ERM User Manual

Use of Tolls on Production Runs

Updated 28 July 2020 23:17 by @Reception Staff at Iconic Productions Sydney - Faith

1. The address of Iconic Studios, 93 Wardell Road, Earlwood NSW 2006 is no longer part of the storage facility. The lease ended today and the company has a new large Warehouse/Studios at
    - Iconic Productions Warehouse & Studios
      Unit 13 / 94 Bryant Street
      Padstow NSW 2211
      Australia
    - Access to the warehouse still requires permissions, unless you are authorised with Key Asset Authority. Speak to your Supervisor for approval.
2. Ignore all references to 93 Wardell Road Earlwood. They have been removed.
3. Updated the references of what to do with receipts and where to park the cars at the warehouse.

All **Production Runners** are required to travel to and from locations using the following procedure and policy when on a run. When travelling on a run to pick up or delivery an item a policy regarding the use of Tolls is now being implemented.

Description	Use of
At start of shift, travelling to City or CBD or Standby Area or HO.	***Not Allo***
During work, travelling or returning to City or CBD or Standby Area or HO.	***Not Allo***
In North Sydney, North Shore area and returning to City or CBD or Standby Area or HO	***YES ALL***
In North Sydney, North Shore area picking up or delivering any number of items in CBD or city	***YES ALL***
Travelling to DHL Warehouse to start Delivery Run.	***Not Allo***
Travelling to a location to pick up an item with no other items in vehicle to deliver.	***Not Allo***
Travelling to a location to pick up an item with 1-3 items already in vehicle to deliver.	***Not Allo***
Travelling to a location to pick up an item with 3 or more items already in vehicle to deliver.	***YES ALL***
Travelling to a location to deliver an item with 1 or no other items to be delivered in vehicle.	***Not Allo***
Travelling to a location to deliver an item with 2 or more items still to be delivered in vehicle.	***YES ALL***
Picking up or Delivering a VIP job.	***YES ALL***

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Picking up or Delivering a 3 Hour job.	***Not allo***
Picking up or Delivering a 3 Hour job that is late.	***Obtain p Supervis***
Picking up or Delivering a job that is late.	***Obtain p Supervis***
Delivering items on DHL Run.	***Not allo***
Returning to DHL Warehouse.	***Not allo***
Finishing Shift, returning to Base, Iconic Warehouse, Storage or HO.	***YES ALL***

If unsure if you are allowed to use TOLLS at any point, always seek permission from the Production Run Supervisors first.

Attached files:

Unique solution ID: #1372
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Last update: 28-Jul-2020 03:18

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URL: https://staff.iconic.productions/KB/content/0cat=34/373/en/use-of-tolls-on-production-runs.html