



Transition to Stage-4 COVID Restrictions

The aim of this document is to provide further guidance to manufacturers in Australia's Defence Industry which are subject to stage-4 restrictions, to assist in reducing the potential impact on business activities.

Ten Tasks in Two Days

This list of tasks has been created as a guide to the highest priorities for your business immediately prior to entering into stage-4 restrictions.

Highest Priorities

- Advise all staff of your intent to continue operations due to the business relevance in manufacturing and supplying goods and material to the Defence industry.
- Advise your customers of your intent to continue operations. Ask them to confirm if they anticipate any reduction in demand for your products over the coming period.
- Assess the likely continuity of your supply chain. Confirm if your suppliers will continue operations and ask them to keep you advised if they begin to suspect a delay in supply of goods or services to you over the coming period. This should include your consideration for any current providers of transport/delivery or distribution services.
- Identify critical supplies, including spare parts and consumables, which may be needed over the coming period. Procure those items with urgency, allowing sufficient quantity for a lock-down period which is substantially longer than what has currently been announced. Consider re-assigning your own staff for the urgent pick-up of supplies if necessary.
- Revise and implement a documented COVIDSafe Plan which specifies the additional safety precautions and response that your workplace will implement. This is REQUIRED in order for your business to continue operations.

Additional Priorities

- Provide avenues for staff to discuss concerns with supervisors and other support personnel.
- Arrange travel documentation (for commuting to/from work) for your staff which identifies them as an employee of a Defence industry business, potentially provided by a permit system which confirms eligible businesses.
- Review current operating procedures during stage-4 restrictions to optimise the use of infection preventative measures, split shifts, worker separation and increased emphasis on facility security.
- Seek advice on any supply contracts which have clauses related to Postponement / Excusable Delay / Extension of Time / Force Majeure where your milestones or deliverables may be impacted during the stage-4 restriction period.
- Revise your Business Continuity Management Plan – guidance is available from the CDIC at <https://www.business.gov.au/cdic/news-for-defence-industry/let-us-help-with-business-continuity-management-planning>.

Disclaimer to Business

This list of considerations is provided by CDIC Defence Business Advisers employed by the Commonwealth. The purpose of this document is to help you identify areas in your business which you may choose to address to improve the probability of business continuity during the COVID-19 pandemic. The Commonwealth does not guarantee the accuracy, completeness and relevance of this list. You should satisfy yourself that it is appropriate for your business needs before taking any action. The Commonwealth excludes all liability for any loss, damage, cost or expense suffered or incurred arising from the use of, or reliance upon, this document or any actions taken by your business in addressing issues or implementing recommendations identified within the document, or otherwise provided separately by a CDIC Defence Business Adviser.