

Department:
Social Development
NORTHERN CAPE

Mimosa Complex
Barkly Road
Homestead
Private Bag X5042
KIMBERLEY
8300
Tel.: 053-831 4041
Fax.: 0866 309 708
E-mail: scrouch@ncpg.gov.za

Enquiries :
Dipatlisiso :
Imibuzo :
Navrae :

Ms. E. Summers

Date :
Lethla : 2013/08/27
Umhla :
Datum :

Reference :
Tshupe'lo :
Isalathiso :
Verwysings :


H.2.8.2.2

Ms. C.M. Chotelo
MEC for Social Development
Private Bag x 6110
Kimberley
8300

ADOPTION AND IMPLEMENTATION OF THE PARKING POLICY

Attached for your consideration and approval by your good self, the departmental Parking Policy, which has gone through the relevant consultative process.

The purpose of the policy is to provide guidelines for the regulation of parking for the general public and the allocation of undercover parking facilities for employees of the Department of Social Development.



.....

Ms. E. Botes

Head of Department: Social Development

Recommend/not recommend

Date: 02/09/2013



Approval

The Parking Policy for the Department of Social Development is approved by the Member of the Executive Council and shall come into effect from date of approval thereof.



.....

C.M.CHOTELO (MPL)

Member of the Executive Council for Social Development

2013/09/17
.....

DATE



social development

Department:
Social Development
NORTHERN CAPE

NORTHERN CAPE

DEPARTMENT OF SOCIAL DEVELOPMENT

Parking Policy

CONTENT

PAGE

Approval by Executive Authority

1	Preamble	3
2	Purpose and Definition	3
3	Policy Principles	3
4	Parking Restrictions	6
5	Vehicle Damage and Material Loss	6

1 PREAMBLE

Parking is a complex issue that elicits strong and sometimes contradictory reactions from employees of the Department. While some approach it as a practical problem, closely tied to their ability to fulfil their job responsibilities, others emphasize the planning, environmental, or even philosophical dimensions of the parking conundrum. While acknowledging these differences, the Department believes that the availability of a parking policy have the fortunate effect of generating understanding around the limited number of parking space available in the Department. The car parking policy seeks to clarify the regulations and restrictions for the benefit of staff and visitors. The policy applies to all staff, contractors and visitors and covers the parking of all motor vehicles in the Department. The Departments' offices have a limited number of parking spaces available for staff, customers and the general public during office hours. Parking permits for undercover parking bays are issued in order to control the number of parking spaces within the Department.

2 PURPOSE AND DEFINITION OF UNDERCOVER PARKING

The purpose of the policy is to provide guidelines for the regulation of parking for the general public and the allocation of undercover parking facilities for employees of the Department of Social Development.

Covered or undercover parking is a structure, irrespective of the construction material, which at least makes provision for cover (not necessarily 100%) from above and within which one or more vehicles can be parked without a garage door/ gate.

3 POLICY PRINCIPLES

3.1 The availability of parking is of critical importance to all Departments' employees

The Departmental parking does not provide a reasonable alternative for most employees because it is either unavailable or already occupied. The policy therefore seek a balance between keeping the cost of undercover parking moderate and assuring that the amount of parking available is reasonable to the number of permits of undercover parking leased.

3.2 Providing employee parking that is sufficient, secure, and reasonably priced is in the best interest of the Department

The purpose is to ensure that parking is provided as a benefit to employees and customers of the Department to convert the daily operations of the Department to an attractive and environmentally friendly one as compared to other sectors. The Department has a strong interest in accommodating, to the greatest possible extent, the public's desire for convenient access, by allowing the public the use of customer's parking space during office hours. But the customers or

public's parking arrangements should be differentiated from the undercover parking which its primary obligation is to make it possible for employees to execute their tasks by providing sufficient parking at a reasonable price.

3.3 The goal of parking policy is to ensure that future increases in permit fees are gradual, moderate, and clearly justified by parking-specific expenditures

By setting the current amount of undercover parking, existing parking related operations that rely on parking revenues will not be jeopardized; but employees making use of undercover parking will receive some assurance that future fee increases will be more predictable and tied directly to the cost of providing the service being purchased.

3.4 When existing parking is renovated to accommodate developments in the Department, the cost of constructing replacement parking can, to the greatest possible extent, be included in and charged to the cost of the new development.

New construction may result in an increase in the amount of parking available in order to ensure that both pre-existing and new parking needs are met. However, construction projects may often destroy parking spaces and may even result in a net decrease to the total number of spaces available in the Department.

