

AGREEMENT FORM



To participate in the Green Travel Scheme you must complete and sign this form and the payroll deduction authority form and return it to People & Procurement Services, PO Box 200, Dandenong 3175.

1. Please confirm your personal details

To be eligible to participate, employees need to have completed their probationary period with Council and have employment tenure which exceeds the period of the loan.

Employee Number	
Employee Name	
Department	
Work phone number	
Mobile Phone	
Council Account Number	5000 4737 0000

2. Your Green Travel Scheme

Please choice **one** of the following scheme type:

MYKI COMMUTER CLUB	
Select Myki Pass Type	Value
☐ Zone 1 & 2 – 365 Day Pass - \$1942.20	
☐ Zone 2 only – 365 Day Pass - \$836.55	

BICYCLE FOR WORK	
Items Purchased: - <i>Attach Tax Invoice from the bicycle supplier</i>	Value
Total Value (including GST)	



3. Payment and advice to Finance and Payroll

Repayment of your loan to Council for the Green Travel Scheme is by Payroll deduction and you must complete and sign the declaration below.

4. Declaration

1. By signing this application, I declare all statements made and all documentation completed in relation to the purchase to be true and correct and I accept the City of Greater Dandenong is under no obligation to provide me with finance.
2. I have read and understood the Green Travel Scheme policy and procedure documentation.
3. I agree to comply with Fringe Benefits Tax (FBT) requirements and I understand that all prices **include** Goods and Services Tax (GST) which is payable in full by me.
4. I also declare that by signing the Payroll Deduction Authority, the City of Greater Dandenong (CGD) is authorised to deduct the required sum as specified from my pay, and recoup the outstanding balance of the loan provided to me, (for the Green Travel Scheme), in the event of my termination of employment with CGD (regardless of whether the termination is initiated by myself or CGD) prior to completion of the full payment. Furthermore, I understand that no exchange of the Green Travel Scheme item (eg. Myki Ticket, Bicycle etc) will be accepted by CGD in lieu of any outstanding debt of the loan originally provided to me for purchase of the item.
5. In addition, I understand that should I wish to repay the outstanding loan balance in full and at any time during the repayment term I may do so without incurring any financial penalty.

Print Name	
Signature	
Date	

PEOPLE & PROCURMENT SERVICES USE:

	Date
Details entered on CGD Staff Green Travel Scheme Register	
Staff Payroll Deduction Authority checked and forwarded to Payroll	
Entered by:	
Copy provided to Financial Services – Coordinator Financial Account	



Green Travel Scheme

PAYROLL DEDUCTION AUTHORITY FORM

Employee Name

Employee number

Payment Details (tick option selected)

Payments to be made in fortnightly amounts over the specified period from your after tax salary. The specified period cannot exceed your current employment tenure.

	Amount
Less than 12 months / indicate how many months	
12 months/1 year	

I confirm that should any amount still be owing in relation to the Green Travel Scheme at the time my employment ceases with the City of Greater Dandenong, then any outstanding amounts owing to Council will be deducted from my final payment (unless alternative arrangements to repay the money are made with the Finance Department at least 7 working days prior to my final pay). In the event that my final pay is not sufficient to cover the outstanding amount, then I will make alternative arrangements to repay all outstanding amounts prior to my last day of service with Council.

Print Name

Signature

Date

Deductions will commence in the first pay run immediately following correct submission of this form.

PAYROLL STAFF USE:

Payment P/FN:	Number of pays:
Entered by:	Date:
Checked by:	Date:
Copy of form scanned and saved into Objective/Human Resource Management/Establishment and Organisation Management/.Green Travel Plan 2013 (qA313771)	
Copy provided to Financial Services – Coordinator Financial Accounting	Yes ☐ Date: