

Name of Policy	Parking at St Patrick's Campus Policy	
Description of Policy		
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>	
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	3 December 2007

Table of Contents

1. Pre-Tax Salary Deduction Arrangements 2
1.2 Arrangements 2
Attachment 1 Election Advice 3

1. Pre-Tax Salary Deduction Arrangements

1.1 Preamble:

To assist staff with parking at the St. Patrick's campus, the University has agreed to establish an arrangement whereby staff may elect to have the cost of parking deducted from their fortnightly salary before tax. The University is able to provide this benefit to staff without incurring Fringe Benefits Tax (FBT).

A staff member may, at any time, rescind an election to participate in these arrangements by indicating this on the attached pro forma and submitting it with due notice; and at all times the University reserves the right to terminate or vary these arrangements should the legislation relating to taxation be amended such that it impacts upon the arrangements.

It is not intended that this policy cover the conditions and arrangements associated with parking at St Patrick's campus which are the responsibility of the local campus. This policy has been established to cover the arrangements necessary for facilitating pre-tax payroll deductions of parking costs for staff.

Staff who wish to pay for their parking from post-tax salary via fortnightly deductions should contact the Human Resources office to make the necessary arrangements.

1.2 Arrangements:

1.2.1 Pre-tax parking arrangements are available to continuing and fixed-term staff. They are not available to casual/sessional staff.

1.2.2 The conditions associated with parking of motor vehicles at St Patrick's campus shall be determined by the University and communicated to staff by the Manager, Campus Operations.

1.2.3 A staff member wishing to elect to pre-tax parking costs, may do so at any time using the pro forma attached to this policy. Provided that 14 days written notice is given to the local Human Resources office, such a reduction may be effective from the first pay period commencing on or after receipt of the election advice.

1.2.4 A staff member may rescind such an election in the same manner and providing sufficient notice is given, such rescission shall have effect no later than the second pay period commencing on or after receipt of the election advice. If a staff member rescinds the election for pre-tax parking, a period of three months must elapse before the staff member will be entitled to re-apply to pay parking fees using the pre-tax facility.

1.2.5 The amount to be deducted from gross salary will be in accordance with the fees set by the University from time to time and communicated to staff by the Manager, Campus Operations.

1.2.6 The superannuable salary of the staff member shall be unchanged for superannuation purposes and shall be based upon gross salary before deductions.

1.2.7 Staff wishing to take advantage of this scheme must elect to reduce their normal annual pre-tax salary, as prescribed by the relevant agreement, by the annual amount of the cost of parking.

1.2.8 The basis for calculation of fortnightly pre-tax parking costs will be:

- annual charge for parking divided by 26

The annual charge will be based upon the daily rate multiplied by five, and multiplied by 45 weeks.

ELECTION ADVICE

Payment of Parking Fees at St Patrick’s Campus

I have read the University policy on pre-tax parking fees at St Patrick’s campus and understand the arrangements of the scheme.

Accordingly, I wish to:

(Please indicate by ticking the appropriate box)

- Apply to have my parking fees at St Patrick’s campus deducted from my normal fortnightly salary before tax

In making this application I acknowledge and accept that:-

- (a) the cost of parking at St Patrick’s campus is set by the University and may vary from time to time;
- (b) parking arrangements at St Patrick’s campus are determined by the local campus management, details of which will be communicated to staff by the Manager, Campus Operations;
- (c) In the event that these arrangements are revoked by Australian Catholic University, my salary will be restored to the full level applicable to my level and fraction of appointment;

OR

- Rescind an earlier election made by me to have my parking fees at St Patrick’s campus deducted from my normal fortnightly salary before tax. I understand that, in rescinding an earlier election, I may not re-apply for pre-tax payment of parking fees for a period of three months.

Signed:

(Staff member):..... Date...../...../.....

Name (please print):

Registration Number:.....

(Campus Operations use only)

Parking permit issued:

Campus Operations representative.....
(Signature)

Payroll Commencement Date: Amount:

(Human Resources office use only)

Salary variation authorised:

Human Resources office representative.....
(Signature)

Received on Date:/...../.....