

PARKING MANAGEMENT

Whakahaere Whakatū Waka

Document Control			
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1. Purpose & Scope

A clear parking policy is required to ensure a fair and enforceable system for the control and allocation of parking spaces. With limited parking available we actively encourage users to adopt other means of transport.

This policy applies to all Wintec students, staff (including staff working in subsidiaries), contractors, consultants or any other person engaged by Wintec to conduct business on our behalf, and visitors to our Campuses.

Please note that information about student transport and parking options can also be found under [student resources on our public website](#) along with a copy of this policy.

2. Policy Statement

Parking on the City and Rotokauri Campuses is controlled by a permit and payment system with designated parking areas for students and staff. Visitors can park for up to two hours for free in designated visitor parking, while longer term reserved parking can be booked via a Wintec staff member. A parking permit does not guarantee a parking space but provides the right to park in any vacant designated/non-reserved parking space.

Vehicles may be issued a payment notice without warning due to a breach of this policy. Repeat offences or other circumstances, such as blocking an emergency access, may result in towing action, at the driver's expense.

3. Key Roles & Expectations

The following roles have key responsibilities when parking at the City and Rotokauri Campus:

Students

- Apply for a permit online (virtual permit)
- park only in student designated areas
- pay for parking when on site.

Staff

- Register and maintain vehicle details with Wintec
- obtain a Wintec parking permit and adhere to registered vehicle windscreen
- park only in areas designated Staff car parks
- pay for parking when on site or via salary deduction
- arrange visitor parking as required.

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| Service Contractors | <ul style="list-style-type: none">• Obtain a contractor parking permit. |
| Consultants | <ul style="list-style-type: none">• Consultants and Individual Contractors on fixed-term agreements will have entitlement specifically stated within their agreement (and approved by Facilities) prior to employment. |
| Facilities Management Department | <ul style="list-style-type: none">• Allocates carparks across all campuses• provides information and support to users. |
| Student Accessibility Services (SAS) – Manaaki Tauria Ake | <ul style="list-style-type: none">• Provides assistance to students with accessibility issues who require mobility parking permits. |
| Strategic Assets Manager | <ul style="list-style-type: none">• Responsible for the day-to-day management and implementation of this policy. |
| Chief Financial Officer | <ul style="list-style-type: none">• Holds overall responsibility for the implementation of this policy. |
| Information Technology Services (ITS) | <ul style="list-style-type: none">• Ensures and maintains accessibility of data (SharePoint databases and workflows) for users. |

4. Measuring Success

The measurements of successful parking management at Wintec are:

- Parking space utilisation shall be monitored monthly and reviewed for possible improvements.
- Staff members and students park in designated areas as appropriate.
- Parking non-compliance procedures are actively and promptly actioned.

5. Supporting Information

Current Parking Spaces

Information on transport and parking options can be found on our public website. This includes maps of both our [City Campus](#) and [Rotokauri Campus](#) parking areas, as well as alternative parking areas around the city. Wintec takes no responsibility for the accuracy of information provided regarding non-Wintec operated parking areas. Parking areas are subject to change.

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Change in Circumstances

In the event that staff or students have to use non-parking permitted vehicles in short-term situations (such as when using a courtesy or loan vehicle due to work being undertaken on the primary vehicle), they should contact Security in the first instance, or the Service Desk if the Security Staff are unavailable.

Staff and Student Parking Terms

- I. We reserve the right to review parking fees at all Campuses, Regional Hubs and Centres at any time.
- II. Having a permit does not guarantee a parking place but provides the right to park in any vacant and appropriately designated parking space.
- III. Permits are not transferrable; they are for use by individual staff & students only and cannot be lent to anyone.
- IV. Permits are valid for no longer than the length of a student's study or staff's employment.
- V. Falsification of permits or payments may result in revocation and disciplinary procedures.
- VI. Drivers are required to observe speed restrictions and give right-of-way to pedestrians.
- VII. Additional permits required for staff with multiple vehicles are available at no charge however only one vehicle is permitted to park at any one time on either campus.
- VIII. Students can only register one vehicle for a virtual permit.
- IX. Parking fees and enforcement times will be displayed in parking areas.
- X. Lost, stolen, or damaged permits may be replaced by applying to the Security team.
- XI. Users park at their own risk. Wintec takes no responsibility for any loss, theft or damage resulting in the use of car parking spaces on any Wintec owned or controlled site. Users are encouraged to take the necessary precautions when leaving their vehicles unattended.
- XII. Parking areas are subject to change.

6. Procedures

Failure to comply with the following procedures may result in the issuing of a payment notice without warning, at the drivers' expense. Repeat offences or other similar circumstances may result in the vehicle being towed at the drivers' expense. By applying for a permit, the owner agrees to abide by this policy and accepts that they park at their own risk. A copy of this subsidiary policy and related procedures are available on our public website and for staff via the Policy Web.

