



OFFICE OF THE DIRECTOR: FACILITY SECURITY & KNOWLEDGE MANAGEMENT SERV.

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INTERNAL MEMO

TO : ALL THE DDG's
: ALL CHIEF DIRECTORS
: ALL DIRECTORS
: ALL STAFF MEMBERS

FROM : DIRECTOR – FSKMS

SUBJECT : ADDITIONAL SECURITY AND ACCESS CONTROL MEASURES AT
DEPARTMENTAL PREMISES (PROVINCIAL OFFICE)

DATE : 09 JULY 2026

1. The above subject matter refers.
2. In terms of the mandate from the Head of Department, the Security Management Unit is responsible for ensuring the safety and security of employees, visitors, and departmental assets at all times. Following reported security breaches and incidents, additional security measures have been implemented with immediate effect.
3. Access control to departmental premises is regulated in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985), the Departmental Access Control Policy, and other applicable legislation. Compliance with these prescripts will be strictly enforced.
4. In line with the above legislation and policies, the following additional access control measures have been implemented at all ECDOE premises Provincial Office:
 - No taxi access: Taxis are prohibited from entering departmental premises.
 - No drop-offs: Drop-offs of passengers within the premises are not permitted.
 - Couriers: Only duly authorized departmental couriers will be granted access.
 - No hawking: Hawkers are prohibited from accessing departmental premises.
5. All employees, visitors and service providers are urged to cooperate with Security Officials in the implementation of these measures. Non-compliance may result in denied access.
6. For any enquiries, please contact the Security Management Unit.

Yours in quality Education

MS. S. NIEUWENHUYS
DIRECTOR: FSKMS

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10 July 2026

DATE