

## Memorandum

**To:** All Retailers  
**From:** Centre Management  
**CC:**  
**Date:** 16 October 2024  
**Subject:** Staff Parking

Dear Retailer,

As we approach the peak Christmas trading period, can you please ensure all staff are familiar with the Staff Parking Areas (map overleaf):

- Level 2 & 3 of the Myer Multideck Car Park – off Myer entries
- Upper Level Perimeter of the Western Car Park – off Coles/Suncorp entries. These spaces are linemarked in **GREEN**.
- Upper Level Rows 19 to 24 of the Western Car Park – off Coles/Suncorp entries. These spaces are linemarked in **GREEN**.

It is important to ensure all staff park in the designated staff parking areas during Core Trading Hours.

Since the introduction of allocated staff parking areas in 2017, we have maintained positive customer feedback on the ease of parking at the Centre with prime car parking spaces remaining available during the day. In order to preserve this positive customer experience, we wish to remind all retailers and staff of the Centre's Staff Parking Rules:

Please note:

- Retailers and Staff can park in the allocated staff parking bays all day at no cost
- Over 20% of the Centre's parking spaces are available to Staff
- Over half of the 650+ allocated spaces are undercover
- A third-party contractor monitors the car parks using plate recognition technology to ensure the best parking spaces are always available for genuine customers. Staff & Non-Genuine Customers are issued a warning prior to breaches being issued. Breaches currently incur a parking ticket of \$77.00, and late payments incur ongoing Admin Fees which accumulate should payment of the original ticket not be received on time.
- Genuine customers can park in the Centre all day at no cost
- If you wish to park adjacent to the Centre, available spaces that are not currently subject to time limits by Council are along Victoria Street.

Please ensure that all staff are aware of the allocated staff parking areas. If you have any questions regarding staff parking areas, please contact Centre Management on 4944 7111.

Yours sincerely,

**Sentinel Caneland Mackay Investment Pty Ltd**



**Samantha Self**  
**Retail Manager**

[samantha.self@canelandcentral.com.au](mailto:samantha.self@canelandcentral.com.au)

# Staff Parking

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● Level 2 & Level 3 roof-top of the Myer multi-deck car park (all bays, excluding Disabled, Seniors & Parents with Pram spaces)

● Area 1 Perimeter bays on upper level of western car park (excluding Disabled, Seniors & Parents with Pram spaces)  
Area 1 is linemarked in **GREEN**

● Area 2 Rows 19 to 24 on upper level of western car park (the car park bays are line-marked in yellow, excluding Disabled, Seniors & Parents with Pram spaces)  
Area 2 is linemarked in **GREEN**