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6.1. Permits and fees

Students

- I. Obtain a virtual parking permit via [Wintec's public website](#) and logging in with your student email address.
- II. Park only in areas designated to Students – refer to Wintec's public website for locations.
- III. Pay for parking when on site by using the phone application or one of the parking meters across campus.
- IV. If mobility parking is required see [Student Accessibility Services – Manaaki Tauria Ake](#) who co-ordinate permits and spaces; payment procedures still apply.

Staff Members

- I. Obtain a parking permit – by going to Wintec's [Digital Workplace Parking page](#) and registering details via the staff intranet online and collecting from Security.
- II. Adhere parking permit to vehicle windscreen on the lower left-hand (passenger) side above the registration label.
- III. Park only in areas designated Staff – refer to Wintec's public website for locations.
- IV. Pay for parking via salary deduction or when on site by using the phone application or one of the parking meters across campus.
- V. If mobility parking is required see [Student Disability Services](#) who co-ordinate permits and spaces; payment procedures still apply.

Visitors

- I. Short-term visitors have the option of parking for up to two hours at the City and Rotokauri campuses. These short-term parks are sign-posted, and locations can be found on Wintec's public website.
- II. Long-term visitors (requiring parking for more than two hours) can use the reserved spaces but must have been arranged prior to arrival by a Wintec staff member. We use [Smartrak](#) for booking visitor carparks. The process can be found on the [Digital Workplace Parking page](#).
Note: New staff must [log a request](#) to be set up as a user in Smartrak.
- III. There is no charge or permit needed for any of these visitor parking options. Staff and students are not permitted to use these spaces.

Service Contractors

- I. Contractors that will be working at the City or Rotokauri campuses for extended periods are required to display a contractor parking permit which is available from Security. They can park in any non-reserved space or area designated to Contractors which is outlined in their induction by Facilities Management.

Consultants

Printed Copies are not Controlled. Please refer to Wintec's Policy Web for the most current version.

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- I. Consultants and Individual Contractors will have any parking entitlement expressly written in their contract. Facilities Management may choose to reserve them carparks on their days of work.

6.2. Parking infringements

- I. Wintec uses a payment notice and tow-away system to ensure parking users are complying with the policy. An external contractor monitors the City and Rotokauri campus parking daily.
- II. Vehicles may be issued with a payment notice or towed without warning in the following circumstances:
 - a) 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.
 - b) If parked in designated Wintec parking areas without displaying a valid permit.
 - c) If parked in a reserved park without the correct booking.
 - d) If parked on grassed areas.
 - e) Is directed by Police or Emergency services.
- III. To dispute a payment notice, go to www.paymentnotices.co.nz
- IV. Any inquiries regarding lost, stolen or towed vehicles should be directed to Wintec Security.
 - **City campus** 0800 852 900 or ext. 9000
 - **Rotokauri campus** 027 477 9985 or ext. 4041

Note: The payment of any towage fee is the responsibility of the vehicle owner.

7. Processes

There are no associated process maps for this policy. If you have any questions regarding this policy, please contact Security. Staff can also email the service desk for non-urgent issues.

8. Related Legislation, Regulations, Policies, Guidelines, and Forms

Legislation/Regulations	Policies	Guidelines/Forms
Public Records Act 2005 Privacy Act 2020 Health and Safety at Work 2015 Traffic Regulations 1976	Asset Management Policy Safety and Wellbeing Policy Information & Records Management Policy	Personal Vehicle Details Register (includes Salary Deduction Form) for staff Student Parking Form (must be signed in)
Copies of New Zealand Legislation can be found on the New Zealand Legislation Website . You can view Wintec's Policies and Procedures on the Policy Web . This is not an exhaustive list of policies, procedures and legislation.		

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9. Key Definitions & Glossary

Consultant	A fixed term contractor not directly employed by Wintec.
Service Contractor	A worker employed by an organisation separate to Wintec to provide a specialist service, e.g. plumbing.
Visitor	Any person not employed by Wintec (either directly or indirectly), and/or not enrolled at Wintec.

10. Records Management

In line with the Public Records Act 2005, Wintec is required to provide an Information and 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	GDA Reference #
Staff vehicle info database	2 years after date of last action	Destroy	14.1.2
Parking operations contractor agreement	7 years after date of last action	Destroy	14.1.1
Leased parking spaces	7 years after date of last action	Destroy	14.1.1
Salary deduction authorisation	7 years after date of last action	Destroy	14.1.1

11. Version History

Version	Date Approved	Details
1	June 2006	First Published.
2	December 2007	
3	June 2011	
4	December 2012	
5	November 2014	Change of policy template.
6	June 2015	Minor formatting changes.
7	February 2019	Updated template to subsidiary policy template. Added supporting information and links to campus maps. Updated glossary of terms.
8	February 2022	Added new virtual parking permit system details for student parking. Added Student Accessibility Services to the list of key roles. Added te reo Māori name.