

O.R. Tambo District Municipality

**SECURITY MANAGEMENT
AND
ACCESS CONTROL POLICY**



**O.R. TAMBO
DISTRICT MUNICIPALITY**

DEPARTMENT OF CORPORATE SERVICES

Approved by O.R. Tambo District Municipality Council

Insert Date: _____

SECURITY MANAGEMENT AND ACCESS CONTROL POLICY

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SECURITY MANAGEMENT AND ACCESS CONTROL POLICY

1. BACKGROUND

1.1 The Municipality has been a victim of break-ins, theft and misuse of Municipal properties that resulted in serious financial losses due to a lack of proper access control measures.

1.2. For the purpose of improving the safety of staff members, information and assets of the District Municipality a policy for access control is necessary. This will also ensure strict control guidelines, thereby reducing the risks and threats to the Municipality

2. THE LEGAL MANDATE

Control of access to public premises and vehicles Act 53 of 1985 as amended

2.1. (subsection 1 of the Act) not with standing 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 vehicles may:-

2.2. (a) Take such steps, as he may consider necessary for the safe guarding of those premises or that vehicle and the contents as well as for the protection of the people therein or there on.

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

2.4. 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 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 :-

2.3. (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. 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, suit case, attaché case, bag, handbag, folder, envelop, 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 vehicles.

The policy is also based on the guidelines of:-

(a) Minimum Information Security Standards (MISS) approved by the cabinet on the 04th December 1996.

(b) Minimum Physical security standards (MPSS) 2009.

© Private security industry regulation act, 2001 (PSIRA) act no 56 of 2001.

(b) National Strategic Intelligence Amendment Act 67 of 2002

(e) Protection of information act, 1982 (act no 84 of 1982)

3. CURRENT STATUS

1. The O R Tambo District Municipality is currently experiencing incidents of theft, misuse of property like vehicles, break-ins, leakages of information and other security risks or threats. District municipality to employ Internal Investigators to conduct Internal Investigations on stolen assets, misuse of assets and any other internal incidents. To install surveillance equipment on premises and water sites for detection of security breaches.
2. No screening or security clearance certificate is currently taking place on employees, management and service provider

4. DEFINITION OF TERMS

%Access Control+ means a process by which access to particular area is controlled or restricted to authorized personnel only, as defined in the control of access to Public Premises and Vehicle Act No. 53 of 1985.

%Security+ means a condition free of risk or danger to lives, property and information created by the application of protective security measures.

%Security area+ means an area to which the general public is not freely admitted and to which authorized persons are admitted.

%Security vetting+ means the systematic process of investigation that is followed to determine a person's security competence.

%Premises+ means any sites, place or location regardless of whether it is or forms part of any temporary or permanent structure, building vessel, vehicle or aircraft owned by the district municipality

%Public vehicle+ means any vehicle, conveyance, ship, boat, craft or aircraft which is the property of the District Municipality and used for transport or otherwise of members of the public

%Investigator+ means internal investigators conducting normal and reasonable investigations for the interest of the District Municipality

%Clearance certificate+ means a certificate issued to a person by the security confirming security competence of such person.

%Dangerous object+ means any explosive or incendiary material, any fire-arm, any gas, material, weapon or other article, object or instrument which may be employed to cause bodily harm to a person or to render a person temporarily

paralyzed or unconscious, or to cause damage to property, as well as anything which the Minister may by notice in the Gazette declare to be a dangerous object for the purposes of the Act

%District Municipality+ means O.R. Tambo District Municipality constituted in terms of Municipal Structure Act. 1998.

%Office+ means a workplace utilized by the employees including storeroom and filling areas.

%Security Breach+ it is the negligent and/or intentional transgression of /or failure to comply with the prescribed security measures by a person(s) who has (have) been cleared and authorized to have access to classified or sensitive information.

%Risk+ means the probability that injury or damage or unauthorized disclosure of information will occur.

%Security officer+ means any natural person employed by the District Municipality to carry security duties entitled to receive remuneration and benefits for rendering such service.

%Visitor+ means a person who goes to see another person or a place for a short time.

%Weapon+ means an instrument designed, used or usable for inflicting bodily harm.

5. PURPOSE OF POLICY

1. To guide the personnel in the execution of their duties.
2. To guide the personnel how to behave themselves during performance of their tasks
3. To protect personnel in the execution of their duties should a challenge arise during performance of their tasks.
4. To ensure efficient and effective security management.

6. SCOPE

This policy is applicable to all employees of the District Municipality, Councillors, Representatives of Traditional Leaders in Council, Visitors and property of the District Municipality

7. PROOF OF APPOINTMENT AS AN AUTHORISED OFFICER

A document in the prescribed form certifying that a person has been appointed as a Security Officer shall be a prima facie proof of such appointment.

