



Province of the  
**EASTERN CAPE**

COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

# FACILITIES MANAGEMENT POLICY

**2025**

## FACILITIES MANAGEMENT POLICY 2025

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# FACILITIES MANAGEMENT POLICY 2025

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## FACILITIES MANAGEMENT POLICY 2025


### SIGN OFF

#### I. Head of Department

The Facilities Management policy has been recommended by V. Mlokothe in my capacity as the Accounting Officer for the Department of Cooperative Governance and Traditional Affairs Department.

I am satisfied and concur with the contents of this Policy.


The development of the Facilities Management policy document will ensure the department is able to guide maintenance and use of facilities in the department.

Signed:	
Designation:	Head of Department
Date:	10/12/2025

#### II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the people by effectively rendering services to its communities. We envisage a department that has the required capacity to respond adequately to the challenges facing our people.

I, therefore, trust that guidance from this policy will contribute to the safe and healthy usage of the facilities in the department.

Signed:	
Designation:	MEC: Z.A. Williams of Cooperative Governance and Traditional Affairs
Date:	13.12.2025

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## 1. PREAMBLE

The Head of Department has a mandate to provide facilities to the employees that are maintained, safe, fit for purpose, efficient and sustainable. In the department, the facilities are the core resource, and as such they have to be effective for service delivery in terms of condition, suitability, accessibility, design and layout.

The facilities will have to be sufficient and utilised fully. The use of property must be flexible and support new ways of working and sustainable both in environmental and financial in whatever changes that may come. The mandate will be achieved by improving any facility that is not safe, not fit for purpose sustainable and efficient and by working in partnership with the department of Public Works and service providers as contracted. Therefore, the facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs of the institution.

## 2. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs commits itself to comply with all applicable legislation and to promote responsibility and accountability of all employees and stakeholders in exercising their day-to-day duties and functions by providing secure and healthy office space.

## 3. PURPOSE

This is a formal document that outlines the rules, procedures, and responsibilities for managing a building or property, including its maintenance, safety, security, use, and future planning, i.e.

- 3.1 **Maintain a Safe Environment** by ensuring that the well-being of occupants and visitors are taken care of.
- 3.2 **Protect Assets** by safeguarding the physical building and the capital investment it represents.
- 3.3 **Ensure Operational Efficiency:** by keeping the facilities running smoothly and support the core operations of the organization.
- 3.4 **Promote Sustainability:** guide practices that are environmentally responsible and contribute to long-term viability.

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3.5 **Provide Clear Guidance:** To establish clear expectations and procedures for all employees.

### 4. OBJECTIVES

- 4.1 To address aspects of management, usage and maintenance of facilities in the department.
- 4.2 To create a safe, secure, functional, and well-maintained environment while protecting the investment in the facility itself.

### 5. APPLICATION AND SCOPE

This policy is applicable to all employees of the Department of Cooperative Governance and Traditional Affairs appointed in terms of the Public Service Act 103 of 1994 as amended.

### 6. LEGISLATIVE FRAMEWORK

- 6.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).
- 6.2 Government Immovable Asset Management Act
- 6.3 Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 6.4 Public Service Act, 1994 (Proclamation No. 103 of 1994).
- 6.5 Occupational Health and Safety Act 85 of 1993

### 7. DEFINITIONS

Terms and definitions that will be used throughout the policy need clarification for the reader, this can also include any keywords, technical terms and abbreviations that may be used in this document. Definitions in this Policy unless the context otherwise indicates.

<b>Words/Terms</b>	<b>Definition (with examples if required)</b>
Accounting Officer	Accounting Officer " means the incumbent of the post of the head of department in the Department, and the accounting officer as defined in section 1, read with the provisions of section 38 of the Act.

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Executive Authority	<p>In relation to national department, it means the cabinet member who is accountable to Parliament for that department.</p> <p>In relation to provincial department, means the Member of the Executive Council of a Province who is accountable to the Provincial Legislature for that department.</p>
Applicable Law	Means-Any legislation, statute, regulation, proclamation, practice note, procedure manual or guide that applies to the subject matter of this Policy or any judicial precedent, judgment, order or ruling that applies to the subject matter of this Policy.
Stakeholders	A person or a group who has an interest or concern in something, especially in business.
Department	Department" means the Eastern Cape Department of Cooperative Governance and Traditional Affairs.
Employee	Employee" means an employee as defined in terms of the Public Service Act,1994.
Security & Work Environment Unit	Formally known as Auxiliary Services in the department, this sub directorate earned the name as it was joined by Security Management. It is attached under Human Resource Management & Development.
Province	Province" means the Province of the Eastern Cape.
Facilities	A place, especially including buildings where a particular activity or service happens. In this case a facility is a government building.

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Official duties	Official duties means activities that are related to the execution of duties on behalf of the Department.
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### 8. CONSULTATION PROCESS WITH STAKEHOLDERS

All affected stakeholders, including employees at all levels have been consulted throughout the policy review process and their inputs, comments have been obtained and incorporated into this policy. Management of the Department has been consulted for inputs, buy-in and adoption.

### 9. QUALIFYING CRITERIA

On appointment, all departmental employees, including Management qualify to be provided with office space.

### 10. FACILITIES OF THE DEPARTMENT

- 10.1 Facilities of the department include office buildings which are meant for official duties, in some cases there are boardrooms, ablution facilities, strong rooms, kitchens, lifts and parking areas.
- 10.2 The offices may be fitted with air conditioners and back-up generators, whose sole responsibility to maintain is the department of Public Works and Infrastructure.
- 10.3 Office buildings are acquired from the Department of Public Works and Infrastructure. They may be either government owned or leased/ rented.
- 10.4 For leased and rented buildings, the responsibility for maintenance is subject to the terms and conditions of each lease agreement.
- 10.5 All employees have a responsibility to safeguard the facilities entrusted to them.

### 11. ROLES AND RESPONSIBILITIES

#### 11.1 FACILITIES UNIT IN THE DEPARTMENT

- 11.1.1 Daily Operations & Maintenance.
- 11.1.2 Oversee day-to-day building operations (e.g., electrical systems, plumbing).
- 11.1.3 Manage preventive and corrective maintenance.

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11.1.4 Create detailed reports and maintenance tracking.

### **11.2 Environmental Health & Safety (EHS)**

11.2.1 Ensure compliance with health and safety regulations.

11.2.2 Together with OHS officer of the department conduct safety audits and implement policies and procedure.

11.2.3 Maintain cleanliness and sanitation standards.

### **11.3 Security Management**

11.3.1 Ensure compliance with health and safety regulations.

11.3.2 Conduct safety audits and implement policies.

### **11.4 Asset Maintenance and Management**

11.4.1 Maintain an up-to-date asset inventory.

11.4.2 Develop and implement preventive maintenance schedules.

11.4.3 Manage corrective maintenance and monitor asset performance.

### **11.5 Space Planning and Utilization**

11.5.1 Analyse space requirements and plan efficient layouts.

11.5.2 Ensure compliance with health, safety, and accessibility regulations.

11.5.3 Integrate technology to support organizational.

### **11.6 Strategic Planning for Future Needs**

11.6.1 Plan for renovations, expansions or new construction.

11.6.2 Invest in energy-efficient systems and technologies.

11.6.3 Develop risk mitigation and business continuity.

11.6.4 At any time, when the need arises, the department will negotiate with the Municipality to accommodate departmental employees.

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### **12. TERMINATION OF SERVICE**

When the service of an employee has been terminated for whatever reason, the Security & Work Environment sub- directorate will re allocate the office to the new incumbent of the vacant post, or as determined by the need at the time, to whoever is deemed to occupy the vacant office. The register for the office must be updated.

### **13. ACT OF MISCONDUCT**

Any employee who knowingly or negligently contravenes any of the provisions of this policy shall be guilty of an act of misconduct.

### **14. AMENDMENTS TO POLICY**

The policy will be monitored, evaluated and reviewed after five years or as and when the need arises.

### **15. COMMUNICATION**

This policy will be communicated throughout the Department using workshops, and intranet/departmental websites.

### **16. MONITORING AND EVALUATION**

Security & Work Environment Unit will facilitate the implementation of this policy and will submit quarterly reports to the Head of Department.

### **17. REVIEW OF THE POLICY**

If there are no changes and new developments, the policy will be reviewed once in five years.

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**18. VERSION CONTROL AND CHANGE HISTORY**

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
Start from	YYMMDD (the date the policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2025.09.19		MEC: Zolile Williams	
		