

KWAZULU-NATAL DEPARTMENT OF EDUCATION

POLICY ON THE ACQUISITION OF LABOUR SAVING DEVICES

1. INTRODUCTION

Section 45(b) and (c) of the Public Finance Management Act places the onus on each official within the Department to take responsibility for the effective, efficient, economical and transparent use of financial and other resources within that official's area of responsibility. In particular, the official must take effective and appropriate steps to prevent, within that official's area of responsibility, any unauthorised, irregular, fruitless and wasteful expenditure.

2. PURPOSE

To ensure the acquisition of appropriate Labour Saving Devices for the Department to attain its objectives.

3. DEFINITIONS

For the purposes of this policy the following definitions shall apply:

Labour Saving Devices (LSD)

Include amongst others, desktop computers, file servers, laptop computers, printers, software, scanners, CD Writers, Digital Cameras, Digital Video Cameras, Data Projectors, Overhead Projectors, Public Address System, Photocopiers, Copy Duplicators, Fax Machines, Shredders, and Televideos, Laminating Machines, Binding Machines, Personal Digital Assistant(PDA) Card, High Speed Downlink Packet Access (HSDPA) Card , Third Generation Cards (3G).

Information Technology Committee (ITC)

A committee established in terms of the Public Finance Management Act and Treasury Regulations to ensure the acquisition of appropriate labour saving devices for the Department.

Technical Report

A report supplied by SITA/IT Officer/Service Provider on the condition of LSD equipment.

Information Technology Officer

An employee of the Department responsible for technical matters regarding Information Technology.

4. AUTHORISATION

4.1 The legislation and regulations determining the policy for acquisition of labour saving devices are:-

- (i) The Constitution (Act 108 of 1996)
- (ii) The Public Finance Management Act (PFMA)
- (iii) Treasury Regulations
- (iv) Public Service Act, 1994 as amended
- (v) Public Service Regulation 2001
- (vi) SITA Act, (Act No. 88 of 1988 as amended by SITA Amendment Act, Act No. 38 of 2002)

4.2 Public Service Regulation, Chapter 5: Electronic Government Regulations Part 1 A and B state:

PART 1 UNDERLYING ELECTRONIC GOVERNMENT VALUE

A. PRINCIPLES

Departments shall manage information technology effectively and efficiently. The Batho Pele Principle of offering equal access to services, increase in productivity and lowering of cost, shall inform the acquisition, management and use of information technology. Information technology shall be used as a tool to leverage service delivery by the public service and shall therefore not be acquired for its own sake.

B. OBLIGATION REGARDING ACQUISITION AND MANAGEMENT OF INFORMATION RESOURCES

The Head of Department shall ensure that the acquisition, management and use of information technology by the department improve -

- (a) direct or indirect service delivery to the public, including, but not limited to, equal access by the public to services delivered by the department;
- (b) the productivity of the department; and
- (c) the cost-efficiency of the department.

Treasury Regulations 10.1.1 and 10.1.2 state:

10.1.1 The Accounting Officer of an institution must take full responsibility and ensure that proper control systems exist for assets and that:

- (d) Preventative mechanisms are in place to eliminate theft, losses, wastage and misuse.
- (e) Stock levels are at an optimum and economical level.

10.1.2 The Accounting Officer must ensure that processes (whether manual or electronic) and procedures are in place for the effective, efficient and economical and transparent use of the institutions assets.

4.3 The Accounting Officer has in terms of departmental financial delegations 26 and 27 delegated the responsibility attached to Treasury Regulations 10.1.1 and 10.1.2 to the Senior Manager : Administrative Services. In terms of the aforementioned provisions, the General Manager : Administrative Services is mandated to constitute an Information Technology Committee (ITC) which comprises the General Manager : Administrative Services as Chairperson and representatives from the Finance, Asset Management, Information Technology and Management Advisory Services Components.

5. SCOPE OF APPLICATION

All officials who require new or replacement Labour Saving Devices for the effective and efficient discharge of their duties.

6. PROCEDURE

6.1 The Information Technology Committee (ITC) has the mandate to approve the acquisition of labour saving devices in the Department of Education. The ITC will consider the application for Labour Saving Devices in accordance with the following procedure:

STANDARD ITEM - SEE ANNEXURE A

- The user component must apply for labour saving devices on the prescribed application form EC14 and E72 which must be fully completed.
- Responsibility Manager approves by ensuring:
 - Funds are available
 - Need is justified
- Budget Controller approved funding
- In instances where equipment needs to be replaced, a technical report indicating the condition of the existing equipment must accompany the application EC 14.
- In instances where equipment needs to be replaced as a result of theft a police case number must accompany the application form EC14.
- Head Office Directorate must forward all application to the Secretary, IT Committee, IT Directorate.
- All applications from the Service Centres and District Offices must be forwarded via the respective Auxiliary Services Component to the Secretary IT Committee.
- Secretariat check forms for correctness, schedules application that meets requirement and presents schedules to ITC.

