

PORTFOLIO COMMITTEE :

COMMUNITY SERVICES

Chairperson :

Cllr G Cohen

Committee Members :

**Cllrs J Orban, C May,
V Pungupungu & S Kalolo**

PORTEFEULJEKOMITEE :

GEMEENSKAPSDIENSTE

Voorsitter :

Rdl G Cohen

Komiteelede :

**Rdle J Orban, C May,
V Pungupungu & S Kalolo**

COMMUNITY SERVICES PORTFOLIO COMMITTEE

GEMEENSKAPSDIENSTE PORTEFEULJEKOMITEE

19 November 2019

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

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

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**AGENDA of the
Portfolio Committee : Community Services
19 November 2019
(Also the agenda for the Mayoral Committee Meeting : 27 November 2019)**

**1.
OPERATIONAL PLAN: HOLIDAY SEASON: 2019/2020**

2/1

RF Williams

Director: Community Services

24 October 2019

(028) 313 8156

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 1 December 2019 until 12 January 2020.

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

Constitution of the Republic of South Africa, 1996
Overstrand Maintenance Management Policy, 2011
Overstrand Swimming Beach Cleaning Policy, 2017

6. Background/Discussion/Evaluation/Conclusion

Background

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

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separate operational plans and work side by side in order to deal with the large numbers of visitors to these areas and facilities.

Discussion

The action/activities listed in the attached Operational Plan for the Holiday Season: 2019/2020 complements the basic services rendered by the Municipality on an on-going basis at the above mentioned areas and facilities.

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

Full statuses:

- Grotto, Hermanus : 1 December 2019 until 31 March 2020
- Hawston : 1 December 2019 until 15 January 2020
- Kleinmond : 1 December 2019 until 15 January 2020
- Castle Beach, Pearly Beach : 1 December 2019 until 15 January 2020

Pilot Status:

- Onrus : 1 December 2019 until 15 January 2020

We only applied for Blue Flag status for Hawston, Kleinmond, Gansbaai and Onrus 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 is closely and effectively monitored by affected line managers and project managers. The last mentioned also includes personnel that are responsible for basic services 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 on 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 2019/2020 financial year.

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9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Operational Plan: Holiday Season: 2019/2020

RECOMMENDATION:

that the content of the Operational Plan: Holiday Season: 2019/2020, 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 2019



OPERATIONAL PLAN

HOLIDAY SEASON 2019/2020

DIRECTORATE: COMMUNITY SERVICES

*Community Services: Operational Plan: Holiday Season: 2019/2020***TABLE OF CONTENTS**

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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, public launching sites, 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 2019 until 13 January 2020**.

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. The appointment of temporary staff will take place via the Extended Public Works Programme (EPWP), administered by the Municipal Directorate: Local Economic Development. Temporary personnel are not necessarily appointed as replacements for permanent personnel, but to create capacity with regard to service delivery, deal with the influx of visitors to the municipal area during the relevant holiday season. Affected Managers must also ensure that sufficient supervision are in place to manage the mentioned temporary staff. – At least one manager per decentralised area and functional area (or a designated official) should be on duty during the holiday season.

2. Emergency services/Control room for basic services:

During public holidays and on weekends at least two staff members must man the control room during the day (06:00 until 18:00) and night shift (18:00 until 06:00), with the exception of contingencies / disasters where more members will report for duty. The contact details of all personnel on standby must be communicated in writing to the emergency control room timeously. The Directorate: Protection Services are also managing a separate emergency control room.

3. Overtime:

Overtime should be worked in accordance with the policy as determined by SALGA and EPWP Policy. 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:

Community Services: Operational Plan: Holiday Season: 2019/2020

International Blue Flag beach status was awarded to Grotto, Hermanus, Hawston, Kleinmond and Castle Beach at Pearly Beach, Gansbaai. Pilot status has been awarded to Onrus Beach, Hermanus. The awarded statuses are for the following periods respectively:

- Grotto, Hermanus: 1 December 2019 – 31 March 2020
- Hawston: 1 December 2019 – 15 January 2020
- Kleinmond: 1 December 2019 – 15 January 2020
- Castle Beach: 1 December 2019 – 15 January 2020
- Onrus 1 December 2019 – 15 January 2020

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	22 November
2. Ensure the effective and / maintenance of facilities at caravan parks.	Area Managers	22 November
3. Maintain, prepare swimming pool in Hawston and acquire necessary equipment before opening on 1 December 2019.	Area Managers	22 November
4. Ensure that standards for blue-flag beaches are met as per checklist.	Operational Managers	22 November
5. Maintain registered public launching sites with available funding approved by Council.	Area Managers	22 November

