

**AGENDA of the
Portfolio Committee: Municipal Public Safety
18 August 2026
(Also the agenda for the Mayoral Committee Meeting: 25 August 2026)**

**4.
SAFETY PLAN FOR THE EXECUTIVE MAYOR, MEMBERS OF THE MAYORAL
COMMITTEE AND COUNCILLORS**

**D J Adonis
14 July 2026**

Director: Municipal Public Safety

(028) 313 8054

1. Executive Summary

To provide a structured process for reporting, assessing and mitigating security threats directed at the Executive Mayor, Members of the Mayoral Committee (MMCs) and Councillors during the execution of their official duties.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Municipal Public Safety
Municipal Public Safety

3. Compliance with Strategic Priorities

Provision of democratic, accountable, and ethical governance
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

Executive Mayor

5. Legal Requirements

By-laws of the Overstrand Municipality
Overstrand Municipality: Zoning Scheme
National Building Regulations and Standards Act, No. 103 of 1977
Land Use Planning Ordinance, No. 15 of 1985
Western Cape Land Use Planning Act, No. 3 of 2014
National Road Traffic Act, No. 93 of 1996
Service Delivery and Budget Implementation Plan (SDBIP) 2025/2026

6. Background/Discussion/Evaluation/Conclusion

Background

This procedure applies to all Office Bearers of the Overstrand Municipality, including:

- Executive Mayor

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- Deputy Executive Mayor
- Speaker
- Members of the Mayoral Committee
- Councillors

Implementation of Security Measures

The Director: Public Safety shall coordinate the implementation of approved security measures and ensure ongoing liaison with SAPS and other relevant stakeholders.

Objective

To ensure the safety and security of Office Bearers, officials, members of the public and municipal property during all Council, Mayoral Committee and Portfolio Committee meetings.

Discussion

Reporting Of Threats

Initial Reporting

Where an Office Bearer becomes aware of, receives, or experiences any actual or potential threat to their personal safety, family, property, or ability to perform official duties, the Office Bearer must immediately report the matter to the Speaker in writing.

The report should contain:

- Nature of the threat.
- Date, time and location of the incident.
- Persons involved (where known).
- Supporting evidence such as messages, emails, photographs, recordings or witness statements.
- Any immediate concerns regarding personal safety.

Recording of the Threat

Upon receipt of the report, the Speaker shall:

- Acknowledge receipt of the complaint.
- Record the matter in a confidential Threat Incident Register.
- Inform the Municipal Manager (MM) without delay.
- Determine whether immediate interim protective measures are required pending the risk assessment.

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Evaluation

Request for Security Risk Assessment

Referral by the Speaker

The Director: Corporate Services shall, upon instruction of the Speaker, submit a formal request to the Municipal Manager to facilitate a security risk assessment.

Security Risk Assessment

The Municipal Manager or his delegated Official shall engage the South African Police Service (SAPS) and any other competent security authority to conduct a formal security risk assessment.

The assessment should determine:

- The credibility of the threat.
- The severity and likelihood of harm.
- The vulnerability of the affected Office Bearer.
- Risks associated with official meetings, public engagements and municipal facilities.
- Recommended protective measures.

Development of a Security Plan

Drafting of the Security Plan:

Based on the findings of the security risk assessment, the Department: Public Safety, in consultation with SAPS, the Municipal Manager, shall draft a Security Plan.

The Security Plan may include:

- Personal protection measures.
- Event-specific security arrangements.
- Security escorts where justified.
- Access control measures.
- Secure transport arrangements.
- Emergency communication procedures.
- Coordination protocols with SAPS and other law enforcement agencies.
- Protection of municipal premises during official engagements

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The Security Plan may include:

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- Event-specific security arrangements.
- Security escorts where justified.
- Access control measures.
- Secure transport arrangements.
- Emergency communication procedures.
- Coordination protocols with SAPS and other law enforcement agencies.
- Protection of municipal premises during official engagements.

Approval of the Security Plan

The Security Plan shall be submitted to the Municipal Manager and Speaker for consideration and implementation. Where necessary, the Executive Mayor may be informed of the approved measures, subject to confidentiality requirements.

Security Presence at Meetings

The Director: Public Safety shall ensure that suitably trained Municipal Law Enforcement Officers are deployed at all scheduled:

- Council meetings;
- Mayoral Committee meetings;
- Portfolio Committee meetings; and
- Any special meetings convened by the Municipality.

The number of officers deployed shall be determined according to the assessed risk profile of the meeting.

Pre-Meeting Risk Assessment

Prior to meetings where security concerns have been identified, the Director: Public Safety shall conduct a risk assessment considering:

- Expected attendance;

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- Public participation items on the agenda;
- Previous incidents of disruption;
- Community protests or demonstrations;
- Threats against Office Bearers;
- High-profile or contentious matters under discussion.

Where required, assistance may be requested from the South African Police Service (SAPS).

Access Control

Municipal Law Enforcement Officers shall:

- Monitor access points to the meeting venue;
- Verify attendance where applicable;
- Ensure compliance with venue access procedures;
- Prevent the entry of dangerous weapons, prohibited items or any person posing a security risk;
- Control public access in accordance with the applicable Rules of Order.

Protection of Office Bearers

Municipal Law Enforcement Officers shall:

- Maintain a visible security presence throughout the meeting;
- Monitor the safety of the Speaker, Executive Mayor, Members of the Mayoral Committee and Councillors;
- Assist with the safe movement of Office Bearers entering and leaving the venue;
- Respond immediately to any threatening or disruptive conduct.

Management of Disruptions

In the event of disorderly conduct, intimidation, threats, unlawful disruption or any conduct that compromises the safety and orderly conduct of the meeting, Municipal Law Enforcement Officers shall act in accordance with:

- The Municipal Structures Act;
- The Municipality's Rules of Order;
- Applicable municipal by-laws; and
- Any lawful instruction issued by the Presiding Officer.

Where necessary, SAPS assistance shall be requested.

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Post-Meeting Security

Municipal Law Enforcement Officers shall remain on duty until:

Office Bearers have safely departed the venue;
Members of the public have dispersed; and
Any identified security concerns have been addressed.

7. Financial Implications

The implementation of the Safety Plan will initially be accommodated within existing operational budgets.

Where additional security interventions are recommended following a formal security risk assessment, any additional expenditure shall be considered through the Municipality's approved budgeting and adjustment budget processes.

8. Staff Implications

No additional permanent posts are required at this stage.

9. Comments from other Departments, Divisions and Administrations:

None

10. Annexures

Annexure A: Summary of Safety Plan
Annexure A1: Threat Reporting Form
Annexure A2: Threat Incident Register
Annexure A3: Security Risk Assessment Template
Annexure A4: Security Plan Template
Annexure A5: Security Incident Report
Annexure A6: Process Flow
Annexure A7: Responsibility Matrix (RACI)
Annexure A8: Meeting Security Checklist
Annexure A9: Emergency Contact Register

RECOMMENDATION:

1. that the Safety Plan for Office Bearers **be approved**;
2. that the Municipality **adopts** the procedures contained in the Safety Plan for the reporting, assessment, management and monitoring of security threats directed at the Executive Mayor, Deputy Executive Mayor, Speaker, Members of the Mayoral Committee and Councillors;

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3. that the Director: Municipal Public Safety **be authorised** to coordinate all approved security interventions and liaise with the South African Police Service and other competent authorities regarding security risk assessments and implementation of Security Plans;
4. that the Speaker **maintains** a confidential Threat Incident Register and oversees the reporting and monitoring of security incidents affecting Office Bearers;
5. that the Safety Plan **be reviewed** periodically or whenever changing security circumstances require amendment;
6. that the Municipal Manager **be authorised** to implement the approved Safety Plan;
7. that the **approved** Safety Plan be incorporated into the Municipality's Governance Framework, Enterprise Risk Management Framework and Business Continuity Planning processes;
8. that all threat reports, security risk assessments and Security Plans be treated as confidential documents and managed on a strict operational need-to-know basis; and
9. that the Director: Corporate Services facilitates **requests** for security risk assessments upon instruction from the Speaker.

RESPONSIBLE OFFICIAL:

D ADONIS

TARGET DATE FOR IMPLEMENTATION:

1 SEPTEMBER 2026

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
18 AUGUST 2026, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

RESPONSIBLE OFFICIAL:

D ADONIS

TARGET DATE FOR IMPLEMENTATION:

1 SEPTEMBER 2026

ANNEXURE A**1. PURPOSE**

The purpose of this Safety Plan is to establish a structured process for the reporting, assessment, management and monitoring of security threats directed at Office Bearers while performing official municipal duties.

The Plan aims to:

- Protect the safety of Office Bearers.
 - Protect municipal officials and members of the public.
 - Ensure continuity of municipal governance.
 - Promote effective coordination with SAPS and other security agencies.
 - Establish clear reporting and accountability processes.
-

2. OBJECTIVES

The objectives are to:

- Identify security risks.
 - Assess threats.
 - Implement proportional security measures.
 - Protect municipal meetings.
 - Ensure effective incident reporting.
 - Review security interventions.
 - Maintain confidentiality.
-

3. SCOPE

Applies to:

- Executive Mayor
 - Deputy Executive Mayor
 - Speaker
 - Members of the Mayoral Committee
 - Councillors
-

4. RESPONSIBILITIES

Include responsibilities for:

- Council
- Speaker
- Municipal Manager
- Director: Municipal Public Safety
- Director: Corporate Services
- SAPS
- Municipal Law Enforcement

ANNEXURE A1

THREAT REPORTING FORM

Field	Information
Date Reported	
Time	
Name of Office Bearer	
Position	
Contact Number	
Incident Number	

Nature of Threat

- ☐ Verbal
- ☐ Physical
- ☐ Social Media
- ☐ Written Communication
- ☐ Telephone
- ☐ Protest
- ☐ Damage to Property
- ☐ Other

Description

Provide a detailed description.

