



COVID-19 METRO MELBOURNE FAQs

AS AT NOVEMBER 12, 2020



As of 11.59pm on November 8, Metropolitan Melbourne moved to the 3rd step of the easing of COVID restrictions.

What HAS changed for Metropolitan Melbourne?

- **Leave home:** no restrictions on reasons to leave home or distance (including travel to Regional Vic) but stay safe
- **Religion:** expanding to 50 people outdoors and 20 people indoors (maximum of **10 per group** with each group to remain **FIVE METRES** apart) plus a faith leader
- **Funerals:** expanding to 50 people outdoors (not including infants under 12 months of age or people required to conduct the funeral)
- **Hospitality:** Increasing to overall venue cap of 40 patrons indoors, and outdoor venue cap of 70 patrons
- **Visitors to the home:** Each day, a household can receive **up to two different adult visitors per day**, either together or separately. Dependents of the visitors are excluded from visitor caps if they cannot be left unattended or cared for in another setting. Any intimate partners of those who ordinarily reside at the household being visited are excluded from daily visitor caps.
- **Sport & Recreation for U 18s:** Indoor Non-contact activities permitted where a distance of 1.5 metres can be maintained for a maximum of 20 people. Spectators are limited to one parent, guardian or carer only, where child requires supervision
- **Sport & Recreation for Adults: Indoor** fitness allowed and fitness classes. Indoor Community sport not allowed.
 - Strict density quotient of 1 per 8m².
 - Patron cap of up to 10 per space and 20 per venue with a maximum group size of 10 per session.
 - Patrons continue to wear face masks unless out of breath.
 - Staggered class times and time gap of 15 minutes to avoid congregation and exceeding group limits.
 - Required to have a COVIDSafe Marshal onsite.

- **Libraries and Toy Libraries:** Up to 20 people maximum indoors and up to 10 people per space, subject to density quotient.
- **Community Venues:** Open for all purposes with up to 20 people maximum indoors and up to 10 people per space, subject to density quotient of 1 per 4m². No more than 5 people per space singing or using wind instruments for amateur groups.
- **Indoor Pools:** Open to public subject to density and patron limits (no more than 20 per venue).
- **Entertainment:** Electronic gaming allowed subject to patron and time limits. **Live music:** Requirement of 5m distance from audience, and 2m between performers. Recommend live music performed outdoors where possible. Performance and rehearsal rules for professionals apply to all live music settings. Performers are excluded from venue cap.
- **Play Centres:** Open with patron cap of 20 and group limits of 10, density quotient of 1 per 4m². Spectators are limited to one parent, guardian or carer only, where child requires supervision
- **Accommodation:** Open, but with restrictions on group bookings
- **Real Estate:** 10 people maximum for private inspection but no household limits.

What has NOT changed for Metropolitan Melbourne?

- **Weddings:** allowed with up to **10 people**. This limit includes the two witnesses. The couple, the celebrant and one photographer are not included in the 10 person limit.
- **Work:** Continue to work from home if you can
- **Gatherings:** Can meet outdoors with up to 10 other people from any number of households. There is no time restriction.
- **Adult education:** learn from home if you can, onsite learning for hands-on, skills-based learning
- **Physical distancing** (1.5m) and maximum occupancy quotients must still be observed
- **Good hand hygiene** must continue to be followed
- **Do not go to work** if you are unwell

Continued P2





COVID-19 METRO MELBOURNE FAQ

AS AT NOVEMBER 12, 2020

- **Cough or sneeze** into a tissue or elbow.
- **COVID safety plans** are required for all workplaces (including churches, halls etc) including:
 - Attendance Contact Lists
 - Cleaning protocols
 - Physical distancing, maximum occupancy and all other COVID signage
- **Face Masks** (must be a fitted face mask – bandanas, scarves etc are no longer acceptable) must be worn outside the home including at all times in the workplace. Fines for non-compliance: \$200 for individuals and up to \$9,913 for employers.
- **Outdoor recreation:** Outdoor contact and non-contact sport for under 18s. Outdoor non-contact sport only for adults (minimum number required to play a game) with gathering and density limits, outdoor fitness and fitness classes for up to 10 people or a household plus the trainer.



