



**Western Cape
Government**

Western Cape Education Department

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COMPUTING EQUIPMENT RESOURCE ALLOCATION POLICY OF THE WESTERN CAPE EDUCATION DEPARTMENT

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1. BACKGROUND

In 2003, the Cabinet of the Provincial Government, Western Cape resolved, through Cabinet Resolution No. 48 of 26 March 2003, to approve the devolvement of information and communication technology (ICT) functions and responsibilities, previously vested in the Western Cape Government, to individual Provincial Departments with effect from the 1st of April 2003.

The following functions and responsibilities now reside with individual provincial departments, including the Western Cape Education Department (WCED):

- (a) Responsibility and funding for ICT equipment (desktop and associated front-end hardware);
- (b) Management of major ICT applications, such as software and end-user equipment;
- (c) Responsibility for all ICT assets, including safeguarding and technology refresh; and
- (d) Any other related ICT requirements.

The Western Cape Education Department (WCED) is responsible for formulating and implementing its own policies, procedures and guidelines to regulate the allocation of ICT resources to WCED officials, in line with relevant procurement and supply chain management practices. The introduction of the WCED e-Vision necessitated a review of the existing policy in order to meet the requirements for its implementation.

2. ABBREVIATIONS

ITStratCom	Information Technology Strategic Committee
ITSteerCom	Information Technology Steering Committee
ITOpsCom	Information Technology Operational Committee
DKM	Directorate: Knowledge and Information Management
TVET	Technical Vocational Education and Training
GET	General Education and Training
ICT	information and communication technology
PC	personal computer
SITA	State Information Technology Agency
SMS	Senior Management Service
WCED	Western Cape Education Department
WCG	Western Cape Government
EARB	Enterprise Architecture Review Board
EDO	Education District Office

3. PURPOSE

The WCED Computing Equipment and Resource Allocation Policy is designed to regulate and establish standardised procedures for the allocation of computing technology resources to WCED officials.

4. APPLICATION

- 4.1 This policy applies to all WCED officials appointed in terms of the Public Service Act, 1994 (Proclamation 103 of 1994), and office-based educators appointed in terms of the Employment of Educators Act, 1998, (Act 76 of 1998) at Head Office and in education district offices.
- 4.2 The policy is not applicable to public schools and Technical Vocational Education and Training (TVET) colleges in the Western Cape.

5. LEGISLATIVE FRAMEWORK

The following legislation and policies underpin this policy:

- (a) The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)
- (b) The South African Schools Act, 1996 (Act 84 of 1996)
- (c) The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
- (d) The Public Service Act, 1994 (Proclamation 103 of 1994)
- (e) The Employment of Educators Act, 1998 (Act 76 of 1998)
- (f) The Public Finance Management Act, 1999 (Act 1 of 1999)
- (g) The Preferential Procurement Policy Framework Act, 2002 (Act 68 of 2002)
- (h) State Information Technology Agency Act, 1998 (Act 88 of 1998)
- (i) The Regulation of Interception of Communications and Provision of Related Information Act, 2002 (Act 70 of 2002)
- (j) National Treasury Regulations and Provincial Treasury Directives
- (k) Provincial Cabinet Resolutions No. 48 of 26 March 2003 and No. 94 of 4 June 2003
- (l) Western Cape Government/Western Cape Education Department ICT Standards 7.4 (March 2018)
- (m) The Accounting Officer's System (Section 38 of the Public Finance Management Act, 1999).

6. APPLICATION AND PROCEDURAL REQUIREMENTS

- 6.1 Procurement of Information and Communication Technology (ICT) resources only takes place once approval has been obtained from the Information Technology Operational Committee (ITOpsCom) and/or Information Technology Steering Committee (ITSteerCom).
- 6.2 ITOpsCom and ITSteerCom consider, approve and handle the provision of funded requests for ICT resources (hardware, software, services and systems) for officials at Head Office and Education District Offices (EDO).
- ITOpsCom adjudicates over standard applications with a threshold of five million rand (R5m).

- ITSteerCom adjudicates over applications totalling more than five million rand (R5m) or applications deemed as non-standard.

- 6.3 Requests for ICT resources must be made by completing the Application for Information & Communication Technology Items and Services (attached hereto as Annexure A), stating the need for the requested ICT resource and a recommendation from the relevant Senior Management Service (SMS) member. When requesting these ICT items, the requestor should ensure that standard items are separated from non-standard equipment. Similarly, a request for services should be separated from any request for ICT equipment.
- 6.4 Applications in compliance with paragraphs 6.2 and 6.3 above are considered by ITOpsCom at meetings held on the last Wednesday of each month. Applications must be submitted no later than 7 working days before the meeting. Non-standard applications are escalated to ITSteerCom for consideration, at meetings scheduled every alternate month.
- 6.5 ITOpsCom and/or ITSteerCom does not grant approvals in retrospect for ICT resources and does not handle any application for procurement without compliance with the required procedure.
- 6.6 ITOpsCom and/or ITSteerCom may consider, on an *ad hoc* basis, urgent applications arising from unforeseen circumstances, depending on the nature and merits of the case and subject to the submission of a full written justification from the relevant SMS member.
- 6.7 ITOpsCom and ITSteerCom approval of ICTs will be valid for only one year from the date of approval. If the applicant fails to action the procurement process within that year, he or she must re-apply for approval.
- 6.8 Where the approved requested model is no longer available to procure due to a model change, a similar or next available model on the WCG Standards list may be procured without obtaining ITOpsCom or ITSteerCom approval.

