

MBHASHE LOCAL MUNICIPALITY SECURITY POLICY 2025/2026



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Contents

1. POLICY BACKGROUND.....	3
2. POLICY PURPOSE	3
3. DEFINITIONS	3
4. APPLICATION AND SCOPE	3
5. LEGISLATIVE FRAMEWORK.....	4
6. Security Services.....	5
6.1 This policy seeks to:.....	5
6.2 Compliance Requirements	6
6.3 Staff accountability and acceptance of use of Assets	6
6.4 Specific baseline requirements	6
6.5 Security organisation	6
6.6 Security awareness.....	6
6.7 Access Control and Prohibitions.....	7
6.8 Physical Security	7
6.9 SECURITY BREACHES AND INVESTIGATION	8
6.10 NATIONAL SERVICE FLAGS.....	8
6.11 SPECIFIC RESPONSIBILITIES.....	8
6.11.1 Heads of Departments.....	9
6.11.2 Head of Security.....	9
6.11.3 Employees and Service providers	9
6.12 Enforcement	9
6.13 Deviations	10
7. IMPLEMENTATION	10
8. REVIEWAL.....	10

1. POLICY BACKGROUND

The security policy is the essential basis on which an effective and comprehensive security program can be developed. A security policy is the primary way in which management's expectations for security are translated into specific and measurable goals and objectives. The security policy prescribes the application of security measures to reduce the risk of harm that can occur to the municipality assets, staff and visitors.

2. POLICY PURPOSE

Mbhashe Local Municipality (MLM) depends on its staff, information and assets to ensure continued safety to all communities within Mbhashe Local Municipality and other neighbouring Municipalities. The municipal management must put appropriate measures to protect these assets, information and life of its staff and visitors against any form of threat.

3. DEFINITIONS

- ☐ **Access control:** A process where the entrance and exit to particular area point is controlled and restricted to authorized persons only
- ☐ **Assets:** Material and Immaterial assets of any public institution, Assets include and not limited to information in all forms stored in any media, property, employees public confidence and reputation thereof
- ☐ **Communication Security:** is the application of security measures to protect classified information during transmission.
- ☐ **Contingency Plan:** A written plan of action to be taken during an emergency aimed at preventing or minimising the effects of an emergency of Risk in order to save lives and property.
- ☐ **Information Security:** The application of security measures to protect classified information e.g. documents, CCTV Camera footages, pictures etc.
- ☐ **Physical Security:** Provisions and application of security Measures for the protection of information, persons and Property
- ☐ **Risk :** a Threat to loss of lives ,injury damage to property and compromise to the integrity of information due to negligence ,accidents, deliberately or natural disasters
- ☐ **Threat and Risk Assessment:** An onsite Assessment of possible risks and hazards to the municipality must identify and develop measures to manage those risks.

4. APPLICATION AND SCOPE

This policy applies to the following individuals and entities:

- The Mayor and Councillors
 - The Municipal Manager and other Managers
 - All employees of Mbhashe Local Municipality
 - All Service providers delivering service to the Municipality, including their employees who may interact with the institution.
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- Temporary employees of the Mbhashe Local Municipality
- All visitors to Mbhashe Local Municipality
- All information assets of Mbhashe Local Municipality
- All intellectual property of Mbhashe Local Municipality
- All fixed property that is owned or leased by Mbhashe Local Municipality
- All moveable property that owned or leased by Mbhashe Local Municipality
- VIP Security and other Physical Security

Threats that can cause harm to Mbhashe Local Municipality includes but not limited to acts of terrorism, theft, robbery, unauthorized trespassing, housebreaking, fire, natural disasters, damage to property(vandalism), fraud and corruption and other not listed such as cyber-attacks etc.

The security principle s are very important steps for security policy development as they dictate the specific type and nature of security matters most applicable to the environment of Mbhashe Local Municipality.

The principles here are based upon the following goals:

- To create a safe and secured environment for Mbhashe Local Municipality employees, public visiting the institution
- Protecting the property of the institution and,
- Protecting the proprietary information of the institution.

5. LEGISLATIVE FRAMEWORK

This Policy is informed by and complies with applicable National Legislation, National security policies and national security standards. A list of all applicable regulatory documents in this regard are as follows:

- The constitution of the republic of South Africa (Act 108 of 1996)
- Control of access to public premises and vehicles act (Act 53 of 1985)

- Criminal Procedure Act 51 of 1977
- Electronic communication and transactions act of (Act 25 of 2002)
- Firearms control act (Act 60 of 2000)
- Intimidation Act 72 of 1985
- Copy right Act 98 of 1978
- Criminal procedure act 51 of 1977
- Intelligence Service Act 38 of 1994

- Labour relations Act 66 of 1995
- National Archive of South Africa Act 43 of 1996
- National Key Point Act of 102 of 1980
- Occupational Health and Safety Act 85 of 1993
- Trespass act of 6 of 1969
- State information Technology Agency act 88 of 1988
- Private Security Industry Regulation Act 56 of 2001
- Promotion of Access to Information Act 2 of 2000
- Protected Disclosure Act 26 of 2000
- Promotion of Access to Information Act 2 of 2000
- MISS Policy, 1996
- General 202 regulations

6. Security Services

6.1 This policy seeks to:

- Protect the Mayor, Councillors, Accounting Officers, Management of Mbhashe Local Municipality, all employees and visitors to Mbhashe Local Municipality against identified threats according to baseline security requirements and continuous risk management.
- Secure the information and assets of Mbhashe Local Municipality against identified threats according to baseline security requirements and continuous risk management.
- Ensure continued service delivery of Mbhashe Local Municipality through baseline security requirements, including business continuity planning and continuous risk management.

6.2 Compliance Requirements

All individuals mentioned in paragraph 1.3 above must comply with baseline security requirements of this policy and associated Security Directives and Procedures. These requirements shall be based on integrated security threat and risk assessments to the interest of Mbhashe Local Municipality its visitors, employees, and service providers.

The necessity of security measures above baseline levels will also be determined by the continual updating of the security Threats and Risk Assessment.

6.3 Staff accountability and acceptance of use of Assets

The Municipal Manager shall ensure that information and assets of the Municipality are used in accordance with procedures as stipulated in the Security Plan of Mbhashe Local Municipality.

All employees of Mbhashe Local Municipality and service providers shall be accountable for the proper utilization and protection of assets and information. Employees that misuse or abuse assets of the Municipality shall be held accountable therefore and disciplinary actions shall be taken against that employee.

6.4 Specific baseline requirements

Security Administration includes:

- General Security administration e.g. Security procedures, Security directives, security awareness, Security training, Security Risk Management, Security sharing of information and assets.
- Access control/ Prohibitions
- Protection of employees, visitors and service providers
- Managing and ensuring security during emergencies and unrest situations.
- Facilitate Security breach reporting and investigation of incidents
- Ensuring effective and enhancement of Security Electronic systems
- Maintaining of consolidated safety and security measures are of standard practice.

6.5 Security organisation

- The Municipal Manager shall appoint the Safety and Security Officer or designee who will direct and co- ordinate safety and security procedures and programmes.
- The Safety and Security Officer will manage external security service provider(s) and ensure compliance with Service Level Agreement.

6.6 Security awareness

- A security training and awareness program must be developed by Municipal Safety and Security Officer and be implemented to ensure that all personnel and service providers of the Municipality are all security conscious. The training service provider must ensure that evidence of such trainings are provided to the Head of Security such training will include Work place Skills Development as per relevant (Seta's) ie Safety Security Seta
- Attendance of above programmes must be compulsory
- Security Risk analysis is continuous therefore must be conducted by service provider in conjunction with the Head of Security
- After security threat and Risk Management has been completed, the Head of Security shall compile and present a report with findings and recommendations to the Municipal Manager.

6.7 Access Control and Prohibitions

- Access to Municipality premises or any other building controlled by the Municipality shall be in accordance with the provisions of Control of Access to Public Premises and Vehicle Act 53 of 1985.
- Prohibitory signs and declaratory signs should be erected in all Municipality premises depicting all prohibitory items e.g. drugs, Gun free zones etc.
- All Municipal assets leaving the premises should be declared and visitors assets should be marked with a sticker or be declared in the declaration book
- Access control procedures should be reviewed periodically
- All electronic media and journal should be identified and Communications Manager be notified
- Parking bays shall be utilised in accordance with Institutional arrangement e.g. Assembly points Parking bays and drop off zones.

6.8 Physical Security

- Physical security involves the physical layout and design of facilities of Mbashe Local Municipality and the use of physical security measures to delay and prevent unauthorised access to assets of the institution. It includes measures to protect employees from bodily harm.
- Physical security measures must be developed, implemented and maintained in order to ensure that the entire Municipality, its personnel, property and information are secured. These security measures shall be based on the findings of the Threat and Risk Audit.
- Mbashe Local Municipality shall ensure that physical security is fully integrated early in the process of planning, selecting, designing and modifying of its facilities.
- The Municipality shall:
 - Select, design and modify facilities in order to facilitate the effective control of access thereto
 - Demarcate restricted areas and have the necessary entry barriers, systems and equipment to effectively control access thereto.