■ **All travel restrictions within Victoria have been removed and replaced with the guidance to “Stay Safe”.**

The Government currently anticipates the last step of Restriction Easing will occur as of 11:59pm on 22 November.

As Metro Melbourne and Regional Vic now have the same restrictions, as of November 19 we will discontinue the production of separate FAQs. Next week look for one set of VICTORIAN FAQs.

As of 12/11/2020

Send any questions to:
CrisisManagement@victas.uca.org.au
 or contact your Presbytery.

To help identify items which are new, or have been updated since the last FAQ, simply look for:



This week's updates:

■ LIVE-STREAMING WORSHIP	P3
■ GATHERINGS	P4
■ CHURCH/COMMUNITY HALLS	P5
■ NEXT STEPS TO RECOVERY	P11

How will we know about further updates?

Regularly check the latest government advice available at: <https://www.dhhs.vic.gov.au/>

The Synod Crisis Management Team monitors changes on a daily basis. Compliance and Pastoral advice will continue to be issued via emailed letters from the General Secretary and/or Moderator. All other relevant advice will continue to be sent via the special Coronavirus editions of Synod eNews, which will appear in your inbox from “Communications”. eNews and emailed letters are sent to all Presbyteries, all ministers, all church councils. These FAQs are updated weekly, available every Thursday.

As of 15/10/2020

MULTI-LINGUAL RESOURCES

Where can I find the current government guidelines in other languages?

Victorian Multi-cultural Commission Coronavirus (COVID-19): In-language advice and information at <https://www.multiculturalcommission.vic.gov.au/coronavirus-language-advice-and-information>

Ethnolink have information available in 51 languages at: www.ethnolink.com.au/covid-19-coronavirus-translated-resources/

The Department of Home Affairs has extensive multi-lingual resources available at: <https://covid19inlanguage.homeaffairs.gov.au/>

The Victorian Multicultural Commission have release multi-lingual resources including:

Continued P3





COVID-19 METRO MELBOURNE FAQs

AS AT NOVEMBER 12, 2020

Audio messages

- <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>

Posters (JPG and PDF)

- <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>

Social Media banners

- <https://cloud.think-hq.com.au/s/m9SX3ntGGqr7Sai>

As of 13/08/2020



As of 12/11/2020

LIVE-STREAMING WORSHIP

How many people can be involved in live-streaming worship services?

Recording and live-streaming of worship services is permitted providing all of the following guidelines are met.

The streaming of worship services is permitted only where the number of people at the premises is limited to 20 (which includes those participating in the ceremony and those providing technical support) and the following social distancing requirements can be met:

- Each person must wear a facemask
- Members of the public must be in groups of up to 10, with each group FIVE METRES apart
- No food, drink, crockery, utensils, vessels or other equipment may be shared by participants
- At least 4sqm of floor area per person is required in the place where the ceremony/performance takes place. This means the immediate area/room around the participants where the ceremony is performed.

In addition, you must take measures to mitigate any risk of disease transmission by ensuring the following measures are in place:

- Ensure the maximum duration is 90 minutes
- Exclude persons who are unwell from participating in the production of the live streaming
- People in any of the identified vulnerable groups should carefully consider their need to

participate in live streaming. This includes:

- Those who are immuno-compromised, etc.
 - over 70
 - over 65 with significant medical conditions
 - Aboriginal Tasmanians over 50 with significant medical conditions
- Ensure all people present practice good respiratory and hand hygiene and provide appropriate hand washing facilities and hand sanitisers
 - If live streaming worship from a church or church building,
 - a COVID Recovery Action Plan Checklist (Sections A, B & C) must be completed and maintained **and a copy sent to:** elnura.dulakovic@victas.uca.org.au
 - If live streaming worship from a private residence, with only the residents present, a COVID Recovery Action Plan Checklist and Permitted Worker Permit are not required.

As of 12/11/2020

PRE-RECORDING WORSHIP

Are there any differences in the requirements for pre-recording worship vs live-streaming?

As the basic process is the same for both, the same practices should be applied.

As of 06/04/2020

SAFE (DIGITAL) MINISTRY

What safety measures should be adopted for ministry within the digital space?

The Culture of Safety Unit has prepared some guidelines for leaders and communities, offering commentary and interpretation of how our existing Child Safety resources and policies, and the Uniting Church Code of Ethics, continue to shape our digital ministry practices. To view the guidelines visit: www.victas.uca.org.au/safe-digital-ministry

As of 07/04/2020





As of 12/11/2020

GATHERINGS

What face-to-face gatherings are permitted at church?

Churches and other facilities may be used for indoor ceremonies for a faith leader and up to 20 members of the public in groups of up to 10, with each group FIVE METRES apart using appropriate social distancing and hygiene practices.

Maximum duration of 90min, with cleaning requirements between services. No food, drink, crockery, utensils, vessels or other equipment may be shared by participants

- Outdoor religious gatherings of up to 90 minutes are permitted for up to 50 people plus a faith leader proximate to the church are allowed, using appropriate social distancing and hygiene practices. No food, drink, crockery, utensils, vessels or other equipment may be shared by participants
- It is not permitted to conduct both indoor and outdoor gatherings at the same time.

As of 12/11/2020

- Weddings and Funerals are permitted as indicated below.

Weddings may be held with the maximum number of 10 people present, using appropriate social distancing and hygiene practices. The couple, the celebrant and one photographer are not included in the 10 person limit.

As of 29/10/2020

Funerals may be held in places of worship, with the maximum number of 50 people present (not including infants under 12 months of age or people required to conduct the funeral), using appropriate social distancing and hygiene practices.

The guidelines for Weddings and Funerals are the same whether conducted indoors or outdoors.

As of 12/11/2020

Is singing permitted at gatherings?

The current guidance issued by the State Government for non-professional music (including rehearsals) is as follows:

Each person involved must:

- **For those facing an audience (ie worship leaders facing the congregation):**
 - maintain a distance of at least 5 metres from all members of the public at all times during the music/singing;
 - not be directly above any other member of the public at any time during the music/singing; and
- **For those who are part of an audience (ie worshippers):**
 - maintain a distance of at least 2 metres from each other person at all times during the music/singing;
 - must wear a face mask
- **Where the music/singing is indoors a maximum of 5 persons are permitted to sing** or use or play a wind instrument or a brass instrument at any one time; and if any shared equipment is used, it must be cleaned between users.

As of 12/11/2020

Physical distancing

PHYSICAL DISTANCING requirements may mean that you cannot have the maximum number of attendees at a gathering. The rule of 4 square metres per person must be maintained.

To calculate the maximum capacity of any building, measure the floorspace (length x width) in metres, then divide by 4. For example: if the inside of your church measures 10m x 6m = 60 square metres ÷ 4 = 15 people is its maximum capacity. Even if Covid regulations state that up to 20 people can attend, the maximum number of people, including those conducting the ceremony, who would be able to be in your church at any time would still be 15.

On the other hand, if the inside of your church measures 10m x 40m = 400 square metres ÷ 4 = 100 people is the maximum capacity. However, if Covid regulations state that up to 20 people can attend, then only 20 people can attend.

Continued P5





Which figure do we use? Government maximum numbers or the 4 square metre rule? In all cases, the **smaller** number is the one to use.

As of 17/09/2020

Physical distancing signs

All church buildings must display signage showing the maximum number of people who can be accommodated in any space. Once you have calculated the maximum numbers for each space, you may take advantage of the templates created to make your signage. These are available at: <https://victas.uca.org.au/download/668/faq/8665/church-capacity-poster-2>

What face-to-face gatherings are permitted away from church?

Each day, a household can receive up to two different adult visitors per day, either together or separately. Dependents of the visitors (children under 18 or other dependents such as elderly people) are excluded from visitor caps if they cannot be left unattended or cared for in another setting. Any intimate partners of those who ordinarily reside at the household being visited are excluded from daily visitor caps.