8. UNIFORM

All security officers shall be supplied with uniform which will be decided by the Municipal Manager in-order for the officers to dress appropriately, in clean and neat. No security officer will be allowed on duty without wearing uniform or without prior approval of the head of security services.

9. THE IDENTITY ACCESS CARD POLICY

1. 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.

2. Security Service is responsible for the manufacture, issue and management of the Municipal identity access card.
3. The individual ID access card holders are responsible and accountable for their cards and how and where they are used.
4. Where external contractors are issued with the Municipal contractor cards, the line management by whom they are appointed is responsible for control, use and return of the cards.

10. Application for Identity Access Cards

10.1 An identity access card shall only be issued on the strength of an application form that has been signed by both the applicant and his/ her Head of Department.

10.2 Application forms for ID access cards can be obtained from the Manager: Security Services.

10.3 Application forms shall be submitted at least 24 hours prior to the issue of the card.

10.4 Once the employee's photograph and details have been printed onto the ID card, the relevant information will be captured into the access control system by the Manager: Security Services.

10.5 Contracted service providers and internship students must complete an application form for contracted staff.

11. Recovery of ID access Cards

11.1 Human Resource Management shall recover the card from the employee whose employment with the Department has been terminated and submit it to Security Service within 24 hours of termination of employment. Application for benefits of such an employment would not be processed before the card is returned.

11.2 Human Resources shall notify the Manager: Security Service on a monthly basis and in writing of the names and details of any person who left the District Municipality during the preceding month. On receiving such notification the manager security services will amend its records accordingly.

12. Stolen and Re-issuing of ID Access cards

12.1 When an ID access card is lost, the cardholder must report the loss to the South African Police Services (SAPS) and manager security services within twenty-four hour of loss.

12.2 When an ID access card is lost for more than once the employee must pay an amount determined by the Municipal Manager the replacement of the card. The money shall be paid to the Municipal revenue Office (Cashiers at the Finance Division) the revenue office will issue a receipt, which will be produced to the Manager Security Services for the replacement of the card.

12.3 When an ID access card is damaged and needs to be replaced, the damaged card must be returned to the Manager Security Services before a new card is issued. A new application form will be completed for the new ID access card. Paragraph 12.2 above is not applicable in this case.

13. Visitors

13.1 Categories of visitors

13.1.1 **VIP'S** e.g. President, Deputy President, Speakers of National, Provincial Assemblies, Mayors, Municipal Speakers, Chiefwhips, Councillors, Kingdoms, Chiefs, Clergy, board members, MECs, Ministers HODs etc. (The only definition of VIP applicable is one provided for in the South African Government Protocol Handbook).

13.1.2 **Official visitors**, i.e. for the purpose of meetings, work related matters, ad hoc contractors, technicians, and etc., with the exception of those mentioned in paragraph 13.3 below.

13.1.3 **Service Providers** who are contracted on a permanent/ long term basis to the Municipality.

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

13.2 Access procedures.

13.2.1 **VIP'S** i.e. the office hosting the VIPS will arrange for the reception and departure of those VIPs. Security instructions shall be observed in respect to VIP visits. Any assistance required by the VIP shall be issued with visitor cards for record purposes.

13.2.2 **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, 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.

13.2.3 **Service Providers:** This category of screened visitors will be issued with temporary contractor cards, which may be coupled with access cards programmed to provide restricted access privileges only, and will be in use during the contracted period only. Escorting is not essential, although the areas to which they may not have access to must be clearly indicated to them.

13.2.4 **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. Children will be managed by their parents and must not be left playing or wondering about in the Municipal Premises. Hawkers and Insurance Bookers will not be allowed entry by security officers unless approved by Municipal Manager.

14. Proximity Cards

14.1.1. ID access cards will be activated as proximity cards for all personnel of the District Municipality who function in buildings that are fitted with electronic access control systems, or personnel who regularly visit Municipal premises that are fitted with electronic access control system.

15. MUNICIPAL KEY POINTS

15.1 The following sites are declared municipal key points of the O. R. Tambo District Municipality and protection of these Points will be provided.

- a. Water Treatment Centres
- b. Water Pump Stations
- c. Revenue Collection Centre (Water and Sanitation Building Sutherland Street
- d. Sewerage Centres
- e. Water Works and Dams

16. General

16.1.1. ID access cards shall be worn at all times whilst on the premises of the District Municipality and shall be worn in such a manner that they are clearly visible.

