

# Northern Health

## ID SECURITY/CAR PARKING ACCESS APPLICATION:

Your authority must be signed, dated and all relevant details completed for the application to be processed.

New Employee  Car Park  Identification  Building Security  Bike Cage  Reactivate  Replacement

Do you have a pacemaker:  Yes  No

Note: Lost or Damaged cards will incur a \$20.00 replacement cost. This is payable via Cashiers, Engineering or via cost centre with Managers approval. \*\*\* AP Receipt attached  or Cost Centre

### Personal Details:

Surname :	<input type="text"/>	First Name:	<input type="text"/>
Preferred Name:	<input type="text"/>	Employee No:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
If EEN select medication endorsement: Oral <input type="checkbox"/> Topical <input type="checkbox"/> S/C <input type="checkbox"/> IM <input type="checkbox"/> IV <input type="checkbox"/>		Organisation or University:	<input type="text"/>
Telephone:	<input type="text"/>	Computer Logon Username:	<input type="text"/>
Campus:	<input type="text"/>	Campus Access:	NHE <input type="checkbox"/> NCHER <input type="checkbox"/> BH <input type="checkbox"/> BC <input type="checkbox"/> CC <input type="checkbox"/>
Managers Name:	<input type="text"/>	Managers Signature:	<input type="text"/>

### STAFF CAR PARKING ACCESS (Please see overleaf for details)

NH CAMPUS PARKING REQUIRED:  NHE  BC Permit  BH  CC

PRE TAX PAYROLL DEDUCTION [\$5.60 Per Day] OR  MANUAL RECHARGE ONLY [\$6.25 Per Day]

DAYS PER WEEK:

TOTAL AMOUNT: \$  EFFECTIVE DATE: \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**DOCTORS ONLY: (Please ensure dates are completed)**

Fixed Term date: \_\_\_\_\_ End of Rotation Date: \_\_\_\_\_

### CAR REGISTRATION:

	<b>*Car 1</b>		<b>*Car 2</b>
Make & Model	<input type="text"/>	Make & Model	<input type="text"/>
Registration	<input type="text"/>	Registration	<input type="text"/>

*Staff daily rate applicable at the time of use.*

### AUTHORISATION (Deductions Only)

I hereby authorise the payroll deductions for car parking access from my salary/wages. Car parking fees are \$5.60 per day (fees may change without notice according to Health Service policy). Deductions may be cancelled for periods of leave of 2 weeks or more by completing an Amend Car Parking Deductions form.




Signature:  Date:

### Office Use: ONLY

IDENTIFICATION CARD NO:

HR Signature \_\_\_\_\_ Date: / /  HR Operations \_\_\_\_\_ Date: / /  
 FM Signature \_\_\_\_\_ Date: / /  Security \_\_\_\_\_ Date: / /  
 Metro Signature \_\_\_\_\_ Date: / /

## How To Pay: *(subject to change without notice)*

	<p><u>Manual Recharge Only at The Northern Health &amp; Craigieburn Health Service</u></p> <p>Rate: \$6.25 Per Day</p> <p>Manual Recharge/Auto pay is a system where the staff member can take the option to top up their own card by manual recharge at any of the Auto pay Machines around the campus this is the responsibility of the employee to ensure there is sufficient funds on the card otherwise you will not be able to exit the car park until funds are deposited. An Identification Security Car Parking Request form will need to be completed. Forms can be obtained from the Northern Health Intranet Site or administrative areas at all Northern Health campuses. If you have any queries please contact Support Services on 8405 8338</p>						
	<p><u>Payroll Deduction</u></p> <p>Rate: \$5.60 Per Day</p> <p>Car Parking payments are deducted from your salary on a fortnightly basis pre tax. An Identification Security Car Parking Request form will need to be completed. Forms can be obtained from the Northern Health Intranet Site or administrative areas at all Northern Health campuses. A cease deduction form must be completed if you go on rotation or on leave for more than 2 weeks. This will cease all payments from your salary whilst away. On return you will need to reactivate card to start deduction again if you have any queries please contact Human Resources on 8405 8034.</p>						
	<p><u>Bike Cage (The Northern Hospital only)</u></p> <p>The Northern Hospital has a bike cage located at the rear of the hospital. Employees can park their pushbikes free of charge. All that is required is an access card to enter the cage. All employees requesting access to the cage need to complete an Identification Security Car Parking Request form. Further enquiries please contact Human Resources 8405 8034.</p>						
<p><b>Northern Health</b> Northern Hospital</p>	<p>Staff wishing to park on site have two options:</p> <ol style="list-style-type: none"> <li>Manual Recharge / Auto pay (parking is prepaid). Cards can be topped up at the auto pay stations across the site, using cash, credit card There are 4 x Auto pay stations located at TNH:             <ol style="list-style-type: none"> <li>2 x Public car park</li> <li>1 x Outpatient Clinic D – Entrance</li> <li>1 x Corridor opposite Environmental Services</li> </ol> </li> <li>Payroll/Salary deduction pre-tax</li> </ol>						
<p><b>Northern Health</b> Bundoora Centre</p>	<p>Staff wishing to park on site have two options:</p> <ol style="list-style-type: none"> <li>Payroll/Salary deduction pre-tax. A parking permit sticker will be provided.</li> <li>Paid parking is available on site, Tickets should be purchased at the pay station located in the staff car park and displayed on your dashboard: Rates:             <table border="0" style="margin-left: 20px;"> <tr> <td>\$5.00</td> <td>0 – 2 hours</td> </tr> <tr> <td>\$9.00</td> <td>2 – 4 hours</td> </tr> <tr> <td>\$11.00</td> <td>greater than 4 hours</td> </tr> </table> </li> </ol>	\$5.00	0 – 2 hours	\$9.00	2 – 4 hours	\$11.00	greater than 4 hours
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<p><b>Northern Health</b> Craigieburn Centre</p>	<p>Staff wishing to park on site have two options:</p> <ol style="list-style-type: none"> <li>Payroll/Salary deduction pre-tax.</li> <li>Manual Recharge / Auto pay (parking is prepaid). Cards can be topped up at the auto pay stations across the site, using cash, credit card</li> </ol>						
<p><b>Northern Health</b> Broadmeadows Hospital</p>	<p>Staff wishing to park on site have two options:</p> <ol style="list-style-type: none"> <li>Payroll/Salary deduction pre-tax. Administration staff at BHS will be able to assist you: Mon – Fri: 8:30pm – 5:00pm.</li> <li>Manual Recharge / Auto pay (parking is prepaid). Cards can be topped up at the auto pay stations across the site, using cash, credit card</li> </ol>						
<p><u>Give us a call</u></p>	<p>Northern Health is pleased to help you if you have any concerns about your car parking/security access services. Please call us on: Security Access – Engineering Department 8405 8475 Car Parking Access – Metro Parking 8405 2508 Human Resources – 8405 8034</p> <p><u>*Important Information</u> If you are an intern and leave to go on rotation please ensure that you signed a cease deductions form and return to Human Resources before leaving.</p>						