Whilst this provides additional opportunities for pastoral care visits, these should be prearranged to ensure that those being visited remain within the current daily limit on visitors.

Church Council and congregation committee meetings should continue to be held via teleconference and/or videoconference wherever possible.

As of 12/11/2020



As of 12/11/2020

CHURCH / COMMUNITY HALLS

Under what circumstances can Community/Church Halls be used?

Before using any church owned buildings, or allowing any other group to use church-owned buildings, please complete the Recovery Action

Plan Checklist at: <https://victas.uca.org.au/download/668/faq/8852/recovery-action-plan-checklist>

Community/Church Halls and similar such buildings may be used for some purposes, providing a minimum floorspace of 4m² per person is available and all other physical distancing and hygiene requirements can be met.

WORSHIP SERVICES - Church or Community halls etc can be used for worship services or ceremonies for a faith leader and up to 20 members of the public in groups of up to 10, with each group FIVE METRES apart using appropriate social distancing and hygiene practices.

Maximum duration of 90min, with cleaning requirements between services. No food, drink, crockery, utensils, vessels or other equipment may be shared by participants.

As of 12/11/2020

ESSENTIAL PUBLIC SERVICES - If halls or other facilities are intended to be used for Essential Public Services such as food banks, homeless services or education, they can remain open for the delivery of these services (applying all other health and safety measures). If you are in doubt about whether the service is an Essential Public Service, seek advice via your presbytery or contact uca.legal@victas.uca.org.au.

SUPPORT GROUPS - If hosting a support group, a maximum number of 20 people can be present plus the facilitator(s) providing a minimum floorspace of 4m² per person is available and all other physical distancing and hygiene requirements can be met.

EXERCISE GROUPS

ADULTS: Indoor Community sport not allowed. Indoor fitness and fitness classes allowed with:

- Strict density quotient of 1 person per 8m².
- Patron cap of up to 10 per space and 20 per venue with a maximum group size of 10 per session.
- Patrons continue to wear face masks unless out of breath.

Continued P4





COVID-19 METRO MELBOURNE FAQs

AS AT NOVEMBER 12, 2020

- Staggered class times and time gap of 15 minutes to avoid congregation and exceeding group limits.
- Required to have a COVIDSafe Marshal onsite. Children (18 and under):
- Non-contact activities permitted where a distance of 1.5 metres can be maintained for a maximum of 20 people.
- Spectators are limited to one parent, guardian or carer only, where child requires supervision
- **CHILDREN (Under 18):** Non-contact activities permitted where a distance of 1.5 metres can be maintained for a maximum of 20 people. Spectators are limited to one parent, guardian or carer only, where child requires supervision

As of 12/11/2020

BUSINESSES – If an organisation or individual rents space, the government guidelines for the conduct of that particular category of business would apply. These can be found at <https://www.dhhs.vic.gov.au/victorias-restrictionlevels-covid-19>. If in doubt, seek advice from your presbytery or contact uca.legal@victas.uca.org.au.

RENTED & HIRED FACILITIES –
Who is responsible for ensuring properties are COVID compliant?

- If you rent hire or licence out property to more than one organisation or group on a casual or non-exclusive basis (eg support groups, community groups, classes) using our standard Hire Agreement (Victoria) whether one-off or recurring, the Responsibility for maintaining all COVID-19 compliance, including cleaning to standard before and after every use, remains with the congregation as the responsible body. However, you may pass on the reasonable additional cost of cleaning or other necessary Covid-19 safety measures to the Hirer if you notify them in advance of the additional cost.
- If you rent out property to one organisation or group on an exclusive use basis (under a Lease or Licence), the responsibility for maintaining all COVID-19 compliance falls to the tenant.
- If in doubt, seek advice from your presbytery or contact uca.legal@victas.uca.org.au

As of 17/09/2020

COVID-SAFE PLANS – Required for some gatherings

Do we need to complete a Covid-Safe plan as well as the UCA's Covid Recovery Action Checklist?

