

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

17 November 2020

I N D E X

ITEM

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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
17 November 2020
(Also the agenda for the Mayoral Committee Meeting : 25 November 2020)**

**1.
OPERATIONAL PLAN: HOLIDAY SEASON: 2020/2021**

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**R Williams
21 October 2020**

Director: Community Services

(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, Public Launching Sites (PLS), swimming pool and other public facilities that will be visited and utilised by large numbers of visitors during the period from 1 December 2020 until 17 January 2021.

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
Disaster Management Act, 2002

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 Public Launching Sites (PLS), swimming pool and other public facilities that are being annually visited over the holiday season during the months of December

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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.

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 2020 until 17 January 2021.

Discussion

The mentioned affected municipal facilities are visited over the period of the peak season utilised by large numbers of people. It is therefore important that an Operational Plan (refer to annexure A) is in place to ensure that the Municipal Administration effectively manage and maintain the mentioned facilities.

International Blue Flag beach status

The Administration was notified by Wildlife and Environment Society of South Africa (WESSA), the National Operator for Blue Flag South Africa, that the following sites were approved for blue flag beach status:

Full Status: Kleinmond, Hawston, Grotto Beach (Hermanus) and Castle Beach (Pearly Beach, Gansbaai).

Pilot Status: Onrus Beach.

Due to the fact that the number of visitors outside the peak season decline, only the status of Grotto Beach will be maintained for the duration of the blue flag beach season, from 1 December 2020 until 31 March 2021. The other mentioned approved beaches for blue flag beach status will be maintained only for the duration of the peak festive season, from 1 December 2020 until 17 January 2021. WESSA will be notified accordingly.

COVID-19 Pandemic

In the event that the national state of disaster with regard to COVID-19 continue during the festive season, the Administration will be obligated to adhere to related Regulations issued in terms of the Section 27(2) of the Disaster Management Act (DMA) 2002. The DMA Regulations, issued 18 September 2020 requires amongst others the following with regard to gatherings in terms of Section 69:

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- (10) *Gatherings at the following places are allowed, subject to the strict adherence to health protocols and social distancing measures, as set out in directions by the relevant Cabinet member-*
- (a) *sports ground and fields;*
 - (b) *beaches and public parks; and*
 - (c) *museums, galleries, libraries and archives.*
- (12) *Gatherings at the following places are allowed, subject to the limitations as set out below-*
- (c) *hotels, lodges, bed and breakfasts, timeshare facilities, resorts and guest houses subject to a restriction on the number of persons allowed in the hotel, lodge, bed and breakfast, timeshare facility, resort or guest house to not more than 50 percent of the capacity of the venue, with patrons observing a distance of least one and a half metres from each other.*

7. Financial Implications

Source of Funding eg. Operating Budget Provisions

Unique Key	: Various
Cost Account	: Various
Item Description	: Basic Salaries and Wages for Seasonal workers
Budget Provision 2020/2021:	R4,297,558
Spent to Date/Committed	: R0,00
Balance Available	: R4,297,558

8. Staff Implications

Permanent and additional temporary staff, as per budgetary provision for the 2020/2021 financial year.

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Operational Plan: Holiday Season 2020/2021

RECOMMENDATION:

that the content of the Operational Plan: Holiday Season: 2020/2021, which is to be executed by the Directorate: Community Services, **be noted**.

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RESPONSIBLE OFFICIAL :

**AREA MANAGERS
OPERATIONAL MANAGERS
CORPORATE PROJECTS**

TARGET DATE FOR IMPLEMENTATION :

1 DECEMBER 2020



OPERATIONAL PLAN
HOLIDAY SEASON
2020/2021

DIRECTOR: COMMUNITY SERVICES

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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 2020 until 17 January 2021.**

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. 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 shifts (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

3. Execution of Functions

Managers and their delegates must ensure that functions/responsibilities are executed efficient and effective manner including:

- training of temporary staff members,
- communication of the operational plan to affected personnel, etc.

After-hour call-outs (including weekends and public holidays) will be executed upon instruction of the personnel on duty in the emergency service control room and or relevant manager.

