



DEPARTMENT CORPORATE SERVICES

MEMORANDUM

To: All Staff
Copies: Records
From: Records Archives and Auxiliary Services
Subject: PARKING POLICY APPROVED BY COUNCIL

Reference: 7/B
Date: 29 June 2021
Office: George

Colleagues

The attached policy was approved by Council at the Council meeting dated 22 June 2021.

The Parking Policy will be published on the GRDM website.

S BRINKHUYS
RECORDS, ARCHIVES, FLEET & AUXILIARY SERVICES



PARKING POLICY

Date		Council	E.3.
Approved:	22/06/2021	Resolution (DC	
		No):	

Council workshop: 19 May 2021

Council meeting: 22 June 2021

Contents

1. Introduction.....	3
2. Definitions	3
3. Scope of this Policy	4
4. Legal Framework.....	4
5. Policy Review/Timeframes	5
6. Roles and Responsibilities.....	6
7. Allocation Criteria	7
8. Acknowledgement & Approval.....	8
9. Annexures.....	Error! Bookmark not defined. 9

1. Introduction

- The policy seeks to provide a framework for managing all parking areas of the municipality by ensuring effective and efficient use, by.
- Regulating what is permissible when using the parking area of the municipality and public parking area.
- Providing mutual agreement between all councillors, employees and the municipality.
- Introducing corrective action measures for employees who fail to obey to the guidelines as stipulated in the policy.
- To generate income to maintain the parking areas and structures in a sound condition.

2. Definitions

- In this policy, words used in the masculine gender includes the feminine, the singular includes the plural and visa versa and unless the context otherwise indicates –
 - **Controllers** - means an employee appointed by the municipal manager to act on behalf of the manager support services at the branch offices.
 - **Council** – means a municipal council referred to in terms of Section 157 of the Constitution and refers to the council of Garden District Municipality.
 - **Designated parking area** – means the parking area reserved for the full-time councillors, municipal manager, executive managers and people with disabilities.
 - **Employee** – means any official who has been appointed by the municipality to a position of employment either in a permanent, contract or intern capacity, but excluding a service provider and contractor.
 - **Full-time councillor** – means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of Section 18(4) of the Local Government Municipal Structures Act (Act 117 of 1998).
 - **Local municipality** – means the municipality responsible for the public parking area.
 - **Municipality** – means Garden Route District Municipality as defined by the Local Government Municipal Structures Act (Act 117 of 1998).
 - **Municipal Manager** – means an employee appointed by council in terms of section 55 of the Systems Act (Act 32 of 2000) and who is the head of administration and also the accounting officer of the municipality.
 - **Parking area of the municipality** – means any area reserved for the parking of private vehicles for councillors and employees during office hours at a specific site.
 - **Parking bay** - means the area where the private vehicle or official vehicle of the municipality may be parked during office hours.

- o **Public parking area** – means any area under the jurisdiction of the local municipality and governed in terms of the by-laws of the local municipality

3. **Scope of this Policy**

- The policy is applicable to full-time councillors and employees of the municipality

4. **Legal framework**

- The municipality will clearly indicate the parking area for exclusive use by the full-time councillors, municipal manager, executive managers, people with disabilities and political employees and all staff members
- Employees must park their private vehicles at the allocated parking bay or under the solar panels of the municipality as awarded and own risk
- Any cancellation of the allocated parking bay must be done in accordance with the agreement
- When a parking bay becomes available at a specific workplace, the following criteria will be used:
 - o Employee must be on the waiting list (includes open area) (preference given to permanent employees)
 - o Allocation based on the years of service at Garden Route DM
 - o Where no waiting list exists, available parking will be advertise via e-mail
- By parking the private vehicle at the parking area of the municipality, councillors and employees indemnify the municipality against any claim for loss or damages that might occur during the period the private vehicle was parked at the allocated parking area
- Parking bays number 1 to 11 is specifically designated for full time councillors, mayor, deputy mayor, speaker, municipal manager and the official mayoral vehicle
- Parking bays number 12 to 35 (steel structures) is payable parking and staff members must apply for such parking in case there is an open space
- Parking bays number 36 to 38 is allocated for the disaster vehicles and is free of charge
- Parking bays number 39 to 74 is free of charge (Solar Panels) and staff members are allowed to park anywhere, first come first serve basis
- The parking in front of the Head Office building, 54 York Street is reserved for councillors and members of the public
- Parking in Omega Street is prohibited
- The transgression of the policy by an employee will be dealt with in terms of the disciplinary procedures
- The transgression of the policy by a full-time councillor will be reported to the speaker for action

5. Policy Review

- The policy becomes effective from the date of approval.
- The policy will be reviewed every 12 months.

