



**ST VINCENT'S HOSPITAL SYDNEY**

**2022/2023 AIKENHEAD CAR PARK BALLOT APPLICATION FORM**

I wish to apply for a parking space in the Aikenhead Car Park (Code 2202BTCPK). I have read the conditions of the ballot listed overleaf and agree to those conditions if I am successful in my application. Applications must be placed in the ballot box located at the Security office:

**Prior to 2.00pm on Friday, 8 July 2022.**

**ALL DETAILS MUST BE COMPLETED TO BE A VALID APPLICATION**

**\*PLEASE USE BLOCK LETTERS\***

Name:		Employee No*:	
Proximity Card No <i>(located on reverse side of employee ID Card):</i>			
Position:		Department:	
Contact No: Ext.		Mobile:	
Extension / Pager:		Email:	

\* If you currently work at St Vincent's Hospital and do not possess an Employee No., attach signed letter from your department manager (including their contact details & position), for validation.

Vehicle Registration No:		Vehicle Model:	
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**SELECT PREFERRED PARKING OPTION**

I wish to apply for the following ballot parking. If nominated as a successful applicant, I hereby authorise the payroll office to deduct the below amount per fortnight from my salary as payment for balloted car parking at St Vincent's Hospital Aikenhead Car Park.

<b>NOMINATE ONLY (1) ONE TYPE OF PARKING</b>		
Motor Vehicle	\$72.00 per fortnight	
Motorbike / Scooter	\$36.00 per fortnight	
Disabled Parking <i>(Photocopy of current disabled sticker must be submitted)</i>	\$72.00 per fortnight	

<b>I HAVE READ AND AGREE WITH TERMS AND CONDITIONS OF PARKING</b>			
Print Name:			
Signature:		Date:	

Employer provided car parking is a before tax deduction (FBT exempt). This means parking costs are PAYG tax free.

**INCOMPLETE OR MULTIPLE FORMS WILL RESULT IN YOUR APPLICATION BEING DENIED**

### CAR PARK BALLOT CONDITIONS OF OPERATION AND USE (2022/2023)

1. The draw is offered to employees who work solely for the public hospital ie staff with a valid employee number. If you currently work at St Vincent's Hospital and do not possess an Employee No., please attach a signed letter from your manager (including contact details & position) for validation. UNSW employees who work at the SVHS Campus full time are eligible for the ballot. Please note that all applicants drawn will be reviewed and approved by the CEO SVHNS.
2. The 'Car Park Ballot Conditions of Operation and Use' clearly state that you must be an employee working solely for the Public Hospital.
3. Ballot Parking is designed to provide affordable parking for employees working at the hospital, if a space is held by someone who is not working at, or being paid by, the public hospital they are precluding a legitimate eligible employee from receiving these parking privileges.
4. **The Hospital and Secure Parking accept no responsibility for loss or damage to vehicles.**
5. Only one valid application form permitted from each staff member. All application forms will be drawn from the ballot box to determine reserve list priority. Any staff member who places more than one application into the draw will automatically be withdrawn from the ballot.
6. **Employees must nominate only one (1) type of parking eg, motor cycle or vehicle.**
7. **The application must be placed in the ballot box located in the Security Department by 2pm Friday, 8 July 2022. No application forms will be accepted after this time.**
8. The ballot will be conducted at **3.30pm Friday, 8 July 2022** in the DeLacy Building Seminar Room, Level 5 DeLacy Building. All valid applications will be approved by CEO, SVHNS. **PLEASE DO NOT RING/EMAIL SECURE PARKING or SECURITY DEPARTMENT FOR BALLOT RESULTS.**
9. Every effort will be made to contact successful applicants by email and/or phone.
10. **Successful applicants have until Thursday, 28 July 2022** to accept the ballot offer in writing for a position otherwise the position will be offered to the next available applicant. If applicants expect to be away from the Hospital at this time, they are to leave after hours contact details on the ballot form. The onus of responsibility in this regard lies with the applicant.
  
11. Successful applicants are to contact Secure Parking via Email [jvecerkova@secureparking.com.au](mailto:jvecerkova@secureparking.com.au) to accept or decline offer.
12. Should any successful applicant decline the offer of a position, the position will be offered to the next applicant listed on the ballot draw.
13. **2022/2023 Ballot Parking will commence as of Monday, 15 August 2022.**
14. The parking entitlement is to be used exclusively by the designated user and must not be passed onto another user.
15. Car parking fees are Motor Vehicle \$72.00 or Motorbike/Scooter \$36.00 per fortnight (Inc. GST). Fees will not be refunded or parking put on hold whilst ballot parking holders are on any form of leave or extended leave. If you are taking leave you must pay the Ballot Parking fee for the period of Leave or alternatively cancel your Ballot Parking allocation.
16. Ballot Parkers who nominate to use Motorbike / Scooter parking are **not eligible to bring motor vehicles into the staff ballot parking** area and must park in designated Motorbike parking areas, or as directed by the Parking Attendant. Motorbikes must NOT park in line-marked motor vehicle spaces.
17. The Aikenhead (Staff) Car Park is restricted to use by Authorised Ballot Parkers only at all times.
18. Ballot Parkers must park as directed and may be required to leave keys with the Valet Parking Attendant.
19. Ballot parking fees will be deducted by SVHS Payroll from each successful employee's fortnightly pay as a BEFORE TAX DEDUCTION. No other method of payment is accepted. Details of successful Ballot Parking employees are provided direct to SVHS Payroll.
20. CCTV surveillance operates within the car park and the area is patrolled by St Vincent's Hospital Security Officers.
21. Regular audits of authorised parking will be undertaken by Secure Parking staff and Security via the Access Control System.
22. As vacancies occur during the year, additional offers will be made to staff on the reserve list in order to maximise utilisation of the car park.
23. Vehicles found to be illegally parked will be issued with an Infringement Notice by Secure Parking, which is enforced by the Infringement Processing Bureau. Staff must adhere to the related car parking signs for the area.
24. Ballot Parkers found abusing car parking terms and conditions will be subject to the immediate cancellation of all parking privileges, and have future car parking privileges suspended for a period of twelve (12) months.
25. A Ballot Parker who damages another vehicle or any part of the 'car park' must immediately report the damage to the car park attendant or the Security Department and provide details to enable investigation of the damage and allow for appropriate action, the employee or driver of the employee's vehicle will be required to reimburse the cost of all repairs. 'Car park' means all property constituting the car park including entry and exit ramps, walls, driveways and walkways together with any access control equipment, fixtures, fittings, elevators, doors and stairways servicing it. Failure to report damage as per this clause 25 may result in cancellation of parking privileges in addition to the reimbursement of all repair costs.
26. Abuse of parking privileges is seen as, but not restricted to, the following;
  - Allowing another person the use of an ID access card which has not been allocated to them.
  - Letting another person in or out of the car park using an access card not allocated to them.
  - Knowingly allowing another vehicle to "Tailgate" into or out of the car park.
  - Deliberately tailgating another vehicle in front of you
  - Lending a card to someone else.
  - Using the card of someone who has ceased employment, without following standard application procedure.
  - Using the car park on a 'rostered off day, whilst not performing duties at the Hospital.
  - Issuing an access card without appropriate authorization.
  - Any offensive behavior toward any staff related to the car park.
27. An employee who has gained access to the car park without allocated parking rights will pay any charges incurred and have their application for car parking suspended for a one year period.
28. A Ballot Parker who has allowed an abuse to occur in their parking allocation, will have their card immediately cancelled. No further applications will be possible for a one year period. After this period, the person may reapply following standard procedures for that car park.
29. Any Ballot Parkers parking in the Commercial Car Park on weekends are required to pay the 'Staff Weekend Rate'; this rate is only available to Public Hospital employees who are rostered to work on the weekend.
30. Any Ballot Parkers parking in the Commercial Car Park Monday to Friday are required to pay the scheduled fees, as displayed. This includes Authorised Ballot Parkers who park in the Commercial Car Park and later relocate their vehicle to the Aikenhead (Staff) Car Park.
31. Authorised Ballot Parkers may leave their vehicle in the Aikenhead Car Park whilst working for the Hospital at a different site: (eg Training at Griffith Hospital). Written confirmation of your off-site duties must be provided upon request and must be signed by the Director of your Department. Storing of vehicles for personal reasons is not permitted.
32. Ballot Parkers are only authorised for parking in the staff car park area. Parking in the Commercial Car Park, without paying the scheduled fee, will result in cancellation of parking.
33. Ballot Parkers must use their own access cards to enter the car park. Secure Parking employees are not permitted to provide ingress or egress.
34. For security and audit purposes staff must ensure they supply Secure Parking with updated vehicle registration details on an ongoing basis.
35. All Ballot Parkers will receive a **2022/2023** Ballot Parking window sticker which must be clearly displayed whilst in the staff car park area. Any Ballot Parker who loses their sticker will need to advise Secure Parking via email, stickers will not be replaced, if any vehicle is parked in the staff car park displaying your **lost** sticker you will have your Ballot Parking cancelled.
36. To cancel parking at any time, please contact Secure Parking via Email [jvecerkova@secureparking.com.au](mailto:jvecerkova@secureparking.com.au) to ensure payroll deductions are stopped. Pay Office will NOT accept any Ballot Parking additions or cancellations unless they have been authorised by Secure Parking.
37. If you cancel your Ballot Parking at any time you must return your window sticker to the car park attendant on your final day of parking, Secure Parking will then authorise cancellation of your payroll deductions.

**ANY QUERIES SHOULD BE FORWARDED TO SECURE PARKING AT [jvecerkova@secureparking.com.au](mailto:jvecerkova@secureparking.com.au)**