



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

LIMPOPO PROVINCIAL TREASURY

DEPARTMENTAL PARKING

POLICY

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1. PREAMBLE

- 1.1 Limpopo Provincial Treasury (Department) recognizes that it has limited parking facilities, and cannot provide parking to all employees.
- 1.2 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. APPLICABLE LEGAL FRAMEWORK

- 2.1 Section 38 (1) (c) of the Public Finance Management Act, 1999 (PFMA), 1999 (Act No.1 of 1999), impose a duty on the Accounting Officer of the Department to collect all monies due to the Department.
- 2.2 Section 45 (b) of the PFMA impose a duty on the employees of the Department to ensure effective, efficient, economical and transparent use of financial and other resources within their area of responsibility.

3. OBJECTIVES OF THE POLICY

- 3.1 To set out principles, responsibilities and control measures for the effective and efficient allocation and utilization of parking within the Department;
- 3.2 increase Departmental revenue by ensuring payment for parking facilities

4. SCOPE OF APPLICATION

- 4.1 The policy applies to all employees of the Department, working at Head Office.

5. ROLES AND RESPONSIBILITIES**5.1 Logistics**

- 5.1.1 Implementation of the policy;

5.1.2 Administration of parking applications and approvals; and

5.1.3 Informing security and Risk management of any new parking allocations to ensure the efficient access to and management of the parking facilities

5.2 Security and Risk Management Services

5.2.1 Access control to parking areas; and

5.2.2 Compliance to policy;

5.3 Human Resource Management

5.3.1 Informing Logistics of any newly appointed Senior Management Services (SMS) employee; and

5.3.2 Informing newly appointed SMS employees of the policy.

5.4 Salary section

5.4.1 Monthly deduction of parking fees.

6. PROVISIONS

6.1 Allocation of parking to MEC and HOD

6.1.1 The Office of the MEC shall be allocated 6(six) parking bays

6.1.2 The Office of the HOD will be allocated 3(three) parking bays.

6.1.3 Except for the MEC and HOD, 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.

6.2 Allocation to members of SMS

6.2.1 Permanently appointed SMS members from rank of Senior Manager and higher shall be allocated 1(one) parking bay in the Department and officials with more than one vehicle may park any of his/her vehicles at the allocated parking bay.

6.2.2 All members of SMS will be required to complete a parking application and Indemnity form before any allocation can be made and confirmed.

6.3 Allocation to Government-owned vehicles and employees with disabilities

6.3.1 After allocation to the Office of the MEC, HOD and SMS employees, GG vehicles and employees with disabilities will be given priority

6.4 Allocation to subsidized vehicles

6.4.1 Since the Department does not have enough parking facilities within its buildings, parking facilities for subsidized vehicles will be leased from outside the Department, at a fee to be negotiated by the Department of Public Works and payable by the owners of subsidized vehicles.

6.5 Allocation of parking to visitors

6.5.1 Visitors coming to the Department for meetings etc will make use of visitors' parking in front of the building. It is however the responsibility of the employees expecting visitors who will be meetings in the Department, to make the necessary arrangements with the Logistics Directorate a day before such parking will be required.

6.5.2 No official of the Department will be allowed to make use of visitors' parking facilities

6.7 Access to parking facilities

6.7.1 Access to parking facilities will only be provided with access cards and authorized parking discs. The disc, similar to license disk, must be displayed on the windshield of the vehicle. Only (1) disk will be provided per vehicle. The disk must bear the signature of the official authorized to issue the parking disks and the official stamp of the Department. Disciplinary action may be instituted where vehicles are parked without prior approval by the Logistics Directorate.

6.8 Payment for parking facilities provided

- 6.8.1 A monthly parking fee of R50.00 will be deducted from all employees allocated parking in the Department. The fee is payable in advance.
- 6.8.2 This fee may be amended when deemed necessary by the Department. Communication in this regard will be communicated to all affected employees prior to implementation.

6.9 Parameters of usage

- 6.9.1 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.
- 6.9.2 The Department shall not guarantee unhindered access or use of the allocated parking. Where an unauthorized user parks at the allocated parking, the matter must be addressed by the primary user.
- 6.9.3 The authorized user of parking is responsible for any damages to the parking area, deriving from use thereof.
- 6.9.4 No flammable items may be stored in the parking area.
- 6.9.5 The user of authorized parking must request the Logistics Directorate a month in advance of any termination of parking. No refunds will be provided for any part of a month.
- 6.9.6 All users of parking shall comply with security instructions issued by the security personnel deployed at the premises.
- 6.9.7 Unless otherwise directed by emergency situations, parking shall be allocated in accordance with seniority.

7. POLICY CONTROL**7.1 Policy Audit**

- 7.1.1 The Accounting Officer must ensure periodic audits when deemed necessary to ensure compliance with the policy.

7.2 Policy Review

7.2 Policy Review

7.2.1 This policy is subject to annual reviews or when deemed necessary by the Department to ensure that it is aligned to prevailing legislation and conditions.

7.3 Policy Amendments

7.3.1. No amendment(s) may be made to any section of this policy without Such amendment(s):

7.3.1.1 first being submitted to the review panel for discussion and review;

7.3.1.2. made by the review panel incorporated into the policy; and

7.3.1.3. duly approved and signed by the MEC, HOD and Chief Financial Officer.

7.3.2. Amendments to this policy will be distributed to Branch Managers who will in turn, ensure that each unit within their branches receive copies of the amended policy.

8. EFFECTIVE DATE

8.1 The policy will be effective from the 22 day of June 2007.

9. RATIFICATION

Signed at ROLOKEVANE on this 22 of JUNE 2007,

HEAD OF DEPARTMENT:



MEMBER OF EXECUTIVE COUNCIL:

