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Reference number: RCS/C.4

SYSTEM CIRCULAR NO. 1/2020

THE PREMIER
THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES
THE MINISTER OF HEALTH
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER D MAYNIER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER IH MEYER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER A FRITZ)

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (MR H MALILA)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R ADAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR D SAVAGE)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR BK SCHREUDER)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MS J SAMSON)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR S KAYE)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MS O SAMUELS)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)

For information

THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
 THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
 THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
 THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR D LAKAY)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF. G MANEVELDT)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)
 THE ACCOUNTING AUTHORITY: CASIDRA (MR A MOOS)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (ADV. T SIDAKI)
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 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)
 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MS K BEUKES)
 THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR A SEYMOUR)
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
 THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)
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 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS M VOS) (ACTING)
 THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR R WIGGILL)
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)
 THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MS J GANTANA) (ACTING)
 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR A PHILLIPS)
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK) (ACTING)
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
 THE CHIEF FINANCIAL OFFICER (MS A SMIT)
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 THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
 THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
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 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR C MAPEYI)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)
 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

BUSINESS CONTINUITY MEASURES IN PREPARATION OF COVID-19 FOR THE CORPORATE FINANCIAL SYSTEMS (BAS, LOGIS & PERSAL) AND ITS RELATED BUSINESS INTELLIGENCE TOOLS

1. PURPOSE

The purpose of this circular is to inform all WCG departments of certain measures put in place to ensure access to all critical corporate financial systems (BAS, LOGIS, PERSAL and its Business Intelligence tools) and to further advise system users on standard operating procedures in order to support departments in the event of possible decisions to work from home.

2. BACKGROUND

The Director General of the Western Cape Government, has issued two circulars in respect of the COVID-19. Therefore, DG Circular No. 17 and 23 of 2020 should be read in line with this circular. The Provincial Treasury will initiate its business continuity plan in response to the COVID-19 pandemic in order to enable government departments requiring to perform critical financial transactions on the BAS, LOGIS and PERSAL systems during this “business unusual” period.

3. ACCESS TO CORPORATE FINANCIAL SYSTEMS

The Provincial Treasury has partnered with the Centre of e-Innovation(Cel) and State Information Technology Agency (SITA) to test and ensure that BAS, LOGIS & PERSAL systems are securely accessible via a Virtual Private Network Remote Access (VPNra). The VPNra allows for systems users to be able to access their workstation remotely and therefore have the ability to access BAS, LOGIS & PERSAL and other systems that they would ordinarily access while at the workstation in the workplace. Though this capability is available it is important to note that such access can only be granted to a limited number of system users that each department deems critical to access financial systems during this period.

It is incumbent on each government department to identify critical system users and put forward an application for VPNra access via the Provincial Treasury for these users to be created. It is important that each government department submits a list of all system users that will access BAS, LOGIS & PERSAL via VPNra to the Provincial Treasury.

It should also be noted that the business intelligence tools i.e. Vulindlela, PERSAL share and KITSO will also be made available via both third-party access (3PA) and VPNra.

4. TRAINING ON THE CORPORATE FINANCIAL SYSTEM

All formal classroom training on PERSAL, BAS & LOGIS has been suspended until further notice.

5. FORUMS & MEETINGS

All LOGIS, PERSAL and BAS related meetings/forums will be convened via Skype for business or Video Conference as and when necessary.

6. SUPPORT ARRANGEMENTS FOR SYSTEM USERS

Department are advised that the help desk function for PERSAL, LOGIS & BAS and related business intelligence tools will be kept running in order to support system users throughout this period. Though some of our staff members may also be working remotely during this period, the help desk function will be prioritised to have sufficient resource available to support system users.

All other technical support queries for VPNra, 3PA, Skype, etc. can be logged via the Ce-I Helpdesk on 4800.

Should there be any further queries to this circular kindly contact our helpdesk on Logistreas.LogisTreasury@westerncape.gov.za



MR A. MAZOMBA
DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
DATE: 18 March 2020

Forms to be used for the various types of ICT service requirements

Category	Action	Typical calls	IT Service Request Form	DITCOM Form
Install	Configure and setup of new or existing IT elements (typically hardware/ equipment/ applications - defined as configuration items) to the production environment.	Set up of a new PC/Notebook for an existing user	•	
		Set up of a new PC for a new user	•	
		Set up of a new multi-function copier (MFC)	•	
		Install packaged software to a migrated user		•
		Install non-packaged software to migrated & non migrated user/ Install packaged software to a non-migrated user		•
		Install a new network printer	•	
		Install a network point		•
Move	Hardware/equipment and applications that changes location. In some cases the user and location change simultaneously.	Move an existing user account to a different location	•	
			•	
Add	Additions made to existing hardware/ equipment and/or software which may include components, consumables or attributes updates	New user set-up (Active Directory, Exchange, Remedy)	•	
		Activate transversal applications such as BAS, PERSAL and LOGIS	•	
		Activate/install department specific applications	•	
		Enable access to the internet	•	
		Enable access to shared drive		•
		Provide network storage/shared storage		•
		Enable access to a Wi-Fi network		•
		Enable access to e-mail via Active Sync on mobile devices		•
Change	Upgrade or modification of existing hardware or applications	Change configuration item - data only	•	
		Change username/account from temporary to permanent	•	
De-install	Hardware/ equipment that have been designated for removal	Deactivate user account on WCG network	•	
		Deactivate access to transversal application	•	
		Deactivate access to departmental specific applications	•	
		Disable Wi-Fi access	•	
		Disable internet access	•	
		Disable access to e-mail via Active Sync	•	
Requests for assessments		Technical assessment of ICT equipment	•	
		Perform assessment for new network point	•	
Procurement of new equipment		Data card		•
		PC, printer		•
		Multi-function printer (MFC)		•
		Software		•