- Include the necessary security specification in planning, request for proposals and tender documentation.
 - Incorporate related costs in funding requirements for the implementation of the above.
 - Mbhashe Local Municipality will also ensure the implementation of appropriate physical security measures for the secure storage, transmittal and disposal of classified and protected information in all forms.
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- Identify threats from Risk register
 - Overall Assessment of assets from Asset Register
 - Timeframes for turn around reports
 - Research on embarkment of security in strike against the municipality

6.9 SECURITY BREACHES AND INVESTIGATION

All security breaches shall be reported immediately, preferably in writing to the Head of Security. Incidents involving breaking of law shall be reported to South African Police Services.

Lost property Shall be reported to Departmental Heads within 24 hours who will thereafter report it for Asset register.

Found property should be handed over to the Head of Security and in instances where owners are identified it should be handed over to rightful owners.

The Head of Security responsible should report all security breaches /loss to Departmental Head.

Criminal and internal disciplinary action may proceed concurrently.

Head of Security shall conduct investigations and follow up on cases reported to South African Police Service.

6.10 NATIONAL SERVICE FLAGS

- National service flags shall be used and displayed according to the standing order General 202 regulations.

6.11 SPECIFIC RESPONSIBILITIES

Head of Administration

- The Head of administration bears overall responsibility for implementing and enforcing the security policy and programmes of Mbhashe Local Municipality
- To execute this responsibility the head of administration shall
- Establish a position of a Security Manager/Officer.
- Approve the Security Policy and any other associated Security Directives

6.11.1 Heads of Departments

- All heads of departments, sections and supervisors shall ensure that their subordinates comply with this policy and other security directives of the Municipality
- They must also ensure that appropriate measures are implemented, and steps are taken to immediately rectify non-compliance issues that may come to their attention this include taking disciplinary actions when required
- Cooperation in the maintenance of physical aids and structures is expected from all heads of sections and supervisors.

6.11.2 Head of Security

- The head of security is responsible for the execution of entire Security Functions and programs within the Municipality ie (Coordinating, planning, implementing, controlling etc.)
- Draft security plans on intervals or as and when need arise
- Conduct Threats and Risk Assessments with the assistance of the steering committee
- Advise Management on Security implications of Management decisions
- Conduct internal security quality control measures
- Conduct internal compliance audit inspections at regular intervals in line with the service level agreement where security contractors are involved
- Establish a good working relationship with provincial and local SAPS, Security Service provider and other organizations.

6.11.3 Employees and Service providers

- Every Employee, consultant, contractor, and other service providers of the municipality shall know and accept that security is their responsibility, it forms part of their normal job functions not only to cooperate but to contribute to the improvement and maintenance of security at the municipality
- Each employee is responsible for the inspection of his /her office or area of work for signs of intrusion at commencement of working day. Any signs of intrusion must immediately be reported to Security Management and key custodians.
- Keys must not be left in door locks at all times.
- Occupants must lock their office doors when leaving even if it's for a short period
- Occupants must not leave valuables such as cell phones, money, wallets etc
- Office keys should not be given to any personnel including the cleaning staff.
- At the end of each business day each official should ascertain that:
 - All electrical appliances are switched off.
 - Blinds and curtains are closed.
 - Doors, windows and cabinet are closed and locked.

6.12 Enforcement

- The Municipal Manager and the appointed Head of Security are accountable for the enforcement of this policy.

6.13 Deviations

- Deviations from this policy and associated directives will only be permitted in the following circumstances
- When Security must be breached in order to save or protect lives of the people
- During unavoidable emergency circumstances
- On written permission of the Municipal Manager reasons allowing noncompliance shall be stated in such permission, no blanket or non-compliance shall be allowed under any circumstances.

7. IMPLEMENTATION

- 7.1. The following shall be taken into consideration when implementing this policy
- 7.2. Disaster Management
- 7.3. Health, Safety and other quality issues
- 7.4. Disabled persons shall not be inconvenienced by physical security Measures and must be catered for such in a Manner that they have access without compromising Security and integrity of the policy
- 7.5. Environmental issues are prescribed and regulated in relevant legislation and shall be observed (E.G physical security measures that may have impact on the environment)

8. REVIEWAL

The Policy will be reviewed on an annual basis