



**agriculture &
rural development**

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Agriculture and Rural Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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ORGANISATION	DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
PROGRAMME	CHIEF DIRECTORATE: FINANCIAL MANAGEMENT
POLICY	SECURED PARKING
POLICY REF. NUMBER	FIN 7 / P
COMPILED BY	DIRECTORATE: FINANCIAL ADMINISTRATION
APPROVED BY	HEAD OF THE DEPARTMENT
SIGNATURE	 _____
DATE OF EFFECT	Upon approval by the Accounting Officer <u>17/09/2024.</u>

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1. Pre-amble

- 1.1 The Department is not obliged by any law to provide parking space for its employees. However, whenever possible any office used by government officials to provide services to the citizen will have parking available for both clients and staff.
- This policy applies to Agricenter Building, DARD Head office, and applies to both underground secured and outside covered as well as open parking.

This parking policy at head office is guided by:

- The category and nature of functions performed by an official across all levels
- Officials Disability status
- Promotion of effectiveness and efficiency of service delivery
- Availability of the parking space

2. Definition/Glossary of Terms

Covered Parking-Parking bay other than underground parking which is covered to provide shelter to a vehicle parked on that bay at Head office

Designated parking- Parking allocated to an individual/reserved for a specific purpose

Disabled employee- For the purpose of this policy, the employees utilising wheel chairs or other related devices and as such are not able to walk unaided

General staff- All officials in DARD not falling within categories of SMS or MMS and

Lessee- Person to whom a parking is allocated.

MEC- Member of North west provincial Executive Council responsible for DARD

MMS- All officials in DARD appointed at level 11 to 12 in terms of Public Service Act (1994)

Open parking - parking other than covered or secured parking

RES- North west Provincial revenue enhancement strategy

Secured parking-An underground parking bay, whose access is gained under supervision of security personnel and has been allocated to particular SMS or MMS member within DARD at Head Office

SMS- Senior managers in DARD appointed at level 13 and upwards in terms of Public Service Act of 1994 appointed in terms of Public Act of 1994

White fleet- All Government registered vehicles

3. Problem Statement

- 3.1 The policy serves to clarify the allocation of parking space and restrictions for the benefit of officials of DARD and visitors, while ensuring support to the RES as driven by Provincial treasury

4. Objective

- 4.1. To regulate the allocation of parking space at Agricenter building in head Office
- 4.2. To provide for fairness and equity in the allocations of parking
- 4.3. To ensure consistency in the allocation and usage of parking in Agricenter
- 4.4. To provide security and safety of all users and their vehicles:
- 4.5. To prevent any unauthorised access to, and illegal parking on Head Office premises and
- 4.6. To support the provincial treasury's RES

5. Parking Application process

- 5.1 Employees who want to apply must first check availability of parking from Revenue office,
- 5.2 Revenue officials will identify parking space and contact an employee to come and complete/fill in the relevant forms either for basement or covered parking.
- 5.3 The completed forms will then be submitted to Director Financial Administration for approval and once signed, it will be taken to Salaries section implementation of monthly deductions.
- 5.4 The deduction will reflect on the payslip of the applicant after capturing & approval on the Persal system.

6. Parking in designated parking areas

- 6.1. All parking areas will have signage to warn users of illegal parking and action to be taken against all illegal parking.
- 6.2. Each substantive MMS and SMS member based in Head Office will be allocated underground parking at Agricenter irrespective of the size of their vehicle.
- 6.3. Each MMS and SMS member shall pay monthly fee of R100.00, irrespective of the size of their vehicle for use of an allocated parking.
- 6.4. All other vacant parking bays shall be allocated to any non-MMS/SMS member on request,



with the provision of paying the R100.00 fixed monthly parking fee and subject to availability.

- 6.5. All outside covered parking shall be allocated to all non-MMS/SMS members with a monthly rental fee of R20.00 fixed until reviewed.
- 6.6. MEC and Chief of staff are excluded from provisions 5.2 - 5.5
- 6.7. All Government vehicles, white fleet and some of transport officials shall be allocated the entire **SOUTHERN** block of the underground parking.
- 6.8. All private vehicles at Agricenter shall park in designated areas marked for purposes of parking
- 6.9. Any vehicle (private/white fleet) parked in a designated parking without the required authorization will be in breach of this policy and will be pasted with a sticker for illegal parking by the designated official;
- 6.10. Parking in an unallocated parking space is prohibited at all times
- 6.11. MMS/SMS members and Agricenter white fleet are prohibited at all times to park at the visitors parking of Agricenter (**North western entrance parking**)
- 6.12. Only **Northern Eastern entrance** outside parking shall be used as temporary parking at all times
- 6.13. Notice to discontinue use of parking space should be submitted to the Department of DARD designated official, a month prior to vacating the parking
- 6.14. Failure to comply with 5.13 may result in not processing claims for parking rental deductions
- 6.15. In the case where an official is on annual leave or sick leave for an extended period, the parking controller must be notified and depending on circumstances, rental deductions may be frozen until re-assumption of use of the parking.
- 6.16. Any temporary allocation of such parking in 5.15 above, shall attract same standard.
- 6.17. A formal termination request must be made to Director – Finance when the official is relocating from Agricentre building to another office within the department except when official leaves the department as the termination will be automated by the system.
- 6.18. All basement parking users must use one entrance in the North East of the building to get into their allocated parking space and use the exit point at South West during working hours.

7. Identification of users

- 7.1. Parking spaces assigned to member of Executive Council and Head of Department, as well as Executive Managers shall be distinctively marked.
- 7.2. All other parking spaces shall be designated by bay numbers only.

- 7.3. Information of the user shall be in the parking register or with the security officials on duty in the specific parking area.
- 7.4. No official is allowed to use a designated parking bay without authorization.
- 7.5. Security personnel on duty shall report any illegal parking to the designated official upon notice at all times

8. Liabilities and damages

- 8.1. The Department will do everything in its power to ensure safe custody of all the vehicles of both Government officials and visitors parked in the official parking.
However, DARD will not be held responsible for any damage or destruction from and out of theft motor vehicle or destruction due to the negligence or wilful conduct. Individuals are encouraged to ensure that their vehicles are correctly parked and locked at all times.

9. Implementation of the Policy

- 9.1. Applications for parking will be considered and authorized by the HOD for DARD or delegated officials
- 9.2. All users of parking areas must always adhere to the provision of this policy.
- 9.3. The policy will come into effect upon approval by Head of Department.

10. Applicability

This policy will be applicable to all the officials and comes into effect on date of HOD signature

11. Review of Policy

The policy will be reviewed on a four-year basis or when compelling need arises internally.

