

POLICY P2.1.7

HEADQUARTERS AND SOPA PRECINCT

PARKING

ITEM	DESCRIPTION
Version Number	1.2
SOPs	<ul style="list-style-type: none"> ➤ SOP P2.1.7-1 Headquarters car parking ➤ SOP P2.1.7-2 Staff parking within the SOPA precinct ➤ SOP P2.1.7-3 Parking during major incidents or when working out of hours
Owner	Executive Director, Infrastructure Services
Contact	Director, Assets and Infrastructure
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1 Purpose

- 1.1 This policy outlines the parking arrangements for staff and visitors, the criteria for allocating Headquarters parking spaces and the rules for using parking facilities at either NSW Rural Fire Service (NSW RFS) Headquarters or NSW RFS negotiated parking within the Sydney Olympic Park Authority (SOPA) Precinct.
- 1.2 NSW RFS Headquarters parking arrangements are aligned with NSW Government Principles and in accordance with the essential business needs of the NSW RFS.
- 1.3 The purpose of this policy is to ensure:
 - a. All members of the NSW RFS are aware of the procedures for parking at the Headquarters building (4 Murray Rose Ave, Sydney Olympic Park) during normal office hours, after hours, on public holidays, and during periods of increased operational activity;
 - b. All members of the NSW RFS are aware of the procedures for the management of parking provided under the NSW RFS arrangements within the SOPA precinct; and
 - c. Compliance with NSW Government principles and policies relating to parking arrangements.
- 1.4 How a staff member travels to and from work is a personal choice. The role of the NSW RFS is to provide options and information to help staff make an informed decision.

2 Policy

- 2.1 Headquarters parking spaces are limited in number, making it necessary for NSW RFS to allocate and use spaces in the most effective way.
- 2.2 The NSW RFS has established an arrangement for the administration of **long-term parking** within the SOPA Precinct for NSW RFS staff based at Headquarters. *Note: **Short-term parking** in commercial*

parking facilities within the SOPA precinct is not subject to negotiated rates and will be on a day or hourly rate as displayed at the car park entrance.

- 2.3 Parking (either at Headquarters or the SOPA precinct) organised through the NSW RFS arrangement will be at a discounted rate.

Paying for parking through the NSW RFS arrangement – either at Headquarters or the SOPA precinct

- 2.4 Parking is offered on a cost-recovery basis to assist staff.
- 2.5 Staff who participate in the NSW RFS parking arrangement will enter into an ongoing agreement for salary deductions.
- 2.6 The NSW RFS/SOPA parking arrangement payment is by way of a monthly fee, which is deducted fortnightly.
- 2.7 Fees for staff participating in the arrangement are payable to the NSW RFS in advance by way of a salary sacrificed deduction, to minimise the impost to the employee. As payments will be via a payroll deduction, no additional or third party fees will apply.
- 2.8 Payments for parking cannot be suspended during periods of leave, or absence from work; accordingly, deductions will continue to be taken during these periods.
- 2.9 Staff are under no obligation to participate in the NSW RFS parking arrangement and may elect to engage with SOPA or other providers directly, or use other arrangements such as public transport or car-pooling etc.
- 2.10 The NSW RFS will seek to keep the related administrative arrangements to a minimum.

Ending the parking arrangement

- 2.11 A request to end the parking arrangement is made via the Cancellation of Parking form, found on SAP under E-Forms, giving one calendar months' notice.
- 2.12 Parking payment deductions will continue until a staff member requests to exit the program and the permit pass is returned to the Manager, Fixed Assets and Infrastructure.

Visitor parking

- 2.13 Visitor parking is limited and visitors should be encouraged to utilise public transport, taxi or nearby parking options to attend meetings at Headquarters.
- 2.14 There are a limited number of on-site visitor parking spaces which are to be booked through the booking system. NSW RFS members on official business in NSW RFS vehicles should utilise this parking whenever available. Should parking not be available at Headquarters, there are paid parking stations and on-street parking options in the SOPA precinct.
- 2.15 Visiting NSW RFS staff on official business, who need to access nearby commercial parking options are able to use their corporate credit card, or pay in advance and seek reimbursement in accordance with clause 2.12 of SOP P2.1.7-3.
- 2.16 Staff or volunteers requiring parking for an extended period of time i.e., away at multi-day events or operational deployments shall be by prior arrangement with the Manager, Fixed Assets and Infrastructure.

Accessible parking for holders of a valid Roads and Maritime Service (RMS) Mobility Parking Scheme Authority permit

- 2.17 Staff members with permanent or temporary mobility impairment will be eligible to apply for a reserved parking space for a private vehicle. The term of access will coincide with the currency of the permit.
- 2.18 Where accessible parking is assigned, this will be on a cost recovery basis equivalent to that of the discounted P3 24 hour parking costs. The option to salary sacrifice this cost is available and may further reduce this cost.
- 2.19 Alternatively, staff may choose to use their RMS permit to access appropriate on-street parking in the SOPA precinct, free of charge.
- 2.20 The Manager, Fixed Assets and Infrastructure will manage any contingency parking associated with the temporary assignment of spaces for short-term return-to-work or medically certified mobility difficulties.

Motorcycle and motor scooter parking

- 2.21 There are a small number of motorcycle spaces available at the Headquarters building which may be allocated on a cost recovery basis to staff at the Commissioner's discretion or via a ballot process.
- 2.22 Motorcycles and motor scooters must be parked in marked bays provided and may not be parked in any other area.
- 2.23 Alternatively, staff may choose to park their motorcycle/motor scooter in the free parking areas available on Herb Elliott Avenue, P1 Car Park (before the boom gate), and the P6 car park under the Ferris wheel (except during the Royal Easter Show). Fees apply if you use a car park.

Other options

- 2.24 Staff are encouraged to consider a range of travel and transport options including public transport, short-term and long-term parking in a commercial parking area, available on-street parking, and the use of end-of-trip facilities, such as bicycle parking.

Key contacts

- 2.25 In the event of any access or security issues, the contacts in priority order are as follows:
- a. During hours between 0800 and 1700 hours
 - i. Supervisor, Building Services – 0418 112 175
 - ii. Manager, Fixed Assets & Infrastructure – 0413 383 571
 - iii. State Duty Operations Officer (SDOO) – as per roster
 - b. Out of hours
 - i. State Duty Operations Officer (SDOO)
 - ii. Supervisor, Building Services
 - iii. Manager, Fixed Assets & Infrastructure

3 Related documents

- [Sydney Olympic Park Authority Parking Terms and Conditions](#)

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
18 October 2018	1.0	Initial release <i>Note: content regarding parking at Headquarters was previously included in P2.1.3</i>
14 May 2020	1.1	➤ Repeals and remakes P2.1.7 v1.0 ➤ Minor review to align with current processes
15 September 2020	1.2	➤ Repeals and remakes P2.1.7 v1.1 ➤ Amend SOP P2.1.7-3 clause 2.12 to align with current processes

SOP P2.1.7-1

HEADQUARTERS PARKING WITHIN 4 MURRAY ROSE AVENUE

1 Purpose

- 1.1 This Standard Operating Procedure (SOP) provides for the management of parking within NSW RFS Headquarters at 4 Murray Rose Avenue, Sydney Olympic Park to ensure the safety and security of staff and visitors.

2 Procedures

- 2.1 When utilising under building parking at Headquarters, members must remain aware that this is a shared building with other tenants. Staff members and visitors can only use NSW RFS allocated spaces and should not impose on other tenants' allocations.
- 2.2 There is no free general parking for Headquarters staff and contractors at the Headquarters building at 4 Murray Rose Ave, Sydney Olympic Park.
- 2.3 Parking at Headquarters is limited and is at the discretion of the NSW RFS Commissioner.
- 2.4 As a condition of parking anywhere within the Headquarters basement car park, staff members and visitors must:
 - a. Provide vehicle make, model, colour and registration to the Executive Director, Infrastructure Services or their delegate, when requested to do so;
 - b. Park only in designated car parking spaces;
 - c. Park in their allocated space, and not park in parking spaces reserved for others;
 - d. Report any damage (to people or property) immediately to the Manager, Fixed Assets and Infrastructure;
 - e. Not leave private vehicles on site for extended periods (e.g. more than three days) without the approval of the Executive Director, Infrastructure Services or their delegate, and
 - f. Comply with any reasonable direction from Infrastructure Services staff and that of the building owners or their managing agent.
- 2.5 A breach of clause 2.4 of this SOP may result in disciplinary action. All breaches will be referred to the Executive Director, Infrastructure Services and the relevant Director for review and determination.

