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## Wintec | Te Pūkenga Parking Management Operating Procedures - effective from 1 March 2023

This information outlines the operating procedures for Wintec | Te Pūkenga Parking Management in 2023. Details around costs and information on student and staff parking for the City and Rotokauri campuses can be found [here](#).

Failure to comply with the following procedures may result in the issuing of a payment notice (fine) without warning and at the vehicle owner's expense. Repeat offences or other similar circumstances may result in the vehicle being towed at the vehicle owner's expense.

### Parking Terms

- Pay for parking when on site by using the phone application or one of the parking machines across campus.
- Wintec | Te Pūkenga reserve the right to review parking fees and areas at any time.
- Permits are not transferrable; they are for use by individual staff and students only and cannot be lent to anyone.
- Permits must be renewed annually and are valid for no longer than the length of a student's study or staff's employment.
- Falsification of permits or payments may result in revocation and disciplinary procedures.
- Drivers are required to observe speed restrictions and give right-of-way to pedestrians.
- Additional permits required for staff or students with multiple vehicles are available at no charge.
- Parking fees, terms and conditions and enforcement times will be displayed in parking areas.
- Lost, stolen, or damaged permits may be replaced by applying to the Security team (staff) or Student Enrolment and Information Centre (students).
- Car park 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.
- Wintec takes no responsibility for the accuracy of information provided regarding non-Wintec operated parking areas.

### Visitors

Visitor parking is free for up to two hours without requiring a permit in designated visitor parking. Visitor parking for more than two hours can be booked via a Wintec | Te Pūkenga staff member. Staff and students are not permitted to use visitor spaces.

### Service Contractors

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.

### Parking infringements

Care Park, an external contractor, monitors the City and Rotokauri campus parking daily. Vehicles may be issued with a payment notice (fine), or towed without warning at the vehicle owner's expense, if they do not follow the [parking terms and conditions](#) which are also on display in parking areas.

Parking fines may be issued for cars, if parked:

1. without appropriate payment.
2. without displaying a valid permit, where one is required.
3. 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.
4. in a reserved park without the correct booking.
5. on grassed areas.

Any inquiries regarding lost, stolen or towed vehicles should be directed to Wintec Security.