Community Services: Operational Plan: Holiday Season: 2019/2020

6. Ensure that storm water channels and - catchment points are cleaned.	Operational Managers	22 November
7. Ensure that information boards displaying the necessary emergency numbers and signage are maintained /erected at all bathing beaches and public facilities.	Area Managers	22 November
8. Provision of adequate refuse bins to bathing beach areas.	Operational Managers	22 November
9. Ensure the appointment of temporary personnel to assist with maintenance and service delivery.	Director: LED	22 November
10. Ensure the appointment of tenderers for the provisioning of refreshments and beach umbrellas and chairs.	Area Manager: Hermanus	22 November
11. Ensure the appointment of life savers at swimming beaches, and swimming pool and other identified areas.	Area Managers	1 November
12. Approval of events for presentation at facilities.	Area Managers	29 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: 2019/2020

5. Effective management of temporary staff 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 emergencies to affected neighbourhoods/ areas.	Emergency control room personnel	According to need

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 • Silver Sands
Public Launching Sites (PLS):	<ul style="list-style-type: none"> • Kleinmond PLS • Maanschynbaai (Hangklip) PLS • Rooi Els Coastal PLS
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,
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Community Services: Operational Plan: Holiday Season: 2019/2020

	<ul style="list-style-type: none"> • Kammabaai, • Langbaai, • Sandbaai, • Onrus Pilot Blue Flag beach, • Hawston Blue Flag beach
Public Launching Sites (PLS):	<ul style="list-style-type: none"> • Fisherhaven PLS • Prawn Flats PLS • Onrus PLS • Maanskynbaai (Klein River) PLS
Caravan Parks and camping sites	<ul style="list-style-type: none"> • Onrus Caravan Park, • Hawston Camping Site. • Botvlei
Swimming pools:	<ul style="list-style-type: none"> • Hawston

(c) Gansbaai

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

(d) Stanford

Public Launching Sites (PLS):	<ul style="list-style-type: none"> • Du Toit Street PLS
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R. WILLIAMS
DIRECTOR: COMMUNITY SERVICES

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DATE

CHECKLIST: STANDARDS FOR BLUE FLAG BEACHES

NO	FUNCTIONS	COMMENT (PROBLEMS ONLY)
	MAINTENANCE	
1	Neat and clean staff facilities	
2	Signage all still correct and present	
3	Lights and fittings all present and working	
4	Taps, showers, toilets and urinals all working	
5	Refuse bins empty and clean	
6	Beach area and tidy	
7	Beach cleaners all present and occupied	
8	Buildings windows, doors, locks, neat and tidy and unbroken	
9	Sand on parking areas and walkways removed	
10	Back beach area clean and tidy	
	WATER	
11	Water quality up to date	
12	Environmental education programmes planned/busy with it	
	LAW ENFORCEMENT	
13	Security present and correct and patrolling	
14	No dogs on beach and no go areas	
15	No alcohol or camping anywhere	
	LIFESAVERS	
16	Level of O ² cylinders	
17	Lifesavers present and correct	
18	Lifesaving equipment all correct present	
19	First aid equipment all present and correct	
20	Neat and clean first aid facilities	
21	Neat and clean lifesaving facilities	
22	Flags up and flying and lifesaving flags in place	
23	Swimmers within demarcated zones	
24	Boat/jet-ski working order, ready to use and fuel tanks full	
25	Lifeguards must have personal kits/gloves/mouth pieces on person	
26	Cleaning equipment out of site	
	TOILETS	
27	Toilets see attached rating marker	

NB: Preference must be given to maintenance of facilities/shortcomings in order to ensure the facilities continuously comply with above mentioned requirements/standards.

.....
SIGNATURE

.....
DATE

EVALUATION: OPERATIONAL PLAN: FESTIVE SEASON 01 DECEMBER 2019 - 13 JANUARY 2020
A. INCIDENTS

BEACHES/LAGOONS/SWIMMING POOLS/CARAVAN AND DAY CAMPS	FACILITY	ACTUAL CAUSE OR COMMENTS
1. <u>Drownings</u>		
2. <u>Rescues</u>		
3. <u>Incidents with dogs</u>		
4. <u>Other:</u>		

MANAGER'S SIGNATURE / DELEGATED AUTHORITY _____

DATE _____

