

Revenue NSW

Parking Fines Website Reporting



The government introduced the *Fines Amendment (Parking Fines) Bill 2024* which came into effect on 1st July 2025 to reform the parking fine system to make it fairer, more transparent and in line with what the community expects. A copy of the *Fines Regulation 2025* can be found here: [sl-2025-450](#). This came into effect on 1 September 2025.

The legislation places the responsibility of publishing reports on Issuing Agency's. To support each agency to comply with the legislative requirements to publish relevant data, Revenue NSW will provide an ongoing report that will be placed in the Issuing Agency's SharePoint folder. This can be accessed to support your agency publish the relevant data. The data will be based on offence date for the month.

Revenue NSW will supply the approved form / template to the Business Partner to publish the report. The report will be added to the Issuing Agency's SharePoint folder: "BP Name – Fines Amendment – Website Reporting". If the Business Partner has not issued any parking fines for that quarter, then there will be no report showing in that folder in SharePoint, however the Issuing Authority will still need to report on their Website nil return on their parking fines.

How often does the Issuing Agency need to publish reports:

The first two reporting periods will be three months, and then every six months ending 30 June and 31 December.

For example, the first reporting period is up to 30 September 2025, the second reporting period is between 1 October 2025 up to 31 December 2025, and subsequently 30 June 2026 and 31 December 2026, then six monthly from there.

Is there a timeframe for the reports to be published?

The reports must be published on your agency website within 28 days after the end of each reporting period.

Does the Issuing Agency still need to publish on their website if the agency has not issued any parking fines for that quarter?

Yes. For those agencies that have not issued parking fines in the quarter, they will **NOT** receive a report in their SharePoint "Fines Amendment - Website Reporting" folder. They are, however, required to still publish a statement on their agency's website advising of a nil return for the quarter.

The Issuing Agency are also required to notify the Commissioner of Fines Administration of a nil return.

Does the Issuing Agency need to provide a copy of the report to Revenue NSW?

Yes, once the report has been published, the Issuing Agency will also need to supply the Commissioner of Fines Administration with a copy of the report OR advise of the nil return for the quarter by emailing businesspartners@revenue.nsw.gov.au.

The Issuing Agency must share the report with the Commissioner of Fines Administration within 28 days after the end of each reporting period.

What format does the report to the Commissioner of Fines Administration need to be in?

The report must be provided to Revenue NSW in the approved MS Excel format as an attachment via email (rather than a link to the report on the website).

If there is a Nil return, the Issuing Agency is required to notify the Commissioner of Fines Administration of a nil return via email.

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How to fill in the Organisation Tab?

It is the responsibility of the Issuing Agency to fill in the details in the Organisation Tab in the Excel report.

The Issuing Agency must fill in all details from row 1-9. Do they need to put their General Manager's direct phone number? No, it is not expected that anyone's direct or personal contact details are used. Public facing or general contact details of the Issuing Agency are acceptable to be used in the report.

At row 9 a signature is not required, the Issuing Agency can record the reporting officer's name here (not a position or role or signature). Row 9B should mirror the name in Row 4B.

Can the 'Head of the Issuing Agency' delegate the reporting contacts details to a manager, eg Manager of Regulatory Services? Delegation is a matter for the head of each Issuing Agency. The Head of the Issuing Agency can delegate the reporting contact details to a manager, it is not a requirement for Revenue NSW to sight the delegation, however, Issuing Agency should be made aware that appropriate delegations are in place.

	A	B
1	Name of organisation	Issuing Agency ABC
2	Reporting start date	1/07/2025
3	Reporting period end date	30/09/2025
4	Reporting officer name	John Smith
5	Reporting officer position	General Manager
6	Reporting officer phone number	9999 9999
7	Reporting officer email	johnsmith@issuingagency.nsw.gov.au
8	Date of submission	1/10/2025
9	I certify that to the best of my knowledge this report is true and accurate	John Smith (name in B4 - Signature not required)
10		
11		
12	Table 1	Totals
13	Table 2	Grounds for not attaching a fine notice or notification
14	Table 3	Reasons for invalidated fines

What does "Other" mean in Table 3?

The "Other" line in Table 3 refers to any other reason that a fine has been invalidated outside of the legislative requirements (ie some examples include: the Issuing Agency has asked for the fine to be withdrawn, Issuing Officer error, deceased person, faulty meter, vehicle breakdown or continuous offence).

Reason	Count
Invalidated under section 24AE(2)	100
Invalidated under section 24AG	100
Invalidated under section 24AH(1)(a)	100
Invalidated under section 24AH(1)(b)	50
Other	50

Does the Issuing Agency need to publish the Metadata form as well?

No, the Metadata tab is not required for public display. The Instructions Tab, Organisation Details Tab and the three Table Tabs of data should be published. The Instructions Tab provides context to the report. Below shows what tabs are included in the Excel Spreadsheet (highlighted in yellow are the required tabs to be published):

Metadata	Instructions	Organisation_details	Table_1	Table_2	Table_3
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What format does the report need to be in on the Issuing Agency's website?

It is legislated to provide the report in the approved form. It is suggested that the Issuing Agency retains the format of the five tabs shown in the report provided by Revenue NSW (note: the Metadata form is not required to be published).

The Issuing Agency should upload the report to the organisation's website in the approved form (which is in MS Excel - the format / template that Revenue NSW have shared via their SharePoint folder).

While agencies may choose to present the data in a more user-friendly format (eg styled web pages or PDFs) for public engagement, the Excel version must remain accessible and must be emailed directly to the Commissioner.

Can the Issuing Agency remove any rows where there is zero information reported?

The report is an approval form / template and rows or columns should not be altered or removed.

How long do reports need to stay on the website?

The *Fines Regulation 2025* doesn't specify a minimum retention period. We would advise that Issuing Agency's will need to keep old reports published and accessible on their website.