

PORTFOLIO COMMITTEE :

COMMUNITY SERVICES

Chairperson :

Cllr M Opperman

Committee Members :

**Ald M Ponoane, Cllrs L Beyers-Cronje,
N Nqinata & L Ndevu**

PORTEFEULJEKOMITEE :

GEMEENSKAPSDIENSTE

Voorsitter :

Rdl M Opperman

Komiteelede :

**Rdh M Ponoane, Rdle L Beyers-Cronje,
N Nqinata & L Ndevu**

COMMUNITY SERVICES PORTFOLIO COMMITTEE

GEMEENSKAPSDIENSTE PORTEFEULJEKOMITEE

17 NOVEMBER 2015

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

1. OPERATIONAL PLAN: HOLIDAY SEASON : 2015/2016

1

**AGENDA of the
Portfolio Committee: Community Services
17 November 2015
(Also the agenda for the Mayoral Committee Meeting: 25 November 2015)**

**1.
OPERATIONAL PLAN: HOLIDAY SEASON : 2015/2016**

17/6/2/11/R
R Williams
26 October 2015

(028) 3138029

Corporate Head Office

1. Executive Summary

The purpose of the report is to inform Council of the operational plan to be implemented in order to ensure that the Directorate: Community Services effectively manages and maintains bathing beaches, caravan parks, camping sites and other public facilities that will be visited and utilised by large numbers of visitors during the period from 01 December 2015 until 10 January 2016.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Community Services
Department: Area Management and Operational Services

3. Compliance with Strategic Priorities

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

4. Delegated Authority

Executive Mayor

5. Legal Requirements

None

6. Discussion

The Overstrand Municipality proved to effectively manage facilities and infrastructure with regard to bathing beach areas, caravan parks, camping sites and other public facilities that are being annually visited over the holiday season during the months of December and January. The Directorate: Community Services and the Directorate: Protection Services will be implementing their separate operational plans and work side by side in order to deal with the large numbers of visitors to these areas and facilities.

The actions / activities listed in the attached Operational Plan for the Holiday Season: 2015/2016 complements the basic services rendered by the Municipality on an ongoing basis at the above mentioned areas and facilities.

**AGENDA of the
Portfolio Committee: Community Services
17 November 2015
(Also the agenda for the Mayoral Committee Meeting: 25 November 2015)**

The International Blue Flag status for the bathing beach areas was awarded to:

- Grotto, Hermanus from 1 December 2015 until 31 March 2016.
- Hawston, from 15 December 2015 until 15 January 2016.
- Kleinmond, from 15 December 2015 until 15 January 2016.

We only applied for Blue Flag status for Hawston and Kleinmond for the peak festive season due to the decline of the number of visitors outside the peak season to the mentioned beaches. All swimming beach areas will be maintained as per Council's Swimming Beach Cleaning Policy.

The performance of all staff deployed over the holiday season are closely and effectively monitored by affected line managers and project managers. The last mentioned also includes personnel that are responsible for basic service delivery, e.g. provision of potable water, refuse removal, etc. Affected managers and designated officials must furthermore report on a weekly basis to the office of the Director: Community Services any major problems with basic service delivery over the above mentioned period.

7. Financial Implications

Salaries and wages for additional temporary staff

8. Staff Implications

Permanent and additional temporary staff, as per budgetary provision for the 2015/2016 financial year.

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Operational Plan: Holiday Season: 2015/2016

RECOMMENDATION:

that the content of the Operational Plan: Holiday Season: 2015/2016, which is to be executed by the Directorate: Community Services, **be noted**.

