[Date]

***Strictly private and confidential***

[Employee Name]

[Employee Address]

[Employee Address]

Dear [Employee Name]**,**

**JobKeeper Arrangements and Directive**

We write to you in regard to the announced restrictions on 3 August 2020 by the Hon. Premier Daniel Andrews, specifically the Victoria State Government will implement Stage 3 lockdown measures for regional Victoria from ***11.59pm on 5 August 2020***.

This letter serves as confirmation:

* the business is enrolled in the JobKeeper scheme. Payments applicable to your employment with [Employer] (**the Club**) continue to be eligible for reimbursement through the scheme, subject to you remaining employed by us and continuing to meet the eligibility and nomination criteria to participate;
* the JobKeeper rules require the Club to ensure that you receive no less than $1,500 gross in each fortnight during the period of the scheme that the payment is claimed (currently, up to 27 September 2020). This payment may include wages for hours worked by you and/or paid leave taken by you, during the fortnight. Where these amounts are less than $1,500 gross, we will make a top up payment to you to meet the requirements under the scheme.
* arising from the recently announced return to Stage 3 restrictions;
  + the Club will be closed - restricted to offering take away food and alcohol; and
  + the Club’s outdoor [insert golf course and or tennis courts] will remain open, to the extent that they are facilities where people can exercise with no more than one other person or members of your household while maintaining 1.5 metres distance. Equipment must not be shared, and communal facilities cannot open.

JobKeeper directive

The Stage 3 business restrictions issued by the Government restrict much of our operations (as set out in this letter). Accordingly, the Club will be closed, operating only to the extent of [*insert what the business proposes to do in respect of its operations during this time – ie offer take away or maintain outdoor sport facility operations subject to the stated requirements*].

In line with our restricted operations, pursuant to the temporary measures available under Part 6-4C of the *Fair Work Act 2009* (Cth) (**FW Act**), the Club makes the following direction to you, in respect of your work with us:

***#Amend/delete as appropriate***

|  |  |
| --- | --- |
| ***Hours of Work*** | Pursuant to s.789GDC of the FW Act [*outline variation to hours / days to be worked by employee*] |
| ***Duties*** | [*outline any variation to the employee’s duties – noting the obligations that exist under s.789GE of the FW Act*] |
| ***Location*** | [*confirm whether duties are to be performed on site, at home or elsewhere – noting the obligations that exist under s.789GF of the FW Act*] |

Subject to our further consultation with you, our directive as set out above will take effect from [**insert date** *– which cannot be less than 3 full days from the date the written communication is received*].

The remaining terms and conditions of your employment [as set out in your [written contract/letter of offer] dated DATE] shall otherwise continue to apply.

To that end, we confirm that under the rules of Part 6-4C of the FW Act whilst you are subject to the above directive:

* your existing base rate of pay (worked out on an hourly basis) will not reduce – although your take home pay referable to hours worked will be affected where you are directed to work less than your ‘ordinary’ hours; and
* you will continue to accrue leave entitlements as if the direction had not been given.

Next steps

We would like to hear from you in respect of the above, and have scheduled a time for us to discuss on [**DATE at TIME**]. Please use this time to raise any questions or concerns you may have in respect of the above direction.

[Employer] takes its safety obligations very seriously and under no circumstances does it propose to return staff to work in circumstances where it would be unsafe to do so. As such, we wish to reassure you that whilst on-site all staff will be required to adhere to health and safety precautions (eg. hand washing, cleanliness and non-attendance if unwell/fever or required to self-isolate) as well complying with COVID government directives, such as physical distancing and maximum occupancy requirements.

***OPTION #1*** Staff requiring additional support at this time can access Employee Assistance Program, which is a confidential and free counselling service then please call [insert number].

***OPTION #2*** Staff requiring additional support at this time may wish to access the Government’s mental health online resource and referral system [Head to Health](https://headtohealth.gov.au/) ([www.headtohealth.gov.au](http://www.headtohealth.gov.au)).

We look forward to [welcoming you back to work and] continuing to work together with you during these challenging times.

Yours sincerely,

**#MANAGERFIRSTNAME #MANAGERLASTNAME**

**#MANAGERTITLE**