

Permitted Worker Permit

Important: This form can only be issued in accordance with Permitted Worker Permit Scheme Directions. If it is not issued in accordance with the Permitted Worker Permit Scheme Directions, it is invalid.

Individuals are not required to carry permits before 11.59pm Wednesday 5 August.

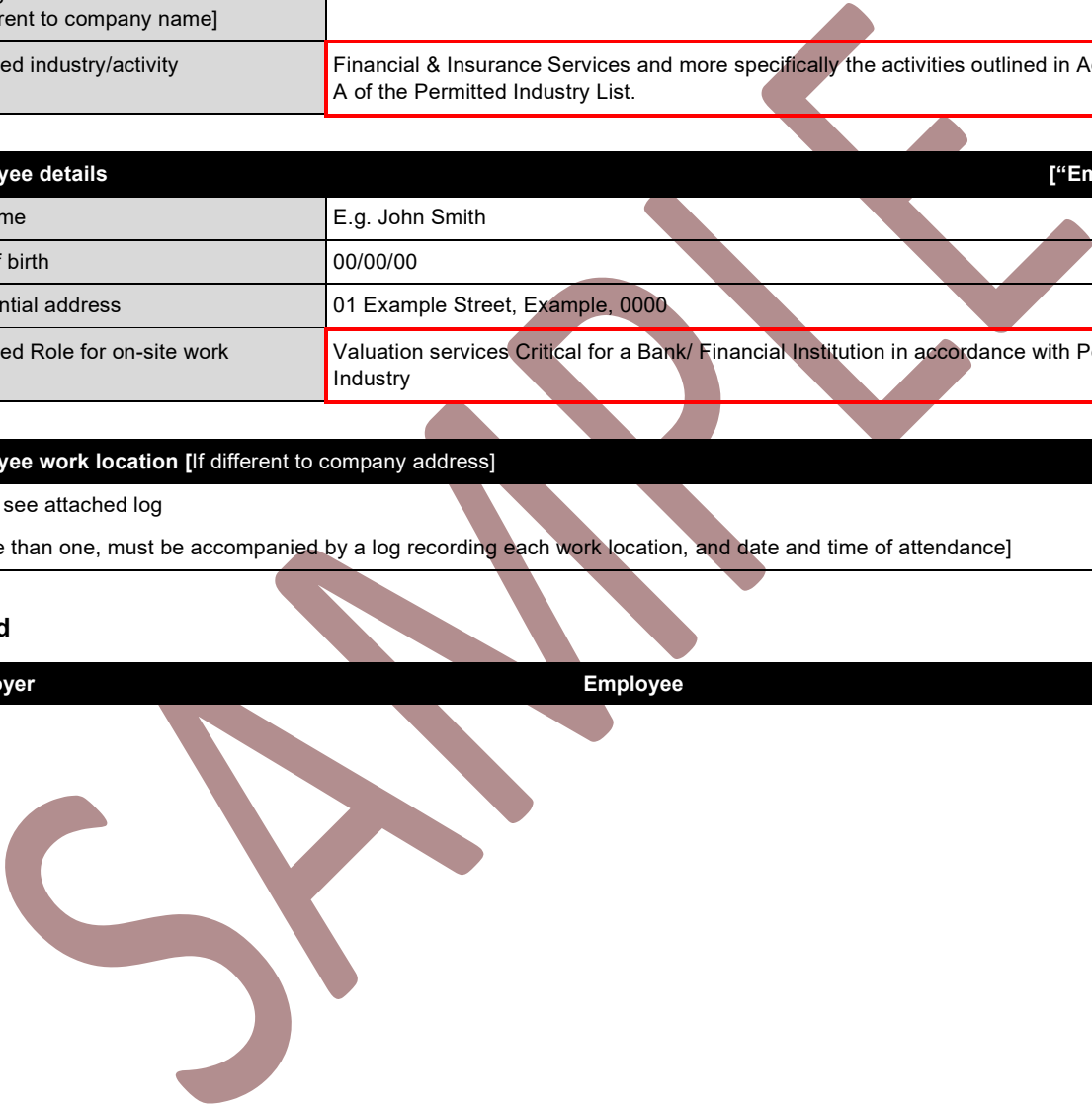
Employer details		["Employer"]
Company name	ABC Valuations	
ABN	00 000 000 000	
Company address	01 Example Street, Example, 0000	
Trading name [If different to company name]	ABC Valuations	
Permitted industry/activity	Financial & Insurance Services and more specifically the activities outlined in Addendum A of the Permitted Industry List.	