If you have completed the [Covid Recovery Action Checklist](#) and are keeping this up-to-date, this can be your Covid-Safe Plan. There is no need to complete a separate plan.

As of 12/11/2020

What activities can/cannot be staged in/on our property?

As more activities become permitted during the easing of Covid restrictions, Synod's Crisis Management Team have prepared a quick reference guide document for many of the non-worship uses of church property.

<https://victas.uca.org.au/download/668/faq/9475/congregations-groups-permitted-activity-guide>

As of 12/11/2020

HOLY COMMUNION

What changes to worship services are permissible?

Assembly Standing Committee has approved temporary pastoral measure guidelines for congregations and faith communities to enable the celebration of Holy Communion as part of online worship. These guidelines can be found at:

<https://www.assembly.uca.org.au/news/item/3163-temporary-arrangements-for-holy-communion>

As of 16/04/2020

CORONAVIRUS FUNERALS

Are there any special requirements for holding the funeral of someone who has died of Coronavirus?

The Victorian and Tasmanian governments each have guidelines for cases of suspected or confirmed COVID-19. These mean that some cultural and ministry funeral practices need to change, especially how families interact with the body of a person who has (or may have) died with COVID-19. Ministers need to consider how their

Continued P7





ministry practice may need to alter and should discuss with Church Councils ahead of time how families can be supported in this situation.

As of 17/04/2020

PERMITTED WORKER PERMITS

Permitted Worker Permits are now only required for people who need to travel between Metro Melbourne and Regional Victoria (and vice versa) for work. If you live and work within Metropolitan Melbourne, Permitted Worker Permits are no longer required.

As of 29/10/2020

MINISTERS IN HIGH RISK GROUPS

What if a minister is part of a Coronavirus high risk group?

All people who are

- aged over 70,
- over 65 with chronic health conditions,
- immune-compromised, or
- Indigenous people over 50 with chronic health conditions

should carefully consider their need to participate. This includes ministry agents in these at-risk groups, whether retired or in active placement, who might have otherwise led funerals.

Ministry agents in these risk groups are encouraged to talk with their Church Council and have clear arrangements in place in advance as to who may be called on for funerals, especially where a person has died with confirmed or suspected COVID-19.

As of 17/04/2020

RENT RELIEF REQUESTS

What do we do if we are approached by tenants for Covid-19 rent relief?

Rent relief is not automatic. Our Property Services and Legal departments have compiled guidelines for handling rent relief requests, both commercial and residential. If you wish to support a rent relief application, there is a form which needs to be completed before any rent relief can be offered. Details available on the first info sheet at:

www.victas.uca.org.au/resources/property/forms-and-resources/

As of 16/04/2020

OP SHOPS

Can we reopen our Op Shop?

Op-shops can reopen unless directed otherwise by local authorities, and provided that social distancing measures are put in place for staff, volunteers and visitors. You may of course choose to adjust how you operate your shop, such as operating only on a case-by-case basis by request to support local needs and/or in partnership with local community services. It should also be noted that some Op Shops may need to close for a short time while addressing the current requirements.

Op Shops run by Uniting VicTas must follow the current guidance issued by Uniting.

UCA Op Shops, as church workplaces, are required to complete sections A and B of the Recovery Action Plan Checklist to ensure that they are Covid-compliant and a copy sent to elnura.dulakovic@victas.uca.org.au

Current Government advice for volunteers remains that all staff and volunteers aged 70+ or who fall into any of the other COVID high-risk groups should stay at home as much as you can.

Gloves should be worn when handling cash and any donated goods. Donated goods should be received contactless where possible. Donations should be stored in a location where workers won't have contact with them for a period of up to 72 hours. All items should be cleaned in line with COVID cleaning practices as soon as practical. Hands should be washed regularly whilst, and immediately after, handling any donated items. It is also recommended that WARNING signs should be displayed to ensure all staff and volunteers adhere to these precautions.

In line with social distancing requirements, the number of persons in an Op Shop at any one time should be limited, using a rule of one person per 4sqm, including staff and volunteers, and people should remain a distance of 1.5m apart wherever possible. It may be helpful to mark this distance on the floor near service counters as a reminder to visitors.

