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Reference 5/1/1
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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

CIRCULAR 0020/2001

TO:

ALL HEAD OFFICE STAFF, AREA AND CIRCUIT MANAGERS AND SUBJECT ADVISORS AT
OMNIA BUILDING

GRAND CENTRAL BUILDING : ACCESS CARDS

1. Access to the building and zones within the building are controlled by card readers and for that purpose all head office staff were issued with new access permits.
2. The Department of Corporate Services, has informed the WCED that the tariff for lost access cards has increased from R50,00 to R55,00 with effect from 1 February 2001. In view of the costs involved staff must take due care that access cards are not lost or stolen.
3. Staff are to ensure that access cards are worn visibly at all times. Risk Management staff have been instructed to be very strict in this respect and will therefore request staff to prove that they are employees, should cards not be visible. Furthermore the Risk Management staff were instructed not to admit any staff who have no permits unless the necessary documents have been completed at the security desk.
4. Staff are requested to co-operate with the Risk Management staff at all times to ensure a safe environment. Similarly, all staff are requested to desist from opening doors in any zones or turnstiles to employees or the public by using their access cards. The use of all cards in the different zones is monitored by the electronic access system and reports will be regularly drawn.
5. Please ensure that the contents of this circular are brought to the attention of all concerned.
6. Further enquiries may be directed to:

Mr E. Sias : Tel. 467 2788
Mr A. Willemse (Risk Management) : Tel. 467 2699 or 467 2358

HOOF: ONDERWYS

DATUM:

26/2/01

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OMSENBRIEF 0020/2001

AAN:

ALLE HOOFKANTOORPERSONEEL, AREA- EN KRINGBESTUURDERS EN VAKADVISEURS
TE OMNIA-GEBOU

GRAND CENTRAL-GEBOU : TOEGANGSKAARTE

1. Toegang tot die gebou en sones binne die gebou word deur kaartlesers beheer en vir daardie doel is nuwe toegangskarte aan alle hoofkantoorpersoneel uitgereik.
2. Die Departement van Korporatiewe Dienste, het die WKOD ingelig dat die tarief vir verlore toegangskarte verhoog is vanaf R50,00 tot R55,00 met ingang van 1 Februarie 2001. In die lig van die koste betrokke, moet personeel voorsorg tref dat karte nie verloor of gesteel raak nie.
3. Personeel moet verseker dat toegangskarte te alle tye sigbaar vertoon word. Dit is aan Risikobestuur-personeel opgedra om streng te wees in hierdie opsig. Hulle sal personeel derhalwe versoek om te bewys dat hulle werknemers is sou karte nie sigbaar wees nie. Verder is dit aan Risikobestuur-personeel opgedra om geen personeel wat nie permitte het nie toe te laat nie, tensy die nodige dokumente by die sekuriteitstoonbank voltooi is.
4. Personeel word versoek om te alle tye met Risikobestuur saam te werk om 'n veilige werkomgewing te verseker. Personeel word ook versoek om nie enige deure of draaihekke vir werknemers of die publiek met hulle karte oop te maak nie. Kaartgebruik in die verskillende sones word deur die elektroniese toegangstelsel gemonitor en verslae sal gereeld getrek word.
5. Verseker asseblief dat die inhoud van hierdie omsendbrief onder die aandag van alle belanghebbendes gebring word.
6. Verdere navrae kan gerig word aan:

Mnr. E.A. Sias

Tel. 4672788

Mnr. A. Willemse (Risikobestuur)

: Tel. 4672699 of 4672358

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