

Subject: RE: Permitted Work Permit
Date: Tuesday, 29 September 2020 at 12:36:14 pm Australian Eastern Standard Time
From: David Simmelmann
To: #Staff - General Admin, #Staff - Generic Logins, #Staff - Instrumental Staff, #Staff - Lab Assistants, #Staff - Library, #Staff - Shlichim, #Staff - Student Assistants, #Staff - Teachers ALL, #Staff - Teachers Creche, #Staff - Teachers ELC
CC: Idan Malka
Attachments: image005.jpg, image002.jpg, image004.jpg

Dear All Staff

Further to the below HR email re: the permitted worker permit, please note your security prox card will be fully re-activated from Monday 5th October 2020 so you will be able to access staff car parks and school buildings with your swipe card.

Please do not park in the Tooronga Rd or Kippen Drive car parks when accessing the school from 5th October 2020 onwards as these spaces are for families dropping off / collecting their child/ren.

Thank you for all your co-operation and patience with the changes to school access during the Stage 4 restrictions which were necessary to help keep everyone safe. It's great to see the restrictions easing and be getting ready for everyone's return to campus!

Kind regards

David Simmelmann
Director of Business

Bialik College
429 Auburn Road, Hawthorn, VIC, 3122, Australia



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From: Bialik College <papazc@bialik.vic.edu.au>
Sent: Tuesday, 29 September 2020 11:54 AM
To: David Simmelmann <SIMMED@bialik.vic.edu.au>
Subject: Permitted Work Permit

Dear Staff,
With the campus reopening for all staff (as required) from 5 October onwards, if you have not yet been issued with a Permitted Worker Permit and require one to attend campus,

please note the following process:

For staff who require a permit to attend the campus as of 5 October onwards:

1. Using the attached form fill out your Employee details (full name, DOB, address and role).
2. Using Table 1, fill out your ordinary hours of work.
3. Save the form as one **PDF** and email Carla for signing on behalf of the Employer.

For staff who need to attend campus prior to 5 October:

Please discuss appropriate attendance date/s and time/s with your Head of School and seek prior approval from David Simmelmann.

Once approved, please then forward the approval email to Carla, with your updated Permitted Worker Permit attached as per below:

1. Using the attached form fill out your Employee details (full name, DOB, address and role).
2. Using Table 2, fill out the approved date/s and time/s which you will be attending campus.
3. Save the form as one **PDF** and email Carla for signing on behalf of the Employer.

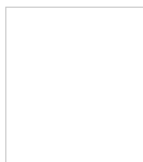
Kind regards,

HR Team

*If you cannot view images, please select "Enable Content" or "Download Images".

Bialik College

429 Auburn Road, Hawthorn, VIC, 3122, Australia



(03) 9822 7981

<http://www.bialik.vic.edu.au>

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