BA-PHALABORWA MUNICIPALITY

ACCESS CONTROL POLICY

2014/15

PURPOSE

To introduce access control and ID card system for the Ba-Phalaborwa Local Municipality and seek to address the day to day facilitation of the Access Control Policy.

.**BACKGROUND**

For the purpose of improving the safety of staff members, information and assets of the Ba-Phalaborwa Local Municipality, identity access cards (access cards) are issued to all members of staff primarily for them to access the premises of the Municipality. The access cards should be regarded as work facilities as well as security tools since they enable the user access to the Municipality premises, which may compromise information and assets security.

OBJECTIVE

The objectives of the access control policy will enhance the safeguarding and securing of Municipality's assets and employees thereby reducing the risks and threats to the Municipality. This in turn will assist in minimizing losses resulting from theft and unauthorized access.

ID ACCESS CARD POLICY

The access card is an integral part of any physical and technical access control system or procedure other than just being a means to positively identify departmental employees. The issuing and strict control of the identity cards is crucial to a safe and secure working environment. The Risk Management Unit is responsible for the manufacture, issue and management of the Ba-Phalaborwa Local Municipality identity access cards.

The individual ID access card holders are responsible and accountable for their cards and how and where they are used.

MAIN GATE AND ENTRANCE

- All members of public must enter via the main entrance gate. (Nelson Mandela dr)

- It is compulsory for all visitors and staff to walk through the metal detector when entering or leaving the receptionist

- Two security guards will manage the metal detector and walkway during working hours;

- Should any metal or "not permitted" item be detected, the bearer of such item will be asked to hand-over such item for registering and/or safekeeping;

- Should a person refuse to hand over any not permitted item, access to Municipal building will be refused/denied;

- Members of public must queue in front of the relevant pay point for service;

RECEPTION

- Reception will be managed by a Security Officer;

- All visitors who want to have access to Municipality premises or have an appointment with any official must report to reception;

- The reception security officer will confirm the purpose of wanting access and also confirm with the relevant official on a specific appointment.

- An official visited will be requested to collect his/ her visitor at reception; this will be done since the municipality cannot hire escort security officers

- There will be no escort by security officers to individual offices

- A telephone will be used as a means of communication/ confirmation of appointments/ availability of staff member

SECURITY-ACCESS

Access to Municipal buildings will be managed by the Security Officer by performing the following activities:

- Complete a visitor's register;

- Deposit fire-arms, computers, weapons, explosives, flammables;

- Record in register computers any other device which is permitted;

- Issue and record an access card number to all visitors.

PUBLIC APPOINTMENTS WITH STAFF

- Security must confirm with the relevant official/s regarding an appointment with a specific person. The surname and title should be confirmed;

- The visitors register must be completed by security and must be signed by the visitor;

- The official or representative will then have to meet the visitor at the access point to escort him/her to the relevant office;

WORKING AFTER HOURS

- No visitor will be allowed access during lunch time between 12H00-13H00;

- Security on duty should have access to main door key, to assist employees working at night/ after hours including weekends

ROLE PLAYERS

The Access Control Policy of Municipality is applicable on the following parties:
Public: (visitors)

- Community

- Service Providers

- Family

- Officials from other Government Sectors

Municipality: (staff)

- Councillors

- Staff

- Outside workers/staff

LIABILITY OF THE ACCESS CARD

- It is the responsibility of the card holder to secure his/her card at all times

- All officials should be in position of their cards at all times visible (when on duty)

- Failure to produce an access card will result in signing the visitor book and issued with a temporary/ visitors access card for the duration on duty, and that should be returned or handed over to the security when an official exit the premises\

- If a member of council (an official/ councilors) lost his/ her card, either stolen nor negligence:-

    o The card should be reported within 16 hours after the discovery of such;

    o The official will be liable to R50 replacement card

- Access cards should be used ONLY when official is representing the council.

NB: LOST ACCESS CARDS SHOULD BE REPORTED IN WRITING TO RISK MANAGEMENT UNIT

CAMERAS (CCTV)

Municipal Administrative buildings is fixed with CCTV's to monitor any activities and capture them on the recording device that is only accessed by authorized personnel on a daily basis/ as an when required

APPROVAL

The Ba-Phalaborwa Municipality Access Control Policy is hereby