



WESTERN CAPE EDUCATION DEPARTMENT

DIRECTORATE: LABOUR RELATIONS

POLICY: UTILISATION OF PARKING BAYS FOR VISITORS

1. Background

- 1.1 The Directorate Labour Relations has been allocated three (3) parking bays in the Sanlam Golden Acre building, Cape Town, namely I55, I56 and I57.
- 1.2 The low number of parking bays at the directorate's disposal, their frequent use and the demand for their utilisation necessitated the implementation of a policy that would ensure the efficient and orderly allocation of these parking bays.

2. Policy measures

- 2.1 All bookings for parking bays must be done through either Elvida Sias or Penny Mentoor. No parking tickets will be certified and approved for payment without the bays first being booked. If Elvida and Penny are not available bookings may be done through Lana van Wyck.
- 2.2 Parking bays will be allocated on a first come first serve basis.
- 2.3 Depending on the length of stay of the visitor(s), a parking bay may be utilised more than once on any given day.
- 2.4 Only the parking tickets of visitors with the necessary approval and who parked in the allocated parking bays will be certified by affixing the WCED's official stamp and signing the ticket.
- 2.5 Only Elvida or Penny may certify a parking ticket. If they're not available Lana may do it.
- 2.6 No official working in the Directorate: Labour Relations may park in the allocated parking bays.
- 2.7 No parking may be approved for any conciliator/arbitrator. The latter needs to pay for their parking and reclaim the money from the ELRC.
- 2.8 No parking may be approved for union officials/representatives representing their members in dispute meetings/misconduct hearings. The union or representative must pay for the parking.
- 2.9 When union officials/visitors are invited by the WCED to departmental meetings/task teams their parking tickets may be submitted for approval. The

same applies to witnesses on behalf of the WCED. The allocation of parking bays will once again be done on a first come first served basis.

3. Enquiries

- 3.1 Any questions of clarity may be directed to Colin Esau at telephone (021) 467-2857 or Elvida Sias at telephone (021) 467-2387.

This policy became effective on 2 March 2005.