



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

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# POLICY ON PARKING

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## 1. INTRODUCTION

- 1.1 The KwaZulu-Natal Department of Education (KZNDoe) will endeavour to provide parking facilities for employees where practicable.
- 1.2 In the absence of adequate parking facilities on Provincial property, the KZNDoe may, subject to the approval of the Head of Department of Education request the KwaZulu-Natal Department of Public Works (KZNDPW) to lease appropriate parking facilities.
- 1.3 The parking policy framework on State owned and leased properties is dictated by the following:
  - (i) Availability of parking bays;
  - (ii) Promotion of efficiency and effectiveness of service delivery;
  - (iii) Guiding principles and allocation criteria referred to in this policy

## 2. DEFINITIONS

- 2.1 **Allocated parking** means a demarcated area allocated to officials.
- 2.2 **Covered parking** means a structure erected irrespective of the materials used which makes provision for cover.
- 2.3 **KZNDoe** means the KwaZulu-Natal Department of Education.
- 2.4 **Lock-up garage** means a structure irrespective of materials used to erect the structure which -
  - 2.4.1 is covered on all sides from ground to the roof;
  - 2.4.2 allows for more than one vehicle to be parked without necessary making a provision for the divisions between each vehicle; and
  - 2.4.3 has a locking facility.
- 2.5 **Open parking** means a demarcated open area parking without provision of cover.
- 2.6 **Motor Vehicle** means a state owned vehicle, private owned or hired vehicle.
- 2.7 **Parking Access** refers to access cards, parking discs issued or biometric access granted to officials for the use of the allocated parking.
- 2.8 **Parking Disks/Permits/stickers** means access cards, access disks or access stickers issued by the official or Service Provider (employed by the KZNDoe on contract) who has been allocated parking, where applicable.
- 2.9 **Parking space for the disabled** means parking designed and reserved for people living with disabilities, which enables easy access to the premises.

- 2.10 **Official** means an employee of the Department employed in terms of the Employment of Educators Act No. 76 of 1998 or the Public Service Act No. 103 of 1994.
- 2.11 **Private vehicles** means vehicles on the private on official scheme and private owned vehicles.
- 2.12 **State** refers to any department in the national, provincial or local sphere of government as defined under "organs of state" Section 239 of the Constitution of the Republic of South Africa Act No 108 of 1996.
- 2.13 **User** refers to the official or Service Provider appointed in terms of a contract by the KZNDoE who is allocated a parking bay.
- 2.14 **Visitors parking** area means an open demarcated area reserved for visitors who are on official business.

### **3. LEGISLATIVE FRAMEWORK**

- 3.1 Government Immovable Assets Management Act No.19 of 2007 (GIAMA)
- 3.2 Parking Policy of the Kwazulu-Natal Department of Public Works approved on 24 October 2014.
- 3.3 Public Finance Management Act No.1 of 1999 (PFMA) and Treasury Regulations.
- 3.4 Space Planning Norms of 2005
- 3.5 Control of Access to Public Premises and Vehicles Act No. 53, 1995.

### **4. OBJECTIVES OF THE POLICY**

To comply with the provisions of the Government Immovable Asset Management Act No. 19 of 2007 (GIAMA) by:-

- 4.1 Planning for parking bays which must be reflected in the User Asset Management Plan (U-AMP) and Custodian Asset Management Plan (C-AMP);
- 4.2 Setting of criteria for parking allocation;
- 4.3 Providing guidelines for management of parking bays; and
- 4.4 Enhancing the working conditions through the provision of secure and safe parking.
- 4.5 Provision of the current parking tariffs; and
- 4.6 Provide a mechanism for monitoring and the implementation of this Policy.

### **5. SCOPE OF POLICY**

This policy is applicable to all office buildings (Head Office, District Offices, Circuit Management Centres including Circuit Offices and Teacher Development Centres).

### **6. TYPES OF PARKING**

This Parking Policy covers the following types of parking:

- 6.1 Covered Parking;
- 6.2 Parking for people living with disabilities;

- 6.3 Lock up garage;
- 6.4 Open parking;
- 6.5 Unallocated/Visitors Parking.

## **7. GUIDING PRINCIPLES FOR PARKING ALLOCATION**

- 7.1 The Directorate Facility Management and Auxiliary Services is responsible for the allocation of parking bays at Head of Office and the Sub-directorate Auxiliary Services is responsible for the allocation of parking bays at Districts (including Circuits Management Centres and Teacher Development Centres).
- 7.2 Allocation of parking bays is dependent on needs and availability of funds.
- 7.3 An application for the allocation of parking must be completed on an approved Departmental application form and a certified copy of a valid driver's licence must be attached.
- 7.4 A parking permit, disc or sticker, where applicable, must be clearly displayed on the vehicle.
- 7.5 State owned vehicles must be parked in designated parking bays.
- 7.6 Parking bays must be clearly labelled and/or numbered.
- 7.7 All parking bays must be recorded on the parking database.
- 7.8 Unauthorised parking may result in disciplinary action being taken against the official who used the parking.
- 7.9 The optimal utilization of Provincial and hired parking areas must at all times be in line with the approved Departmental Parking Policy and efficient control measures must also be implemented.
- 7.10 A parking bay must only be re-allocated to another employee by the component responsible for allocation of parking (Directorate-Facilities Management and Auxiliary Services at Head office and the Sub-directorate Auxiliary Services at District offices).
- 7.11 Permanent access to an allocated parking bay is not guaranteed and users will be given one (1) month's written notice to vacate the parking facility should a need arise for reprioritisation.
- 7.12 Allocated users will be required to pay a parking tariff as determined by Provincial Treasury.
- 7.13 Where possible, parking bays may be made available free of charge to persons visiting the KZNDoe for official purposes.
- 7.14 An official may be allowed to park his or her vehicle after their normal working hours in his or her allocated parking bay.

Where officials (who are not allocated parking) are required to use state vehicles in the execution of their duties, the Department may, at its discretion, allow officials to park their vehicles during or after their normal working hours in the official vehicle parking bay.

## 8. ALLOCATION CRITERIA

The following criteria will be used for allocation of parking, subject to availability of parking bays.

CATEGORY AND IN ORDER OF PRIORITY	TYPE OF PARKING
I. KZN Official Vehicles	Undercover
II. SMS (Structured for car allowance)	Undercover
III. MMS (Structured for car allowance)	Undercover
IV. Subsidised Vehicles	Undercover
V. Physically disabled	Undercover
VI. MMS (Not structured for car allowance)	Undercover/Open
VII. Other officials, based on Rank and years of service	Undercover/Open
VIII. Visitors	Undercover/Open

- 8.1 Subject to availability of parking bays, allocation can be made to any other category not covered above.
- 8.2 Visitor's bays will constitute 5% of the full needs assessment and based on the type of service rendered by that particular office.

## 9. CONDITIONS

- 9.1 The letting/utilisation of such parking facilities are subject to the following conditions:
- 9.1.1 The State's own requirements for the garaging of official vehicles must at all times receive preference.
- 9.1.2 The private owned motor vehicle is garaged at the owner's risk and any damage or loss cannot be attributed to the State.
- 9.1.3 The relevant parking tariffs, as determined by KwaZulu-Natal Treasury at a State or hired building, are payable monthly in advance with effect from the date of utilisation and will be deducted from the salary of the official concerned to be paid into the State Revenue Account.
- 9.1.4 The user indemnifies the KZNDoe against all actions, claims, injuries, losses or damages which he or she may sustain either while entering the parking bay or in the parking bay. Should the user permit a third party into the parking area then the user must inform the third party that the third party enters at his or her own risk and the KZNDoe absolves itself of all liability for actions, claims injuries, losses or damages which the third party may sustain.
- 9.1.5 The user is responsible and liable for the repair of any damage to the parking bay which occurs as a result of the user's utilisation thereof, including the cost for repair or replacing of broken and/or lost locks and keys in the event of lockable motor garages.

9.1.6 Sub-letting is not permitted.

9.1.7 The user must provide not less than one month's calendar notice to the department should the user intend to terminate his or her use of the parking bay, failing which the user will be held responsible for the payment of the relevant tariff.

## **10. TARIFFS ON ALLOCATED PARKINGS**

10.1 The parking tariffs will be provided and reviewed by KZN Provincial Treasury as per chapter 3 of the PFMA on control of Provincial Revenue Fund.

10.2 The relevant parking tariffs at State or hired buildings are payable monthly in advance with effect from the date of approved utilisation and will be deducted from the official's salary by the Department and paid into the State Revenue Account.

10.3 The Human Resources Section must provide a monthly report to Auxiliary Services regarding parking payment schedule. All payments must be reported to ensure that an updated record for audit purposes will be available.

## **11. WITHDRAWAL / REALLOCATION OF PARKING BAYS**

11.1 Parking space will be automatically withdrawn in cases of:

- Death;
- Deployment / transfer to a different location;
- Non-compliance with the provision of the parking policy;
- Resignation;
- Retirement;
- Dismissal

11.2 Parking may be temporarily reallocated if an official is on accouchement leave, Long term incapacity leave; or suspended from duty. It is incumbent upon responsibility managers to communicate this information to Auxiliary Services.

## **12. EFFECTIVE DATE**

The Department of Education Parking Policy will be implemented on the date of approval and shall replace the existing parking policy of the Department.

## **13. ROLES AND RESPONSIBILITIES**

13.1 The Policy implementation and review will be the responsibility of the Directorate Facilities Management and Auxiliary Services.

## **14. DISPUTE RESOLUTION MECHANISM**

Any dispute arising out of the interpretation and application of this policy shall be dealt with in terms of the grievance and dispute procedures applicable within the relevant Sectoral Bargaining council.

## POLICY REVIEW

The Department of Education Parking Policy shall be reviewed every three years or whenever the needs arises.

## 16. APPROVAL

This policy is approved for implementation with effect from .....1 October 2023..... and replaces all other policies on parking issued prior to this date.

Signed at .....Pietermaritzburg..... on this .....19th..... day of .....SEPTEMBER..... 20.....23.....

.....  
MR. GN. NGCOBO  
HEAD OF DEPARTMENT: EDUCATION  
DATE: .....19/9/23.....



**15. POLICY REVIEW**

The Department of Education Parking Policy shall be reviewed every three years or whenever the needs arises.

**16. APPROVAL**

This policy is approved for implementation with effect from 1 October 2023 and replaces all other policies on parking issued prior to this date.

Signed at PIETERMARITZBURG on this 19th day of SEPTEMBER 2023



MR. GN. NGCOBO

HEAD OF DEPARTMENT: EDUCATION

DATE: 19/9/23