6. Roles and Responsibilities

- *Department Corporate Services*
 - The Department Corporate Services shall be the implementing authority of the policy and shall facilitate its annual revision.
 - The Department Corporate services provides the controllers at the branch offices of the municipality with a copy of the latest policy and any other applicable information needed to manage the implementation of the policy.
 - Proof required as evidence includes the name of the employee or councillor who breaches the registration number of the vehicle and the date and time of transgression.
 - Auxiliary Services evaluates the need for extra parking to be allocated and informs the executive manager for discussion at management level.
 - Auxiliary Services informs the employee responsible for maintenance of damages and or repairs needed on the parking bays.
 - Auxiliary Services is responsible to informing all employees at least two months before the start of the new financial year, regarding the revised tariffs.
- *Main office*
 - Auxiliary Services shall inform the employees on the waiting list via e-mail when a parking bay at main office becomes available and provides the necessary documentation
 - Auxiliary Services verifies the information provided by the employee on his application form before awarding a parking bay

- Auxiliary Services will inform all users of any unsafe conditions to prevent any unforeseen damages to private vehicles

- *Controllers*
 - The controllers manage the implementation of the policy at their respective offices
 - The controllers inform the employees at the specific offices when a parking bay becomes available and provides the necessary documentation
 - The controllers shall in consultation with Auxiliary Services locate the vacant parking bay
 - The controllers provide the Auxiliary Services with a daily list of employees/councillors not complying with the policy for further investigation with the necessary proof of evidence (e.g name list with registration number and date and time of occurrence)
 - The controllers inform Auxiliary Services for the policy of any need for extra parking
 - The controllers inform Auxiliary Services for the policy of damages and or repairs needed on the parking bays

- *Employees*
 - All employees are expected to familiarize themselves with the provisions of this policy and to comply with the provisions

 - Employees who want to park their private vehicle at a parking bay of the municipality must apply when a parking bay becomes available by completing the attached application form
 - All successful applicants must sign an agreement with the municipality

- *Local Labour Forum and Council/ Council policy workshop*
 - The local labour forum serves as consultative body and recommends the policy and any amendments to council for approval

- *Department Financial Services:*

- o The Department Financial Services shall refer a list of amended tariffs Council for approval
- o The Department Financial Services is responsible for the deduction of the amount payable as rent for the allocated parking area from the salary of the employee
- Municipal Manager
 - o The Municipal Manager or his appointee is responsible for signing all agreements
 - o The Municipal Manager or his appointee appoints the controllers at each branch office of the municipality to administer the allocation of the parking bays

7. Allocation Criteria

- The following criteria is applicable to the allocation of parking areas of the municipality:
 - o Criteria for the allocation of parking areas at Main building, 54 York Street, George
 - o Designated parking bays
 - o Parking bays on paving area will be reserved for Aldermans, members of Parliament(MP'S) or member of Executive Committee (MEC's).
 - o Parking bays numbers 1 to 11 will be reserved for the private vehicles of fulltime Councillors, the Municipal Manager and official vehicle of the Executive Mayor, based on the position they fulfill within council:

Parking bay number 1	Speaker
Parking bay number 2	Municipal Manager
Parking bay number 3 & 4	Executive Mayor (official & private vehicle)
Parking bay number 5	Deputy Executive Mayor
Parking bay number 6 to 11	Portfolio Councillors

- o Parking bays numbers 12 and 13 will be reserved for employees with disabilities. Employees with disabilities had to provide a medical certificate as proof of disability and receives automatic allocation
- o Parking bays numbers 14,15 and 17 will be reserved for officials who are appointed as head of departments (automatic allocation)
- Steel/wood structure:

- Parking bays numbers 16 to 35 will allocated as follows:
 - Employee must apply for the steel/wood structure parking bay to be placed on an allocation list
 - Allocation based of years of service as calculated in months
 - First come, first serve basis
 - Absence of a waiting list, advertised per e-mail when they become available
 - New employee informed at the induction process
 - Allocation of the steel/wood structure parkings bays will be done first
 - The monthly rent will be R30, subject to annual revision
- Solar structure
 - The cloth parking bays, 36 to 38, are replaced with solar structures which are allocated to the disaster section for parking its vehicles
 - The cloths parking bays 39 tot 86 are also replaced with solar structures which can be used for parking of private vehicles
 - No formal criteria exists for the current parking bays 36 to 86 and parking of the private vehicle are on daily first come, first serve basis
 - Employees who park their vehicle under the solar structures are exempted from paying rent
- **Criteria for the allocation of parking areas at other offices**

Mission Street:

- Designated parking bays (Roads and Community Services) will be reserved for Executive Managers and people with disabilities (automatic allocation)
- The same principle applies with the allocation of the parking bays as stipulated above
- The monthly rent will be R30, subject to annual revision

Mossel Bay, Riversdale and Oudtshoorn:

- Designated parking bays (Roads and Community Services) will be reserved for Executive Managers and people with disabilities (automatic allocation)
- Office managers at these offices will be responsible for the allocation of parking bays

- o The same principle applies with the allocation of the parking bays as stipulated above
- o The monthly rent will be R30 for steel structures subject to annual revision
- o The policy for administering council parking areas must be incorporated in the induction process of new employees

8. Acknowledgement and Approval

SIGNED AT **GEORGE** ON THIS DAY OF **20**.....

