



**LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**PROVINCIAL TREASURY**

# **PARKING POLICY**

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## **ACRONYMS**

The following acronyms are used in this policy:

- MEC – Member of Executive Council for Finance
- HOD – Head of Department
- SMS – Senior Management Services
- GG – Government Garage

## **1 INTRODUCTION**

- (a) Limpopo Provincial Treasury recognizes that it has limited parking facilities, and cannot provide parking to all employees, therefore, through this policy, the Department commits itself to ensure that this limited resource is allocated in the most efficient and economic manner and it is paid for.

## **2 OBJECTIVES OF THE POLICY**

- (a) To set out principles, responsibilities and control measures for the effective and efficient allocation and utilization of parking within the Department;
- (b) Increase Departmental Revenue by ensuring payment for parking facilities

## **3 CUSTODIAN OF POLICY**

- (a) This policy is issued under the authority of the MEC as the Executing Authority and the Head of Department as the Accounting Officer for the Limpopo Provincial Treasury.

## **4 SCOPE OF APPLICATION**

- (a) The policy applies to all employees of the Department.

## **5 LEGISLATIVE FRAMEWORK**

- (a) This policy is informed by the following legal prescripts:

<b>No</b>	<b>Legislation</b>
1.	Public Finance Management Act, 1999 (PFMA), 1999 (Act No. 1 of 1999),
2.	Transversal Parking Policy dated 01 April 2008

## 6 POLICY PRINCIPLES

(a) This policy shall be guided by the following principles:

- (i) **Consultation.** All the key stakeholders that are affected or to be affected by the implementation of the policy should be consulted at all stages of the development or review of the policy.
- (ii) **Information.** All employees who are affected by the policy should be informed about the prescript within the policy.

## 7 ROLES AND RESPONSIBILITIES

### 7.1 RECORDS MANAGEMENT AND AUXILIARY SERVICES

(a) The Director: Records and Auxiliary must ensure that department's Records and Auxiliary Services unit

- (i) Administers departmental parking bay applications and approvals;
- (ii) Monitors implementation of the Parking Bay policy;
- (iii) Advises all employees of any adjustment to the parking bay rates as determined by Treasury from time to time;
- (iv) Advises the salary section of parking bay allocations (new or discontinued) to enable the salary section to implement/terminate PERSAL parking fees deductions and
- (v) Informs Security Services of any new or unused parking bay allocations to ensure efficient access to and management of the parking facilities.

### 7.2 SECURITY SERVICES

(a) The Director: Security Services unit must ensure that the Department's Security Services

- (i) Manages access to parking areas and ensures only designated bays are used to park vehicles, and

- (ii) Ensures that parking bays are reserved and occupied by the rightful employees and/or authorized visitors.

### **7.3 HUMAN RESOURCE MANAGEMENT**

- (a) The Director: Human Resource Management must
  - (i) Inform Records Management and Auxiliary Services of any newly appointed employees; and
  - (ii) Inform newly appointed employees of the Parking Bay policy.

### **7.4 SALARY SECTION**

- (a) The Manager: Salaries must ensure
  - (i) The recording of deductions and collection of monthly parking fees from all employees allocated a parking bay at the rates determined by the Provincial Treasury from time to time.

## **8 POLICY PROVISIONS**

### **8.1 ALLOCATION OF PARKING BAYS TO THE OFFICE OF THE MEC AND HOD**

- (a) The Office of the MEC shall be allocated six (6) parking bays including the garage.
- (b) The Office of the HOD will be allocated three (3) parking bays
- (c) Except for the MEC, all employees in both offices will be required to complete a parking application form and an Indemnity form before any allocation of parking can be made and confirmed.

### **8.2 ALLOCATION OF PARKING BAYS TO GOVERNMENT-OWNED VEHICLES AND EMPLOYEES WITH DISABILITIES**

- (a) After allocation to the Office of the MEC, HOD and SMS employees, GG vehicles and employees with disabilities will be given priority.

### **8.3 ALLOCATION OF PARKING TO MEMBERS OF SMS**

- (a) All members of SMS will be required to complete a parking application and Indemnity form available on the intranet before any allocation can be made and confirmed.
- (b) All SMS members shall be allocated one (01) parking bay in the Department, provided sufficient parking bays are available to meet the demand. Should the demand exceed the supply then the parking bays will be allocated, at the discretion of the Director: Records and Auxiliary, on a first come first serve basis

### **8.4 ALLOCATION OF PARKING TO MEMBERS OF STAFF FROM LEVEL 12 AND BELOW**

- (a) Employees at Level 12 and below will be required to complete a parking application form and Indemnity form available on the intranet.
- (b) Allocation will be made based on the availability of such parking space and on a first come first served basis. Should the demand exceed the supply then the parking bays will be allocated, at the discretion of the Director: Records and Auxiliary, on a first come first serve basis

### **8.5 ALLOCATION OF PARKING TO VISITORS**

- (a) Visitors coming to the Department for meetings, etc. will make use of visitors' parking in the premise. It is however the responsibility of the employees expecting visitors who will be having meetings in the Department, to make the necessary arrangements with the Records Management and Auxiliary Services two days before such parking will be required.
- (b) No officials of the Department will be allowed to make use of visitor's parking facilities, without the approval of the Director Security Services.

## **8.6 ACCESS TO PARKING FACILITIES**

- (a) Employee access to parking facilities will only be provided with access cards.

## **8.7 PAYMENT FOR PARKING FACILITIES**

- (a) A monthly parking fee as per Provincial Guideline and parking bay status will be deducted from all employees' allocated parking in the Department, with the exception of the MEC. The fee is payable in advance.
- (b) This fee may be amended when deemed necessary in line with the Provincial Parking Bay Guidelines. Communication in this regard will be communicated to all affected employees prior to implementation.

## **8.8 PARAMETERS OF USAGE**

- (a) Parking is provided at the vehicle owner's risk. The state and the Department shall accept no responsibility for any damage, loss or injuries resulting from the renting of parking.
- (b) No flammable items are allowed in the parking area.
- (c) The user of authorized parking must request the Records Management and Auxiliary Services a month in advance of any termination of parking. No refunds will be provided for any part of a month.
- (d) All users of parking shall comply with security instructions issued by the security personnel deployed at the premises.

## **9 DEVIATION**

- (a) Any policy, procedure, or guideline that does not follow the procedures and processes outlined in this policy will not be approved by the relevant authority.
- (b) Any employee who contravenes the provisions of this policy which may lead to violations of the Public Service Code of Conduct or any rules or policies, that



employee shall be charged with misconduct and the necessary disciplinary measures will be taken against him or her.

## **10 COMMENCEMENT DATE**

- (a) The commencement date of this policy will be on the date of its approval.

## **11 TERMINATION AND REVIEW CONDITIONS**

- (a) This policy will be reviewed by the Limpopo Provincial Treasury after two years or when necessary. The amendments resulting from the review will be processed in line with the Departmental Policy Development Framework. However, where it is deemed not necessary to review the policy, evidence of the process leading to such decision should be provided.
- (b) This policy will remain in force until and unless it has been withdrawn or amended by the MEC.

## **12 ENQUIRIES**

- (a) Enquiries regarding this policy should, in the first instance, be directed to the Records Management and Auxiliary Services directorate.

### 13 RECOMMENDATION AND APPROVAL

Recommended for approval by:

  
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**GC Pratt**  
**HEAD OF DEPARTMENT**

28/7/2017  
\_\_\_\_\_

**Date**

**APPROVED BY:**

  
\_\_\_\_\_

**RWN Tooley (MPL)**  
**MEC for FINANCE**

31/07/2017  
\_\_\_\_\_

**Date**