3.5 Conditions of making use of undercover parking

The leasing or utilisation of parking facilities is subjected to the following conditions;

- Parking disks, which will be issued by the Sub-Directorate: Infrastructure and Facilities Management, should be on display when making use of an under-cover parking.
- Parking tariffs at state owned or leased buildings occupied by the Department are determined by the Department Development in Northern Cape Province.
- The current parking tariffs stands at R35, 00 per month and will escalate at a fixed percentage of 10% every fifth year.
- The relevant parking tariffs at a state or leased building are payable monthly in advance with effect from the date of utilisation and will be deducted from the official concerned salary through PERSAL by the Department and paid into the Department's Revenue Account.
- Optimal utilisation of parking must at all times be maintained – **No double parking.**
- The vehicle is garaged at the owners risk and on the specific condition that the Department does not guarantee undistributed and continuous access to the parking bay. Any infringement on the occupation / utilisation to, or entrance disturbance to the parking bay by unauthorised third parties, is a matter for the lessee/user to solve directly with the unauthorised third parties.
- The lessee/user indemnifies the Department against all actions, claims, injuries, losses or damages which he or any third party may sustain or be involved with, directly or otherwise due to the letting / allocation of parking bay and lessee/user indemnifies the state against all legal cost which may arise there from.

- The lessee/user is responsible and liable for the repairing cost of any damage to the parking bay, as a result of his utilisation thereof; including the cost for repair/replacing of broken and/or lost locks and keys in the event of lockable motor garages.
- No flammable material may be stored in/under/ on the parking bay.
- Sub-letting is not permitted.
- The concession will last as long as it suits the Department and may at any time, without prior notice, be withdrawn by the Department.
- The Department must timeously (with at least two calendar months' written notice) be informed as soon as the lessee/user requires that the utilisation of parking bay, under control of the department is to be terminated, failing which the lessee/user will be held responsible for the payment of the relevant rent until the parking bay is allocated/hired by another official.
- Any enquiries regarding allocated parking at state as well as leased buildings/terrains should be addressed to the Sub - Directorate: Infrastructure and Facilities Management.
- In the event where staff of other state departments utilises such parking bays, inter alia those at the institutions, etc. monthly rental should be paid in cash at the relevant institution.
- The relevant lessee/user must in all instances confirm in writing that he accepts the condition of hiring and the date when the parking was utilised for the first time, and later vacated by him must also be confirmed through the customary channels without delay, in writing to the Department.

3.6 Allocation of parking

It should be noted that the requirements for the garaging of GG and other official vehicles, at all times, will receive preference. Enclosed Under Cover Parking Facilities will be available for GG or other official vehicles.

The number of parking facilities, which may from time to time become available for hiring/allocation to officials for garaging of their private motor vehicles, is extremely limited and therefore the following principles will apply in allocating under-cover parking bays to officials employed by the Department of Social Development:

3.6.1 First Priority

- Senior Managers and Program Managers at the Provincial Offices.
- District Managers down to a level of Assistant Directors at District Offices.
- Disabled persons

3.6.2 Second Priority

- Subsidised Vehicles
(All staff that's making use of subsidised motor vehicles)

3.6.3 Third Priority

- All other staff members using private owned cars will be given undercover parking subjected to availability of parking bays.

- Except in certain exceptional circumstances (which are considered on merit and based on the condition as set out in points 3.6.4.1 and 3.6.4.2 below) the allocation/approval of any available parking facilities are thus strictly allocated according to seniority and those making use of subsidised vehicles.

3.6.4 Fourth Priority

In cases where parking bays are vacant/ available:

3.6.4.1 Such available carport will be allocated to junior staff but with the **condition** that such staff will be requested to vacate the allocated parking-bay at anytime to allow priority to any senior official/s / subsidised vehicle/s when appointed.

3.6.4.2 It should be noted that the principle of last in first out will apply in instances where parking bays allocated to junior staff are needed for either subsidised vehicles or in cases where new managers are been appointed.

4 PARKING RESTRICTIONS

Permit holders or undercover parking user are expected to observe the following parking restrictions. A fixed financial penalty of R60.00 (subject to change) will be imposed in respect of any of the following offences.

- **Under no circumstances are private vehicles allowed to be parked on a parking bay allocated for the parking of GG vehicles, even if the GG vehicle is been used by the owner of such private vehicles;**
- Parking in an undercover car park for which a permit is not valid;
- Parking on double or crosshatched yellow lines;
- Causing an obstruction;
- Parking in a location in which a notice clearly prohibiting parking is displayed, for example outside emergency exits or plant rooms or near delivery doors;
- Unauthorised parking in a clearly marked reserved space or in an area clearly marked as temporarily or allocated for use by members of executive committee, visitors or maintenance or construction workers.
- Parking other than in a designated parking space;
- Exchanging parking bays with other users without the prior involvement of the Sub-Directorate: Infrastructure and Facilities Management.

5 VEHICLE DAMAGE AND MATERIAL LOSS

All vehicles are parked on the Departments' parking sites at the owner's risk and the Department accepts no liability for the safety and security of such vehicles.

Most car crime is opportunist and you can avoid risk taking the following simple precautions:

- Never leave a car door unlocked or a window/sun roof open
- Do not leave any belongings on display in your car (lock them in the boot)

- If you have a Satellite Navigation device ensures you not only remove the device but also remove any tell tale ring marks on your windscreen.
- Do not leave credit cards or cheque books in a glove compartment
- Never leave your vehicle documents in your car
- Double check that all doors and windows are locked before leaving the car