

Car Parking Policy

Overview

At NBN Co we are safe, disciplined, reliable and flexible. We are cost conscious and effective with each other and we readily respond to the needs of the organisation whenever and wherever needed.

The nature of the work undertaken by NBN Co means that some employees may require access to on-site car parking on an ongoing basis or from time to time to effectively perform their job role.

NBN Co also recognises that some employees may wish to include car parking as part of their Total Fixed Remuneration (**TFR**).

In order to assist employees to meet these needs, NBN Co has organised for a limited number of on-site car parking spaces at selected NBN Co locations throughout Australia.

Purpose

The purpose of the policy is to set out the terms and conditions that apply to the availability and use of on-site car parking spaces by employees. This policy applies when the on-site car spaces are used by an employee to do their job and/or when provided as part of their TFR arrangements. The policy sets out the roles, responsibilities and obligations of managers and employees who access on-site car parking.

Scope

This policy applies to on-site car parking facilities provided to:

- ▶ Employees rostered to work shifts outside of 7:00 am to 7:00 pm, Monday to Friday, or on weekends, or public holidays; and
- ▶ Employees in roles where an NBN Co Tool of Trade motor vehicle is provided; and
- ▶ Employees working at 'remote' sites (as determined by NBN Co); and
- ▶ Permanent employees who receive approval to fund the cost of car parking at an NBN Co office location through their TFR.

This policy does not apply to off-site car parking.

This policy does not form part of any employees' contract of employment.

Policy

Shift Workers

Employees who are rostered to undertake shift work arrangements that either commence or conclude outside of the hours of 7:00 am to 7:00 pm, Monday to Friday, or are working on a weekend or holiday may be provided with on-site car parking for that shift where available. NBN Co will cover all costs associated with these arrangements including any applicable Fringe Benefits Tax (**FBT**).

Where on-site car parking is provided to shift workers, an FBT liability may arise if a car is parked on-site for a total period of more than four hours between 7:00 am and 7:00 pm. Managers and employees should be mindful of any FBT liabilities when structuring shift arrangements.

Employees will not retain access to on-site car parking where they are on a day shift or where they transfer out of a shift-based role.

NBN Co Tool of Trade Motor Vehicles

All employees who are provided with an NBN Co Tool of Trade Vehicle will be allocated on-site car parking at applicable NBN Co offices. NBN Co will cover all car parking related costs including any FBT.

Employees will not retain access to on-site car parking where they are no longer eligible for an NBN Co Tool of Trade Motor Vehicle.

Remote locations

Where NBN Co deems a site to be in a 'remote' location, car parking may be provided to employees. NBN Co will cover all car parking related costs including any FBT.

Where on-site car parking is provided to employees at remote locations, FBT should not be incurred where there is no commercial parking station within one (1) kilometre.

Employees will not retain access to on-site car parking where they are no longer working at a remote location.

TFR arrangements - on site parking

Employees interested in accessing on-site car parking as part of their TFR arrangements may register their interest for an on-site car parking space with their relevant site/facilities manager. Allocation of car parking spaces will be based on availability and level of seniority within NBN Co. The allocation of a car parking space to an employee is at the absolute discretion of NBN Co.

Where an employee is given approval to access on-site parking as part of their TFR, the amount of FBT in respect of a car parking benefit will be determined by NBN Co. An employee's salary and wages may be adjusted to ensure that the employee bears the cost of any FBT as a pre-tax expense. Employees must provide any information, and make any declarations, requested by NBN Co to ensure that NBN Co and the employee satisfy their obligations under FBT and any other applicable legislation.

Any increase in the cost of using the car parking space (including any taxes, fees or changes relating to FBT and FBT rules) will be at the employee's cost.

NBN Co does not provide advice to employees in relation to salary packaging and as each employee's circumstances may vary, you should seek your own external advice on the benefits to you.

You are required to provide at least two months written notice to NBN Co or payment in lieu of notice to terminate this TFR car parking arrangement.

Roles and Responsibilities

Employees who are provided with access to on-site car parking under approved shift work, Tool of Trade or remote locality arrangements are responsible for working with their managers to ensure that the parking arrangements are managed in a cost effective and responsible manner.

In the case of employees who are provided with access to on-site car parking under approved shift work, tool of trade or remote locality arrangements, NBN Co reserves the right to remove or vary any rights of access to on-site access to car parking at any time. These rights of access cannot be substituted for cash and will not be taken into account when calculating any other benefits.

Employees who are given approval to access on-site car parking as part of their TFR (i.e. salary sacrifice) are responsible for immediately notifying NBN Co of any change to their requirements.

Site managers are responsible for the efficient management and allocation of on-site car parking arrangements related to shift work, Tool of Trade, on-site salary sacrificed parking and remote locations.

The Facilities team are responsible for providing the base cost for on-site car parking.

The Rewards team are responsible for providing FBT related costs for on-site salary sacrificed parking, as well as guidance and assistance to managers and employees on the application of this policy.

Further Information

If you require additional information in relation to this policy please contact your manager or the HR Support Centre.