

## OFFICE ACCOMMODATION IN COUNCIL-OWNED BUILDINGS, AS WELL AS LEASED OFFICE SPACE:

Item B-CORP (01-2010) MC 18/02/2010	REPORT ON THE MOVING OF COUNCIL DEPARTMENTS IN LEASED PREMISES INTO THE GERMISTON GOVERNMENT PRECINCT AND/OR INTO OTHER COUNCIL-OWNED BUILDINGS ELSEWHERE IN THE METRO AS WELL AS THE EXTENSION OF CURRENT LEASES
--	---

{A-IS (08-2010)}

### RESOLVED:

1. **That** the contents of the report on the current situation regarding office accommodation in Council-owned buildings, as well as leased office space, **BE NOTED**.
2. **That** Council **ADOPTS** the principle to do away with lease accommodation as a means to accommodate Council officials, as far as it is practically possible, and that Council **ADOPTS** the principle to ensure all Council buildings are utilized optimally.
3. **That** Council **APPOINTS** an Office Accommodation Committee (OAC) with the necessary support to advise Council on an annual basis of the optimal utilization of Council's office space and to do away with the existing leases in the shortest time possible, such committee to consist of:
  - (a) Executive Director: Legal and Administrative Services as Chairperson
  - (b) Legal and Administrative Services, Director: Properties
  - (c) Human Resource Management and Development
  - (d) Finance Department
  - (e) Infrastructure Services Department
  - (f) Space Planners Consultants to support the OAC
  - (g) Councillors
4. **That** a comprehensive Office Accommodation Policy (OAP) **BE DEVELOPED** that deals with all aspects of office utilization in EMM in a uniform manner.
5. **That** the OAC **DETERMINE** and **ACCOUNT** for all the available Council-owned office space and list who occupies the buildings in the Germiston CBD as a first priority as well as all other Council buildings in EMM.
6. **That** the OAC **DETERMINE** which privately-owned office space is available in the Germiston CBD.
7. **That** the OAC, together with the SMT, **INVESTIGATE** and **ADVISE** Council from a strategic point of view which managers, departments, sections or officials should be accommodated in the Germiston CBD.

8. **That** staff mentioned in 7 above **BE RELOCATED** to Germiston CBD within 20 months and **RELOCATE** those officials not required in Germiston to alternative accommodation.
9. **That** Infrastructure Services **WORK** on a plan to acquire available office space and **REFURBISH** office space to relocate officials within 20 months.
10. **That** it **BE NOTED** that the new buildings in the proposed new Civic Precinct **WILL NOT BE COMPLETED** in time for the departments to move into before their leases have expired, but that Infrastructure Services and the OAC work on a plan to reduce the current timeframe for construction (attached to the report as **Annexure "A"**) to speed up the availability of office space.
11. **That** the City Manager **BE MANDATED** to lease accommodation with the aim to relocate certain officials to the Germiston CBD and renew current leases between one and three years.
12. **That** Infrastructure Services **PROCEED** with the implementation of proposed building upgrades and new buildings listed in the Ekurhuleni Government Precinct plan:
  - (a) Current Head Office (EGSC) Building
  - (b) New Head Office and renovations to CCC Building
  - (c) Library Building
  - (d) What is referred to as the Finance Building in the mentioned report.