Parking space allocations

- 2.6 The following roles will be eligible for an assigned parking space at Headquarters for a departmental or private vehicle at the Commissioner's discretion:
 - a. Commissioner;
 - b. Deputy Commissioner;
 - c. Executive Directors;
 - d. Directors;
 - e. Allocated departmental vehicles; and
 - f. Staff rostered to the Operations Communications Centre (OCC) and designated ICT rostered staff.
- 2.7 Any such allocation will be on a cost recovery basis for non-departmental vehicles excluding OCC and ICT designated parking spaces for rostered staff.
- 2.8 Parking spaces for departmental vehicles from other NSW Government agencies such as the NSW State Emergency Service and Fire & Rescue NSW, will be agreed to and then assigned to each agency. At no time must these spaces be used for general staff parking other than in accordance with this SOP.
- 2.9 There are a number of reserved parking spaces for NSW RFS Departmental pool cars.
- 2.10 There are a number of bookable parking spaces available for internal and external visitors.

- 2.11 A number of accessible parking spaces are available for holders of a valid RMS Mobility Parking Scheme Authority permit.
- 2.12 Other available spaces may be allocated on a cost recovery basis at the Commissioner's discretion or via a ballot process.

NSW RFS Departmental pool car parking

- 2.13 Designated car spaces are provided in the basement car park area for Headquarters NSW RFS pool cars.
- 2.14 When a staff member has approval to utilise a NSW RFS Headquarters pool car, they may park their private vehicle in the space reserved for the pool vehicle, until the pool vehicle is returned.
- 2.15 Staff may reserve a visitor car space through the electronic booking system for the period immediately prior to picking up and immediately after the return of the pool vehicle, not exceeding two hours. Should longer periods of parking be required, staff are to utilise their normal parking arrangements.

Bicycles

- 2.16 Bicycle parking facilities (racks) are provided in the basement car park, at no cost.
- 2.17 Bicycles must only be stored in the designated bike racks provided, and must not be brought into the building at any time.

3 Related forms

- Application for Parking E-Form (available on SAP)
- [Finance Vendor Management Form](#)
- [Accounts Payment Voucher](#)

SOP P2.1.7 - 2

NSW RFS/SOPA PARKING ARRANGEMENTS

1 Purpose

- 1.1 This Standard Operating Procedure (SOP) outlines the management of car parking provided under the arrangement made between the NSW RFS and SOPA within the Sydney Olympic Park Precinct.

2 Procedures

- 2.1 The NSW RFS has established a contractual arrangement with the SOPA for the ongoing use of some parking areas at a discounted rate.
- 2.2 Staff are not obligated to access this arrangement and may elect to approach SOPA directly, or use other arrangements such as public transport or car-pooling.
- 2.3 The NSW RFS discounted rates apply at the P3 car park (entry via Sarah Durack Ave) and the P5 open-air car park (entry via Hill Road, near Holker Street).
- 2.4 The arrangement includes two parking rate options:
 - a) mid-week access (0600hrs – 1830hrs Monday to Friday) or;
 - b) all week (24/7 access).
- 2.5 SOPA parking rates are indexed annually and any increase will be passed on to staff participating in the arrangement.
- 2.6 Due to the requirement for salary sacrifice of payments, this program is only available to staff on the NSW RFS payroll. Contractors or temporary staff are not eligible for this agreement and may elect to approach SOPA directly, or use other arrangements such as public transport.
- 2.7 A staff member may request NSW RFS apply for SOPA parking under this arrangement via the Application for Parking form found under E-Forms under SAP. Applications involve both NSW RFS and SOPA and may take up to four weeks to process.
- 2.8 All NSW RFS staff participating in this arrangement are subject to the SOPA parking terms and conditions (see: sydneyolympicpark.com.au/Parking). Failure to do so may result in the revocation of access and may be subject to disciplinary action.

