



Reference: 20210210-950
File no.: 5/3/P
Enquiries: A Betz

Procurement Management Minute: 0002/2021

To: Superintendent-General, Deputy Directors-General, Chief-Directors, Directors (Head Office and district offices) and Head of all subdirectorates and divisions at Head Office and District Offices

Subject: Determination on the type of office furniture and equipment that will be relocated from the Golden Acre and Grand Central buildings to the office building, 2 Lower Loop Street, Cape Town

1. With the relocation of the Western Cape Education Department Head Office staff from the Golden Acre and Grand Central buildings to office building, situated on 2 Lower Loop Street, it is required that clear guidelines are prescribed on what types of office furniture and equipment will move and what left behind. It is well known that the offices in the building will have a layout and be fitted out with furniture in line with modernization office principles. In this vain a determination has been made that offices for staff will be fitted out with furniture listed in the Department of Public Works Office Norms Document [National Department of Public Works, Space Planning Norms and Standards for Office Accommodation Used by Organs of State" (Notice 1665 of 2005)]. This entails an office layout with uniform furnishing and where space is used optimally, leaving very little unused space.
2. In light of the above, the following guidelines are prescribed:

2.1 Senior management services (SMS) staff

(a) Office equipment

Apart from the equipment items listed below under non-senior management staff, SMS staff and their Personal Assistants and Office Managers will be allowed to take their current office automation equipment (printers, scanners, copiers) with them.

(b) Office furniture

SMS level staff will be allowed to take a hat and coat stand, microwave, bar fridge, and kettle with them. Office furniture for SMS level staff and their personal assistants will be provided for in terms of the provisions of the DPW Norms and Standards document, referenced in paragraph 1 above.

2.2 Non-Senior Management Services staff

(a) Office equipment

Staff will be required to take all office equipment items with them. This will include items like staplers, 2-hole punches, stationery items (e.g. rulers, pens, calculators, scissors, staplers etc.), as well as portable devices like digital cameras, voice recorders, disk drives and laptops and their all-in-one or desktop computers.

(b) Office furniture

All non-senior management services level staff will not be allowed to take any office furniture with them as each staff member will be allocated desk and storage space.

3. The above ruling is necessitated by the fact that open/unoccupied space is at a minimum and any additional equipment will hamper free and safe movement of staff members on a floor. In cases where deviation is necessitated in terms of operational requirements, e.g. the use of LOGIS printers, freestanding safes, etc., a written application motivating such need will have to be routed via Branch Heads and the CFO to the Head: Education for approval.
4. All surplus office furniture and equipment that will not relocate to the building will be disposed of in line with Procurement Management Minutes: 0002/2016 and 0001/2020
5. Please ensure that all staff are informed of the contents of this minute.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2021-03-24