

**PORTFOLIO COMMITTEE :**

**COMMUNITY SERVICES**

**Chairperson :**

**Cllr R Nutt**

**Committee Members :**

**Ald K Brice, Cllrs T Els,  
K Ngqandana and B Nombula**

# COMMUNITY SERVICES PORTFOLIO COMMITTEE

18 November 2025

## I N D E X

ITEM

PAGE  
NUMBER

APPLICATIONS FOR LEAVE OF ABSENCE

STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE  
CHAIRPERSON

1. OPERATIONAL PLAN: FESTIVE SEASON: 2025/2026

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**AGENDA of the  
Portfolio Committee : Community Services  
18 November 2025  
(Also the agenda for the Mayoral Committee Meeting: 28 November 2025)**

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Municipal Public Safety 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 2025 until 18 January 2026. 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 Municipality 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 beach and Grotto Beach (Hermanus)**

The Blue Flag season in Kleinmond and Grotto Beach (Hermanus) will be in effect from 01 December 2025 until 18 January 2026. 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 2025 until 31 March 2026.

**Pilot Status: Castle Beach, Hawston Beach and Onrus Beach**

The Blue Flag season for the following beaches are as follows:

- Castle will be in effect from 01 December 2025 until 18 January 2026
- Onrus will be in effect from 01 December 2025 until 31 January 2026
- Hawston will be in effect from 01 December 2025 until 31 January 2026

**7. Financial Implications**

Unique Key	: Various
Cost Account	: Various

**AGENDA of the  
Portfolio Committee : Community Services  
18 November 2025  
(Also the agenda for the Mayoral Committee Meeting: 28 November 2025)**

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Item Description	:	Basic Salaries and Wages for Seasonal Workers
Budget Provision 2025/2026	:	R 4'561'768
Spent to Date/Committed	:	R0
Balance Available	:	R 4'561'768

**8. Staff Implications**

Permanent and additional temporary staff, as per budgetary provision for the 2025/2026 financial year.

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexures**

Annexure A: Operational Plan: Festive Season 2025/2026

**RECOMMENDATION:**

that the content of the Operational Plan: Festive Season: 2025/2026, which is to be executed by the Directorate: Community Services, **be noted**.

**RESPONSIBLE OFFICIAL :**

**TA GCOTYELWA  
D NEL**

**TARGET DATE FOR IMPLEMENTATION :**

**1 DECEMBER 2025**





# OPERATIONAL PLAN

## FESTIVE SEASON

### 2025/2026

**DIRECTORATE: COMMUNITY SERVICES**



**We belong**  
AABIBIKHUBI



**We care**  
AABIBIKHUBI



**We serve**  
AABIBIKHUBI

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**ANNEXURES**

1. CHECK LIST FOR BLUE FLAG BEACHES (Annexure A)
2. PROFORMA EVALUATION FORM (Annexure B)

## 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 1 December 2025 until 18 January 2026.

## 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 recruitment process for temporary worker will be administered by Directorate: Corporate Services (Human Resources). Affected managers must also ensure that sufficient supervision is in place to manage the mentioned temporary staff. At least one Superintendent per decentralised area and functional area should be on duty during the holiday season.

### 2. Emergency Services/Contact Centre for basic services:

During public holidays and on weekends, the contact details of all personnel on standby will be communicated in writing to the Emergency Control room and Contact Centre timeously. The Directorate: Municipal Public Safety is 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:

The Municipality 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 beach and Grotto Beach (Hermanus)**

The Blue Flag season for the following beaches are as follows

1. Kleinmond beach will be in effect from 01 December 2025 until 18 January 2026
2. Grotto Beach (Hermanus) will be in effect from 01 December 2025 until 31 March 2026.

**Pilot Status: Castle Beach, Hawston Beach and Onrus Beach**

The Blue Flag season for the following beaches are as follows:

3. Castle will be in effect from 01 December 2025 until 18 January 2026
4. Onrus will be in effect from 01 December 2025 until 31 January 2026
5. Hawston will be in effect from 01 December 2025 until 31 January 2026