As of 12/11/2020



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA



KINDERGARTEN

We have a kindergarten operating from a church-owned building. Do we need to close it?

All Kindergartens and early Childhood Learning Centres may open. All appropriate risk mitigation measures should continue to be observed.

As of 17/09/2020

member as normal, but please be aware that they may not have all of the answers at their fingertips quite as readily as usual.

Level 4 Restrictions in Metro Melbourne will continue to limit the availability of Synod staff to visit Regional Victorian locations until at least November 9.

As of 22/10/2020

WORSHIP RESOURCES

Where can I access worship resources to help me keep connected?

Our worship resources page, which caters for all people across our Synod, is updated each week. Available at: <https://victas.uca.org.au/resources/covid-19-worship-resources/>

As of 06/04/2020

MARKETS

Can we hold garage sales and/or markets?

There is no specific mention of garage sales in any Covid guidelines, but it is logical to treat these as a market:

- Market stalls that predominately provide food and drink have continued to operate. Market stalls that sell non-food and drink products are also permitted to trade
- The market operator is responsible for ensuring the four square metre rule is applied to indoor spaces. Customers should keep 1.5 metres in between them and other people who are not part of their household.

Whilst it is not a requirement for markets generally, it is strongly recommended to

- maintain a contact tracing register (ie name and contact number) for anyone attending the Garage Sale or market and
- have a process for orderly flow of people (eg everyone goes in 1 direction, entrance and exit points and a total number limit) to ensure the social distancing requirements can still be safely met.

As of 29/10/2020

ZOOM VIRTUAL MEETING LICENCES

What does it cost for a Zoom meeting licence?

If you plan on using Zoom frequently and/or require full functionality, Synod Ministries and Operations along with other Synods have negotiated with Zoom to purchase a bulk deal.

As such we are able to provide Zoom licences for a cost of just \$7.93 per month.

If your presbytery or congregation is interested, please contact:

Shweta.Paliwal@victas.uca.org.au

You will need to provide: Number of licences required and the details of the contact person (including their email address)

As of 20/04/2020

CONGREGATION WEBSITE TRAINING

Will training sessions for new congregation websites still go ahead?

These have been postponed indefinitely. Congregations and presbyteries that have booked training days will be contacted with alternative dates when this becomes possible.

As of 27/03/2020

SYNOD

What if we need to contact someone from Synod Ministries and Operations?

Whilst they may be working remotely, all Synod staff are still working. Please contact any staff





CROSSLIGHT

Will *Crosslight* continue to be published?

Our Communications team will continue to produce *Crosslight*, however while the current lockdowns are in place in Melbourne, it will only be available online, as either a “flip book” (which can be read on screen) or as a printable PDF.

The October “flip book” edition is available from <https://crosslight.org.au/>

News and feature stories are posted to *Crosslight*'s website on a regular basis available at: www.crosslight.org.au

As of 01/10/2020

UPDATED INFORMATION

How will we know if the information on this page is still current?

This FAQ sheet will be updated WEEKLY and re-sent in every Coronavirus edition of eNews. Please check this page each week for anything which is of particular interest. If in doubt, check with Synod Ministries and Operations or with your presbytery.

As of 06/04/2020

OTHER QUESTIONS

What if we have questions that aren't on this FAQ sheet?

Ask the relevant person/department at Synod or your presbytery. This FAQ document will contain additional topics as they become known.

As of 06/04/2020

COVID SAFE APP

Should we encourage downloading the Federal Government's Covid-Safe tracing app?

Synod Ministries and Operations would strongly recommend that all people in ministry download the Covid-Safe tracing app and also encourage

all Uniting Church members to do so. As worship services recommence, this is a simple measure to help maintain the safety of our members as they start to gather again.

As of 14/05/2020

FIRST AID PRECAUTIONS

In the event of someone needing first aid treatment, are there any additional precautions required?