RESPONSIBLE OFFICIAL :

**AREA AND OPERATIONAL
MANAGERS AND MANAGER:
CORPORATE PROJECTS**

TARGET DATE FOR IMPLEMENTATION :

1 DECEMBER 2015

**AGENDA of the
Portfolio Committee: Community Services
17 November 2015
(Also the agenda for the Mayoral Committee Meeting: 25 November 2015)**

**1.
OPERATIONAL PLAN: HOLIDAY SEASON : 2015/2016**

**17/6/2/11/R
R Williams
26 October 2015**

(028) 3138029

Corporate Head Office

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
17 NOVEMBER 2015, WHICH COMMITTEE SUPPORTED THE
RECOMMENDATION**

RESPONSIBLE OFFICIAL :

**AREA AND OPERATIONAL
MANAGERS AND MANAGER:
CORPORATE PROJECTS**

TARGET DATE FOR IMPLEMENTATION :

1 DECEMBER 2015

Annexure A
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OPERATIONAL PLAN

HOLIDAY SEASON 2015/2016

DIRECTORATE: COMMUNITY SERVICES

A
2017

Community Services: Operational Plan: Holiday Season: 2015/2016

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A. PURPOSE

The purpose of the operational plan is to ensure that the municipal administration effectively manage and maintain bathing beaches, caravan parks, camping sites and other public facilities that will be visited and utilised by huge numbers of visitors during the period from **01 December 2015 until 10 January 2016**.

B. OVERVIEW**1. Personnel:**

It is the responsibility of the relevant managers to ensure that sufficient permanent personnel, augmented by temporary / seasonal personnel, will be on duty during the holiday season. Temporary personnel are not necessarily appointed as replacements for permanent personnel, but to create capacity with regard to service delivery which is impacted due to the influx of visitors to the municipal area during the relevant holiday season. At least one manager per decentralised area and functional area (or a designated official) must be on duty during the holiday season.

2. Emergency services/Control room:

During public holidays and on weekends at least two personnel members must man the control room during the day (8:00 until 16:00) and night shifts (16:00 until 24:00) and (24:00 until 08:00), with the exception of contingencies / disasters where more members will report for duty in consultation with the Co-ordinator: Disaster Management/ responsible manager. The contact details of all personnel on standby must be communicated in writing to the control room timeously.

3. Overtime:

Overtime must be worked in accordance with the policy as determined by SALGA, in other words, a maximum of 10 hours per working week, with the exception of emergencies / disasters and deviations approved in advance by the relevant Director. Managers must ensure that all personnel who respond to after-hour callouts record overtime in consultation with the personnel member on duty in the control room at that time.

4. Execution of functions:

Managers and their delegates must ensure that functions / responsibilities are executed meticulously. Managers must also ensure that all occupational health and safety measures are met and maintained as far as possible. For this reasons, the content of the relevant operational plan must be communicated to all personnel (including temporary appointments).

5. International Blue Flag Beaches:

International Blue Flag beach status was awarded to Grotto, Hermanus, Hawston- and Kleinmond beaches. The awarded statuses are for the following periods respectively:

- Grotto, Hermanus: 1 December 2015 – 31 March 2016
- Hawston: 15 December 2015 – 15 January 2016
- Kleinmond: 15 December 2015 – 15 January 2016

6. Evaluation of operations:

Managers must ensure that completed (or blank in the case of no activities / contingencies) pro forma evaluation documentation, with the required signature of the manager / designated official as verification that the content is accurate, be provided to the office of the Director: Community Services on a weekly basis.

C. PLANNING AND PREPARATION

<u>FUNCTION</u>	<u>RESPONSIBLE PERSONNEL</u>	<u>COMPLETION DATE</u>
1. Ensure that preference is given to any maintenance work to be done at swimming beach and related infrastructure facilities, e.g. ablution blocks,	Operational managers	20 November
2. Ensure the effective and / maintenance of facilities at caravan parks.	Area managers	20 November
3. Maintain, prepare swimming pools and acquire necessary equipment before opening on 1 December 2015.	Area manager	20 November
4. Ensure that standards for blue-flag beaches are met as per checklist.	Operational managers in consultation with Environmental Specialist	20 November