16.1.2. An official who access the premises of the District Municipality 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 District Municipality premises or any Municipal vehicle. (Control of Access to public Premises and vehicles Act 53 of 1985)

16.1.3. 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 District Municipal premises or Municipal vehicle if:-

- That person enters or enters upon the premises or vehicles concerned without the permission contemplated in paragraph 13 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.

16.1.4. Office-hours for the purpose of officials access to Municipal premises is from 07h00-18h00 during the week. Any official who wishes to access the premises of the Municipality outside the defined office-hours and weekends must apply with Manager: Security Service for authorization

17. Office Security and Key Control (Staff Members)

17.1. 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 signs of intrusion, he/she should notify the immediate head or next senior member so that the matter can be reported to the Manager: Security Services immediately.

16.2 All cleaning personnel should be vetted to an acceptable level to ensure that they are security competent.

17.3. Cleaning of offices for persons handling classified information should be done during official working hours and supervised by the occupant of the office. In the event of this not being possible and the office is occupied by the Executive Mayor, Speaker, Chief Whip and Municipal Manager, the office should be cleaned under the direct and strict supervision of an in-house security officer. The occupants of offices that contain sensitive apparatus or documents, which cannot be hidden or locked away, may clean their offices themselves.

17.4 Key Control of the institution shall remain the responsibility of security services under the appointed key custodian officer as prescribed in the minimum security information security standard (MISS) to ensure effective key control within the institution and all keys issued need to be registered in a %key register+ which is to be maintained by the security officers.

17.5 The appointed Key Custodian Officer shall develop a Key Control Policy and Procedures.

17.6. 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.

17.7. Office keys should be safeguarded in such a manner that the keys are not lying around where the key number could be identified by any person with ulterior motives e.g. hanging in the door, or left unattended on the table.

17. 8. A %**clean desk policy**+ should be adopted by all personnel ensuring that no sensitive, classified and valuable assets are left unattended to any workstation.

17.9 Keys should not be duplicated without the knowledge of the security manager or the relevant official appointed to be the key custodian.

17.10. 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
- Doors, windows and cabinets are closed and locked.
- Sensitive apparatus or documents are locked away.

17.11. A register for after-hours visitors to the District Municipality will be kept and checked within 24 hours by the Manager: Security Services.

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

18 .DOCUMENT SECURITY (INFORMATION)

18.1 Security register shall be established to manage and control all classified and sensitive documents to ensure compliance with the MISS Policy document. Offices where classified information is kept ,should be locked and safe guarded when the occupant leaves the store-room even for short periods of time,whether in a restricted area or not, as prescribed in the MISS Document Policy.

18.2 The appointed records management manager shall develop a record management policy and procedures with regard the following:

- (a) Classification of Information
- (b) Handling of classified information
- (c) Incoming of classified documents
- (d) Dispatching of classified information
- (e) Classified information in the vehicles
- (f) Storage of information
- (g) Removal of documents from premises
- (h) Destination of documents
- (i) Making copies of classified documents
- (j) Contingency planning in respect of classified documents.

This will be in compliance with minimum information security standards policy

19. CONTROL OF EMPLOYEES

19.1.1 All employees of the District Municipality must produce their Identity cards when entering the premises and failer to do so with a valid explanation will be required to sign a register kept for that purpose

19.1.2 All employees of the District Municipality are not allowed to stay in the security guard rooms and use security telephone except on emergency cases

19.1.3 All employees of the District Municipality must be searched when entering and leaving the premises

19.1.4 All employees of the District Municipality must not carry firearms or any dangerous weapon; unless they produce written proof of authorization issued and signs by the Municipal Manager.

19.1.5 Employees must use their cheap or swapping card or remote control to open for themselves.

19.1.6 The employees must report loss of the cheap or swapping card or remote control to the head of Security services in writing within 24 hrs of such loss or knowledge of such loss

19.1.7 Any employee of the District Municipality found to be drunk shall not be allowed inside the premises.

19.1.8 All employees of the District Municipality must inform the security when there is a meeting so that the security officers must be able to direct the members of the meeting.

19.1.9 All employees working after hours must inform the security officers on duty and sign a register kept for that purpose.

