



## CAR PARKING POLICY – MELBOURNE AIRPORT

### *POLICY STATEMENT*

Airport Retail Enterprises does not operate the staff car park facilities at the Melbourne 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 **\$41.50 per fortnight** for all staff issued with Melbourne Airport car parking access and transfer monies to Melbourne Airport.

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

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 thin horizontal line.

**Signed: John Chapman    Position: Chief Executive Officer    Date: 1<sup>st</sup> July 2018**