Anyone administering first aid should use general droplet and contact precautions, namely a face mask for the person they are treating which they should encourage the person to apply themselves, a face mask and gloves for the first aider, and goggles for the first aider (if available).

In the event that a first aider has a reason to suspect a person is infected with COVID-19, they should try to limit their contact with that person as much as they can, meaning they should avoid physical contact (e.g. checking pulses and performing physical assessments) unless absolutely necessary, such as performing CPR or putting people in a recovery position if they are unconscious and/or struggling to breathe.

As of 11/06/2020

JOBKEEPER PAYMENTS

What is happening with the Jobkeeper payments?

In July, the Government announced an extension of the JobKeeper Payment until 28 March 2021. The Synod was required to re-assess eligibility for the JobKeeper extension using actual turnover in the September quarter 2020 to demonstrate that it met the relevant decline in turnover test to be eligible for JobKeeper for the period 28 September 2020 to 3 January 2021.

We can now advise that the Synod has demonstrated eligibility and will receive JobKeeper payments for eligible people paid through the Synod or CSPS payrolls.

Continued P10





COVID-19 METRO MELBOURNE FAQs

AS AT NOVEMBER 12, 2020

The JobKeeper Payment rate has been reduced and paid at two rates:

- From 28 September 2020 to 3 January 2021, the payment rate will reduce to \$1,200 per fortnight for all eligible people who were working for 20 hours or more a week on average, and \$750 per fortnight for people who were working for less than 20 hours a week on average in the reference periods.
- From 4 January 2021 to 28 March 2021, the payment rate will further reduce to \$1,000 per fortnight for all eligible people who were working for 20 hours or more a week on average, and \$650 per fortnight for people who were working for less than 20 hours a week on average in the reference periods.

Our people are not required to resubmit a new nomination declaration and Congregations do not need to provide financial information to support the turnover tests. Eligible people will be notified of their payment tier by a message on their pay slip.

Please note that the Synod will need to demonstrate that the relevant decline in turnover test in the December quarter 2020 has been met to remain eligible for the JobKeeper payments from 4 January 2021 to 28 March 2021. Synod expects to be in a position to confirm eligibility in January 2021.

Further information is available in the JobKeeper Payment extension fact sheet. <https://treasury.gov.au/sites/default/files/2020-08/Fact-sheet-JobKeeper-Payment-extension-1.pdf>

Specific payroll queries can be directed to: Payroll-UCA@victas.uca.org.au

Congregations should record the JobKeeper payments in their accounts as a receipt – “Grants received Government”. **The amount should not be paid to ministers/staff as they have already been paid through the normal payroll processes.**

The Synod will manage all reporting to the ATO, including monthly declarations of revenue. This

is based on the Synod operations and not on individual congregation results. There is no need to submit monthly revenue results.

Unfortunately efforts to qualify for the Cash Boost Payment have been unsuccessful at this stage.

Congregations are reminded that the JobKeeper Payment has been implemented by the Government to help employers keep staff and restart when the crisis is over.

Some questions:

Do casuals need to submit timesheets?

Where a casual is normally paid by submitting timesheets, these need to continue to be submitted, even if it's for a small shift.

Do staff need to continue to work?

Yes. The JobKeeper payment processes allow an employer to reasonably alter an employee's duties, location and days of work. We would advise congregations to find all staff (including casuals) some work tasks to do even if it's from home. You might need to be creative and/or ask the staff what they may be able to contribute. Some ideas shared in the zoom meeting – for Playgroup workers contacting parents, providing activity packs, zoom catch up with children, sing alongs etc. Admin staff may also be used to keep in contact with members, email/deliver newsletters, filing etc. The work may not be what they normally do.

For Part-time/Casuals who receive a top up payment do LSL levies (portable LSL) apply?

Portable LSL Authority - levy for “Community Service Workers”: For those employees who are receiving a top-up payment, the top-up portion is not included in the calculation of the LSL levy.

The situation is the same as what has been calculated in the past (the actual total hours worked and the totals ordinary pay received by the worker, not including the JobKeeper top-up payment).

As of 15/10/2020





As of 12/11/2020

NEXT STEPS TO RECOVERY

When can we expect further easing of restrictions?

The Premier has flagged 11.59pm on November 22 for the next easing of restrictions.

What restrictions may be eased next?

There are a wide range of activities earmarked for the next round of easing, including:

- **Private gatherings:** up to 10 visitors at a time can visit a household.
- **Public gatherings:** up to 50 people can gather outdoors from any number of households, excludes infants under 12 months.
- **Indoor physical recreation** – contact or non-contact:
 - Patron cap of up to 100 people.
 - Group or class size up to 20 people.
 - Density quotient of 1 per 4m²
- **Indoor community sport** – contact or non-contact:
 - Patron cap of up to 100 people.
 - Group or class size up to 20 people.
 - Density quotient of 1 per 4m²
 - Large sporting venues will be able to open with a 25 per cent venue patron cap, with each space subject to the density quotient.
- **Outdoor sport and recreation** – contact or non-contact:
 - Patron cap of 500, group sizes align with public gathering limits of 50 people.
 - Density quotient of 1 per 4m²
- **Playcentres:** group limit of 20, patron cap of 50, Density quotient of 1 per 4m²
- **Indoor religious gatherings and ceremonies:** Allowed for up to 100 in total (in groups of up to 20) with density quotient of 1 per 4m²
- **Outdoor religious gatherings and ceremonies:** Allowed for groups up to 500 in total (in groups of up to 50) with density quotient of 1 per 4m²
- **Weddings:** Allowed with up to 100 members of the public, density quotient of 1 per 4m²
 - At a private residence: private gathering limits

- **Funerals:** Allowed with up to 100 members of the public, density quotient of 1 per 4m²
 - At a private residence: private gathering limits
- **Hospitality Venues:**
 - Indoor: Total venue capacity of 100 patrons per venue indoors, subject to density of 1 per 4m² and a maximum group size of 20 persons.
 - Outdoor: Up to 200 patrons per venue outdoors, subject to density of 1 per 2m² o Total venue capacity of 300 people.
- **Personal Services:** Hairdressing, beauty and personal care services: Masks can be removed for the person receiving the service of procedure if necessary, such as facial waxing, facials, beard trimmings and piercings around the mouth, nose and cheeks.
- **Creative studios, including venues for art and music:** Up to 20 people per space with 1.5 metres distance between patrons and subject to density quotient.

A full list of planned restrictions to be eased can be found at <https://www.coronavirus.vic.gov.au/sites/default/files/2020-11/Summary-of-statewide-restrictions-8-nov-2020.pdf>

As of 12/11/2020





During this time of second wave lockdowns, it is important that we all take care of ourselves and of each other. Sometimes we may need help to do this. Below are just some of the places you can turn to if you, or someone you know, may need some assistance coping with Stage 3 or 4 COVID restrictions:

WELLBEING

- Lifeline** ph **13 11 14**
- Beyond Blue** ph **1300 22 4636**
- Kids Helpline** ph **1800 55 1800**
- 1800RESPECT** ph **1800 737 732**
(Domestic & Sexual Violence)
- SafeSteps** ph **1800 015 188**
(support & planning to escape domestic violence)
- LGBTQIA** ph **1800 184 527**
(peer driven support)
- Alcohol or Drug related issues**
ph **1800 888 236**

A great workbook to help build resilience during isolation: <https://thewellnesssociety.org/free-coronavirus-anxiety-workbook/>

YMCA – Virtual Y – online platform with loads of fitness, nutrition, wellbeing, family and youth content. <https://virtually.ymca.org.au>

Vic Govt Food and personal care packages for people in mandatory self-isolation, delivered to your door.

ph **1800 675 398**

FINANCIAL

Centrelink
Online financial resources for existing customers:
www.servicesaustralia.gov.au/individuals/help-emergency

Centrelink Crisis Payments ph **132 850**

Uniting Vic Tas
<https://www.unitingvictas.org.au/contact-us/>

Aust Govt (early release of Superannuation):
www.australia.gov.au

