may have immediate serious negative impacts on the physiological needs and safety of vulnerable people

**Self-nomination**

* No staff member will be forced to participate, or be required to explain why they are not participating

**No worse off**

* Staff on secondment will continue to be paid at the same rate by their main employer
* If asked to undertake higher duties at secondment agency, and agreement will be obtained between the employee, employer and secondment agency on a case-by-case basis

**No disruption to employment**

* Staff are still employed by their main employer, who will invoice the organisation they are supporting, through a secondment arrangement
* Entitlements with their employer will continue to be accrued while on secondment

**Record keeping**

* Organisations will maintain records of employees who are willing to participate, including skills, required clearances and availability (such as employees who work part-time and are willing to increase hours)
* MOU to be signed by organisations willing to participate
* Secondment agreement to be signed by employee willing to participate

**Occupational Health and Safety**

* Mandatory induction for seconded employees
* Appropriate PPE will be supplied by secondment organisation
* Appropriate COVID-19 protocols to be followed at all times
* Employee to have appropriate skills and clearances to undertake proposed duties