

**Facilities & Access Control Division**

**Date:** 13.01.2011

**Subject:** Implementation of New RFID Badge System for Employee Building Access

In a move to improve building security and streamline staff movement tracking, the Ministry will roll out **new RFID-enabled identification badges** to all municipal staff beginning **January 17th**.

The new badge replaces the magnetic stripe access card previously issued and allows for:

- Contactless entry into secured zones
- Time-based entry logging
- Integration with the visitor management system

Staff are required to pick up their new badge from the Access Office (Rm 2.14) during working hours on January 17 or 18. Old cards will be deactivated on January 20. Please bring your current badge and a valid photo ID.

This infrastructure upgrade relates **strictly to building access and safety policy**. It does not alter job roles, system permissions, or affect workflow responsibilities in the case management systems.