



ATT: Executive Managers
Senior District Managers
Senior Managers
Heads of Component and Sections
All Staff

FACILITIES MANAGEMENT SERVICES CIRCULAR NO. 1 OF 2007

OFFICE ACCOMODATION: GUIDELINES

Currently the Department of Public Works, Roads and Transport is responsible for the contract administration and renting of office accommodation for the Department of Agriculture.

The procedure in the event of additional/alternative office accommodation being required is as follows:

1. A submission should be prepared wherein you indicate your needs in terms of suitability and location of accommodation. Provide your requirements in terms of how many officials have need of offices and include their salary levels, as the approved space norms from the Department of Public Works, Roads & Transport will apply. Indicate if parking is required, store rooms, boardroom etc.
2. This submission should be forwarded 4 months prior to the expiry of the lease of the existing accommodation.
3. Should you have identified a specific building, the submission should include the following:
 - ✓ The name of the owner of the building or the relevant property agent and contact details.
 - ✓ The BEE status of the owner of the building
 - ✓ The address of the building/s.
 - ✓ A floor plan of the building/s

- ✓ The number of officials, with their salary levels that should be accommodated.
 - ✓ The requirements for storage space, conference/meeting facilities, kitchen, parking space, provision for the disabled, security and any other specific requirements.
 - ✓ Your requirements in terms of telephone lines, fax lines and IT network connections.
 - ✓ Any alterations that have to be made to the property to suit your requirements.
 - ✓ Confirmation that funds for the move, rental and incidental costs for the current financial year will be made available from your budget.
4. The submission should include a motivation in terms of why additional / alternative office accommodation is required and it should be recommended by the relevant Senior District Manager and approved by the relevant Executive Manager.
 5. Thereafter refer the submission to the Director: Management Services who will forward the necessary documentation to the Head of the Department of Public Works, Roads & Transport via the Chief Director: Financial and Corporate Services and the Head of the Department of Agriculture. The Department of Public Works, Roads and Transport will then enter into a rental contract with the owner on our behalf, on approval of the Head of the Department of Public Works, Roads & Transport.
 6. A copy of the submission will also be forwarded to the Director: Property Portfolio in order to expedite the process.
 7. According to the Service Delivery and Customer Care Plans of the Department of Public Works, Roads & Transport, accommodation will be made available after 8 weeks on receipt of the request. However, it would be prudent to allow 3 – 4 months for the matter to be finalised, especially when the Department of Public Works, Roads & Transport has to identify the building.
 8. Note that under no circumstances may officials from the Department make a unilateral decision and move into alternative office accommodation

without the prior written approval of the Department of Public Works,
Roads & Transport.

All officials are bound by the contents of this circular and it should be strictly
adhered to.

Your cooperation in this regard is appreciated.

A handwritten signature in black ink, appearing to be a stylized 'S' followed by a period.

HEAD OF DEPARTMENT: AGRICULTURE

DATE: ...19/10/2007...