19.2 COUNCILORS

19.2.1 All councilors of the District Municipality must declare property they are carrying, or any dangerous object constituted in terms of the law before entering Municipal Premises to the Security officers

19.2.2 All councilors of the Municipality must be searched when entering and leaving the municipal premises

19.2.3 All councilors must produce their identity access cards when entering any Municipal Premises and failing to do so will be required to sign a register kept for that purpose

20.3 SEARCHING OF VEHICLES

20.3.1 All Drivers of motor vehicles including employees, councilors must declare any dangerous object constituted in terms of the Law and any property they are carrying like Lap-tops before entering Municipal Premises to the Security officers

20.3.2. The security officers must search the vehicle when entering or leaving to ascertain whether there is any District Municipality Property that is being removed from council premises without authorization. **No employee shall without the permission of an authorized security officer enter with his vehicle for the purpose of parking inside the premises (Control of Access to Public Premises and Vehicles Act 53 of 1985).**

The security officers shall at any time remove such vehicle from any District Municipal premises if considers necessary for the safe guarding of the premises or the contents or for the protection of the people therein or thereon.

20.3.3 All vehicles for Councilors, employees shall have stickers identifying them for the purpose of allowing them inside the premises.

20.3.4 Anything found by security officers must be impounded and the Municipal Manager be informed.

21. PROPERTY OF THE DISTRICT MUNICIPALITY

21.1. A person entering any District Municipality premises carrying property must declare such to the security officers and such property to be entered in the register kept for that purpose

- 21.2 A person who is Driving Municipal vehicle must produce trip authority authorized by transport officer and head of department to the security officers
- 21.3.A person who goes out with Municipal property must produce asset removal form approved by the asset manager
- 21.3.4 Municipal vehicles must be checked by security officers whether there are no dents on it when leaving and entering the premises, if there are dents explanation will be required and report made to the transport officer
- 21.3.5 Private vehicles must not be kept in the Municipal Premises unless permission is granted by the Municipal manager
- 21.3.6 All district Municipal employees vehicles must be parked in parking bays marked for them
- 21.3.7 Security officers must patrol the premises to see if there are any cutting of fence, broken windows and doors or unusual happenings and report such to the head of security service
- 21.3.8 All employees must ensure that all office doors and windows are locked after hours and on weekends and office keys must not be put on top of doors
- 21.3.9 All offices must always be locked when occupants are going out
- 21.3.10 Security officers to hoist the National flag and O.R. Tambo District Municipality flag at all times during working hours
- 21.3.11 Security officers must always close and lock the Municipal Gates after hours, holidays and on weekends
- 21.3.12 The property of the District Municipality like computers, stationary, vehicles etc must not be used by the people who are not employed by O.R. Tambo District Municipality unless written authority from the Municipal manager for such use is produced
- 21.3.13 No sensitive papers or documents must be left in boardrooms by employees after meetings to avoid leakages of sensitive information

21.14 Confidential files must be kept locked in the offices to avoid theft of them

22. SCREENING OF EMPLOYEES AND SERVICE PROVIDERS.

22.1 The District Municipality shall identify employees according to their scope of work who must undergo a systematic process to determine an individual's security competence before taking employment and security clearance be issued. This process will be done as mandated by the national strategic intelligence amendment act 67 of 2002 and the security manager shall be responsible for the screening process via the **state security agency** . Officials who have access to sensitive information shall undergo such screening and be issued with appropriate security clearance certificate before assumption of duties.

22.2 All service providers who have applied for job by tendering with the District Municipality must be screened before the tender is awarded

22.3 A declaration of security clearance must be made on official form by the Security before appointment.

22.4 General Vetting of employees and management will only be done when mandated by the Municipal Manager

23. CONTROL OF FIRE-ARMS

23.1. The Security officers shall carry the firearms in a holster that is worn by or attached to his/her person and that a safety clip to lock in the firearm shall be provided and such a holster shall be concealed

23.2. The following institution sites shall be declared **%Gun-free zones+** and therefore the Gun-safe facilities shall be provided on the main entrance of respective institutional sites; Council Chamber, Myezo building, old government printers, Building, Southernwood, Boardrooms, Halls, Water Treatment Centres, Revenue offices, Venues for Municipal, Provincial and National Events

23.3. Officials and visitors in possession of firearms must leave them at the lockable gun deposit safes at the reception areas except close protectors of political principals, SAPS and SANDF on official duties.

23.4. The owner of the fire-arm will be required to produce a license for such a firearm before keeping in the safe, and a record as prescribed by the firearms act be kept for the purpose.

24. SECURITY EQUIPMENT

In order to ensure the safety of employees, visitors and property, the District Municipality shall ensure that all necessary security equipment is provided to its Security personnel, as recommended from time to time by the head of Security services.

25. DECLARATION OF SECRECY.

25.1. All officials temporary workers interns,consultants shall sign a declaration of secrecy %document as defined in the protection information act no.84 of 1982 before assuming their duties,however the Head of Security services in consultation with Director of the Department, legal advisor and Municipal Manager, may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation. Should the person disclose any information without the authority, disciplinary steps will be taken against her/him.

26. INSTITUTIONAL EVENTS

26.1. All institutional major events shall be co-ordinated with the involvement of the security manager.

26.2. The security manager must ensure that the personnel, VIPs and all invited guests are safe and there is compliance regarding tight security measures in all events.

26.3. The institutional calendar of events shall be handed to the security manager prior any planned event in order to prepare for security measures.

27. COMPOSITION OF SECURITY COMMITTEE

27.1 A Security committee shall be established by the municipal manager appointing the director of the department as chairperson of the committee to ensure smoothrunning of the security service.

27.2 The committee shall comprise of the following;

- (a) The security manager
- (b) I T Manager
- © Manager Records management
- (d) Head Disaster Management
- (e) Manager Fire emergencies
- (f)Asset Manager and Transport Manager
- (g)Representatives from other departments of the institution.

27.3 . The committee shall advise the municipal manager on matters relating to the Security of the District Municipality

- b. Shall promote accountability and transparency in the Security Service.
- c. Monitor the implementation of Policy.
- d. Evaluate the functioning of the Security Service and report to the Municipal manager
- (e) Identify categories of information that require protection and components handling such information
- (f) To identify the storage of information and who may require access to such information (internal/external)
- (g) Assist the security manager with conducting Threat and Risk analysis (TRA)
- (h)Assist security manager with the drafting /review of security policy,plan and procedures.
- (i) Assist in awareness programs and also in implementing security measures.

28. CONTRACT SECURITY.

The District municipality may under certain circumstances contract security service providers for the rendering of security services. This will only be done provided that no in-house security personnel available to render such services and there will be guide lines to contract such private security as follows;

- 28.1 Security service to be procured
- 28.2 .Security service providers must have security clearance certificate.
- 28.3 All security personnel must be PSIRA registered.
- 28 4. Service level agreement must be signed.

28.5 Proof of registration e.g. PSIRA and Department of Labour Certificates. 28.6 Proof of liability insurance.

28.7 An original, valid tax clearance certificate issued by SARS.

28.8 Proof of firearms possessed by the company.

28.9 Proof of security staff employed.

28.10. Proof of office control room and communication equipment.

28.11. Company registration certificate.

29. SECURITY INVESTIGATIONS (INTERNAL/EXTERNAL)

29.1 OR Tambo district municipal internal investigators shall be responsible for the following functions;

29.1.2 Investigation of misuse of vehicles.

29.1.3 Investigation of petrol/diesel cards i.e. fraud card transactions

29 1.4 Investigation of internal theft (employees) loss of assets and work place accidents.

29.1.5 To liaise with external investigators (SAPS) because of their limited powers with regard the investigation of theft, fraud, robbery, Assault, corruption and other related activities occurring internally.

30. SECURITY BREACHES AND PUNISHABLE OFFENCES

30.1 Failure to adhere to the prescriptions of this Policy Constitutes a Security Breach and a punishable offence interms of Control of Access to Public Premises and Vehicles Act 53 of 1985 Section 4(a)- (e) as listed hereunder;

- a. Contravenes the provisions of Section 2(2)
- b. For the purpose of this Act makes a statement or furnishes information which is false in a material particular, knowing it to be false.
- c. Refuses or fails to observe any condition contemplated in Section 2(3) (a)
- d. Holds himself out to be an authorized officer.
- e. Obstructs, hinders, resists or interferes with an authorized officer in the performance of his functions.

31. PENALTIES

31. Any person violating this Policy shall be guilty of an offence in terms of this Act and liable on conviction by the Magistrate Court to a fine not exceeding

R2000 or to imprisonment for a period not exceeding two (2) years or both that fine and that imprisonment..

Furthermore, disciplinary action be taken up to and including dismissal in terms of the Municipality's disciplinary procedures if the offender is employed by the District Municipality.

32. SECURITY AWARENESS

The Security manager shall be responsible for the execution of regular security awareness programmes to ensure that all personnel are security conscious. All personnel and interns will be required to attend and sign the register in attendance and programme managers will be required to release staff to attend such presentations.

33. CONCLUSION

THE Security Policy is based on the guidelines of Minimum Information Security Standards (MISS) document as approved by the cabinet on the 04th December 1996. It is further geared towards supporting the institutional vision and mission for effective management of municipal resources. It is therefore important that every employee should familiarize himself/herself with this policy because its application will be binding to everybody irrespective of their level once it is approved.

Submitted by Sec Manager: municipal safety and Security service.

Name & Surname : _____

Signature : _____

Date : _____

Head of Department

Name & Surname : _____

Signature : _____

Date : _____