

NOTICE TO ALL LETTERBOX DISTRIBUTORS AND MEMBERS – WORKER PERMITS VICTORIA

NOTICE

The Victorian Government has announced Extended Lockdown and Restrictions which include an outline of businesses and industries that are **AUTHORISED PROVIDERS** and **AUTHORISED WORKERS**.

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

- *Services that operate solely outdoors where physical distancing can be maintained at all times. Solo work only unless additional workers are required for safety reasons.*

Letterbox Distribution is the operation of contactless delivery of material to the letterbox in support of important community notices and communications

The **Victorian Government has issued a Worker Permit** requirement for Authorised Workers, 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.
- 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: <http://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-permit>
- 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.