



Australian Government

AFTRS

AFTRS

AFTRS Car Parking Procedure – Sydney Campus

Linked Policy	This procedure details the processes pursuant to the AFTRS Car Parking Policy
Responsible Officer	Facilities Manager
Contact Officer	Facilities Manager
Authorisation	Director, Corporate and Student Services AFTRS Managing Executive
Effective Date	27 th April 2010
Associated Documents	AFTRS Car Parking Policy AFTRS Salary Sacrifice Procedures <i>Fringe Benefits Tax Assessment Act 1986</i>

1. Procedures Name

The AFTRS Car Parking Procedure.

2. Preamble to procedures

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. Scope

This procedure:

- establishes the availability of staff and visitor parking at AFTRS facilities and offices;
- determines who has access to free School parking;
- establishes transitional arrangements for staff who have received free car parking under original relocation arrangements;

- outlines the processes to be followed;
- enables salary sacrificing for car parking;
- allocates authority, and
- establishes review procedures.

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. Procedures

1. Ongoing Parking at Rear of Building

There are 40 car parking bays available to AFTRS at the rear of the building. These are numbered bays and include a disabled access parking bay, a VIP Visitor parking bay and production vehicle parking bays. Other parking bays are allocated by number to the Chief Executive Officer, managing Executive, and Senior Managers. If there are insufficient car parking spaces available for eligible staff AFTRS will purchase additional car parking spaces at the Wilson Multi-storey Car Park.

On approval from the Facilities Manager parking permits may be obtained from Central Services. They should be placed on the bottom left hand side of the car's front windscreen. They can be peeled off if a vehicle is sold, repaired, changed etc. and placed on the new vehicle.

Access to the parking area is only available during Entertainment Quarter operating hours, usually 6am to midnight. Please note that the speed limit on the road leading to the AFTRS car park is 15 kph.

Car parking bays are allocated to a position and are not transferable to another position. Staff acting in an eligible position may access the allocated car parking bay.

Staff who have been allocated a car parking bay are requested to advise the Facilities Manager if they are proceeding on leave or will not require the car parking bay for other reasons. This will assist in the allocation of temporary parking permits.

Failure to adhere to any aspect of this procedure may result in the revocation of the entitlement to free car parking.

II. Temporary Parking at Rear of Building

On occasion it may be necessary for staff, students, contractors or other visitors to park for very short periods at the rear of the building.

Approval should be sought from the Facilities Manager who will issue a temporary (dated) parking permit. For very short term parking, and if the Facilities Manager is not available, Security may issue permits.

Temporary parking permits must be clearly visible on the car's dashboard. They should be returned when no longer required.

III. Staff Parking at Wilson Multi-level Car Park

In recognition of the difficulties facing some staff as a result of relocating the workplace to Moore Park, AFTRS agreed to provide staff car parking free of charge for a transitional period of 2 years i.e. until May 2010. Only ongoing and fixed term staff have been eligible.

From 1st June 2010 new staff will not be eligible for free car parking in the Wilson car park (subject to I above). Staff who are eligible for free car parking in the Wilson car park as at 31st May 2010 will continue to be fully subsidised by AFTRS for parking until 3rd February 2011. Access to car parking through salary sacrifice arrangements will be available to new staff from 1st June 2010 and to staff who have free parking until 3rd February 2011, from 4th February 2011.

Parking at the Wilson Multi-level Car Park is subject to Wilson's terms and conditions. Failure to abide by these may result in penalties being incurred.

IV. Non-Staff Parking at Wilson Multi-level Car Park

Parking in the Wilson Multi-level Car Park is free for the first two (2) hours and then incurs an hourly rate. Reduced daily rates (\$8 as at March 2010) are payable when parking tickets are validated by Security. Cost Centre Managers may choose to reimburse daily parking costs from their Cost Centre.

There are disabled access parking bays on the ground level of the Wilson Multi-level Car Park. Disability Permits issued by the Department of Transport are recognised for use of the disabled access car bays. Standard Wilson parking charges apply.

V. Salary Sacrifice

All salary sacrifice arrangements are prospective and must be initiated by staff. Staff commencing with the School will be provided with details of the provisions as part of their contract documentation. Continuing staff will be advised at least a month prior to the beginning of the new salary sacrifice period so there is time to make appropriate arrangements. Staff will be required to commit to salary sacrifice arrangements in three month periods (or until their contract expiry date if earlier).

Only those with a salary are eligible to salary sacrifice i.e. casuals and companies will not be able to access this provision. There is no Fringe Benefits Tax on these expenses and AFTRS can claim input tax credits for any Goods and Sales Tax (GST) paid so salary sacrifice arrangements will be exclusive of GST.

Staff will be asked to indicate annually whether they intend to access car parking through salary sacrifice arrangements. This will enable AFTRS to negotiate the best possible rate. AFTRS will continue to purchase parking from Wilson for staff use on a 7 day per week basis as this will enable staff to access parking without having to pay a lump sum "up front".

Part time staff wishing to access salary sacrifice for car parking will be able to either participate in the process outlined above on a 7 days per week basis, or arrange a lesser number of days per week directly with Wilson and access the normal salary sacrifice provisions. In order not to place an unreasonable administrative burden on AFTRS, staff who choose to negotiate directly with Wilson must present receipts for periods of a month or more at a time and will be unable to access the negotiated corporate rates.

6. Implementation

I. Roles and responsibilities

Facilities Manager is responsible for the approval of long term and temporary parking requests, the issuing of relevant

passes, 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, implementing and disseminating appropriate salary sacrifice information and procedures.

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

Human Resources is responsible for ensuring all new staff receive information on salary sacrificing for car parking as part of their employment contract information.

7. Review

These procedures will be reviewed as required.