Location

Persons Involved

Witnesses

Evidence Attached

- ☐ WhatsApp
- ☐ Email
- ☐ SMS
- ☐ Photograph
- ☐ Video
- ☐ Voice Recording
- ☐ Other

Immediate Safety Concerns

Signature of Office Bearer

Date

Received by Speaker

ANNEXURE A2

THREAT INCIDENT REGISTER

Ref Date	Office Bearer	Nature of Threat	Risk Level	SAPS Case No	Status	Action Taken
			Low / Medium / High		Open / Closed	

ANNEXURE A3

SECURITY RISK ASSESSMENT TEMPLATE

Risk Assessment

Office Bearer

Assessment Date

Conducted By

Threat Credibility

- ☐ Low
- ☐ Medium
- ☐ High

Likelihood

- ☐ Rare
- ☐ Possible
- ☐ Likely
- ☐ Almost Certain

Consequences

- ☐ Minor
- ☐ Moderate
- ☐ Major

☐ Severe

Overall Risk Rating

☐ Low

☐ Medium

☐ High

☐ Critical

Recommended Security Measures

☐ Escort

☐ Patrols

☐ Access Control

☐ Secure Parking

☐ Meeting Security

☐ SAPS Assistance

☐ CCTV Monitoring

☐ Panic Button

☐ Other

Assessor Signature

ANNEXURE A4**SECURITY PLAN TEMPLATE****Office Bearer**

Risk Level

Period Covered

Identified Threats

- 1.
- 2.
- 3.

Security Measures

- Escort arrangements
- Venue security
- Route planning
- Vehicle security
- Residential patrols (where approved)
- Meeting security
- Communication protocols

Responsible Officials

Action	Responsible Official
Escort	
Venue Security	
SAPS Liaison	
Monitoring	

ANNEXURE A5**SECURITY INCIDENT REPORT**

Date

Time

Venue

Incident Description

Persons Involved

Law Enforcement Officers Present

Police Called?

☐ Yes

☐ No

Medical Assistance Required?

☐ Yes

☐ No

Damage to Property

Action Taken

Recommendations

Prepared by

Director: Municipal Public Safety

ANNEXURE A6**PROCESS FLOW**

Threat Identified



Report to Speaker



Threat Registered



Municipal Manager Informed



Risk Assessment Requested



SAPS Assessment



Risk Report



Security Plan Prepared



Approval



Implementation



Monitoring



Review

ANNEXURE A7

RESPONSIBILITY MATRIX (RACI)

Activity	Speaker	MM	Corporate Services	Public Safety	SAPS
Receive Threat	A	I	I	I	I
Register Incident	R	I	C	I	I
Request Assessment	A	R	R	C	I
Conduct Assessment	I	C	I	C	R
Draft Security Plan	I	C	I	R	C
Implement Plan	I	A	I	R	C
Review	A	R	C	R	C

R = Responsible**A = Accountable****C = Consulted****I = Informed**

MEETING SECURITY CHECKLIST**Before Meeting**

- ☐ Risk Assessment Completed
 - ☐ Venue Inspected
 - ☐ Emergency Exits Checked
 - ☐ Law Enforcement Briefed
 - ☐ SAPS Contacted (if required)
 - ☐ Access Control Arranged
 - ☐ CCTV Operational
 - ☐ First Aid Available
 - ☐ Emergency Numbers Confirmed
-

During Meeting

- ☐ Security Presence Visible
 - ☐ Public Access Controlled
 - ☐ Speaker Protected
 - ☐ Office Bearers Monitored
 - ☐ Suspicious Behaviour Reported
-

After Meeting

- ☐ Office Bearers Escorted
- ☐ Public Dispersed
- ☐ Incident Report Completed
- ☐ Security Debrief Conducted

ANNEXURE A9**EMERGENCY CONTACT REGISTER**

Organisation	Contact Person Telephone After Hours
SAPS	
Municipal Law Enforcement	
Fire & Rescue	
EMS	
Disaster Management	
Municipal Manager	
Speaker	
Director: Municipal Public Safety	
Director: Corporate Services	