

**AGENDA of the
Portfolio Committee : Community Services
08 November 2023
(Also the agenda for the Mayoral Committee Meeting : 15 November 2023)**

**8.
OPERATIONAL PLAN: FESTIVE SEASON: 2023/2024**

**J Solomons
October 2023**

Senior Manager: Operational Services

(028) 313 8029

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 number of visitors during the period from 01 December 2023 until 07 January 2024.

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 South Africa, 1996
Overstrand Maintenance Management Policy, 2011
Overstrand Swimming Beach Cleaning Policy, 2017
Disaster Management Act, 2022

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 2023 until 07 January 2024. Last mentioned period covers the December and January school holidays and the peak seasons for the Internal Blue Flag beaches.

Discussion

The mentioned affected municipal facilities are visited over the period for 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 Wildfire 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), Castle Beach (Pearly Beach, Gansbaai) and Onrus Beach

The Blue Flag season in Kleinmond, Hawston, Onrus and Castle Beach will be in effect from 01 December 2023 until 17 January 2024 and for Grotto Beach, it will be extended from 01 December 2023 until 1 April 2024.

7. Financial Implications

Source of Funding eg. Capital/Operating Budget Provisions

Unique Key	:	Various
Cost Account	:	Various
Item Description	:	Basic Salaries and Wages for Seasonal Workers
Budget Provision 2023/2024	:	R4 334 409
Spent to Date/Committed	:	R0

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Balance Available : R4 334 409

8. Staff Implications

Permanent and additional temporary staff, as per budgetary provision for the 2023/2024 financial year.

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Draft Operational Plan: Festive Season 2023/2024

RECOMMENDATION:

that the content of the Operational Plan: Festive Season: 2023/2024, which is to be executed by the Directorate: Community Services, **be noted**.

RESPONSIBLE OFFICIAL :

**DEPUTY DIRECTOR:
OPERATIONAL SERVICES
ACTING MANAGER:
CORPORATE PROJECTS
HORTICULTURIST
SENIOR MANAGER:
HERMANUS ADMIN
ACTING SENIOR MANAGER:
GANSBAAI ADMIN
ACTING SENIOR MANAGER:
KLEINMOND ADMIN
ACTING MANAGER:
HERMANUS ADMINISTRATION
SENIOR MANAGER: OPS
SERVICES HERMANUS
SENIOR MANAGER: OPS
SERVICES KLEINMOND
SENIOR MANAGER: OPS
SERVICES GANSBAAI**

TARGET DATE FOR IMPLEMENTATION :

01 DECEMBER 2023

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**J Solomons
October 2023**

Senior Manager: Operational Services

(028) 313 8029

THIS MATTER SERVED BEFORE THE COMMUNITY SERVICES PORTFOLIO COMMITTEE ON 8 NOVEMBER 2023, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION

RESPONSIBLE OFFICIAL :

**DEPUTY DIRECTOR:
OPERATIONAL SERVICES
ACTING MANAGER:
CORPORATE PROJECTS
HORTICULTURIST
SENIOR MANAGER:
HERMANUS ADMIN
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SERVICES GANSBAAI**

TARGET DATE FOR IMPLEMENTATION :

01 DECEMBER 2023



DRAFT

OPERATIONAL PLAN
FESTIVE SEASON
2023/2024

DIRECTORATE: COMMUNITY SERVICES



We belong
KAM ENGINDE



We care
KAM LINDA



We serve
KAM RUDAN

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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 2023 until 07 January 2024.**

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: Economic Development and Tourism. Affected managers must also ensure that sufficient supervision is in place to manage the mentioned temporary staff. At least one manager per decentralised area and functional area 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 manage 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 must be communicated in writing to the emergency control room timeously. The Directorate: Protection Services are also managing a separate emergency control room.

3. Execution of Functions:

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

- temporary staff are properly trained to performed duties.
- the operational plan is communicated to affected personnel.
- all temporary staff, where relevant, have the required PPE and equipment.

4. International Blue Flag Beaches:

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

- Grotto, Hermanus: 1 December 2023 – 1 April 2024
- Hawston : 1 December 2023 – 17 January 2024
- Kleinmond : 1 December 2023 – 17 January 2024
- Castle Beach : 1 December 2023 – 17 January 2024

➤ Onrus : 1 December 2023 – 17 January 2024

5. 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/daily.

C. PLANNING AND PREPARATION:

FUNCTION	RESPONSIBLE STAFF	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	18 November
2. Ensure the maintenance at caravan parks.	Area Managers	18 November
3. Ensure preparation of the swimming pool complex in Hawston.	Area Managers	18 November
4. Ensure compliance with all requirements for the blue flag beaches statuses at affected beaches.	Operational Managers	18 November
5. Maintain public launching sites subject to financial constraints.	Area Manager	18 November
6. Ensure that information boards displaying the necessary emergency numbers and signage are maintained/erected at all bathing beaches and other public facilities.	Area Managers	18 November
7. Provision of adequate refuse bins to bathing beach areas.	Operational Managers	18 November
8. Ensure the appointment of temporary personnel (via EPWP) to assist with maintenance and service delivery.	Director: LED	18 November
9. Yellow Fleet Sewer Tankers		
10. Contact Details		

FUNCTION	RESPONSIBLE STAFF	COMPLETION DATE
11. Ensure the appointment of life savers at swimming beaches, swimming pool and other identified areas. Operating Times: 08:00 until 18:00.	Area Managers	1 December

D. OPERATIONS DURING HOLIDAY SEASON:

(Opening & Closing of Beach Ablution Facilities: 07:00 until 19:00)

FUNCTION	RESPONSIBLE STAFF	FREQUENCY
1. Cleaning of bathing beach areas	Operational staff	Daily
2. Cleaning of ablution, wash and shower facilities.	Operational staff	Daily
3. Adequate maintenance of buildings and facilities.	Operational staff	According to need
4. Keeping parking areas and public open spaces clean.	Operational staff	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 staff	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/Overstrand wide.	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
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, • Voëlklip Beach, • Kammabaai, • Langbaai, • Sandbaai, • Onrus River lagoon, • Onrus Blue Flag Beach, • Hawston Blue Flag beach • Tidal Pools: Marine Davies Jan Rabie
Public Launching Sites (PLS)	<ul style="list-style-type: none"> • Fisherhaven PLS • Prawn Flats PLS • Maanskynbaai PLS
Caravan Parks	<ul style="list-style-type: none"> • Onrus caravan park, • Hawston camping site.
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 • Buffeljachtsbaai 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• King Street PLS
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DIRECTOR: COMMUNITY SERVICES

.....
DATE

		CHECKLIST 2023/2024
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:.....

