

Reference number: RCS/C.6

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR NO. 26/2021

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 (DR 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 (ADV. Y PILLAY)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR K CLOETE)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MS P MAYISELA)
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 (DR M SEBOPETSA)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR G REDMAN)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
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THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR A GAFFOOR) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)
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)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR D LAKAY)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF D HENDRICKS)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR M SPICER)
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
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 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)
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
 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)
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 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (ADV. L PETERSEN) (ACTING)
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 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)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
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 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

E-PROCUREMENT SOLUTION IMPLEMENTATION: CHANGE MANAGEMENT STRATEGY

1. PURPOSE

- 1.1 The purpose of this communique is to advise accounting officers and accounting authorities of the:
- a) implementation of the new eProcurement Solution (ePS) developed in-house by the Provincial Treasury; and
 - b) envisaged roll-out plan for departments, provincial public entities and suppliers.

2. BACKGROUND

2.1 Paragraph 5.3.1 of the Provincial Treasury Instructions, 2019 reads as follows:

"The Provincial Treasury is responsible for the implementation and maintenance of an e-Procurement Solution, which provides for:

- a) *an internet-based sourcing solution to be utilised by institutions for invitation of quotations, the receipt thereof and the adjudication of bids submitted by suppliers; and*
- b) *a Supplier Evidence Bank as a central repository of governance documentation."*

2.2 The ePS has been implemented within the Province since 2012 as part of the overall Western Cape Government Strategy to improve how businesses interact with the WCG using technology as an enabler.

2.3 The Western Cape Supplier Evidence Bank (WCSEB) is a central repository of governance documentation that is used by institutions for the invitation of price quotations (competitive and limited), the receipt thereof and the adjudication of bids submitted by suppliers.

2.4 In short, the value proposition of the ePS for departments and public entities is that it enables easier compliance with Section 217 of the Constitution, automating manual procurement processes to improve productivity, reducing paperwork and telephone and fax costs, etc.); working with the latest and verified supplier information held centrally; ensuring a fair and transparent system that limits opportunities for irregularities, and fraud and collusion between suppliers and staff and provides appropriate and accurate management information and audit trail of all transactions.

2.5 The value proposition for businesses/ suppliers is that it provides procurement opportunities to a wider spectrum of suppliers stimulating competition; automating manual processes (streamlining of procurement processes); ensuring ease of doing business with WCG; affording better transparency and accountability and providing assistance and support to suppliers.

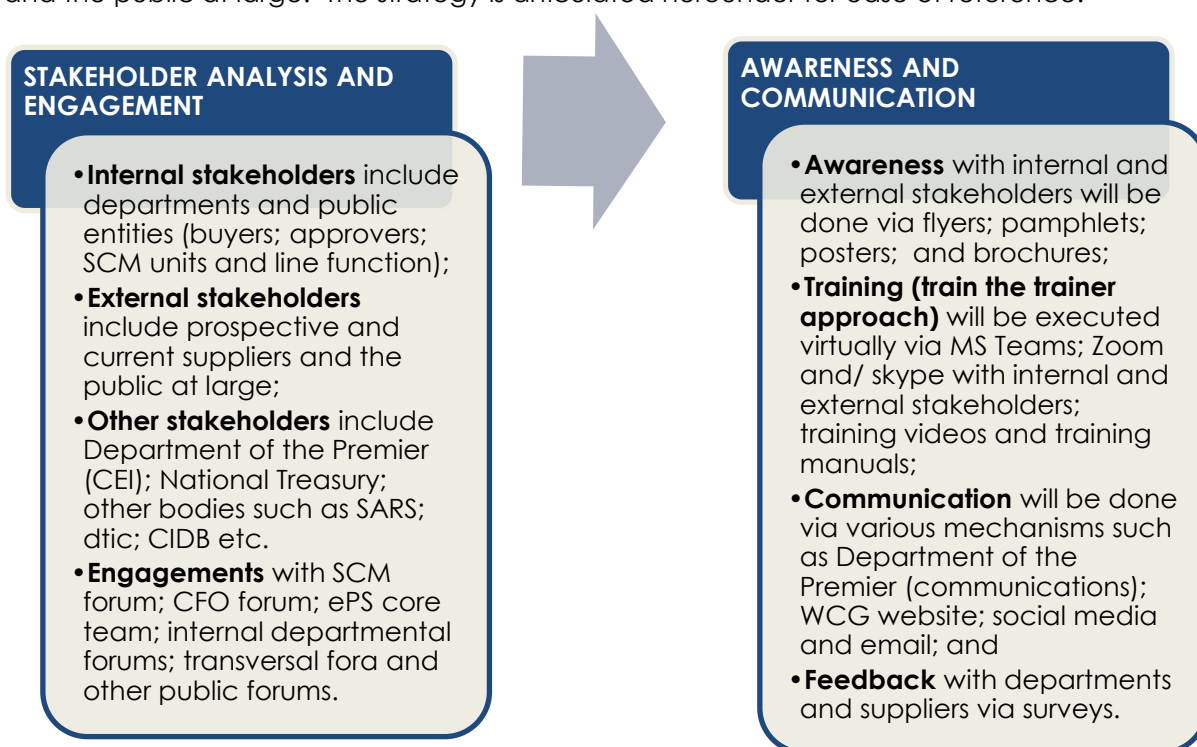
2.6 Whilst NT has placed a moratorium on the procurement of financial systems, the Provincial Treasury received a deviation approval to continue with the ePS until such time that the Integrated Financial Management System (IFMS) is implemented via the National Treasury. The following conditions have been stipulated by the National Treasury, noting that the PT is comfortable that it has satisfied these conditions with the current ePS and will continue to do so with the in-house developed ePS:

- a. WCG will be required to transition to the IFMS when the IFMS is rolled-out to replace the ePS and related IFMS functionalities;
- b. the WCG needs to ensure that it complies with all policy prescripts applicable to the functional areas supported by the system;
- c. the approval granted to WCG does not entail condonation of any past and potential non-compliance with policy prescripts;
- d. should WCG enter into any contract, the contract terms should include an exit clause of six (6) months' notice that releases WCG from related contract in the event that the IFMS is ready for implementation before the end of the contract; and
- e. approval is only limited to the scope of the moratorium and excludes matters related to procurement and contract renewal/ extensions where specific Supply Chain Management (SCM) processes apply.

2.7 To date, the PT with the support of the Department of Transport of Public Works developers and the Centre for e-Innovation in liaison with a core group of provincial departmental officials developed a replacement ePS (for procurement requirements between R2000 and R500 000) and it is at this juncture that the province is preparing for the implementation of the new system that will require a co-ordinated effort between the PT and all provincial institutions. This Circular aim to communicate the change management strategy and roll-out plan for the Province. In the interim, the PT entered into a contract with SAP for a period of one year, from 1 April 2021 up to 31 March 2022 in order to roll-out the new in-house developed ePS.

3. WCG APPROACH TO CHANGE MANAGEMENT

3.1 As a result of COVID-19 and the need for social distancing and steps are taken to prevent the further spread of the virus an innovative change management strategy is warranted, that is focused on using technology as an enabler to manage the risk of COVID-19 transmission amongst staff, suppliers and the public at large. The strategy is articulated hereunder for ease of reference:



4. ROLL OUT PLAN

4.1 The timeframes for the key milestones related to the project is articulated as follows:

MILESTONE	ENVISAGED TIMEFRAME
Engagement on change management strategy with SCM Forum and CFO Forum	24 June 2021
Awareness campaign with departments and public entities	10 – 18 August 2021
Training with departments and public entities (virtual train the trainer approach)	6 - 22 September 2021
Pilot of the system at identified sites (Department of Health and Department of the Premier)	1 June 2021
Implementation of new ePS (phase 1 replacement of current IPS)	1 October 2021
Last Closing date for RFQ on the IPS(SAP)	15 December 2021
New ePS takes effect (GO LIVE)	1 December 2021

4.1.1 SUPPLY CHAIN MANAGEMENT FORUM AND CFO FORUM

- a. The change management strategy and the roll-out of the ePS was discussed at the SCM Forum on 24 June 2021. The CFOs will also be apprised on a date to be determined and communicated.

4.1.2 AWARENESS CAMPAIGNS AND TRAINING WITH DEPARTMENTS AND PUBLIC ENTITIES

- a. The Provincial Treasury will conduct **awareness campaigns** in respect of the new ePS with institutional SCM officials and other nominated officials between the period **10 August to 18 August 2021**. These awareness sessions will also be utilised to discuss and determine a roll-out plan per department/ public entity in liaison with the institution's SCM Head given that each institution may have bespoke needs requiring a customised approach. This will require a partnership between the institution's SCM unit and Provincial Treasury to ensure that the roll-out is managed seamlessly and successfully thereby limiting setbacks reasonably.
- b. Timeslots for these awareness sessions have been allocated per institution as per Annexure A. Departments and public entities are required to book these sessions via Microsoft Bookings. The link will be provided in due course via email. The awareness sessions will be conducted virtually via MS teams and by appointment only.
- c. The Provincial Treasury will deploy a train-the-trainer approach in respect of training on the system as articulated above. This will be executed in partnership with the institution's SCM and the Provincial Treasury. Initial training sessions have been scheduled during the period of **6 September 2021 and 26 September 2021**. Specific dates will be confirmed with each institution and a similar approach with Microsoft Bookings will apply.
- d. Further supplementary training will be deployed via training videos and a training manual to enable the consistent capacitation of officials who require such training. This will be communicated in due course and will be placed in a shared space for institutions to access as and when required to do so.

4.1.3 AWARENESS CAMPAIGN WITH SUPPLIERS

- a. The awareness campaign with suppliers will be in digital format in the form of flyers; pamphlets; posters and brochures that will be communicated via email; the Integrated Procurement Solution (IPS); the WCG website and social media which will be managed by the Provincial Treasury. Departments and public entities are however also required to place these flyers; pamphlets; postures and or brochures where deemed necessary to create awareness with its own supplier base. These electronic document formats are currently being commissioned and will be provided to institutions in due course.
- b. Video training content is also being developed for suppliers to enable them to utilise and navigate the ePS.
- c. The Provincial Treasury will assess the need for further training after the videos have been deployed and will arrange further individual training sessions on an ad hoc basis via virtual engagements if required.
- d. In order to create further awareness with suppliers, departments and public entities are encouraged to include the following message as part of its bid documents and Request for Quotations (RFQ) on the IPS.

IMPORTANT NOTICE: NEW WCG e-PROCUREMENT SOLUTION (ePS)**THE WCG WILL BE IMPLEMENTING A NEW ePS WITH EFFECT FROM 1 DECEMBER 2021****The new system is intended to:**

- ensure a user-friendly experience on the system;
- streamline the procurement processes within WCG;
- target a larger supplier base and encourage broader competition; and
- promote and ensure fairness and transparency in the procurement processes within WCG.

In order to gain access to the new ePS a supplier must:

- be duly registered on the Western Cape Supplier Evidence Bank (WCSEB)
- registration forms to obtain access to the WCSEB may be accessed via <https://www.westerncape.gov.za/provincial-treasury/tenders/supplier-databases>
- training videos on how to register on the ePS and how to quote will be available to all suppliers registered on the WCSEB.

For any further information please email wcseb@westerncape.gov.za.

4.1.4 ePS PILOT AT IDENTIFIED SITES AND ROLL-OUT PLAN FOR OTHER DEPARTMENTS

- The ePS pilot phase has already been initiated at the Department of Health and the Department of the Premier with effect from 1 June 2021. The Provincial Treasury is following a phased, commodity approach for the implementation and roll-out of the ePS similar to the SAP/Ariba implementation process previously utilised.
- The ePS will be rolled out to the remainder of the departments and public entities post the pilot phase with the abovementioned institutions by following a commodity approach as articulated in the table below. The envisaged commencement date for the roll-out process is 01 October 2021 up until 30 November 2021. As from 1 December 2021, the new ePS will be fully implemented with all RFQs being advertised via the new system.

COMMODITY NAME	UNIQUE CODE	DEPARTMENT/ PUBLIC ENTITY
Bandages and dressings and related products	42311500	Department of Health
Bath and Body	53131600	All departments & public entities
Civil Engineering	81101500	Department of Health Department of Transport and Public Works Department of Education
Cleaning and disinfecting solutions	47131800	All departments & public entities
Domestic Kitchen appliances	52141500	All departments & public entities
GB – Grade 1	GB991028	Department of Health Department of Transport and Public Works Department of Education
GB – Grade 2	GB991029	Department of Health Department of Transport and Public Works Department of Education
Printer and facsimile and photocopier supplies	44103100	All departments & public entities
Printing	82121500	All departments & public entities
Printing and writing paper	14111500	All departments & public entities
Surgical support supplies	42295400	Department of Health

- c. The Provincial Treasury's contract with SAP will come to its natural end on 31 March 2022. At that point, it is envisaged that the new ePS (phase 1) will be rolled out to all institutions. The decommissioning and close out process will be articulated in a separate Circular in due course.
- d. The following phased- in approach will be followed in terms of the ePS:

PHASE	ENVISAGED DATES
Phase 1: replacement of current IPS for quotations	1 October 2021
Phase 2: Bids Module	1 September 2022
Phase 3: Supplier performance management model	1 April 2023
Phase 4: Contract Management	1 September 2023

5. MIGRATION OF USERS FROM IPS TO THE NEW ePS

- 5.1 All departmental and public entity users (buyers, supervisors and viewers) will be onboarded on the new ePS based on the latest User Account Certificates signed by the relevant departmental/ public entity SCM Head.
- 5.2 Once the initial onboarding phase has been concluded, the normal User Account Management principles will be applicable (i.e. user application and reset forms).
- 5.3 All suppliers who are active and those suspended for less than 12-months as per the WCSEB will be migrated to the new ePS. This is consistent with the migration process that the PT previously followed with the implementation of the WCSEB.
- 5.4 All users will be requested to reset their password in order to gain access to the application. A training manual will be issued to all users to assist with the initial onboarding phase.

6. REQUEST

- 6.1 Accounting Officers and accounting authorities must:
- ensure that the content of this Circular is brought to the attention of all relevant officials within their institution;
 - ensure that its own supplier base is kept abreast of developments in this space as provided by the Provincial Treasury from time to time;
 - prepare for the roll-out of the ePS;
 - note the timeslot allocated to his/her specific department or public entity and confirm the accepted timeslot via MS bookings once further communication is received from the PT on how to access MS bookings; and
 - that any enquiries relating to this Circular may be directed to:

SCM Helpdesk: SupplyChainManagement.HDPFMA@westerncape.gov.za



NADIA EBRAHIM
DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 23 July 2021

EPS CHANGE MANAGEMENT: AWARENESS SESSIONS

Day	Date	Time Slot	DHS	DLG	WCED	TPW	Agriculture CASIDRA	CoMS	DEDAT; Gambling Board; WESGRO; Saldanha IDZ; Liquor Authority	DSD	DEADP Cape Nature	PT	DCAS; Cultural Commission; Language Committee; WC Heritage	DoTP	Health
Tuesday	10 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Wednesday	11 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Thursday	12 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Friday	13 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Monday	16 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Tuesday	17 Aug 21	09:00 - 11:30													
		13:00 - 15:30													
Wednesday	18 Aug 21	09:00 - 11:30													

EPS CHANGE MANAGEMENT: TRAINING SESSIONS

Day	Date	Time Slot	DHS	DLG	WCED	TPW	Agriculture CASIDRA	CoMS	DEDAT; Gambling Board; WESGRO; Saldanha IDZ; Liquor Authority	DSD	DEADP; Cape Nature	PT	DCAS; Cultural Commission; Language Committee; WC Heritage	DoTP	Health
Monday	06 Sep 21	09:00 - 13:00													
Tuesday	07 Sep 21	09:00 - 13:00													
Wednesday	08 Sep 21	09:00 - 13:00													
Thursday	09 Sep 21	09:00 - 13:00													
Friday	10 Sep 21	09:00 - 13:00													
Monday	13 Sep 21	09:00 - 13:00													
Tuesday	14 Sep 21	09:00 - 13:00													
Wednesday	15 Sep 21	09:00 - 13:00													
Thursday	16 Sep 21	09:00 - 13:00													
Friday	17 Sep 21	09:00 - 13:00													
Monday	20 Sep 21	09:00 - 13:00													
Tuesday	21 Sep 21	09:00 - 13:00													
Wednesday	22 Sep 21	09:00 - 13:00													