



APPLICATION TO SALARY SACRIFICE CAR PARKING FEES

Section 1: EMPLOYEE DETAILS

Employee ID (<i>essential</i>)	
Family Name	
Given Names	

Section 2: CAR PARKING DETAILS

☐ **Annual UniSA Campus park application**

I authorise the University of South Australia to deduct a one-off annual parking fee of (\$ _____) as a salary sacrifice deduction for:

Please tick the appropriate box to indicate the UniSA campus car park:

- ☐ Magill campus car park (db47)
☐ Mawson Lakes campus car park (db49)

☐ **Fortnightly UniSA Campus park application (Staff Permit – Salary Sacrifice only)**

I authorise the University of South Australia to deduct the GST exclusive cost (from the processing date) of the on-going fortnightly parking at City West (189 Currie Street) as a salary sacrifice deduction. (db07)

5 days per week

3 days per week

Fortnightly Wilson Parking application

I authorise the University of South Australia to deduct the GST exclusive cost (as at the date below) of the on-going fortnightly parking at Wilson Car Parks (Bent St, Union St & Clarendon St) as a salary sacrifice deduction. (db30)

Important information for fortnightly arrangements:

- The fortnightly fee for UniSA Parking is available via the [FMU Parking page](#)
- The parking arrangement will commence following the processing of your request by FM Assist. You will receive notification once this has occurred.
- The initial payment will comprise of one current fortnightly deduction, arrears to the start of the car park if applicable and one month's deduction in advance to ensure that payments remain in a positive balance.
- Fortnightly car parking fees are continuous until the arrangement is cancelled.
- Cancellation of the arrangement will require a notice period of one month. NOTE: Wilson parking arrangements will also require the return of the access card.

In requesting the above, I acknowledge that:

1. I have read and understood the University's [Salary Sacrifice Guidelines and Conditions](#) and agree to abide by the provisions contained therein, which may be varied from time to time.
2. I agree to pay the appropriate administration fee as per section 5.1 of the Salary Sacrifice Guidelines & Conditions
3. Any costs or penalties incurred by the University as a result of this salary sacrifice arrangement, I agree to reimburse the University the full costs of these charges.
4. I agree upon termination of my employment with the University, monies owing as a result of my salary sacrifice arrangements may be recovered by the University from any annual leave, long service leave, salary or bonuses owing to me at that date.
5. An establishment fee of \$10 will be charged upon the setup of my agreement.
6. The University of South Australia accepts no liability should I fail to seek financial advice before proceeding with any salary sacrifice arrangement.

Employee Signature _____

FMU Use Only

FMU Confirmed Fee at Commencement \$ _____ Commencement Date _____

IMPORTANT INFORMATION

GUIDELINES

UniSA Salary sacrifice guidelines and conditions

[https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/guidelines_sal_sac.pdf]

UniSA Parking Guidelines

Campus Car Parking (Annual)

Car parking fees for Magill and Mawson Lakes will be deducted in a single payment from the staff member's salary.

[<https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/parking/>]

Campus Car Parking (Fortnightly)

- Following receipt of your request, you will receive notification of the effective commencement date of your arrangement from FM Assist.
- Car parking fees for City West (189 Currie Street) will be deducted as an on-going fortnightly deduction from the staff member's salary. Current fees available via the [FMU Parking page](#).
- The initial payment will comprise of an initial fortnightly deduction as well as one month's deduction. This ensures that the payments remain in a positive balance.
- A notice period of one month is required to terminate an arrangement. It is the staff member's responsibility to send their cancellation request to FM Assist at either City East or City West.
- Staff members will be notified of any car park increases that may occur prior to the increase taking affect.

[<https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/parking/>]

Commercial Car Parking (Wilson Parking)

- The car parking arrangement is between Wilson Parking, The University of South Australia and the staff member
- Applications to salary sacrifice Wilson Parking fees via a staff member's salary is an ongoing arrangement.
- To apply for a Wilson car park an email request will need to be sent to either FM Assist at City East fmassist.cityeast@unisa.edu.au or FM Assist at City West fmassist.citywest@unisa.edu.au.

The email will include:

- A completed copy of this form, and
- The Commercial Car Parking Agreement form
- The initial payment will comprise of the following three (3) components;
 - One current fortnightly deduction
 - Arrears to the start of the car park if applicable
 - One month's deduction in advance to ensure that payments remain in a positive balance. This is to minimise the risk to the staff member incurring a debt at the end of the parking arrangement. Any shortfall or credit will be recovered or refunded through salary sacrifice.
- A notice period of one month is required by Wilson Parking before terminating a car parking arrangement. It's the staff member's responsibly to send their cancelation request to either FM Assist at City East or FM Assist at City West.
- Staff members will be notified of any car park increases that may occur prior to the increase taking affect.
- The University and Wilson Parking reserve the right to accept or decline any salary sacrifice application.