Employee details		["Employee"]
Full name	E.g. John Smith	
Date of birth	00/00/00	
Residential address	01 Example Street, Example, 0000	
Permitted Role for on-site work	Valuation services Critical for a Bank/ Financial Institution in accordance with Permitted Industry	

Employee work location [If different to company address]
Please see attached log [If more than one, must be accompanied by a log recording each work location, and date and time of attendance]

Signed

Employer	Employee
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<p>..... [Employer representative signature]</p> <p>..... [Date]</p> <p>By signing this permit, the Employer confirms compliance with the Permitted Worker Permit Scheme Directions, including:</p> <ul style="list-style-type: none"> • attests that the workplace is compliant with the directions of the Chief Health Officer and the <i>Occupational Health and Safety Act 2004</i>, all reasonable steps have been, and will continue to be taken, to maintain a safe working environment for the employee, and has a COVIDSafe plan in place; • attests that the employer is a Permitted Employer engaged in providing a Permitted Service; • attests that the information provided on this permit is a true representation relating to a current employee and their employment details; • acknowledges that the nominated representatives may be contacted if deemed necessary to confirm these details; and • acknowledges the information provided by the employer in the Permitted Worker Permit is true and correct, and that presenting false, misleading or fraudulent information may incur penalties. 	<p>..... [Employee signature]</p> <p>..... [Date]</p> <p>By signing this permit, the Employee:</p> <ul style="list-style-type: none"> • attests that their name, address, work hours, place of work, and employer, as contained in this Permitted Work Permit are true and correct that presenting false, misleading or fraudulent information may incur penalties; • acknowledges that the nominated representatives may be contacted if deemed necessary to confirm these details and provides consent to the disclosure and collection of this information; • understands the wording in this Permitted Work Permit relating to Diagnosed Persons and Close Contacts and agrees to not attend the Work Premises if either of these terms apply to the Employee's circumstances and will notify the Employer immediately if this occurs; and • understands that if they develop symptoms or potential symptoms of CO • VID-19 they are not to attend or remain at the Work Premises and will immediately notify their employer.
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Penalties

Completing this document with false or misleading information may cause you to be in breach of the Permitted Worker Permit Scheme Directions and liable to penalties up to \$19,826.40 (individuals) and \$99,132 (bodies corporate).

Hours of work

- Fill in **either Table 1 or Table 2**, as appropriate for the Employee's working situation.
- Enter the Employee's start and finish **times** for each day of the stage 4 restriction period.
- You do not need to include meal breaks or the total number of hours worked each day.
- Leave days **blank** or mark with an **X** when the Employee is not scheduled to work.

Table 1: Full-time employee (or working the same hours each week)

Rostered / scheduled work times							
All weeks	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>[Example only]</i>	8.30–5.00	8.30–5.00	8.30–5.00	X	8.30–5.00	X	X
3 Aug 2020 – 13 Sep 2020	07:30-18:00	07:30-18:00	07:30-18:00	07:30-18:00	07:30-18:00	X	X

Table 2: Part-time or casual employee (or working irregular hours each week)

Rostered / scheduled work times								
Week	Commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>[Example only]</i>		11.00–5.00	X	8.30–6.00	9.00–5.00	9.00–5.00	10.00–6.00	X
1	3 Aug 2020							
2	10 Aug 2020							
3	17 Aug 2020							
4	24 Aug 2020							
5	31 Aug 2020							
6	7 Sep 2020							

Statement from the Employer

I declare that the Employer has taken all reasonable steps to avoid the necessity for the Employee to attend the Work Premises, but the Employer has determined that it is not reasonably practicable for the Employee to work from the premises at which the Employee ordinarily resides and the attendance of the Employee at the Work Premises is required for the provision of a Permitted Service of:

Undertaking critical property/security risk assessment by way of valuation in accordance with APRA guidelines for a Bank

[Nominate industry or nature of work undertaken]

