



**Councillors of the Council of the
Langeberg Municipality**

Notice is hereby given of a **SPECIAL** Council Meeting
of the Council of the Langeberg Municipality to be held on
6 DECEMBER 2013 at 11h00 in the Council Chamber,
Municipal Offices, Church Street, Robertson
to discuss the item on the appended agenda.

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**Raadslede van die Raad van die
Langeberg Munisipaliteit**

Kennis geskied hiermee van 'n **SPESIALE** Raadsvergadering
van die Raad van Langeberg Munisipaliteit wat gehou sal word op
6 DECEMBER 2013 om 11h00 in die Raadsaal, Munisipale Kantore,
Kerkstraat, Robertson om oorweging te verleen
aan die item op die aangehegte agenda.


RDL/CLLR D.A. HULL
SPEAKER

AGENDA

1. Opening / Opening
2. Bywoning / Attendance
3. Aansoeke vir verlof tot afwesigheid / Applications for leave of absence
4. Oorweging van Verslag / Consideration of Report:

A 2959	THE PASSING AWAY OF HIS HONOURABLE, MR RN MANDELA	1
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THE PASSING AWAY OF THE HONOURABLE, MR R N MANDELA

Operational Plan

State Funeral

Reference

Activity		Responsibility
→ Family informs Presidency	Will announce 10 days of mourning	Mayor
→ Cabinet → Premiers	Public Holiday?	
→		
→ Cabinet → Mayor		
DG → All govt department		MM
→ Head of Provincial Admin		
→ MM		
National Centre		
→ Prov. Steering		
Comm. → Local Co-ordinator		Mrs C Matthys

Operational Centre opens with 6 hours		MM, C Matthys / Mr A Everson
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OPERATIONAL CENTRE STAFF

	Co-ordinator – Police Sup Alexander	Protective Services: Safety and Security
	Co-ordinator- Mr D Baadjies	Of Venues
	Co-ordinator – Mr J Durand/ Mr J Constable	Disaster
	Co-ordinator – Mr A Dondolo	Traffic
	Co-ordinator – Mr I Van Der Westhuizen	Infrastructure
	Co-ordinator Sup Alexander	SAPS
	Communication Ms. M Jones/ Ms C Kalawe	Communications

LIST OF VENUES (POTS) – COUNCELLING AREAS

- Venues open hours 08h00 – 20h00. (Closed days 5 and 10)

(list venues)

Town	POT (places of tribute)	Street Address	Contact Person
Robertson	Robertson Town Hall	Church Street	Mr D Baadjies
Ashton	Ashton Town Hall	Swart Street	Mr D Baadjies
Bonnievale	Chris Van Zyl Hall	Voortrekker Street	Mr D Baadjies
Montagu	Willem Thys Hall	Willem Thys Avenue	Mr D Baadjies
McGregor	McGregor Community Hall	Voortrekker Street	Mr D Baadjies

Activity		Responsibility
Packages	Flag/candle holders/posters/Book of Condolences/Photos	To be provided by Province.
Layout venues	Tables / chairs / table cloths / pens	
Marshalls	Every venue 2 marshalls, Municipal Officials	Mr Everson / staff at the venues to be used for this purpose
Security Services	Security at venues by law enforcement officers	Mr Everson
Wreath laying	At each venue a place to do wreath laying	Ms C Matthys (if required)
Transport of flowers to Heroes Acres/ graveyard		
Counselling services	Social services to provide counselling services	Department of Social Services at POTS.

Activity		Responsibility
MM calls Mayoral Committee / Council. Management Meeting	Management to condone actions / Expenses	MM Item to be prepared by Ms C Matthys
Mayor release press statement	Press release already prepared – to liaise with GCIS as well.	Ms M Jones
Mayor access to Radio. Make Announcements of POTS, other arrangements	Communication officer to liaise with local radio stations	Ms M Jones/ C Kalawe
Special page on website information / Linkage with Provincial website		Ms C Kalawe

SAPS / Law Enforcement / Traffic – Security / Safety / Traffic flow / Parking at POTS	Plans to be drawn up and forwarded.	Mr A Everson Mr Joel Constable Mr J Durand
Religious leaders database		Ms G Abrahams
Churches / Mosques opened voluntarily	To be discussed with them after announcement	Ms C Matthys
Provincial Website live with information	Ready to go live when required	Provincial Steering Committee
Interacts with GCIS		Ms C Matthys / M Jones / C Kalawe
Traffic / Law Enforcement / Disaster Management		Mr Everson / MR Dondolo Mr Durand / Mr Constable
All flags half-mast at municipal buildings, Flagpole / Flags on instruction of Presidency		Mr Everson
Engineers / Traffic direction boards to POTS		Mr Everson / Mr Dondolo/ Mr Durand (preparation of info boards)
Communication to Staff / Councillors / Communities		Mayor
Day 5 – National Day of Memorial Services	POTS closed	Churches to be involved

Legal implications of cancellation of contracts of hiring of municipal facilities	Maybe rework legal contract. Negotiations with people hiring and related cost	Mr Baadjies
Clean up of venues every day		Mr Everson (staff at venues)
Transport to Worcester PVA	Public viewing area (day of funeral) CWDM. Transport plan for buses by B Muniaplities	District will arrange
Overtime		MM / CFO / Corporate services
Skeleton operations within Municipality		MM / Mayor
Sporadic incident management		SAPS
Impulsive events / spontaneous events		Traffic/Security/ SAPS
Wrap up – Operational Team		
Emerging Medical Services – Department of Health	To be invited to the Safety and Security cluster meeting	
Closing of POTS	After closing of POTS books of condolences to Libraries and then National Archives?	Ms C Matthys

Submitted for consideration