Application FOR PARKING BAY

To be completed by the applicant:

Number:

PERSONAL INFORMATION

SURNAME

INITIALS

DEPARTMENT

SECTION

**EMPLOYEE
NUMBER**

**TEL EXT
NUMBER**

APPLICATION

Indicate your choice of preference for a specific parking bay.

Key to be used: *1st choice indicate with a number 1*
 2nd choice indicate with a number 2

3rd choice indicate with a number 3

Steel/wood structure
(Proposed fee is R30/MONTH)

Solar parking bay
(FREE)

Cloth
(Proposed fee is R20/MONTH)

If a parking bay is not selected, provide reason for indication:

Indicate the period of use of the parking bay with a X in the appropriate block and provide the registration number of the private vehicle:*

0 day per week	1 to 2 days per week	3 to 4 days per week	5 days per week	During weekends
----------------	----------------------	----------------------	-----------------	-----------------

Vehicle registration number

RETURN INFORMATION

Return the completed page to _____ by not later than
..... 201.....

OFFICIAL USE

ALLOCATION CRITERIA

Appointment date at Garden Route District Municipality (include former SCRC & KKRC) as provided by HR

Signed

Date

ALLOCATED

Type of structure allocated:

Steel/wood or Cloth or Open parking bay

Number allocated at specific structure

Total number of parking bays per structure

Signature

Date awarded

WAITING LIST

Number on list

MEMORANDUM OF AGREEMENT

Entered into by and between

GARDEN ROUTE DISTRICT MUNICIPALITY

Herein represented by _____ in his capacity as Municipal
Manager (herein after referred to as "the employer")

AND

Herein after referred to as "the employee"

WHEREAS the Employer owns parking space at
_____ (Address);

AND WHEREAS the Employee would like to rent such parking bay and use of that
specific property by the Employee for the parking of his/her private vehicle;

AND WHEREAS the Employee admits that the allocation and/or rental of the
parking bay is not part of any conditions of service and the Employee cannot
claim any rights in this regard.

AND WHEREAS the use of available property for the purpose of parking private
vehicles is subject to the conditions contained in this agreement.

Now, therefore the parties agree as follows:

1. This Agreement is only applicable for the parking of private vehicles on allocated parking bays of the District Municipality.
2. Parking bays will only be allocated when it becomes vacant and available and is only allocated to Employees employed at Garden Route District Municipality.
3. The Employee must apply to park his/her private vehicle on the allocated parking area of the Employer.

4. The approval is subjected to the CRITERIA as contained in the policy and no correspondence will be entered into in this regard.
5. The acceptance of the allocated parking bay and use thereof by the Employee act as indemnity against the Employer for any claim by the Employee for any loss or damages that might occur during the period the allocated parking space is used.
6. The Employee may not park his private vehicle in any public parking area(s) at the Office of the Employer where the employee is working, unless prior approval is obtained from the Municipal Manager.
7. The Employee may not transfer his/her allocated parking space to another Employee or any other person.
8. The Employee may not sublet (with or without any compensation) his allocated parking space to another Employee or any other person.
9. The Employee can authorise another Employee to park at his allocated parking bay on an ad hoc basis with the consent of the Employer. The claims that might occur during this period will for the costs of the Employee who parked there and the Employer will not accept any responsibility therefore.
10. The amount payable as rent for the allocated parking space will be determined by the Department Financial Services in consultation with the Local Labour Forum and may be revised annually.
11. The Employee may not switch allocated parking bays
12. The allocated parking bays may only be used for the parking of the vehicle of the Employee during weekdays; otherwise prior consent must be obtained.
13. The Employee can terminate this Agreement in writing before the 25th of each month.
14. The Employer will terminate the approval automatically on the last day of the month in which the Employee resigns / transfers to another working station outside the premises / is in breach of any of the specific conditions in this agreement.
15. The Employee has to vacate the parking space not later than the last date of the month in which notice of termination was given by the Employer or Employee.
16. An Employee will be held liable for the rental of the parking bay unless terminated in writing as indicated above.
17. The signing of this Agreement by both parties serves as automatic allocation of the allocated parking space and acceptance of the stipulations as pertained in this Policy and Agreement.
18. The Employee hereby has given permission to the Employer to deduct the rent amount from the salary of the Employee on a monthly basis.
19. That any other requirements / conditions that the District Municipality might add during the course of this Agreement will be done in writing and serves as Addendum to this Agreement.
20. The Parties choose as their *domicilium citandi et executandi* the following addresses for all purposes arising out of or in connection with this Agreement at which addresses all processes and notices arising out of or in connection

with this Agreement or its breach may validly be served upon or delivered to the Parties.

- 21. This serves as the full Agreement between the parties and any changes to the Agreement must be done in writing and signed by both parties

GRDM: 54 York Street, GEORGE, 6530

EMPLOYEE:(Name)
.....(Personnel Number)
.....(Post level)
..... (Department)

SIGNED AT ON THIS DAY OF

Authorised signature

in his capacity as Municipal Manager

As witnesses:

- 1. 2.

SIGNED AT ON THIS DAY OF

As witnesses:

- 1. 2.

Authorised signature

Employee

