

# Procedures & Principles



Part B: Parking Management

Number: OP-06/12 [old number EX C-11/06]

<b>Policy Manager:</b>	Facilities Manager	<b>Date Approved:</b>	June 2006
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<b>Authorised by</b>	Chief Executive		

## Parking Management

### 1. Definitions

**Infringement** A Parking Infringement notice will be issued and a fee will be payable within a stated timeframe.

**Staff parking areas** Those areas described in Part (B) of the policy as designated for staff parking.

**Student parking areas** Those areas described in Part (B) of the policy as designated for student parking.

**Visitor parking** Visitors can park in any designated visitor car parks free of charge and parking areas marked as reserved parking (providing that parking has been reserved prior to arrival). Mobility impaired or seriously disabled visitors may park in any unreserved visitor car park.

**Reserved/Mobility areas:** Clearly marked areas are designated for mobility impaired or seriously disabled staff and students. A disability parking permit is required in addition to a staff or student parking permit, and must be displayed together on the lower left hand side (passenger side) of the windscreen (above the vehicle registration). Other areas may be designated for disability parking as required.

### 2. Principles

Wintec endeavours to provide an appropriate amount of quality parking spaces for use by students and staff.

### 3. Procedures – Parking Permits

#### 3.1. Staff and Students

##### 3.1.1. Issue of parking permits

- a) Parking permits for students can be obtained via MyLearning by registering personal details; then obtaining a permit from the Student Enrolment and Information Centres (Enrolment Centre) on production of a Wintec student ID or evidence of enrolment at Wintec.
- b) Staff are required to register their vehicles via the staff intranet prior to issue of parking permits.
- c) Staff that would like to take advantage of full time parking rates must complete and submit a salary deduction form or make payment to the cashier before issue of prepaid parking permits.
- d) Staff that would prefer to park casually can collect a generic staff parking permit at no charge.

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- e) Student Learning Services issue mobility parking permits from the Student Learning Services office located in the City Hub.

## 3.1.2. Conditions for the issue of parking permits

- a) The permit does not give a guaranteed parking place but provides the right to park in any vacant designated parking space.
- b) Staff and students may not park in areas marked 'reserved', 'visitor', 'courier', 'disability', 'Kaumātua', 'doctor', 'loading zone' or any other reserved space.
- c) A register is maintained of all permits issued and the name and phone number of the owner of the vehicle.
- d) Permits are not transferable; they are for use by staff and students only and cannot be lent to anyone.
- e) The permit is valid for one calendar year running from January to December. It expires each year on 31 December, or sooner if termination of a staff member's employment occurs.
- f) Wintec reserves the right to cancel permits if the Parking Policy, Principles and Procedures are not complied with.
- g) Falsification of permits will result in revocation.
- h) Drivers are required to observe the gazetted speed restrictions and give right-of-way to pedestrians.

## 3.1.3. Parking permits and fees

- a) Wintec students may receive one parking permit free of charge.
- b) Wintec staff wanting to park casually may receive one generic parking permit free of charge.
- c) Wintec staff wanting to park full time must pay a permit fee. The amount of the fee will be reviewed from time to time.
- d) Additional permits required for staff and students with multiple vehicles will incur a charge.
- e) Student and casual staff parking fees will be displayed at the payment machines in parking areas. The machines will issue a fee receipt with the vehicle's registration and an expiry date and time. All vehicles parked in the student parking areas must display an unexpired parking fee receipt on their dashboard and a student parking permit. All staff vehicles with generic staff parking permits must display an unexpired parking fee receipt on their dashboard and a staff parking permit. Only one ticket is to be displayed at any one time.
- f) Failure to correctly display a current valid receipt, continuing to display expired receipt or displaying a receipt with another vehicle's registration in the City or

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Rotokauri car parks, will result in the vehicle being towed or infringed at the owner's expense.

- g) Staff parking permits can be purchased in an annual lump sum, or payments can also be made by way of automatic salary deductions via Payroll.
- h) An unused portion of a pre-paid staff permit is refundable upon termination of employment at Wintec, subject to the return of the permit.

### 3.1.4. Display of parking permits

- a) Parking permits must be displayed on the lower left hand side (passenger side) of the windscreen (above vehicle registration) whilst parked in designated Wintec parking areas.

### 3.1.5. Lost or stolen parking permits

- a) Lost or stolen parking permits will be replaced by the Enrolment Centre, at a charge of \$5.00. This charge will not be levied on production of evidence that loss by theft has occurred.
- b) The charge for replacement permits will be reviewed from time to time.

