

**From:** Frank Webb  
**To:** .  
**Date:** 31/07/2007 12:02  
**Subject:** PARKING - Waitakere - Building 530 - Parking Protocol

Dear Staff

Reserved staff parking in the multi-storey parking building (530), allocated in lieu of the thirty-one that were located behind BedsRUs, comes into force on 1 Aug 07.

These spaces have been reserved for Unitec by the Waitakere City Council, and a list of Unitec staff working at Waitakere has been compiled by Soi Vehikete and used as the basis for issuing the WCC parking cards; the number of staff issued with cards is limited by the number of cards provided by the WCC (120). The following protocol relates to the use of these cards:

1. A total of 31 spaces reserved - level one (spaces 18 - 26) and level two (spaces 1 - 14 and 35 - 42) These spaces will be numbered and have signs stating "UNITEC Staff Only - Reserved Parking".
2. This UNITEC group can only use the UNITEC spaces allocated (as above) on a first come first served basis. The Car Park attendants will not be responsible for the rationing or allocation of the spaces. Spaces will not be pre-booked or to be blocked off by a cone or some other delineation device effectively reserving the space.
3. Any entitled UNITEC user who is also in possession of a valid mobility parking permit may utilise any marked mobility parking space within the car park building
4. The spaces will be available 6 days per week (6am - 1pm)
5. The 32nd card holder attempting to enter the car park will be advised at the entry point by words to the effect - "Lot is full, no staff spaces left. Please take a ticket and pay on exit". (If they don't wish to park, there is no cost if they exit within 30 minutes)
6. As the 32nd vehicle, the barrier will not raise unless they remove the hard card and utilise the options above
7. The driver takes the (cardboard) card, as issued by the machine. When they use this option, they can take advantage of the UNITEC paid concession where they pay \$3 at the attendants booth prior to exit. The balance is debited to UNITEC. They must provide proof of identity using the UNITEC staff or students i/d card
8. Replacement cards will be at a cost to UNITEC (approx \$5) and charged to the relevant cost centre.
9. Lost or stolen cards must be reported to Waitakere City Parking Services, so Unitec safety and security must be notified as soon as possible after the loss; the card number must be included in any communication.
10. Waitakere City will keep a log of usage (card number and activity times only) however UNITEC will keep the nominal role of card holders and the card serial number allocated.
11. UNITEC safety and security will be responsible for the initial issue and the recovery of cards, when the card holders right to usage ceases.
12. The cards remain the property of Waitakere City and in the event of misappropriation or abuse the card or cards will be locked from the system.
13. The UNITEC reserved spaces cannot be used by other than entitled card holders. It does not apply to general users.
14. Vehicles not displaying Unitec staff parking stickers (green) may be towed from Unitec reserved spaces.

Regards

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