



Australian Government

AFTRS

AFTRS

AFTRS Car Parking Policy – Sydney Campus

Responsible Officer	Director, Corporate and Student Services
Contact Officer	Facilities Manager
Authorisation	Director, Corporate and Student Services AFTRS Managing Executive
Effective Date	27 th April 2010
Associated Documents	<i>Fringe Benefits Tax Assessment Act 1986</i> Car Parking Procedure AFTRS Salary Packaging Guide

1. Policy Name

The AFTRS Car Parking Policy.

2. Preamble

Prior to the relocation of the Sydney facility to Moore Park there were no limitations on free staff parking. Both the Moore Park premises and the interstate offices have limited parking. Staff and visitor access needs to be addressed. In addition, as part of the relocation of the Sydney facility to Moore Park, there was a guarantee from AFTRS that for 2 years staff would have access to free parking should they need it. This period is concluding and transitional provisions have been determined.

3. Policy Scope

This policy establishes the availability of staff and visitor parking.

4. Definitions

Staff refers to employees of the School engaged on ongoing (permanent), fixed term or temporary employment contracts and excludes casual employees (PC1s) and contractors.

5. Policy Statement

AFTRS aims to ensure that staff, employees, students and visitors to the School have reasonable access to parking facilities.

AFTRS will, where possible, provide parking free of charge for the Chief Executive Officer, members of the Executive, Senior Managers, and important visitors such as members of the AFTRS Council. One disabled car park will also be provided (Moore Park premises only).

As part of the relocation transition process AFTRS will continue to provide free parking for Sydney based staff at the Wilson Multi-storey Car Park within the Entertainment Quarter until 31st May 2010. Staff who are eligible for free parking in the Multi-storey car park on 31st May 2010 will continue to have access to parking free of charge until 3rd February 2011. From 1st June 2010 new staff will not be eligible for free parking in the Multi-storey car park.

Salary sacrifice arrangements for car parking at the Wilson Multi-storey Car Park will be available for new staff from 1st June 2010 and staff accessing free parking in the Wilson Multi-Storey Car Park as at 31st May 2010, from 4th February 2011.

6. Implementation

I. Roles and responsibilities

Facilities Manager is responsible for the approval of long term and temporary parking requests, the negotiation of corporate car parking rates and the administration and review of this policy and related procedures.

Central Services Manager is responsible for issuing Wilson Car Park access cards in Sydney on receipt of approval from the Facilities Manager.

Payroll Manager is responsible for developing and implementing appropriate salary sacrifice arrangements and advising new and existing staff of the procedures.

Head of Finance is responsible for developing and implementing related accounts processes.

II. Procedures and Forms

Procedures are outlined in the AFTRS Car Parking Procedures and are reviewed regularly by the Facilities Manager.

7. Review

This policy will be reviewed at least every 2 years or more often if necessary.