

# **BA-PHALABORWA MUNICIPALITY**



## **ACCESS CONTROL POLICY**

**2024/25**

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## **1. PURPOSE OF THE POLICY**

The purpose of the policy is to provide a secure environment for employees, assets and clients

## **2. OBJECTIVE OF THE POLICY**

The objective of the access control policy is to

- Provide guidelines or measures to ensure proper safeguarding of the municipality's assets, employees and clients, thereby reducing the risks and threats to the municipality. This in turn will assist in minimizing losses resulting from theft and unauthorized access to the municipal buildings.
- Provide guidelines for the management (over the issue, use, return and disposal) of the employee ID cards within the municipality

## **3. SCOPE OF THE POLICY**

The policy applies throughout the municipality

## **4. BACKGROUND**

The municipality has the responsibility to ensure that employees, information and assets of the municipality are kept safe at all times and that only authorised people access the municipal facilities. The municipality has contracted the services of a private security company to provide guarding services.

Employees of the municipality are provided with ID Cards which should be visible worn at all times and should be produced at access point to be granted access.

## **5. LEGISLATIVE MANDATE**

**Control of Access to Public Premises and Vehicles Act 53 of 1985 as amended.**

- (1) Notwithstanding any rights or obligations to the contrary and irrespective of how those rights or obligations arose or were granted or imposed, the owner of any public premises or any public vehicle may-
  - (a) Take such steps, as he may consider necessary for the safeguarding of those premises or that vehicle and the contents thereof, as well as for the protection of the people therein or thereon.
  - (b) Direct that those premises or that vehicle may only be entered or entered upon in accordance with the provision of subsection (2).
- (2) No person shall without the permission of an authorized officer enter upon any public premises or any public vehicle in respect of which a direction has been issued under subsection (1) (b), and for the purpose of granting of that permission an authorized officer may require of the person concerned that he/she.
  - (a) Furnish his/she name, address and any other relevant information required by the authorized officer.
  - (b) Produce proof of his/her identity to the satisfaction of the authorized officer.
  - (c) Declare whether he/she has any dangerous object in his/her possession or custody or under his control.
  - (d) Declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature, which he has in his possession or custody or under his/her control, and show those contents to him.
  - (e) Subject him/her and anything, which he/she has in his possession or custody or under his control to an examination by an electronic or other apparatus in order to determine the presence of any dangerous object.
  - (f) Hand to an authorized officer anything, which he/she has in his position or custody or under his control for examination or custody until he/she leaves the premises or vehicle.

## **6. EMPLOYEE ID CARDS POLICY**

- The ID Cards issued to employees will be used as access cards in all entry points. The ID 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 cards.
- Officials must ensure that they wear their ID Cards and ensure that it is visible to clients at all times while on duty.
- 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:-
  - The card should be reported within 24 hours after the discovery of such;
  - The official will be liable to pay R100 to replacement the card
- Access cards should be used ONLY when official is representing the council.
- It is an offence to exchange access cards (giving someone your access cards to gain access to municipal premises)
- Lost access cards should be reported in writing to risk management unit.

## **7. MAIN GATE AND ENTRANCE**

- All members of public must enter via the main entrance gate.
- It is compulsory for all visitors and staff to walk through the metal detector when entering or leaving the receptionist
- Security guards will manage the metal detector and walkway during working hours (where applicable);
- 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;

## **8. RECEPTION (*Where applicable*)**

- 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 granting access and also confirm with the relevant official on a specific appointment.
- An official visited (host) 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

## **9. SECURITY-ACCESS**

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

- Confirmation with the host regarding the visit;
- 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.

## **10. 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 visitor will have to declare any items they have on them and prohibited items will be left at the access control point.
- The official or representative will then have to meet the visitor at the access point to escort him/her to the relevant office;
- Officials must escort visitors back from their offices to security – check out on the register and collect prohibited items (firearms etc.) left at the security point.
- No visitor will be allowed access during lunch time between 12H00-13H00;

- Unless where a visitor is having an appointment with any staff member, public appointments with staff will apply
- Security should have access keys to the building 24/hrs

## 11. VISITORS

### 11.1 Categories of Visitors

- VIPs, i.e. Mec`s, Ministers, Director General, State President etc.
- Official visitors i.e. for the purpose of meetings, work related matters and etc, ad hoc contractors, technicians and etc, with the exception of those mentioned in paragraph 10.1.3 below.
- Consultants and contractors, private companies which are/were contracted on a permanent basis e.g. BCM.
- Non-official visitors, family members, friends, relatives and etc.

### 11.2 Access procedures

- **VIPs:** Protocol and Intergovernmental services will arrange for the reception and departure of the VIPs.
- **Official Visitors:** This category must report to the access control point, go through all applicable access control procedures, and be escorted to the venue of the meeting, workplace, etc. For this purpose the host is responsible to meet the visitor at the access control point and ensure that the visitor is escorted for the full duration of his/her presence.
- **Permanent Consultants/Contractors:** This category of vetted visitors will be issued with permanent contractor's cards, which may be coupled with access cards programmed to provide restricted access privileges only, and will be used during the contracted period only. Escorting is not essential, although the areas, to which they may not have access, must be clearly indicated to them.

- **Family members**, friends or non-members: Such persons should be admitted to the access control point for authorization.

## 12. GENERAL

- An official who will access and exit the premises with a visitor without authorisation by the security officials will be charged for security breach. No person shall without the permission -of an authorized/security officer enter or enter upon any municipal premises.
- or any public vehicle as stated on the Control of Access to Public Premises and Vehicles Act 53 of 1985.
- Officials who fail to comply with this policy may be subjected to disciplinary processes.

12.1 Without prejudice to the provisions of the Trespass Act, 1959 (Act 6 of 1959), an authorised officer may at any time remove any person from any public premises or public vehicle if –

- That person enters or enters upon the premises or vehicles concerned without the permission.
- The authorized officer considers it necessary for the safeguarding of the premises or vehicle concerned or the contents thereof or for the protection of the people therein or thereon.

## 13. APPLICATION

The Access Control Policy of Municipality is applicable to the following parties:

- Community
- Service Providers
- Family
- Officials from other Government Sectors
- Councilors
- Staff
- Outside workers/staff

#### **14. REVIEW OF THE POLICY**

- The policy will be reviewed annually

#### **15. APPROVAL**

The Ba-Phalaborwa Municipality Access Control Policy is hereby approved.

**Council Resolution Number: 825/24**

**Date 09 May 2024**