## 3.2. Visitors

### 3.2.1. Issue of Parking Permits

- a) For short term visitors to the City Campus, free one hour visitor car parks are available on High Street through Gate 3. For short term visitors to the Rotokauri Campus there are free 2 hour visitor car parks available on the ring road. These are for visitors to access the campus quickly ensuring that the parks are turned over frequently, and parking opportunities are provided throughout the day.
- b) For long term visitors to the City Campus Wintec staff may request a reserved visitor car park ahead of time via the staff intranet. Visitors then park in the allocated parking space for free around the campus. For long term visitors to the Rotokauri Campus Wintec staff may request a visitor parking permit via the staff intranet. Visitors can then park for free in any Visitor permit parking bays whilst displaying their permit.
- c) Contractors that will be working at the city or Rotokauri campus for extended periods are required to display a contractor parking permit on their dashboard.
- d) Visitors to other regional hubs and centres do not currently need a parking permit.

## 4. Location of Parking

### 4.1. Students

- 4.1.1. City Campus student parking is available in the small car park on Ward Street and on the corner of Tristram Street and Collingwood Street (opposite the BP service station).

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- 4.1.2. Rotokauri Campus student parking is available in the student and staff car park 1 off the Akoranga Road / Gilchrist Street roundabout or the student and staff car park 2 off the campus ring road.
- 4.1.3. Full time parking areas for students will be reviewed from time to time.
- 4.1.4. Students are not permitted to park in staff parking areas at the City Campus buildings or Wintec parking areas on Nisbet Street, including the multi-storey car park building, during business hours (8am to 4.00pm).
- 4.1.5. All parking is free on weekends, public holidays and from 4.00pm to 8.00am weekdays.
- 4.1.6. Parking areas may be subject to change.

## 4.2. Staff

- 4.2.1. City Campus staff parking is available in C, P, R, S and W block car parks, on the ring road via Gate 3 off of Tristram Street and unreserved spaces in the multi-storey car park building on Nisbet street
- 4.2.2. Staff with generic parking permits may only park either in the C block car park, or the multi-storey car park building, between P and R Block, and outside S Block. Staff are not permitted to park in student parking areas at the City Campus.
- 4.2.3. Rotokauri Campus staff parking is available in the student and staff car park 1 off the Akoranga Road / Gilchrist Street roundabout or the student and staff car park 2 off the campus ring road.

## 5. Parking Infringements for students and staff

- 5.1. Wintec operates a parking infringement and tow-away system. Vehicles may be issued with an infringement notice or towed without warning in the following circumstances:
  - 5.1.1. Where a vehicle, with or without a permit, is parked outside a designated area, blocking an access way, on yellow lines, blocking other vehicles, or in a manner likely to obstruct other traffic or emergency vehicles.
  - 5.1.2. Where a vehicle is parked in designated Wintec parking areas without displaying an appropriate Wintec parking permit.
  - 5.1.3. Where the vehicle is parked in a reserved or disability park without the required permits.
  - 5.1.4. Where the permit displayed is invalid or expired.
  - 5.1.5. Where the vehicle is parked on grassed areas.
  - 5.1.6. Where redirected by Police or Emergency services.
- 5.2. Before towing, Wintec Security staff will endeavour to contact owners of vehicles, using contact details provided in parking permit applications.
- 5.3. Vehicles receiving an infringement notice can contact **Parking Enforcement Solutions (PES)**, phone: 0800-carepark (**0800-22737275**)
- 5.4. Towed vehicles can be recovered from the **Active Towing** storage yard at 116 Norton Road, phone **07-846 7196**. Payment of the tow fee is the responsibility of the vehicle owner.

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## 5.5. Review Procedure for students and staff

5.5.1. The owner of a towed vehicle may request a review of the decision to tow. The Security Team Leader will carry out the review and will ensure that the tow has been authorised in accordance with the Parking Policy, Principles and Procedures.

5.5.2. In the event that the Policy, Principles and Procedures have not been correctly followed resulting in a vehicle being towed, the Security Team Leader will arrange with the towing company for the release of the vehicle.

5.5.3. In the event that the review establishes that the Parking Policy, Principles and Procedures have been correctly followed, the owner of the vehicle should collect the vehicle from the towing company after arranging for payment of the account.

5.5.4. If the vehicle owner is still not satisfied that due process has been followed, the owner may make a written appeal as follows:

## 5.6. Appeal Procedure for students and staff

5.6.1. The owner of a towed vehicle may make a written appeal to the Security Team Leader. The letter should clearly state the reason/s for the appeal.

5.6.2. The Security Team Leader will carry out an inquiry and will advise the vehicle owner of their decision within 15 working days of receiving the letter, and this decision will be final and binding.

5.6.3. After this time, the owner of the vehicle is fully responsible for the recovery of their vehicle and for payment of any expenses/fees incurred.

## 6. Measurements of success

- The parking resource provided will be effectively utilised
- Vehicles will be parked in designated areas
- There will be a reduction in the number of vehicles towed or infringed.

## 7. Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum retention period	Disposal Action
Parking permit register	2 years after date of last action	Destroy