

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|---------------------------------|-------------------|----------------|-----------------|---------------------------------|-------------------------|
| Parking Policy & Procedure (PP) | Facilities-PP | Governance | Facilities | 16/04/2019 Motion: 2/24/6 | 01/01/2027; 3-yearly |

PARKING POLICY & PROCEDURE (PP)

1 General:

- The Glenfield Community Centre (GCC) makes some provision for parking as prescribed in the Auckland Unitary Plan, but is under no obligation to provide parking for every vehicle that enters the Centre. See Appendix for a map.
- This is a private car park as the land is owned by the Methodist Church of NZ and therefore is not subject to the Land Transport Act 1988.
- Parking and traffic signs used throughout the carpark are of an international standard as authorised by the Transport Rules 2004.
- Vehicles must be parked in designated parking areas at all times.
- While all reasonable provision will be made for safe access and parking, vehicles are parked at the owner's risk while on Centre property.

2 Tenant Parking:

GCC makes four carparks available in its Lower carpark for use by Tenants of the Centre. These are non-allocated parks to be shared between the Tenant groups. Tenants unable to find a Tenant carpark are entitled to park in the Upper Carpark in any general space (i.e. not in the ten-minute spaces allocated to parents/caregivers dropping off or picking up children from Te Kōhanga Reo o Ngā Tikanga Pono or in the disabled carpark). All tenants are required to provide Car Make, Model and Registration to GCC Administration so we can validate which cars are approved to park in Tenant spaces.

3 Administration Staff Parking:

GCC makes two carparks available in its Lower carpark for use by Staff of the Centre. These are non-allocated parks to be shared between the Administration Staff.

4 General Parking:

GCC makes 14 carparks available in its Upper carpark for use by hirers, their clients, guests, Te Kōhanga Reo o Ngā Tikanga Pono families/ caregivers, Staff, Governance, Tenants and contractors only.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|---------------------------------|-------------------|----------------|-----------------|---------------------------------|-------------------------|
| Parking Policy & Procedure (PP) | Facilities-PP | Governance | Facilities | 16/04/2019 Motion: 2/24/6 | 01/01/2027; 3-yearly |

5 Te Kōhanga Reo o Ngā Tikanga Pono Staff Parking

Te Kōhanga Reo o Ngā Tikanga Pono Staff are encouraged to park in the Staff carparks at the rear of the Glenfield Library.

6 Speed Limit:

The speed limit in the carparks is limited to 5kph for safety purposes.

7 Bicycles:

Bicycle parking is limited to the bike racks provided. Bicycles may also be secured to the external guardrail near the main entrance. Persons wishing to secure their bikes in the courtyard must first gain permission from the GCC Administration who will direct them to where this is safe and acceptable.

8 Motor Cycles and Scooters:

Cycles and scooters are permitted to park in the general designated areas of either carpark.

9 Parking Hours:

The Centre carparks are primarily for the use of persons hiring space at the Centre, their clients or guests, Tenants, Staff, Governance and contractors. The Centre is open 8:00am to 10:00pm, 7 days a week.

10 Mobility Parking:

The Centre provides one mobility park adjacent to the Mission Hall.

11 10-Minute Parking Zones

Due to the high traffic during drop-off and pick-up times for children to and from Te Kōhanga Reo o Ngā Tikanga Pono, two 10-minute carparks have been designated for the exclusive use of parents and caregivers.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|---------------------------------|--------------------------|-----------------------|------------------------|---------------------------------|-------------------------|
| Parking Policy & Procedure (PP) | Facilities-PP | Governance | Facilities | 16/04/2019 Motion: 2/24/6 | 01/01/2027; 3-yearly |

12 Keep Clear Areas

Certain areas are designated “Keep Clear” for health and safety purposes. These include: the main entrances to the Upper and Lower Carparks, the front of the Main entrance to the Centre, around the large rubbish bin, immediately adjacent to the Mission Hall. Cars are not to be parked in these spaces at any time.

13 Towing

Persons whose vehicles are parked in the carpark out of Centre hours, in Staff or Tenant designated parks, in the 10-minute Te Kōhanga Reo o Ngā Tikanga Pono drop-off parks, or in the designated mobility park may be towed at GCC Management’s discretion.

14 Audience:

Staff (Full-time, Part-time), Volunteers, Executive, Governance, Contractors, Hirers, Visitors.

15 Relevant Legislation:

Health and Safety at Work Act 2015

16 Related procedures / documents:

Health and Safety Policy

17 Document Management Control:

| | |
|--------------------------|----------------|
| Prepared by: | GCC Manager |
| Authorised by: | Governance |
| Approved by: | Motion# 2/24/6 |
| Date issued: | April 2019 |
| Last review: | February 2024 |
| Review frequency: | Three-yearly |
| Next review: | January 2027 |
| Effective Date: | April 2019 |

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|---------------------------------|-------------------|----------------|-----------------|---------------------------------|-------------------------|
| Parking Policy & Procedure (PP) | Facilities-PP | Governance | Facilities | 16/04/2019 Motion: 2/24/6 | 01/01/2027; 3-yearly |

12 Site Map Showing Carparks:

