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POLICY DOCUMENT:
Specialised Technical Services
FM-Pol-02

FACILITIES MANAGEMENT POLICY

PART 2: Parking Policy

Prepared by: Kelvin Baron

Branch: Facility Management

Date: March 2010

Approved by: The City Manager

Revision Number: 01

DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue.

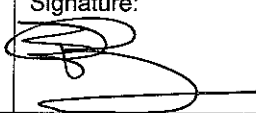
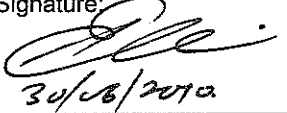
PROJECT NAME : *Good governance – Policies*

DOCUMENT TITLE : *Facility Management Policies: Staff Parking policy*

DOCUMENT No. : *FM-Pol-02*

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date:	Name: Kelvin Baron	Name: Gisela Kaiser	Name: Achmat Ebrahim
2/6/2010	Signature: 	Signature:  02/06/2010	Signature:  30/08/2010

Distribution:

REVISION CHART

REVISION 1	Name:	Name:	Name:
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1. ACRONYMS / ABBREVIATIONS

CoCT	-	City Of Cape Town
ED	-	Executive Director
STS	-	Specialised Technical Services
FM	-	Facilities Management
IRT	-	Integrated Rapid Transport

2. PURPOSE OF THE POLICY

The purpose of this policy is to regularise parking at all Council facilities for official duties across the City of Cape Town and to replace the current inconsistent legacy policies.

3. APPLICATION

This policy is applicable to all buildings and facilities where officials and councillors of the CoCT are accommodated. The branch of FM in Corporate Services will manage implementation at all corporate facilities.

4. OBJECTIVES

The primary objective is to ensure a transparent and equitable process in the management of all parking facilities, guiding officials in the allocation and control of all official parking bays and ensuring parity in the allocation and usage.

5. BACKGROUND

As differing legacy policies are currently in place across the City of Cape Town a need arose to develop a single policy to replace the current inconsistent legacy policies.

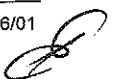
There are currently in excess of 5,000 parking bays in use Citywide. This includes different categories of parking:

- Secured internal parking
- External parking under solid roof structures;
- External parking under shade cloth type structures;
- External dedicated parking – no covering, and
- External non-dedicated parking – no covering.

6. PRINCIPLES

The following principles shall be applicable:

- 6.1.** While it is acknowledged that provision of parking is an enabler to service delivery, parking is a privilege rather than a right, and needs to be appreciated as such;
- 6.2.** the IRT as a public transport initiative is aimed at reducing the number of cars on the road for the sake of the environment as well as the economy of the country. Provision of parking can be seen to encourage the use of individual transport. The city may in future devise a system to reward staff members who carpool and wouldn't otherwise qualify for parking;



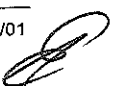
- 6.3. every effort will be made to accommodate parking of motorcycles and bicycles for all staff due to the reduced environmental impact of these modes;
- 6.4. parking facilities are primarily for the use of councillors and staff utilising their private vehicles in the execution of their official duties or in receipt of an official transportation allowance. This includes senior management where officials are required to use their private vehicles for work purposes. In cases where excess parking exists, applications outside this category be considered;
- 6.5. application forms need to be completed by all intended users for review and control whenever circumstances change, or when required by audit;
- 6.6. the department of Specialised Technical Services (Facilities Management) will be responsible for the allocation and management of parking bays in line with this policy at all corporate facilities;
- 6.7. only users displaying valid official parking discs will be allowed to park in reserved/dedicated bays;
- 6.8. parking bays are for the allocated person's official use only and not for family, friends or other staff members;
- 6.9. parking bays are linked to a post rather than a person – where an employee leaves the employment of council, and the post is not filled, the parking bay vacated will be returned to the FM pool for re-allocation to persons on the waiting list;
- 6.10. no parking bay/portion of parking area may be used for the parking/storage of vehicles without prior permission. Unauthorised vehicles will be removed to the nearest Traffic Vehicle pound. The owner of the vehicle will be responsible for the release/towing fees;
- 6.11. parking privileges will be forfeited should the users cease to qualify in terms of the criteria laid down in this policy;
- 6.12. all members of staff with parking access discs will be consulted prior to changes being implemented;
- 6.13. allocation will not be changed without consultation or request by users.
- 6.14. parking bays shall be allocated to a position irrespective of time period. The onus is on the user and department to inform FM of a change in requirement (such as office relocation).

7. CURRENT LIMITATIONS

- 7.1. Parking demand exceeds supply substantially, especially in the CBD;
- 7.2. Provision of parking comes at a cost to the city, even in City-owned facilities where an opportunity cost for letting out parking at market rates exists;
- 7.3. Constraints exist in managing parking with officials who move around the City during the course of their daily duties;
- 7.4. Employees need to return their access discs/cards and remote controls when they leave the employ of the City;
- 7.5. The process of service termination must be improved to ensure that the City employs all its resources (in this instance, parking bays) to best effect.

8. ACQUISITION CRITERIA

Should there be insufficient parking for councillors and officials as indicated under paragraph 9 hereunder, consideration may have to be given to source additional parking facilities. In this instance, the requesting Department needs to secure funding.



9. ALLOCATION CRITERIA

Parking bays will be allocated in the following order of priority, at premises where persons spend more than 75% of their time:

- 9.1. councillors with permanent offices in a particular building;
- 9.2. disabled staff;
- 9.3. officials in management positions including City Manager, Executive Directors, Directors, Managers & Heads;
- 9.4. other staff in receipt of an executive transportation allowance;
- 9.5. staff members in receipt of an Essential User Allowance unless staff members utilise the bay for only a short period of time per day in which case dedicated bays will not be allocated;
- 9.6. in the event of excess parking becoming available at any corporate facility, the FM operational manager at the facility will allocate in line with operational requirements.

10. COMPLIANCE AND RESPONSIBILITIES

10.1. Responsibility of User Departments and individuals allocated parking

The responsibility of user departments shall be to:

- 10.1.1. complete application forms and forward to relevant facility manager;
- 10.1.2. ensure that parking disks are displayed at all times;
- 10.1.3. notify the facility manager when parking bays become vacant;
- 10.1.4. make provision on budget for cost recoveries;
- 10.1.5. adherence to this policy.

10.2. Corporate Facilities: Specialised Technical Services

The department of Specialised Technical Services shall be responsible for the:

- 10.2.1. administration of parking facilities;
- 10.2.2. maintenance of facilities, and
- 10.2.3. provision of security measures, where applicable.

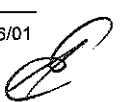
10.3. Department specific and single user facilities: relevant Department

The relevant department shall be responsible for the:

- 10.3.1. administration of parking facilities;
- 10.3.2. maintenance of facilities, and
- 10.3.3. provision of security measures, where applicable.

11. LEGAL COMPLIANCE

Although the department of Specialised Technical Services will take precautions in safeguarding the vehicles of staff whilst parked in any parking facility, the Council shall accept no responsibility or liability for any damage to or loss of any vehicle, item or property of the user or any other person that occurred as a result of the vehicle being parked or driven in any parking facility. The council's insurers will not cover any loss or damage to privately owned vehicles or the contents thereof.



12. FINANCIAL IMPLICATIONS

All parking-related secondary costs will be recouped via a system of cost recovery from all user departments where applicable. The secondary cost per parking bay will be a R100 per month to be reviewed annually. Leased-in bays will be recovered as a primary cost to the Department utilising these bays.

13. LINKING WITH OTHER RELATED POLICIES, GUIDELINES & PROCEDURES

This policy relates only to the physical space allocation and utilisation of parking bays. Any conflict with another city policy should be brought to the attention of the author without delay.

14. ENDORSEMENT OF THE POLICY IN THE CITY OF CAPE TOWN**Approval by Facilities Management/STS/Corporate Services**

Management hereby endorses this document and repeals any previous documents relating to accommodation in the City Of Cape Town with effect from

Signed by the Manager of the Facilities Management Branch

Signature: 

Date: 2/6/2010

As Witnessed by:

The Director: Specialised Technical Services

Signature: 

Date: 02/06/2010

And the Executive Director: Corporate Services

Signature: 

Date: 8.6.2010

APPROVED BY EMT 1/6/2010

15. APPROVAL BY CITY MANAGER

The Executive Management Team hereby endorses this document and repeals the previous Policy in the City Of Cape Town with effect from

.....
Date

Signed by the City Manager

(*) FACILITY MANAGEMENT SHOULD ENSURE THAT ADEQUATE AND APPROPRIATE NON-LIABILITY SIGNAGE IS DISPLAYED IN VIEW OF CLAUSE 11 OF THE POLICY

Name:

ACIANT LEBRATIER

Signature:



Date:

30/06/2010

As Witnessed by:

Name:

ARNO VORSTER

Signature:



Date:

30/06/2010

ANNEXURES

ANNEXURE A: Parking Application process

ANNEXURE B: Form: Application for Parking

ANNEXURE A: Parking Application process