Parking permit passes

- 2.9 Parking permit passes issued by SOPA are assigned to participating staff under a 'swipe in, swipe out' system, meaning only one vehicle can be parked with the card at any one time.
- 2.10 If a parking permit pass is lost or stolen, staff are required to immediately report the loss to the Manager, Fixed Assets and Infrastructure so that it may be deactivated. Replacement passes will be issued at an additional cost.
- 2.11 If a staff member forgets their parking permit pass and/or obtains a ticket on entry to a car park, they will be charged the full casual rate applicable, as per the ticket. The NSW RFS will not reimburse a staff member for the cost of parking in these instances.

Parking during major events

- 2.12 During major events in the SOPA precinct, the P3 car park may become congested. Overflow parking is available in the P5 open-air car park on these occasions.
- 2.13 Should this be a known event (e.g. the Sydney Royal Easter Show), the NSW RFS may coordinate a shuttle bus to transport staff to and from Headquarters.

3 Related Forms

- Application for Parking E-Form (available on SAP)

SOP P2.1.7 - 3

PARKING ARRANGMENTS DURING MAJOR INCIDENTS OR WHEN WORKING OUT OF HOURS

1 Purpose

- 1.1 This Standard Operating Procedure (SOP) outlines the management of parking provided under the arrangement made between the NSW RFS and SOPA within the Sydney Olympic Park Precinct.

2 Procedures

Parking arrangements for Staff electing, directed or rostered to work out of hours

- 2.1 Staff who are electing, directed or rostered to work out of hours, may with prior approval of their manager, move their car into one of the Headquarters visitor car spaces after 1600hrs, if a parking space is available. These spaces must be booked using the electronic booking system and must be vacated by 0800 the following day.
- 2.2 If a space is not available in the Headquarters car park then staff directed or rostered to work out of hours with prior approval of their manager may seek reimbursement for additional parking costs beyond their normal working hours.
- 2.3 Staff holding a corporate credit card who are directed or rostered to work out of hours may use their corporate credit card to pay for parking costs outside the NSW RFS/SOPA parking arrangement. Staff not holding a corporate credit card should claim this cost in accordance with clause 2.12 of this SOP.

Parking during State Operations Centre (SOC) activations and major events

- 2.4 To provide greater flexibility during periods of increased operational activity, the NSW RFS has secured an agreement with SOPA, being SOPA will provide overflow arrangements which will include access to other car parks within the precinct.
- 2.5 Overflow parking provided by SOPA will become available for authorised individuals working within the SOC or the associated Bush Fire Information Line (BFIL) when it is activated.
- 2.6 The NSW RFS may provide a shuttle bus to authorised individuals during such activations, if warranted.
- 2.7 The overflow parking area will be available to authorised individuals free of charge. Overflow area tickets, need to be exchanged for exit tickets at the NSW RFS Headquarters reception counter. Pending the overflow arrangement at the time, exit from a SOPA carpark will not be provided without a valid exit ticket.
- 2.8 Staff working in the SOC or the BFIL beyond 1800hrs may park their car in one of the Headquarters visitor car spaces after 1600hrs, if a car space is available. These spaces must be booked through NSW RFS Headquarters Reception and be vacated by 0800hrs the following day.
- 2.9 If a space is not available in the NSW RFS Headquarters car park then staff may seek reimbursement for additional parking costs beyond their normal working hours in accordance with clause 2.12 of this SOP.
- 2.10 Staff who know in advance of their roster in the SOC or the BFIL should utilise the overflow parking if activated. If not activated, staff should continue to utilise their normal parking arrangements.
- 2.11 Representatives from other agencies working in the SOC will be advised of parking arrangements at the time of their deployment to the NSW RFS.

Claiming reimbursement for parking expenses

- 2.12 Staff not holding a corporate credit card will need to pay in advance and claim expenses by means of:
 - a. Completing a [Purchase Request in the Concur expense management system in advance \(where delegation is not held\)](#);
 - b. Submitting an [Expense Reimbursement Claim in the Concur system](#) with supporting receipt;
 - c. Monies will be transferred to the staff member's nominated bank account.