7. ALLOCATION AND STANDARDS

7.1 NEW APPLICATIONS

- 7.1.1 The Provincial Minister, the Head of Department and Deputy Director-Generals may, owing to the nature and demands of their offices, elect to have a desktop computer in the office and an additional mobile computing device. A port replicator/docking station and monitor may be included with the latter.
- 7.1.2 Officials below Salary Level 15 should be allocated one computing device, the choice of either a desktop computer or a mobile computing device, not both. A port replicator/docking station and monitor may be included with the latter.

7.1.3 Responsibility managers may decide, based on the functionality of officials and available budget, the appropriate device from the WCED/WCG catalogue. In doing so, the responsibility manager should be aware of the implications of safeguarding and future refresh cycles within their responsibility.

7.1.4 Where officials have been issued with mobile devices, the following must be noted:

- a staff member must be in possession of an equipment-in-transit permit (attached hereto as Annexure B) when taking a computing device off the premises. The permit must be signed by the relevant manager, or
- the item should be clearly indicated on the access card of the official;
- the official is responsible for the safekeeping of the device and to ensure the device is protected against theft and damage;
- mobile devices should be locked with a security cable/lock;
- when travelling to and from venues, mobile devices must be placed in a secure, safe area, such as the boot of the vehicle;
- when travelling by public transport, mobile devices should be securely stored in an appropriate carry bag and not be left unattended;
- refrain from using the device whilst travelling by public transport, unless necessary;
- be vigilant as mobile devices are particularly vulnerable to theft and loss whilst travelling by public transport;
- the official will be held liable for any damage or loss incurred as a result of negligence.

7.1.5 Network shared printers are recommended in preference to stand-alone printers. The preference will be the use of leased multi-function network printers in these locations, for the cost of Head Office and the Education District Offices using their own budgets.

7.1.6 ITOpsCom may, where applicable, recommend a more cost-effective computing device, appropriate to the intended use, rather than the one requested by the applicant.

7.1.7 In the case of boardrooms, a projection or presentation device is recommended, and directorates may share a projection device when conducting official duties away from office.

- 7.1.8 Procurement of standard hardware and software must be done through SITA-approved vendors in accordance with WCG ICT-approved hardware and software standards (attached hereto as Annexure C, which is frequently updated and can be obtained from the ITOpsCom secretariat or downloaded from the intranet).
- 7.1.9 All end-user equipment should be purchased with a **minimum 3-year on-site warranty**, where applicable. Certain items, such as scanners or uninterruptable power suppliers, may sometimes not have an extended warranty option. Responsibility managers may opt for a 5-year on-site warranty, thereby extending the refresh cycles.
- 7.1.10 Procurement of non-standard equipment must be channelled via the Ce-I Services Manager to the Provincial Enterprise Architecture Review Board (EARB) for consideration. The ITSteerCom will adjudicate on the application based on the technical recommendation of the EARB.
- 7.1.11 Directorates bear the costs for approved Requests for IT Services, excluding the procurement of standard Microsoft Office suite and licence costs, which are borne by the Department of the Premier: Centre for e-Innovation as part of the signed Enterprise Agreement with Microsoft. The applications for access to Internet, PERSAL, e-mail and Microsoft Active Directory services are also provided at the cost of the Centre for e-Innovation.

7.2 COMPUTER REFRESH PLAN

- 7.2.1 The Directorate: Knowledge and Information Management (DKM) is responsible for the funding of the WCED's Annual Computer Refresh Plan which is used to replace the operational computer equipment that is out-of-warranty. The current norm is equipment older than 3 years and/or out of warranty.
- 7.2.2 The replacement of computer equipment is limited to standard equipment available on the current WCG ICT Standards list. DKM will consider the most cost-effective device on the WCG Standards list to meet the required need. Other devices, such as data projectors, scanners, ultra-books, netbooks and printers, must be replaced by the respective directorates using their own budgets with ITOpsCom approval.
- 7.2.3 DKM will use an extract from the WCED Asset Register as the basis for selecting equipment due for replacement in a given financial year.
- 7.2.4 DKM will request responsibility managers (stock controllers) to confirm the equipment that is still in circulation (i.e. equipment still in use and out-of-warranty) in consultation with the Asset Register extract. Excluded from the Refresh Plan are items that are missing through theft or other means, equipment used for training purposes, pool items or items currently out of circulation (in vaults or in storerooms). Furthermore, where officials below salary level 15 are utilizing both a desktop

computer and mobile computing device, the official will be excluded from the refresh.

- 7.2.5 Only the equipment confirmed for replacement will be considered during the implementation of the WCED Computer Refresh Plan and will be prioritised by age and the available budget.
- 7.2.6 Upon receipt of the ICT equipment, the relevant directorates must log a call with the IT helpdesk at 021 483 4800 to have it set up and configured onto the WCG network.
- 7.2.7 The replaced items must be disposed of in line with the SCM requirements on disposal; no other arrangements, such as reallocation of the old equipment, will be made.

8. COMPLIANCE

- 8.1 Officials must take reasonable steps to ensure adherence to the provisions and conditions set out in this policy.
- 8.2 Any educator or public servant who, without just cause and after written notice, fails to comply with provisions contained in this policy, may be charged with misconduct, and disciplinary steps may be initiated against him or her, as determined in the Public Service Act, 1994 (Proclamation 103 of 1994), or the Employment of Educators Act, 1998 (Act 76 of 1998).

9. POLICY REVIEW

This policy will be reviewed annually or as mandated by ITSteerCom.

APPROVED



ABRAHAMMS, MS
CHAIRPERSON: IT STEERING COMMITTEE

DATE: 25.11.2025