Community Services: Operational Plan: Holiday Season: 2015/2016

5. Ensure that storm water canals and - catchment points are cleaned.	Operational managers	20 November
6. Ensure that information boards displaying the necessary emergency numbers and signage are maintained /erected at all bathing beaches and public facilities.	Area managers	20 November
7. Provision of adequate refuse bins to bathing beach areas.	Operational managers	20 November
8. Ensure the appointment of temporary maintenance personnel.	Respective managers	20 November
9. Ensure the appointment of tenderers for the provisioning of refreshments and beach umbrellas and chairs.	Area managers	20 November
10. Approval of events for presentation at facilities.	Area managers	20 November
11. Maintenance work to be done at slipways directly under the control of municipality	Operational managers r	20 November
12. Site inspections	Director and Deputy Directo	26 and 27 November

D. OPERATIONS DURING HOLIDAY SEASON

FUNCTION	RESPONSIBLE PERSONNEL	FREQUENCY
1. Cleaning of bathing beach areas	Operational personnel	Daily
2. Cleaning of ablution, wash and shower facilities.	Operational personnel	Daily
3. Adequate maintenance of buildings and facilities.	Operational personnel	According to need
4. Keeping parking areas and public open spaces Clean.	Operational personnel	Daily

Community Services: Operational Plan: Holiday Season: 2015/2016

5. Effective management of temporary personnel and service providers / contractors	Respective managers / designated officials	Daily
6. Ensure that standards with regard to proclaimed blue-flag beaches are upheld in accordance with the guidelines for the relevant beaches.	Operational personnel	Daily
7. Completion of check list for compliance with blue-flag standards.	Relevant officials	Daily
8. Ensure that job cards regarding emergency work are completed (including overtime worked) immediately after completion of the particular job /task(s).	Control room personnel	Daily
9. Recording and communicating of messages on electronic short message system in case of contingencies to affected neighbourhoods/areas.	Control room personnel	According to need
10. Adequate maintenance and cleaning of slipway areas and related infrastructure.	Operational personnel	Daily

E. FACILITIES AND INFRASTRUCTURE PER AREA**(a) Kleinmond**

Bathing beaches:	<ul style="list-style-type: none"> • Palmiet, • Kleinmond Blue Flag beach, • Betty's' Bay (main beach), • Pringle Bay (main beach) • Rooi Els
Slipways:	<ul style="list-style-type: none"> • Harbour
Caravan parks:	<ul style="list-style-type: none"> • Kleinmond Caravan Park, • Palmiet
Day camp:	<ul style="list-style-type: none"> • Fairy Glen • Kleinmond • Palmiet

(b) Hermanus

Bathing beaches:	<ul style="list-style-type: none"> • Grotto Beach (eastern section), • Grotto Blue Flag Beach, • Voëklip Beach, • Kammabaai, • Fick's Pool, • Langbaai, • Sandbaai, • Onrus River, • Hawston Blue Flag beach
Slipways:	<ul style="list-style-type: none"> • Fisherhaven
Caravan parks:	<ul style="list-style-type: none"> • Onrus caravan park, • Hawston camping site.
Swimming pools:	<ul style="list-style-type: none"> • Hawston, • Hermanus

(c) Gansbaai

Bathing Beaches:	<ul style="list-style-type: none"> • Pearly Beach (Castle Beach), • Buffeljachtsbaai, • Pearly Beach (Caravan Park), • Uilenkraalsmond • Gansbaai (Tidal pool), • Stanfordsbaai • Kleinbaai (Tidal pool), • Blompark beach (Romansbaai)
Slipways:	<ul style="list-style-type: none"> • Kleinbaai • Franskraal (Blousloep), • Pearly Beach (Blue water Bay)
Caravan parks:	<ul style="list-style-type: none"> • Gansbaai

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R. WILLIAMS
DIRECTOR: COMMUNITY SERVICES

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Date