



health

Department of Health
NORTHERN CAPE

Policy on Allocation of Parking within the NCDoH

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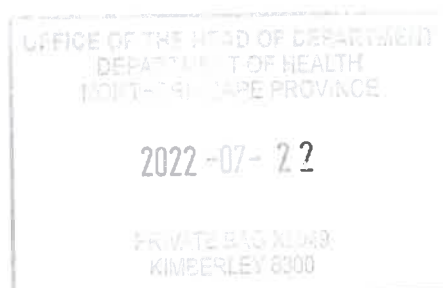


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Definitions and Abbreviations

“Access” means the right or opportunity to enter the Northern Cape Department of Health’s premises.

“Authorised User” The employee issued with the disc according to records.

“Covered parking” means a parking lot arrangement where a carport or other cover is added over the parking spot to shield parked cars from rain, sun, precipitation and hail.

“Enclosed parking” means that the parking is completely closed from all four corners and has a roof.

“Government Fleet” means a group of motor vehicles owned or leased by the Northern Cape Department of Health.

“Open Parking” means a parking space within the premises in an open area outside the constructed parking or basement, with no carport or other cover.

“Parking Bay” means a demarcated area designed large enough to park a vehicle. The area could be closed up, covered and/or open.

“Parking Disc” means an access card issued by the Facility Management Directorate when a parking application has been approved and it allows the user access to the Northern Cape Department of Health’s premises for a prescribed period.

“Parking Fee” means an amount charged or due to park one’s private vehicle in a designated space as per tariffs prescribed by Provincial Treasury and approved by the Head of Department or his designee.

“State vehicle” means any licensed motor vehicle owned, rented, or leased by the Northern Cape Department of Health.

“Visitor” any person visiting the NCDoH offices and health care facilities.

“Waiting List” means a schedule of all officials who submitted their application forms.

“CFO” Chief Financial Officer

“CHC” Community Health Centre

“HOD” Head of Department/Accounting Officer

“LIFO” Last in first out

“MEC” Member of the Executive Council

“NCDOH” Northern Cape Department of Health

“PFMA” Public Finance Management Act

“PERSAL” Personnel Salary

1. Policy Aim

- 1.1. To regulate management of parking (open, covered and enclosed) and allocation of access discs.

2. Policy Scope:

- 2.1. This policy applies to all officials of the NCDOH, utilizing work allocated parking space including officials working at clinics, CHCs, hospitals, district offices and other health institutions e.g. the Provincial Medical Depot.

3. Policy Statement

- 3.1. Regulations are needed to support and provide order in the NCDoH business premises. As such, it is the aim of the Northern Cape Department of Health to:
 - 3.1.1. Ensure efficient, effective and seamless employee parking allocation processes.
 - 3.1.2. Designate parking be allocated employees, visitors and other stakeholders delivering services to the NCDoH.
 - 3.1.3. Allocate only one parking bay to permanent employees that applied timeously. In the instance where the employee has more than one vehicle, only one parking bay will be allocated to such an employee.
 - 3.1.4. Ensure that all officials except for the HOD and the MEC, complete a parking application form, before parking is made available.
 - 3.1.5. Prioritise government vehicles and employees with disabilities in designated parking bays.
 - 3.1.6. Ensure that visitors coming to the department for meetings and/or any other engagements make use of visitors parking and in designated areas in case of emergencies.
 - 3.1.7. Ensure that visitors/patients to/in a health establishment, entry shall be on clearance from the security company on duty at that time.
 - 3.1.8. Allow government fleet to enter by having clearance and the signature of the driver at the gate.
 - 3.1.9. The principle of last in first out (LIFO) will apply in instances where parking bays allocated to junior staff are needed for either subsidized vehicles or in cases where

new managers are being appointed. However, the priority shall be given to the senior manager.

3.1.10. Allocated parking to be treated/handled as a privilege to perform their daily operations and not an entitlement.

3.1.11. Open spaces resulting from an exit of employee(s), shall be re-allocated to the first person on the waiting list.

3.1.12. Application must be reviewed on a yearly basis to monitor and control access into health establishments.

3.1.14. Designated parking not utilized for more than a three (3) months will be re-allocated, to employees in the waiting list.

3.2. Access to parking facilities

3.2.1. Access to departmental facilities shall be limited to only those employees allocated with a parking space and has an access cards and/or authorised parking disc.

3.2.2. A disc similar to vehicle licence disc shall be issued annually and it must be displayed on the windshield of the vehicle at all times.

3.2.3. The issued disc must include all other vehicle(s) registration used by the allocated employee.

3.2.4. An additional disc maybe issued upon request by the parking user and should the user require another reissue he/she will be charged once off fee as regulated for parking allocation.

3.2.5. Any permanent employee in the employ of the NCDoH, regardless of rank or grade, is eligible to apply for the reserved parking/under shade/ open space parking bay. However, preference will be given to senior managers/ employees who are in a higher position.

3.2.6. To process applications without prejudice and upon approval, a parking disc will be issued.

3.2.8. In the event that the applications exceed the number of available parking, a waiting list must be drawn up and employees will be placed as space open up.

3.2.9. Quarterly audit will be conducted to monitor and control utilization of the allocation of parking bays.

3.2.10. Under no circumstances must employees change parking spaces amongst themselves without notifying the relevant office.

3.2.11. Disciplinary action shall be instituted where the vehicles are parked without prior approval.

3.2.12. Reserved parking must not be utilized by unauthorised person under any circumstances, should it happen the vehicle will be clamped and a penalty will be charged.

