Wilson

WESTPOINT STAFF PARKING TERMS AND CONDITIONS

The use of this card is governed by the terms and conditions displayed at the entry to the car park.

Staff parkers must use the car park in line with directions given by the car park staff and adherence to the following is required:

- Parking permitted only within line marked parking bays
- Staff cards are not transferable
- Speed limits and current traffic regulations must be obeyed
- Staff must park and remain in the staff area for the entire length of their stay
- Staff parking is for the benefit of the current staff working at Westpoint. For clarification, staff parking privileges cease on cessation of employment at Westpoint.
- If your employment at Westpoint ceases you MUST inform the car park office ASAP.
- Anyone not following the correct procedure will find that their card will become invalid. The system will automatically identify cars that haven't entered and exited the staff parking area. If this is the case, you will be required to pay the normal public parking charges for the relevant period of time in the car park i.e. the full days rate is $40.00.
- Once you have entered the staff area you will be charged the $7.00 staff rate upon exiting at the main exit gate.
- A $30.00 non-refundable application fee is payable at the time of the card being issued.
- If your card is lost or damaged a replacement fee of $30.00 will be charged.
- If your card is not used within a 3-month period, it will become invalid and you will be required to see the car park office to have it reactivated.
- Proof of employment is required to verify eligibility for staff parking discounts.
- Staff breaching staff parking conditions may have their discounted parking privileges revoked.
- Once you have collected your new PCDC card you will be required to top it up at a pay station.
- If a card is damaged, the remaining value may not be retrievable.
- Each card is issued and the user's details are recorded. Any change of details must be advised in writing within 7 days.
- Any misuse of the card or any breaches of the terms and condition may result in cancellation of the card and any associated discounts applicable at this car park.
- Centre Management reserves the right to not issue or to revoke staff discount parking if breaches of staff parking conditions have been identified by an individual or company.

Thank you,

Car Park Team

Staff Parking Card Instruction

To facilitate staff parking at WESTPOINT, approved staff will be issued a Personal Cash Debit Card (PCDC). This automation now allows staff to receive the discounted staff rate without the need to queue at a cashier station instead utilising the automatic payment machines.

How to use a PCDC card:

1. For the initial use of the card, you must use it to enter the car park from the **far-left hand lane ONLY**. Do this by simply holding the card up near the ticket slot on the car park entry gates. Marked with an RFID symbol as shown below.



2. From the main entry gate, you must proceed to the caged Staff Area on Level 3M within 20 minutes. There are two entry points into this area, located at Row 1 and Row 13. You must tap your card onto the RFID symbol on the machine and the gate will open.

3. When leaving the car park, simply hold your card up to the RFID reader on the exit machine of the Staff Area and proceed to any exit gate within 20 minutes and tap your card again. The parking fee will be debited, and the gate will open. The RFID reader on the exit gate is in a similar position to the one on the entry gate.

4. The card must be used at the entries and exits in the correct sequence (main entry and staff area entry, then staff area exit and main exit). Failure to do so will result in you not being able to exit or enter the car park and casual parking rates may be applied.

5. To recharge your card, please use one of the eleven automated payment machines located at the auto doors into the Centre.

6. Hold the card up to RFID area on the automated payment machine and follow the screen prompts to insert the desired amount you wish to recharge the card by. The machine will also provide you with a receipt upon request and accepts both cash and credit cards. Make sure you hold your staff card on the charging port a second time for the transaction to be applied to your staff card.



7. Once your card is charged, each time you enter and exit the car park all you need to do is swipe the card. There is no need to take a paper ticket. Your card will be debited the discounted staff rate each time you exit.

8. Card balances and expiration dates will show on the display at the car park entry, each time you swipe your card.

   Should you need assistance, please contact Wilson Parking on 0407 562 800 or proceed to the car park office, which is located on Level 2, Row K in the car park.

Wilson Parking

WESTPOINT
STAFF PARKING APPLICATION FORM

User Details: **ONLY USE BLOCK LETTERS**

Existing Applicant: Y/N

Company/Employer Name: ……

Company/Employer Location: ……

Surname**:** ……First Name: ……

Email**:** ……Contact Number: ……

Motor Vehicle Rego: …… Make: …… Model: ……
*Note – Users **must** advise of any change in vehicle details immediately*

Employment Confirmation – Applicant's manager to complete:

Manager's Name: ……

Manager's contact number: **W-** …… **M-** ……

Applicant's employment status (please tick): □ Permanent □ Part time □ Casual

Date employment verified: …… Manager's Signature: ……

CARD DETAILS: To be completed by the Car Park Office
(Cards can only be collected by person named above; proof of ID will be required)

Card Number: …… Date Received: …… Licence No: ……

Recipient Signature: …… Card Issuer: ……

I, …… have read and understood the terms and conditions relating to the Staff Card procedures and that I will be charged $40.00 if I do not park in the staff parking area on Level 3M. I understand that if I do not use my card within 3 months it will be deemed inactive and a lost or damaged card will incur a replacement charge of $30.00.

Sign: …… Date: ……

Cards will not be issued without the Managers employment confirmation.

Privacy Policy: We will use personal information only for the primary purpose for which it was collected. All personal information is only retained for as long as it is necessary for the identified purposes. We will also take reasonable steps to protect your personal information from misuse and loss and from unauthorized access, modification or disclosure in accordance with the requirements of the privacy act.

Office Use Only:
Date: Credit Refund:

Staff Sign: Office Staff sign: