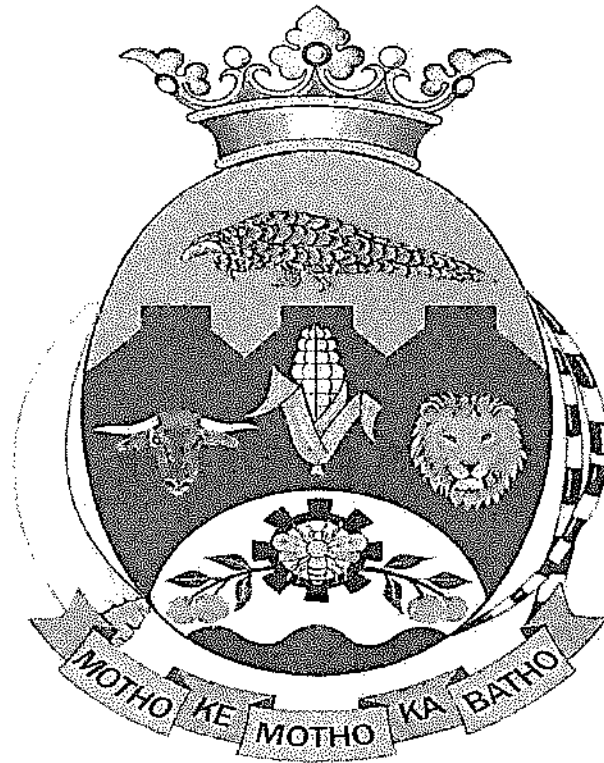


LEPELLE NKUMPI MUNICIPALITY



Access Control Policy

Physical and Information Security Policy

Revision: 1.2

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**Lepelle Nkumpi Municipality
Access Control Policy**

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Lepelle Nkumpi Municipality Access Control Policy

1. Purpose

To introduce access control system for Lepelle Nkumpi Municipality.

2. Background

Lepelle Nkumpi Municipality has been a victim of theft that resulted in serious financial losses due to a lack of proper access control measures.

For the purpose of improving the safety of staff members, information and assets of Lepelle Nkumpi Municipality, the policy and procedure manual is developed to regulate the access of Lepelle Nkumpi Municipality.

3. The Legal mandate: Control of Access to Public Premises and Vehicles Act 53 of 1985 as amended.

(Subsection 1 of the Act) 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 as well as for the protection of the people therein or thereon.

(b) Direct that those premises or that vehicle may only be entered upon in accordance with the provision of subsection (2).

Subsection (2) of the Act. No person shall without the permission of an authorized officer enter any public premises or any public vehicle in respect of which a direction has been

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issued under subsection (1) (b), and for the purpose of granting of that permission authorized officer may require of the person concerned that he/ she-:

- (a) Furnish his/ her 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/ her 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/ her 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/ her possession or custody or under his/her control for examination or custody until he/ she leaves the premises or vehicle.

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4. Objective of the Access Control policy

4.1 The objective of the access control policy is to ensure that controls over the entering to and exiting from municipal premises are in place and adhered to. These controls will enhance the safeguarding and securing of Municipal assets and employees thereby reducing the risks and threats to the Lepelle Nkumpi Municipality. This in turn will assist in minimizing losses resulting from theft and unauthorized access.

5. Visitors

5.1 Categories of visitors

VIPs, e.g. MECs, Ministers, HODs. (The only definition of VIP applicable is one provided for in the South African Government Protocol Handbook

Official visitors, i.e. for the purpose of meetings, work related matters, ad hoc contractors, technicians, and etc., with the exception of Service Providers who are contracted on a permanent/ long-term basis to the Department.

Non- official visitors, family members, friends, relatives and etc.

Access procedures

VIPs: The office of the Municipal Manager/ Mayor will arrange for the reception and departure of the VIPs. Security instructions shall be observed in respect to VIP visits.

Official visitors: This category must report to the access control point, go through all applicable access control procedures and are escorted to the venue of the meeting,

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workplace, etc. For this purpose, the host must notify the security personnel of the meeting at least two hours before the commencement of such meeting.

Service Providers, Family members, friends or non-members: Such persons will be admitted to the access control point for applicable access control procedures. No authority to access the premises will be provided for them without sound motivation, a justifiable reason and approval from the visited family member. The visited family member may personally receive the visitor at the access control point.

6. General

An official who accesses and exits the premises of the Department with a visitor without authorization by the security officials may be charged with breach of security provisions. ***No person shall without the permission of an authorized/ security officer enter or enter upon public premises or any public vehicle – Control of Access to Public Premises and vehicles Act 53 of 1985.***

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

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- *That person enters or enters upon the premises or vehicles concerned without the permission contemplated in paragraph 3 above.*
- *The authorized officer considers it necessary for the safeguarding of the premises or vehicle concerned or the contents or for the protection of the people therein or thereon.*

6.1 Office-hours for the purpose of officials' access to Municipal premises is from 06h00-18h00 during the week. Any official who wishes to access the premises of Lepelle Nkumpi Municipality outside the defined office-hours and weekends must apply with Municipal Security Officer for authorization at least twenty four hours before the time.

7. Office Security

7.1 Each member is responsible to inspect his/ her own office or work area for signs of intrusion at the beginning of each day. If the member detects any sign of intrusion, he/ she should notify the immediate head or next senior member so that the matter can be reported to the Security Officer immediately.

7.2.1 Cleaning of offices should be done during official working hours and supervised by the occupant of the office. The occupants of offices that contain sensitive apparatus or documents should always ensure that the documents are hidden or locked away.

7.2.2 The occupant of an office should lock the doors of the office or working area at all times when leaving such an office or working area.

7.3 At the end of the day, before departure, each official should ascertain that:

- All electrical appliances are switched off.
- No cigarettes, tobacco and/ or matches are left burning.
- Blinds/ curtains are drawn.

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- Doors, windows and cabinets are closed and locked.
- Sensitive apparatus or documents are locked away.

7.4 A register for after-hours visitors to the Municipality will be kept and checked within 24 hours by the Security Officer.

7.5 The jamming of doors fitted with electronic readers, either on the hallway or in offices is prohibited.

8. Key Control

8.1 Security Officer is responsible for the control and record keeping of keys of all offices, safes and vaults, as well as of combination codes of safes/ vaults.

8.2 Any loss of keys has to be reported immediately to the Supervisor after which the Security Office must be informed in writing by the Supervisor.

8.3 Excluding certain duplicate keys kept for emergency use, all other duplicate keys must be kept at a central point, which is under control of and manned by the Security Officer. Keys must be sealed and stored in prescribed cabinets. Only the Security Officer or the higher line levels can give permission to break a seal.

8.4 If a duplicate key is needed, a written motivation counter signed by the Supervisor should be forwarded to the Security. This will be the case when a member of staff has left his/ her keys at home. Duplicate keys will be returned to the Security Officer within an hour of their use.

8.5 The Security Officer has to ascertain that duplicate keys are available and safeguarded for every office.

8.6 The Security Officer will safeguard duplicate keys and the most recent lock combinations, which must remain sealed in the envelopes in which it has been received. These envelopes are subject to controlling measures by the Manager: Administration and the client/ user SBU.

9. Repair of locks / combination locks and additional keys

9.1 Repair of any lock or the provision of an additional key may only be authorized by the Security Officer.

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- 9.2 The repair of locks, safes or strong rooms must be undertaken under the auspices of the Security Officer, or where applicable while heads of offices are supervising.

10. Control of fire arms

- 10.1 No fire-arms are allowed in the premises of the Lepelle Nkumpi Municipality.
- 10.2 Officials and visitors in possession of fire-arms must leave them at the lockable gun deposit safes at the reception areas except close protectors of political principals.
- 10.3 The owner of the fire-arm will be required to produce a license for such a firearm before keeping in the safe. The owner will lock and take with the key of the gun deposit safe.

11. Parking

- 11.1 Parking of private vehicles in the Municipal located parking bays is at the owner's risk.
- 11.2 Vehicles parked in enclosed parking bays of the Municipality will be subjected to physical check upon exiting such a premise.
- 11.3 Municipal-owned vehicles will not be authorized to exit the Department's vehicle parking bays without approved route plans and itineraries.

12. Security breaches

- 12.1 Failure to adhere to the prescriptions of this policy constitutes a security breach and a punishable offence.
- 12.2 Any loss incurred by the Lepelle Nkumpi Municipality as a result of failure to adhere to these policy prescriptions constitutes fruitless and wasteful expenditure.

Document Name : Policy on usage of telephones:

Developed by : _____ Date: _____

MUNICIPAL MANAGER

Approved by the Council: _____ Date: 31/05/2018

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7.1.1.05/2017/2018 :

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