3.3. Limitations of usage

3.3.1. Parking disc holders and/or parking users are expected to observe the following parking restrictions:

3.3.1.1. Parking is provided at vehicle owners' risk. The departments shall not accept responsibility for any damage, loss or injuries resulting from the renting of parking space.

3.3.1.2. No flammable items may be stored in the parking area.

3.3.1.3. The user of an authorised parking space must inform the relevant Facilities Directorate/Unit a month in advance of any termination of parking agreement.

3.3.1.4. No refunds will be provided for the period of notice.

3.3.1.5. All users of parking shall comply with security instructions issued by the security personnel deployed at the premises and security management circulars issued by the Security Management Directorate.

3.3.1.6. Under no circumstances are private vehicles allowed to be parked on a parking bay allocated for the parking of state vehicles, even if the state vehicle is being used by the owner of such private vehicles.

3.4. Payment for parking bays provided

3.4.1. A monthly parking fee, in line with the Treasury Regulations will be deducted through PERSAL from all employees allocated with parking discs as follows:

3.4.1.1. Access to open unallocated parking R10

3.4.1.2. Open parking R50

3.4.1.3. Covered parking R80

3.4.1.4. Enclosed parking R100

- 3.4.2. Fees will be amended to align with the relevant treasury regulations and changes will be communicated all employees allocated with a parking disc.

3.5. Control procedures

- 3.5.1. New application and renewal forms will be issued to employees annually before the beginning of the financial year.
- 3.5.2. Approved applications must be captured on the system, detailing owner and vehicle(s) information.
- 3.5.3. Facilities to submit to provincial office (facilities) the detailed list to ensure that there is control and monitoring.
- 3.5.4. Risk assessments at regular intervals must be conducted to evaluate if there's any need to improve for particular groups on site such as people in need of disabled parking.
- 3.5.5. All documents must be kept safe for audit purposes.

3.6. Parking area and parking times

- 3.6.1. Employees are to park their vehicles in designated parking area during working hours and alert security if vehicle is unattended, such as having travelled and car remains on the premises.
- 3.6.2. All visitors must park their cars at the dedicated visitors parking bay during visiting hours.

3.7. Appeals

- 3.7.1. Employees wishing to appeal non-allocation must initiate a formal appeal process to the responsible executive/senior manager/manager in charge at other facilities.
- 3.7.2. The appeal must be lodged within thirty (30) working days to the corporate services chief director.

4. Roles and Responsibilities

4.1. The Head of Department/Accounting Officer shall:

- 4.1.1. Ensure that parking area is allocated for employees.

4.2. The Facilities Director/Manager shall:

- 4.2.1. Ensure there is a smooth implementation and adherence to the policy;
- 4.2.2. Administer parking applications and approvals,
- 4.2.3. Inform Security and Risk Management of any new parking allocations to ensure

efficient access and management of parking facilities.

4.2.4. Inform Salary Administration of any appointments and terminations to update the information and to stop parking deduction on PERSAL system and to ensure accuracy of information.

4.2.5. Ensure that parking space is allocated properly.

4.2.6. Keep record of allocated parking and develop waiting list.

4.2.7. Report a list of parking bays and the allocation thereof timeously to provincial office (Facility Management) at least annually.

4.3. The Infrastructure Management Director shall:

4.3.1. Marking and maintenance of existing parking areas.

4.3.2. Identification of unused parking space and upgrading thereof.

4.3.3. Ensure access is controlled.

4.4. The Security Management Director shall:

4.4.1. Be responsible for management of access control to parking areas,

4.4.2. Ensure compliance to this policy.

4.4.3. Ensure access is controlled.

4.5. The Human Resource Management Manager shall:

4.5.1. Inform Facility Management directorate of any newly appointed Managers upwards and any exiting managers to better plan and update the information.

4.5.2. Inform Salary Administration of any appointments and terminations to update the information and to stop parking deduction on the PERSAL system.

4.6. The Revenue Manager shall:

4.6.1. Ensure proper monthly reconciliations of monies received for parking.

4.7. The Salary Administration Manager shall:

4.7.1. Ensure monthly deduction of parking fees are instated timeously on the PERSAL system.

4.7.2. Stop deductions when officials are no longer utilising parking space whether voluntarily or upon exiting the office.

4.8. The Employee shall:

4.8.1. Submit application for parking allocation.

4.8.2. Ensure that fees are deducted from salary.

- 4.8.3. Report any irregularities in parking bay.
- 4.8.4. Ensure that the parking disc is displayed on the car at all times.
- 4.8.5. Take responsibility of renewing application annually.
- 4.8.6. Keep parking bay clean from clutter.

5. Review and Distribution

- 5.1. The **Chief Director Corporate Services** is the responsible manager for this policy and for ensuring that it is reviewed and updated.
- 5.2. This policy and accompanying procedure will be reviewed within 3 years from the publishing date. If necessary, an updated version will be issued to supplement the cover of this Policy (Identifying a revised publication date).
- 5.3. The **Director for Policy & Planning** will distribute updated versions to:
 - 5.3.1. Member of the Executive Council for Health
 - 5.3.2. Head of the Department of Health
 - 5.3.3. All Chief Directors, Directors and Deputy Directors (Who will in turn distribute to their staff appropriately).

6. Acknowledgement and Sources

- 6.1 Public Finance Management Act, 1999, as amended.
- 6.2 Treasury Regulations.
- 6.3 Standardisation of parking fee practice note 1 of 2018 Provincial Treasury.

Approved by Acting

Head of Department:


Mr. Riaan Strydom

Date

25/7/2022