



MEMORANDUM

To	All Brigade Secretaries		
From:	Fire Control Officer		
Subject:	NPWS All Parks Annual Pass		
Date:	18 May 2018	File No.	RFB/6200/MW

The NPWS “All Parks” Annual Passes, provided at no cost to Rural Fire Service members, are now available at Fire Control.

Ordinary Members of your Brigade are eligible to obtain a pass. *Probationary and Junior Members* are not eligible EXCEPT if a Probationary Member *has transferred from another Brigade where they were an ordinary member*. However, should the status of any Junior or Probationary members change throughout the year, they may then apply for a pass. If your Brigade requires clarification of the status of any member, please contact Fire Control.

Members should consider carefully which sections are appropriate for them to complete in order to receive their pass:-

- Section 1 is to be completed by ALL MEMBERS who are applying for a pass. It should be noted that members must complete only the TOP section of the form when applying, ie. Only the section **above** the box marked “Issuing Officer Checklist”.
- Section 2 should be completed if the member is authorising someone else to collect their pass.
- Section 3 must be completed if member has private use of a Company vehicle which will be associated with the pass.
- Section 4 must be completed if the member has changed address since their vehicle was registered and therefore the member’s address on the membership database (SAP) is not the same as the address on the registration papers.
- Section 5 must be completed if the Application Form if the member wants the pass posted out.

Ordinary Members who wish to obtain a pass will need to complete the appropriate sections from those listed above and attach a photocopy of the **current** registration papers for the vehicle to which the sticker is to be adhered and return the forms to Fire Control.

The passes for members who do not include either a "Delegate" or "Mail Out" form should be available from Fire Control approximately two weeks after application (members may wish to confirm that their pass is available for collection before coming to Fire Control to collect) If a member finds they are unable to collect their pass, they may then complete a "Delegate" form and give it to their delegate to collect the pass on their behalf. Alternatively, they can then complete a "Mail Out" form and send it to us and we will then put their pass in the mail.

It should be noted that the issuing of these passes is strictly audited and ALL requirements MUST be met in order for a pass to be issued. Unfortunately, there can be no exceptions. Members are therefore urged to ensure that all forms are completed accurately and only CURRENT registration papers are supplied to ensure that there are no delays in issuing the passes. Any applications not completed correctly will be returned to the member.

The National Parks Pass Application is also available on MYRFS.

If you have any further enquiries regarding this matter, please phone Fire Control on 4560 6400.

Regards



Karen Hodges

Fire Control Officer