



Guidelines for Rural Fire Service Issuing Officers **for the Complimentary NPWS Annual Pass**

A. RFS Exemption Statement:

One free All-Parks annual pass in each 1 June – 31 May period per volunteer member of the RFS with a “Member Ordinary” classification. No passes can be issued to persons who:

- are not an ordinary member of the RFS;
- are paid staff of the RFS who do not also meet the member ordinary volunteer classification;
- are probationary members; or
- are otherwise excluded because they cannot satisfy the criteria identified below.

B. Eligibility Definition

- An ordinary member and one who has met their brigade’s Constitutional requirements for voter status and attends RFS activities.

C. Eligibility and Terms and Conditions

1. Applicant must be an ordinary member as defined above.
2. Ordinary members are not eligible to receive an All Parks Annual Pass if they have been issued with a free annual pass or exemption card for another NPWS exemption group.
3. Volunteer members who have been reclassified as a “Probationary Member” due to brigade/DTZ transfer will be entitled to a pass if they held an ordinary membership of their previous brigade.
4. If an ordinary member transfers from one district to another they cannot be issued an additional pass. The pass transfers from their previous D/T/Z and will be automatically updated in RMS.
5. Passes can only be obtained from a volunteer’s D/T/Z office.
6. If a pass is to be collected on behalf of the volunteer member, then a letter of consent must be provided to the volunteer’s local DTZ office from which pass is to be collected. The letter of consent must be attached to the application form. (*Delegate Authorisation Form*).
If for any reason an applicant requests that his/her pass be mailed to them, an *Acceptance of Risk for Posted NPWS Pass* must be completed by the applicant and attached to the application form.
7. Eligible volunteers must comply with all NPWS pass conditions outlined on the annual pass carrier.

8. A copy of the eligible volunteer's **current** vehicle registration must be attached to the application by the RFS issuing officer. The papers must be for the vehicle the annual pass will be affixed to and **must** be registered at the eligible volunteer's primary place of residence (*as listed on RMS*). Applicants unwilling to comply with this requirement cannot be provided with an annual pass.
9. For business registered vehicles, including those supplied as part of a remuneration package, volunteers will be required to provide a letter of confirmation from their employer advising that the nominated vehicle is allocated for their sole use and the vehicle will not be used in NSW National Parks for any business/commercial purposes. The letter must state the registration number of the vehicle. The original letter must be attached to the volunteer's application form (*Private Vehicle Usage Declaration Form*).
10. Annual passes are not transferable between vehicles for any reason. RFS issuing officers **cannot** approve a replacement pass. Replacement passes can only be obtained from the Department of Environment and Climate Change (DECC). An administration fee of \$6.00 applies to replacement passes, payable to DECC.

DECC will only issue a replacement pass if a vehicle has been sold, written off or the windscreen has been replaced:

- ⇒ In the instance of windscreen damage, as much of the pass must be removed and returned to the DECC Annual Pass Centre office with a copy of the windscreen repair notice.
- ⇒ If vehicle has been sold, written off or is no longer in the possession of the pass holder the label must be removed before vehicle is disposed of. Proof of disposal or transfer of the vehicle is required.

Please contact the DECC Annual Pass Centre on 9585 6068 or PO Box 1967 Hurstville NSW 1481 for details on obtaining a replacement pass.

11. The volunteer's vehicle registration must be either printed or written with a black laundry marker on the pass once the application has been approved and these details entered into RMS. Annual passes can not be issued without a vehicle registration. The use of a biro pen or equivalent to complete vehicle registration details will be deemed to be an invalid pass by DECC and the user of such a pass may receive a fine exceeding \$68.00.
12. Issuing Officers are required to confirm receipt of Annual Pass stocks with the RFS Manager, Volunteer Relations. Any missing passes must be reported to the RFS Manager, Volunteer Relations immediately.
13. Damaged passes **cannot be replaced** without the prior approval of the RFS Manager, Volunteer Relations. Passes received by applicants that have been lost or misplaced cannot be replaced.

