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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

[Handwritten Signature]

HOOF: ONDERWYS

DATUM: 26/2/01