

Independent State of Papua New Guinea

GENERAL ORDER 19

GOVERNMENT OFFICE ACCOMMODATION **AND PUBLIC SERVICE HOUSING**

Being a General Order to inform agency heads of the role and functions of the Department of Personnel Management in managing the Government Office Allocation functions together with Public Service Housing Schemes under the Government's Home Ownership Policy.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue **General Order 19** which reflects the changes in the **Constitution**, the *Organic Law on Provincial & Local Level Governments*, the *Public Services (Management) Act* and the **Regulations** up to 31st December 2011 to come into force on 1st January 2012 and remain in force until further notice.

JOHN M KALI OBE
Secretary

GENERAL ORDER NO. 19

GOVERNMENT OFFICE ACCOMMODATION **AND PUBLIC SERVICE HOUSING**

TABLE OF CONTENTS

<u>Subject Matter</u>	<u>Section</u>
General Policy Objectives – Office Accommodation	19.1 – 19.4
Office Allocation Committee	19.5 – 19.6
Office Allocation Terms of Reference	19.7
Specification for Office Space Allocation	19.8
Agency Head’s Responsibility for Safety, Health & Welfare	19.9 – 19.12
General Policy Objectives – Public Service Home Ownership	19.13 – 19.17
Replacement of Institutional Housing	19.18
Responsibilities of Departments and Agencies under PSHOS	19.19 – 19.21
Roles And Functions of OGAPSH	19.22

GENERAL ORDER NO. 19

GOVERNMENT OFFICE ACCOMMODATION
AND PUBLIC SERVICE HOUSING

GENERAL POLICY OBJECTIVES – OFFICE ACCOMMODATION

- 19.1 The office accommodation function is provided for by the *Public Finances (Management) Act* and has been allocated to the Department of Personnel Management by a policy decision of the National Executive Council. An Office Allocation Committee has been established as the authority for that purpose.
- 19.2 The role and function of the Office Allocation Committee is to secure suitable office accommodation to meet the establishment and operational needs of all Government agencies throughout the Country.
- 19.3 The Office Allocation Committee determines the standards relating to office space per public servant and the rental price to be charged based upon market considerations and budgetary implications.
- 19.4 The Office Allocation Committee ensures that the welfare of public servants is taken into account and that the offices comply with basic building and occupational standards set by the various Government authorities with responsibility for the occupational safety, health and welfare of the work force.

The Office Allocation Committee

- 19.5 The Members of the Office Allocation Committee are as follows:

Secretary, Department of Personnel Management, Chairman
 Secretary, Department of Treasury
 Secretary, Department of Finance
 Secretary, Department of Works
 Secretary, Department of Justice & Attorney General
 Secretary Department of Lands & Physical Planning

- 19.6 The Secretary, Department of Personnel Management is responsible for approval for:
- (a) allocation of office space in State-owned office buildings according to organisation and establishment size;

- (b) leasing of office space from other agents and monitoring and regulating rental charges within approved ceilings;
- (c) administering lease payments, office layout and fit outs ensuring that proper tendering procedures have been followed including least cost solutions;
- (d) determining office layouts and requirements according to operations and size of the budgeted establishment;
- (e) examining and approving technical drawings for work to be undertaken, and ensuring proper approvals have been obtained from lawful authorities;
- (f) ensuring that tenants are aware of their responsibility for compliance with various regulations governing safety, health and welfare; and
- (g) resolving disputes between owners/landlords of offices and Government tenants.

Office Allocation Committee Terms Of Reference

19.7 The terms of reference for the Office Allocation Authority are:

- (a) to examine and approve all new leases and to review all existing leases from time to time to ensure currency and pricing and efficiency of allocation according to establishment size from time to time;
- (b) to acquire land and build Government owned accommodation and refurbish existing Government office accommodation with a view to reducing the cost to Government of leased accommodation;
- (c) to examine building and cost proposals for new office development and recommend approval in principle for new leases
- (d) to approve the movements of Departments/Agencies in taking up the office space allocated to them and to utilize the office space in the most efficient manner;
- (e) to examine and approve the purchase of properties for all Government Offices within funds appropriated; and
- (f) to co-ordinate and examine all submissions for Minor New Works regarding the upgrading and air-conditioning of existing office accommodation.

Specification for Office Space Allocation

- 19.8 The allocation of space pre public servant in either Government owned or leased office accommodation is determined from time to time by the Office Allocation Committee, using the following guidelines:

Individual Offices and Support Rooms

Ministers	7m x 5m
Heads of Department	5m x 5m
Divisional Heads	5m x 4 m
Branch Heads & others	4m x4 m
Conference rooms up to 30 persons	2 sq.m per person
Tea rooms	6m x 2m
Storage	5m x 2m
Server/Printing room	5m x 2m

Open Plan Space

Senior Clerks	4m x 2m
Junior Clerks	
General Administrative personnel	3m x 2m
Keyboard operators	
Typists/Accounting Machine Operators/ Accounts & Salaries Officers	
Storage and utility requirements must be separately specified.	
Filing storage, switch boards, printing areas	

Agency Head's Responsibility for Compliance with Safety, Health & Welfare

- 19.9 Each agency head is responsible for ensuring that the buildings and the offices in which they are located by the **Office Allocation Committee** of the Department of Personnel Management are safe and fit for occupation in accordance with the standards published from time to time by the Department of Labour & Industrial Relations, and the City or Town authorities.
- 19.10 Each agency head is responsible for ensuring that the industrial safety officers of the Department of Labour & Industrial Relations have inspected their premises from time to time to provide a report on the working conditions, and the state of the office premises in relation to the health and safety of the public servants working therein, including:

- (a) the ventilation and the ability to maintain temperatures within the allowable limits;

- (b) the water supply including potable water for refreshment and water for sanitation;
- (c) the operation of toilets and general sanitation;
- (d) the cleanliness of the offices and surroundings;
- (e) the safe condition of the mechanical and electrical equipment; and
- (f) the safe condition of the building fabric and the access to and from;

19.11 Each agency head is responsible for ensuring that the Fire Service has inspected the premises at the specified instances to ensure that the premises are free of fire hazards, that legislation regarding access is complied with and that the required fire fighting equipment within the office is certified for operation.

19.12 Each agency head is responsible for ensuring that utility bills are paid on time, and for informing the Secretary, Department of Personnel Management in the event that the owners of the leased office accommodation have failed for whatever reason to comply with the health and safety standards required by law from time to time.

GENERAL POLICY OBJECTIVES – PUBLIC SERVICE HOME OWNERSHIP

19.13 The Government has determined that provision of housing and accommodation of any kind is not and shall not become a condition of employment in public employment. In recognition of the shortage and of the need in all urban centres for adequate and affordable housing for public servants, the Government has committed to encouraging and supporting the provision of Public Service Home Ownership Schemes.

19.14 Accordingly, the Department of Personnel Management has designed a model Public Service Home Ownership Scheme (PSHOS) which has been launched and is the sole mechanism for homeownership delivery to public servants.

19.15 Other Government Department are required over time to integrate all other home ownership schemes into the Public Service Home Ownership Scheme, and are required to give their full support and co-operation to the Ministry of Public Service in implementing PSHOS.

19.16 As additional Public Service housing is developed in provincial and District centres across the Country, the PSHOS will be extended and public servants will be invited to undertake home ownership.

19.17 The Department of Personnel management has established the **Office of Government Accommodation & Public Service Housing (OGAPSH)**, to initiate, oversee and manage the Government's policies covered by these General Orders.

Replacement of Institutional Housing

19.18 Much Government institutional housing is in a state of disrepair due to the age and lack of adequate maintenance. Therefore subsequent stages of the PSHOS is targeted to reduce the need for institutional housing and to invite public servants to transfer from institutional housing to home ownership arrangements.

Responsibilities of Departments and Agencies in Nominating Officers for PSHOS

19.19 The HR Manager is to provide advice on eligibility and assistance to the applicant and whether or not the agency will support the application. The Officer applying shall provide all relevant documents and information and the HR Manager will assist in completion of the PSHOS Application Form providing the following information:

- Number of years of service in the Public Service
- Substantive Appointment (Office designation)
- Disciplinary records
- Medical reports
- Staff Performance Appraisal
- Marital status

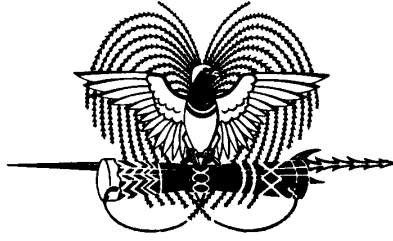
19.20 The PSHOS Committee's shall consider the application and provide confirmation of a nominated officer's eligibility for participation under home ownership and institutional housing.

19.21 On acceptance into the Scheme by the **Office of Government Accommodation & Public Service Housing (OGAPSH)**, the necessary transaction forms will be processed to enable the Bank loan to be facilitated and loan repayment deductions to be made. Facilitate loan payment through salary or superannuation deduction and rental through salary deduction
Provide to Public Service Housing Committee, a yearly update of properties inventory of new and existing properties for the purpose of approval of funding for maintenance
Provide to OGAPSH, a list of all land held by Departments/Agencies under CAO or Title deed suitable for residential development and relinquish that land available at no charge to OGAPSH as required

Roles and Functions of the Office of Government Accommodation and Public Service Housing (OGAPSH)

19.22 In summary the OGAPSH will perform the following functions:

- (a) provide advice to the Secretary, Department of Personnel Management on the development of home ownership policy;
- (b) administer processes of the housing project, including home ownership and institutional housing;
- (c) screen all housing applications and request from various agencies to ensure fair distribution of houses for rental and homeownership;
- (d) develop the HOS policy so that a range of affordable homes are made available to different categories of staff across provincial and district centres;
- (e) ensure all institutional housing leases are approved and tenancy agreement signed;
- (f) monitor and screen the performance of consultants and developers in the progress of housing projects;
- (g) approve the engagement of technical consultants for advice and provision of services of real estate;
- (h) Approve and allocate maintenance funds to Departments/Agencies annually on a priority basis; and
- (i) Coordinate maintenance requirement of public service institutional housing.



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO APPROVE
GENERAL ORDER 19 OF 1ST JANUARY 2012**

**GOVERNMENT OFFICE ACCOMMODATION
AND PUBLIC SERVICE HOUSING**

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order 19 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

DIESELO BIGELAILE
Project Manager, OGAPSH

ISIKEL MESULAM
Director Legal & Investigations

RAVU VERENAGI
Deputy Secretary, Policy

RAVU VAGI
Deputy Secretary Operations