14. On leaving the RFS for any reason – the volunteer's Annual Pass must be returned and cancelled on RMS. Issuing Officers are responsible for ensuring this is recorded on RMS.
15. Annual passes cannot be used for brigade fundraising, sold, auctioned or exchanged for goods / services. Volunteers cannot sell, donate or exchange their pass for any reason. Passes made available in these circumstances will be considered to be an inappropriate use.
16. Any unauthorised, fraudulent or inappropriate use of the pass will call for instant cancellation of the pass and action taken in accordance with the RFS's disciplinary procedures. RFS issuing officers must immediately advise the Manager, Volunteer Relations in writing of any such action.
17. Unauthorised, fraudulent or inappropriate use of a pass may result in the user of such a pass being fined by DECC.
18. All annual passes must be accounted for in RMS. Stock passes must be stored in a secure, restricted access location. Completed application forms are to be retained on file at the D/T/Z Office for auditing purposes. The D/T/Z Issuing Officer must undertake a regular audit of issued and unissued passes. An annual audit will be undertaken to ensure compliance with these guidelines.

Acceptance of Risk for Posted NPWS All-Parks Annual Pass



Required to be completed by the NPWS All-Parks Annual Pass applicant in the event that their NPWS All-Parks Annual Pass is sent to them via mail.

By completing this form, the applicant acknowledges that the NSW Rural Fire Service can not accept responsibility for NPWS All-Parks Annual Passes that are sent via post.

NPWS All-Parks Annual Passes that are lost or damaged can not be replaced by the NSW Rural Fire Service.

Volunteer Details

Name: _____

Vehicle rego: _____

Brigade: _____

A/H Phone: _____

B/H Phone: _____

Mobile: _____

I, _____ request that my NPWS All-Parks Annual Pass be
(Applicant)

posted to me at _____ . I accept all responsibility
(Address)

for the NPWS All-Parks Annual Pass once it has been posted and acknowledge that the
NSW Rural Fire Service can not issue a replacement NPWS All-Parks Annual Pass.

Volunteers' Signature

Print name

Date

RFS Internal Use Only

Issuing Officer signature: _____

Issuing Officer name: _____

NPWS Pass Number allocated: _____

Date posted: _____

NPWS All-Parks Annual Pass



Delegate Authorisation

Required to be completed by the NPWS Pass applicant in order to authorise a delegate to collect their NPWS All-Parks Annual Pass on their behalf.

Volunteer Details

Name: _____

Vehicle rego: _____

Brigade: _____

A/H Phone: _____

B/H Phone: _____

Mobile: _____

I, _____ authorise _____ to
(Volunteer) (Delegate)

collect my NPWS All-Parks Annual Pass on my behalf.

Volunteers' Signature

Print name

Date

NPWS All-Parks Annual Pass



Private Vehicle Usage Declaration

This declaration is required to be completed and signed by the employer when a company vehicle has been allocated solely to an employee for private use.

Volunteer Details

Name: _____

Residential Address: _____

Suburb/Town: _____

Postcode: _____

A/H Phone: _____

B/H Phone: _____

Mobile: _____

Business Details

Business Name: _____

Employer Name: _____

Vehicle rego: _____

Street Address: _____

Suburb/Town: _____

Postcode: _____

Phone: _____

I, _____ declare that the vehicle _____ is
(Employer) (Vehicle registration)
allocated for the sole use of _____. This vehicle will
(Volunteer's name)
not be used in any National Parks for commercial purposes.

Employer's Signature

Print name

Date



NPWS All-Parks Annual Pass

Change of Address Declaration

Required to be completed by Pass applicant who has changed residential address since the issue of their vehicle registration papers.

Volunteer Details

Name: _____
Vehicle rego: _____
Brigade: _____
A/H Phone: _____
B/H Phone: _____
Mobile: _____

Previous Address

Address: _____
Suburb/Town: _____
Postcode: _____

Current Address

Address: _____
Suburb/Town: _____
Postcode: _____

I, _____ declare that the vehicle _____ is
(Volunteer) (Vehicle registration)
registered and garaged at my primary residence _____
(Current Address)

(Current Address)

Volunteers's Signature

Print name

Date