



CAR PARKING POLICY – BRISBANE AIRPORT

POLICY STATEMENT

Airport Retail Enterprises does not operate the staff car park facilities at the Brisbane Airport.

Car parking and administration costs are charged to Airport Retail Enterprises per week and per card that is issued.

Currently Airport Retail Enterprises deducts a car parking fee of **\$41.00 per fortnight** for all staff issued with Brisbane Airport car parking access and transfer monies to Brisbane Airport Corporation.

This amount will increase in line with annual increases as introduced and advised by Brisbane Airport Corporation.

Airport Retail Enterprises is charged for lost and non-returned cards. It is essential this card is returned immediately employment is finalised as costs for the car parking will continue to accrue until such time as the card is returned and cancelled and these costs may be deducted from employee final pay entitlements.

There will be a \$50 charge for replacement of lost or damaged cards and cards not returned on termination.

Acknowledgement of this Policy prior to commencement of employment is considered a consent for ARE to take the action as prescribed.

AUTHORISED BY

A handwritten signature in blue ink, appearing to read 'John Chapman', is written over a light blue horizontal line.

Signed: John Chapman Position: Chief Executive Officer Date: 1st July 2018