

# IMPORTANT NOTICE TEMPORARY AMENDMENT TO CODE OF CONDUCT FOR METROPOLITAN SOUTH AUSTRALIA

NOTICE

**The South Australian Government has announced six-day circuit breaker restrictions which include an outline of essential businesses and workers able to operate during the immediate lockdown and the pending restrictions following the first six day period.**

From reading through government communications and guides to business, the Distribution Standards Board, in partnership with The Real Media Collective submissions, engagement with Australia Post and public government communications, provides the following temporary recommendations and amendments to the Letterbox Distribution Code of Conduct during this period. These temporary additions to the Code of Conduct address the COVID-19 pandemic and the South Australian Government Restrictions in place across South Australia.

The Stay at Home period will begin at 12:01 am on Thursday 19th November will end on 12:01 am on Wednesday 25th November 2020. All people in South Australia will be required to Stay at Home for the entire period unless deemed an essential worker or other permitted reason.

The Community Notices, Health Advice, Supermarket, Pharmacy and other materials distributed via the Letterbox are considered part of a remit of an essential service supply chain provider. However, with the application of an abundance of care the DSB recommends Tuesday 24th November delivery schedules be postponed until Wednesday 25th November.

#### **Distributors / Walkers please note:**

- 100% of material delivered to Walker's is to be via contactless delivery.
- Walkers are recommended to assist in the traceability of their distribution. The DSB recommends downloading the federal government's COVIDSafe App or other recording of movement solutions, i.e. a diary log of time, day, route and area walked upon each delivery. Refer to the DSB Delivery Log Sheet on the DSB website.
- Walkers, where possible, are encouraged to limit their distribution to local areas, limited time-frame and within a consistent delivery route.
- 100% of Walker distribution to the letterbox must be contactless – no door knocking, no handing to recipients
- Walkers are to comply with government regulations, as per all other South Australian citizens are required to do so under instruction from the South Australian Government.
- Walkers should aim to distribute as a single operator and not partnered. In the instance a Walker requires assistance to deliver, this delivery should be with a member of their immediate household only and compliant with all other government advice.

# IMPORTANT NOTICE TEMPORARY AMENDMENT TO CODE OF CONDUCT FOR METROPOLITAN SOUTH AUSTRALIA

NOTICE

THE DSB PROVIDES CONTACT POINTS FOR QUERIES:

**HOTLINE: 1800 676 136**

or via our website

**E-FORM: [ww.therealmediacollective.com.au/dsb-standards/](http://ww.therealmediacollective.com.au/dsb-standards/)**

**IMPORTANT TO NOTE:**

Government notices and announcements overrule any and all DSB Notices. The DSB clearly advises to remain safe and well during this time and consider all Government Health Notices and Advice including mask wearing, staying home and more. These can be found: <https://www.covid-19.sa.gov.au/>

## 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.