- The Information Technology Committee will consider the application and a decision taken.
- The Secretariat of the Information Technology Committee will in writing inform the user component of the Committee's decision.
- The Secretariat will forward all approved application to Supply Chain Management for the acquisition of the equipment.
- Supply Chain Management - Issue order to SITA as per Service Level Agreement in respect of IT related equipment.
 - In respect of other LSD items the normal procurement process will follow.
- SITA - Supply, install and commission - IT related equipment.
- Service Provider - Process order and deliver to user - non IT related equipment.
- User Component - receive equipment, confirm installation and commissioning, submit invoice to Finance for payment and copy to Asset Component for stock control.

NON-STANDARD ITEMS NOT INCLUDED IN THE SERVICE LEVEL AGREEMENT WITH SITA

- The user component must apply for labour saving devices on the prescribed application form EC14 and E72 which must be fully completed.
- Responsibility Manager approves by ensuring:
 - Funds are available
 - Need is justified
- Budget Controller approved funding

- The Management Advisory Services Directorate will conduct an investigation in consultation with the user component and make recommendations in writing to the ITC.
- The ITC will consider the recommendations and take a decision.
- The Secretariat of the ITC will in writing inform the user component of the committees decision.
- Supply Chain Management follow normal procurement procedures.

NOTE: It is imperative that a register in respect of all labour saving devices acquired be maintained by the Office Services components concerned. From time to time, the Logistics and Asset Management Services Component will carry out inspection of the Registers and equipment.

6.2 GUIDELINES FOR THE ACQUISITION OF LSD FOR SENIOR MANAGEMENT SERVICES

In order to facilitate the technological requirements of Senior Management Services the following equipment would constitute the standardised list of items.

- Laptop Computer with Portable Printer
- Desktop Microcomputer
- Dual Cartridge Printer
- Scanner
- Facsimile Machine
- Paper Shredding Machine
- Office Binding Machine

6.3 GUIDELINES FOR THE ACQUISITION OF LAPTOP COMPUTERS

- Applications for laptop computers will only be considered from Directorates and not from officials/individuals.
- Directorates must motivate fully the need for a laptop computer for shared use by its officials.
- Should there be a need for an additional laptop computer the relevant Directorate must motivate accordingly.
- Directorates that wish to apply for laptop computers must take cognisance following:

the nature of the Directorate's work must be computer related.

The work must require that officials within the Directorate undertake the computer related work outside his/her headquarters extensively.

There must be a need for officials to provide immediate feedback on site e.g. respond to urgent queries, present statistical data at meetings etc.

The custodian of the laptop computer must be identified.

NOTE: A separate Register for all Laptop Computers, Data Video Projectors and Portable Printers acquired must be maintained by the Office Services Components concerned. The name of the official, his/her persal number the equipment allocated and date of allocation must be reflected.

7. DONATION OF EQUIPMENT

The Information Technology Officer must be consulted with respect to any equipment donation to the Department. The Information Technology Officer will advise on implications from a technical viewpoint and standards.

8. RECOVERY AND HANDING OVER OF EQUIPMENT

- It is the responsibility of officials in possession of equipment to hand over all equipment to the Responsibility Manager when exiting the Department. A handing over certificate must be completed by the official concerned.
- The disposal/reallocation of the recovered equipment should be handled by the Responsibility Manager of that Component in accordance with Departmental policies.
- Equipment registers must be updated and a copy of the handing over certificate must be forwarded to the Logistics and Asset Management Services Component.
- Failure to comply with this procedure may be considered as theft and the necessary action will be taken against the officials concerned.

Recommendation supported/not supported.

Remarks:

GENERAL MANAGER:
ADMINISTRATIVE SERVICES

DATE

Recommendation supported/not supported.

Remarks:

SENIOR GENERAL MANAGER:
HR & ADMIN SERVICES

DATE

Recommendation approved/not approved.

Remarks:

R.C. LUBISI PhD
SUPERINTENDENT-GENERAL
KZN DEPARTMENT OF EDUCATION

DATE