4. International Blue Flag Beaches

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 2020 – 31 March 2021

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- Hawston : 1 December 2020 – 15 January 2021
- Kleinmond : 1 December 2020 – 15 January 2021
- Castle Beach : 1 December 2020 – 15 January 2021
- Onrus : 1 December 2020 – 15 January 2021

5. COVID-19 Pandemic

In the event that the national state of disaster with regard to COVID-19 continue during the festive season, the Administration will be obligated to adhere to related Regulations issued in terms of the Section 27(2) of the Disaster Management Act (DMA) 2002.

6. Evaluation of Operations

Managers must ensure that completed (or blank in the case of no activities/ contingencies) proforma 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

FUNCTION	RESPONSIBLE PERSONNEL	COMPLETION DATE
1. Ensure the completion of possible outstanding maintenance work to be done at swimming beach and related infrastructure facilities, e.g. ablution blocks, infrastructure and terrain.	Operational Managers	20 November
2. Ensure the maintenance at caravan parks.	Area Managers	20 November
3. Ensure preparation of the swimming pool complex in Hawston.	Area Managers	20 November
4. Ensure compliance with all requirements for the blue flag beaches statuses at affected beaches.	Operational Managers	20 November
5. Maintain registered public launching sites subject to financial constraints.	Area Managers	20 November
6. Ensure that information boards displaying the necessary emergency numbers as well as signage are erected/maintained at all bathing beaches and public facilities inclusive of COVID-19 related requirements/protocols.	Area Managers	20 November
7. Provision of adequate refuse bins to bathing beach areas.	Operational Managers	20 November

8. Ensure the appointment of temporary personnel (via EPWP) to assist with maintenance and service delivery.	LED Manager	20 November
9. Ensure the appointment of tenderers for the provisioning of entertainment, refreshments and beach umbrellas and chairs.	Area Manager: Hermanus	20 November
10. Ensure the appointment of life savers at swimming beaches, swimming pool and other identified areas.	Area Managers	13 November
11. Ensure that the necessary PPE is acquired for ablution facilities, e.g. sanitiser, etc.	Area and Operational Managers	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
5. Effective management of temporary staff and service providers/contractors.	Respective Managers/ Designated Officials	Daily
6. Ensure that standards with regard to blue flag beaches are upheld in accordance with the applicable guidelines.	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).	Emergency 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
10. Compliance with DMA Regulations applicable to COVID-19, related municipal plans and municipal directives.	All Staff	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
Public Launching Sites (PLS)	<ul style="list-style-type: none"> • Kleinmond PLS • Maanskynbaai 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 • Kammabaai • Langbaai • Sandbaai • Onrus 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 Day Camps, and Short Terms Overnight Camping	<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)
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	<ul style="list-style-type: none"> • Blompark beach (Romansbaai)
Public Launching Sites (PLS)	<ul style="list-style-type: none"> • Kleinbaai PLS • Blue Water Bay, Pearly Beach • Buffeljachtsbaai PLS • Blousloop 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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		CHECKLIST 2020/2021
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 clean 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		
1	Water quality up to date	
2	Environmental education programmes planned / busy with it	
LAW ENFORCEMENT		
1	Security present and correct and patrolling	
2	No dogs on beach and no go areas	
3	No alcohol or camping anywhere	
LIFESAVERS		
1	Level of O ² cylinders	
2	Lifesavers present and correct	
3	Lifesaving equipment all correct present	
4	First aid equipment all present and correct	
5	Neat and clean first aid facilities	
6	Neat and clean lifesaving facilities	
7	Flags up and flying and lifesaving flags in place	
8	Swimmers within demarcated zones	
9	Boat/jetski working order, ready to use and fuel tanks full	
10	Lifeguards must have personal kits / gloves /mouth pieces on person	
11	Cleaning equipment out of site	
TOILETS		
1	Toilets see attached rating marker	
<p>NB: Preference must be given to maintenance of facilities/shortcomings in order to ensure the facilities continuously comply with above mentioned requirements / standards.</p>		
SIGNATURE:.....		DATE:.....

