

NOTICE TO ALL LETTERBOX DISTRIBUTORS AND MEMBERS – WORKER PERMITS VICTORIA

NOTICE

The Victorian Government has announced Stage 4 Restrictions which include an outline of businesses and industries that are CLOSED, OPEN for ON-SITE WORK as well as RESTRICTIONS or INDUSTRY SPECIFIC OBLIGATIONS.

● The DSB understands that Letterbox Distribution sits across two keep open for on-site work:

- MANUFACTURING - Printing and Support Services, and
- TRANSPORT, POSTAL and WAREHOUSING.

Letterbox Distribution is the operation of contactless delivery of material to the letterbox in ancillary support of the Printing Services Open for On-site Work provision.

The Victorian Government has issued a Worker Permit requirement for 'open for on-site work' businesses, to that end you are required to complete your individual Worker Permit given your independent contractor status.

● Tips when completing your permit:

- Many of you are self-employed and you should note that on your form as you may be signing as an employee and employer.
- Should an authorised officer question your worker permit that may be signed as a contractor in both the employee and employer fields, you should advise the authorised officer you are an independent contractor and therefore self-employed to avoid confusion.
- If you do not have an ABN, we would suggest a N/A be applied to this question.
- It is recommended that when undertaking distribution work you and or your employees have photo identification that confirms your identify when compared to the Work Permit.
- Given your self-employed status, it may also be advisable to carry evidence establishing the bona-fide nature of your undertaking such as an extract from the Australian Business Register.
- The Victorian Government has also prepared a Worker Permit template, FAQ and Information section on their website for further information: <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/permitted-worker-scheme>
- The DSB also advises all Victorians to remain safe and well during this time and consider all Victorian Government Health Notices and Advice including mask wearing, stay within 5km from home, stay home if unwell, stay home if pending a COVID-19 test result, and more. These can be found: <https://www.dhhs.vic.gov.au/coronavirus>.

IMPORTANT: Government notices and announcements overrule any and all DSB Notices.

Who is the Distribution Standards Board (DSB)?

The DSB is the self-regulatory body of the letterbox distribution industry. The Charter sets out the DSB's commitment to providing a high level of standards for all letterbox distribution.

The DSB is designed to govern the industry via agreed guidelines to ensure catalogues and unaddressed advertising mail is delivered to the highest standards.

The primary function of the Charter is to maintain agreed levels of privacy, litter control, cooperation with local authorities and compliance with all environmental guidelines.