Issued by nominated representative of the Employer

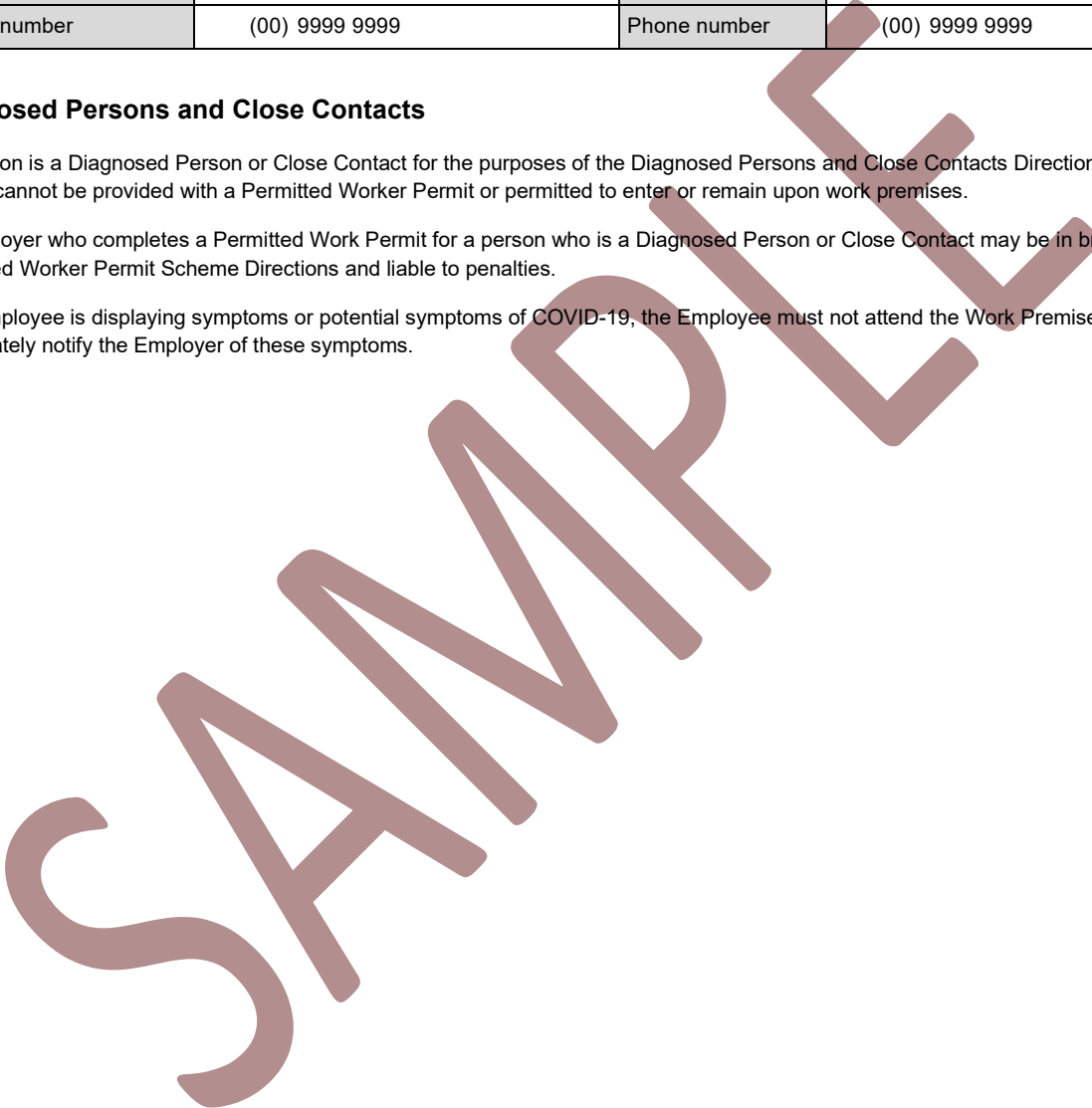
Nominated representative		Secondary contact	
Full name	E.g. John Smith	Full name	E.g. Jane Smith
Title / Role	Director	Title / Role	Director
Phone number	(00) 9999 9999	Phone number	(00) 9999 9999

Diagnosed Persons and Close Contacts

If a person is a Diagnosed Person or Close Contact for the purposes of the Diagnosed Persons and Close Contacts Directions (No 8) that person cannot be provided with a Permitted Worker Permit or permitted to enter or remain upon work premises.

An employer who completes a Permitted Work Permit for a person who is a Diagnosed Person or Close Contact may be in breach of the Permitted Worker Permit Scheme Directions and liable to penalties.

If an Employee is displaying symptoms or potential symptoms of COVID-19, the Employee must not attend the Work Premises and must immediately notify the Employer of these symptoms.



3 August 2020

To Whom it May Concern,

The Australian Property Institute would like to confirm that API Valuer Members undertaking property valuations are providing a critical support service to Victoria's financial and insurance services sector and therefore are required and permitted to travel as part of their duties in line with the Victorian Government's Stage 4 'Stay at Home' restrictions.

The API is the leading representative body for property professionals and is the certifying body for professionals undertaking property valuations. To support our Members, and protect them and the community, the API have developed a range of protocols to allow the valuation of property to continue during the COVID-19 pandemic. These protocols include but are not limited to utilising technology and virtual valuations.

Whilst these protocols eliminate the risk of transmission between valuers and the occupiers of the relevant properties, Members are still required to, at the very least, physically inspect the outside of the property.

Members travelling to undertake valuations do so to support the financial and insurance services sector and should not be subject to penalties resulting from the execution of their duties. If you require any further information, please contact the API on 1800 111 API (274).

Kind regards



Amelia Hodge

CEO

Australian Property Institute