



Permitted worker scheme

The following Q&As have been adapted from the Department of Justice's information on the permitted worker scheme. For the latest up-to-date information, please visit: www.justice.vic.gov.au/permitted-worker-scheme

Q&As for employees

How do I receive my worker permit?

Your employer will provide you with your worker permit. At Metro, the People Division is coordinating this critical process for employees who need a permit.

You may travel to work without a worker permit once to receive the first worker permit.

Can I receive my worker permit electronically?

Your employer may send you your worker permit via email or text. You will need to print and sign or sign electronically.

Can I show my worker permit electronically?

No. At Metro, you must have a hard copy of your worker permit.

However, we encourage you to also have an electronic record of your worker permit - E.g. via a photo or a scanned copy on a mobile device.

You should also carry photo identification that matches the name on the worker permit when you are travelling to and from work.

Is the worker permit the only thing I have to show?

No. You should also carry photo identification that matches the name on the worker permit when you are travelling to and from work.

What am I certifying on this worker permit?

Employees will be declaring that their name and address, the work hours stated for them and the work location is correct.

What if I work non-standard hours?

The worker permit must specify the hours you are required to be at work.

I need someone to drive me to work – do they need a worker permit?

An adult can take a permitted worker to and from their place of work without a worker permit, if the worker is their dependant and unable to transport themselves.

If needed, authorities must be able to confirm that travel is in accordance with the worker permit.



What if I work in transport or logistics – am I allowed to drive between locations?

Yes, an employee in permitted transport or logistics activities can drive between locations. You must keep a log of the places visited including date, time and place of attendance.

I work in administration for a business in a permitted industry, can I choose to work on site?

No. You must work from home.

I have children at home, does that mean it is ‘not reasonably practicable for me to work at home?’

No. Unless it is not possible for you to perform your work at home, then you must work from home.

My employer and I disagree on whether it is ‘reasonably practicable’ for me to work from home, what should I do?

Your employer determines whether you can do your work from home.

If you do not agree with your employer, you should try to resolve your concerns with them initially.

In rare circumstances where an employee is at risk at home, an employee does not need a worker permit to travel to work. This includes in a situation of family violence.

If you are concerned that your work place is unsafe for you to attend, you should contact WorkSafe.