

EXCO 31/08/01

**...V I P PROTECTION POLICY AND RISK ANALYSIS ON
SAFETY OF ALL EXECUTIVE MEMBERS OF COUNCIL**

RESOLVED that:

- (a) the report be referred back for further detailed financial information
- (b) in the interim, given that Council has already approved the policy subject to financial information referred to in (a) above, requests for bullet- proof vests or other protection be dealt with on an ad-hoc basis by the City Manager in terms of this Policy.

Previous policy decision: C 01/06/01 & C02/06/01 [\(go to next page\)](#)

File Ref. No.

Previous decision: C01/06/01

C 01/06/01

EXCO 03/06/01

PROPOSED POLICY: PROTECTION OF COUNCILLORS

RESOLVED that:

(a) the proposed policy on Councillor protection reflected in paragraph 6 of the report be adopted

(b) the Manager of Councillor Support be entrusted with Councillor protection

(c) only the Manager of Councillor Support be authorised to order or withdraw protection

(d) provision for this expenditure be made under Councillor Support

(e) the question of VIP protection for all Councillors under normal circumstances be pursued

(f) it be noted that Paragraph (c) of the proposed policy (PROTECTION OF OTHER COUNCILLORS) is meant to be *for official duties only*

(g) after paragraph (f) of the proposed policy the following paragraph (g) be inserted :

"(g) that upon request, Councillors be issued with bullet proof vests."

(h) a separate policy for the protection of Council's offices, irrespective whether on privately or Council owned property, be formulated

(i) (a) – (h) above be subject thereto that:

- A report be submitted on the financial implications
- the Speaker also be regarded as a person to be protected
- the member qualifying for security must agree to this security being provided and to the person or institution providing such security
- risk assessment be made of all members of the Executive Committee
- the City Manager be authorised to decide on requests for protection of officials.

Extract from report is attached.

Previous policy decision: -

File Ref. No. **(HO 4/4/P x 4/4/14)**

SAFETY AND SECURITY PORTFOLIO COMMITTEE
3 MAY 2001

ITEM NO

PROPOSED POLICY : PROTECTION OF COUNCILLORS

VISSER K
South Peninsula Administration
73 3075
23/02/2001

1. EXECUTIVE SUMMARY

To propose a policy relating to the protection of Councillors.

2. BUSINESS PLAN REFERENCE

Directorate: Protection Services

Department: Community Services Corporate Services

Business Plan Reference: Law Enforcement BPU

3. COMPLIANCE WITH STRATEGIC OBJECTIVE

Crime and a Safe City is one of the four strategic objectives identified by Council.

4. DELEGATED AUTHORITY

N/A

5. ANNEXURES/ADDENDA

N/A

6. POLICY PROPOSAL

It is proposed that only the Mayor will be entitled to VIP protection on a permanent basis. The establishment of this unit form the basis of a separate report to be submitted to the Executive Committee. It should be noted that Executive Committee members may receive protection when visiting dangerous areas on official duty. The Protection of all other Councillors will be provided by Law Enforcement Services on request and approved authority.

a) PROTECTION OF MAYOR
NORMAL CIRCUMSTANCES

The Mayor will be accompanied by the VIP unit on all official functions. Executive Committee members may receive protection from the unit when on official visits to dangerous areas. This service will be provided on a permanent basis and for this purpose the VIP unit will be accountable to the Manager of Councillor Support. The Mayor or EXCO member under threat will notify the Manager of Councillor Support. The Manager of Councillor Support must conduct a risk assessment and threat analysis in conjunction with SAPS, the VIP Unit and other role players where necessary. Acting on the advice of the Manager of Councillor Support the Municipal Manager will then authorise the action to be taken. Any action with cost implications must be authorised by the Manager of Councillor Support. The Manager of Councillor Support will be solely responsible for the provision of or the withdrawal of protection under normal circumstances. The Supervisor of the VIP unit will assume this responsibility in his absence.

b) EMERGENCY SITUATIONS

The Manager of Councillor Support and all the members of the VIP Unit must be fully conversant with the Emergency Evacuation Plan in the Mayor's Office or at other venues and must be able to act in accordance with that plan. The Mayor's residence should be equipped with panic buttons linked directly to SAPS and the Council's Control Centres. SAPS will be the first port of call and must respond to the alarm. The Council's law enforcement services will only respond where SAPS failed to respond or where they request assistance. The officer in charge of the control centre must verify SAPS response by telephone and make the necessary entries in the occurrence book. There must be open lines of communication between SAPS, The Control Centre and the Manager of Councillor Support in cases of emergencies. The Manager of Councillor Support must be informed via the Control Centre of all emergencies so that he can advise the Municipal Manager.

c) PROTECTION OF ALL OTHER COUNCILLORS

1. NORMAL CIRCUMSTANCES

The Manager of Councillor Support will be responsible for the provision of security to all Councillors. Councillors under threat must report all incidents to their caucus leader who will notify the Manager of Councillor Support. A risk assessment and threat analysis will be conducted by the Manager in conjunction with SAPS and Law Enforcement Services and other role players where necessary. The Manager of Councillor Support will advise the Municipal Manager who will authorise the Manager of Law Enforcement to make the necessary security arrangements. Any arrangements with cost implications must be approved by the Manager of Councillor Support Services e.g. the hiring of private

security services. Only the Manager of Councillor Support Services will be empowered to withdraw security after receipt of a security assessment from the Manager of Law enforcement and in consultation with the Councillor concerned.

2. EMERGENCY SITUATIONS

All Councillors must have a telephonic link with the Councils Law Enforcement Control Centres. The officer in charge must conduct an immediate risk assessment and threat analysis in conjunction with SAPS and after consulting with the Senior Officer or the Manager take the necessary action. Any action with cost implications must be confirmed by the Manager of Councillor Support Services as soon as reasonably possible thereafter. Only the Cape Town and Tygerberg Administration renders 24 hours rapid response service and Councillors should be conversant with the phone number of these centres as they will respond in cases of emergencies. Additional resources should be considered in those areas lacking incapacity and who do not have the service in order that this policy can be operational throughout the City. However, once agreement has been reached on the future service delivery model, this latter aspect can receive attention.

d) CRITERIA FOR PROTECTION

The threat or attack must relate to a Council policy or matter. Clear evidence of a physical or verbal threat on a Councillor will entitle that Councillor to protection.

e) TYPE OF PROTECTION

Protection will be provided in the form of escorts, armed response, ad hoc patrols and guard duties provided by contract or private security depending on the nature of the threat or attack subject to budget constraints. Only the Mayor and EXCO members will qualify for VIP protection.

f) No firearms will be issued to councillors.

7. LEGAL REQUIREMENTS

The VIP Protection unit and the Law Enforcement officers must act within the course and scope of their powers to avoid any legal challenges. The Manager of Councillor Support and the manager of Law Enforcement must ensure that their staff are properly trained in this regard.