**5. Evaluation of Operations:**

Superintendents must ensure that completed (or blank in the case of no activities/ contingencies) proforma evaluation documentation, with the required signature of the Superintendent /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 beaches and related infrastructure facilities, e.g. ablution blocks, infrastructure and terrain.	Superintendents	28 November
2. Ensure the maintenance at caravan parks.	Caretakers	28 November
3. Ensure preparation of the swimming pool complex in Hawston.	Caretakers	28 November
4. Ensure compliance with all requirements for the blue flag beaches statuses at affected beaches.	Manager	28 November
5. Maintain public launching sites subject to financial constraints.	Manager	28 November
6. Ensure that information boards displaying the necessary emergency numbers and signage are maintained/erected at all bathing beaches and other public facilities.	Manager	28 November
7. Provision of adequate refuse bins to bathing beach areas.	Superintendents	28 November
8. Ensure the appointment of temporary personnel to assist with maintenance and service delivery.	Division: Human Resources	28 November
9. Ensure the appointment of Lifesavers at swimming beaches, swimming pools & operating times:08:00 to 18:00.	Manager	28 November

**D. OPERATIONS DURING HOLIDAY SEASON:**

(Opening & Closing of Beach Ablution Facilities: 07:00 until 18:00)

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 Manager/ 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 job / task(s).	Contact Centre Personnel	Daily
9. Recording and communicating of messages on electronic short message system in case of emergencies to affected neighbourhoods/ Areas/Overstrand wide.	Contact Centre Personnel	According to need

**E. FACILITIES AND INFRASTRUCTURE PER AREA:**

**(a) Kleinmond**

Bathing Beaches	<ul style="list-style-type: none"> <li>• Palmiet,</li> <li>• Kleinmond Blue Flag beach,</li> <li>• Betty's' Bay (main beach and small beach),</li> <li>• Pringle Bay (main beach)</li> <li>• Rooi-Els</li> <li>• Silversands Beach – Betties Bay</li> </ul>
Public Launching Sites (PLS)	<ul style="list-style-type: none"> <li>• Kleinmond PLS</li> <li>• Maanskynbaai Hangklip PLS</li> <li>• Rooi Els Coastal PLS</li> </ul>
Caravan Parks	<ul style="list-style-type: none"> <li>• Palmiet</li> </ul>
Day Camp	<ul style="list-style-type: none"> <li>• Fairy Glen</li> <li>• Kleinmond Lagoon</li> <li>• Palmiet</li> </ul>

**(b) Hermanus**

Bathing Beaches	<ul style="list-style-type: none"> <li>• Grotto Beach (eastern section),</li> <li>• Grotto Blue Flag Beach,</li> <li>• Voëlklip Beach,</li> <li>• Kammabaai,</li> <li>• Langbaai,</li> <li>• Sandbaai,</li> <li>• Onrus River lagoon,</li> <li>• Onrus Beach,</li> <li>• Hawston beach</li> <li>• Tidal Pools: Marine Davies Jan Rabie</li> </ul>
Public Launching Sites (PLS)	<ul style="list-style-type: none"> <li>• Fisherhaven PLS</li> <li>• Prawn Flats PLS</li> <li>• Maanskynbaai PLS</li> </ul>
Caravan Parks	<ul style="list-style-type: none"> <li>• Onrus caravan park,</li> <li>• Hawston camping site.</li> </ul>
Swimming Pools	<ul style="list-style-type: none"> <li>• Hawston</li> </ul>

**(c) Gansbaai**

Bathing Beaches	<ul style="list-style-type: none"> <li>• Castle Beach, Pearly Beach</li> <li>• Buffeljachtsbaai,</li> <li>• Pearly Beach (Caravan Park),</li> <li>• Franskraal Beach</li> <li>• Gansbaai (Tidal pool),</li> <li>• Stanfordsbaai</li> <li>• Kleinbaai (Tidal pool),</li> <li>• Blompark beach (Romansbaai)</li> </ul>
Public Launching Sites (PLS)	<ul style="list-style-type: none"> <li>• Kleinbaai PLS</li> <li>• Buffeljachtsbaai PLS</li> </ul>
Caravan Parks	<ul style="list-style-type: none"> <li>• Gansbaai</li> </ul>

(d) **Stanford**


Public Launching Sites (PLS)	<ul style="list-style-type: none"><li>• Du Toit Street PLS</li><li>• King Street PLS</li></ul>
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**TA GCOTYELWA**

**MANAGER: INTEGRATED HUMAN SETTLEMENTS AND DEVELOPMENT**

24 / October 2025

		<b>CHECKLIST</b> <b>2025/2026</b>
<b>STANDARDS FOR BLUE FLAG BEACHES</b>		
NO	FUNCTIONS	COMMENT (PROBLEMS ONLY)
<b>MAINTENANCE</b>		
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	
<b>WATER</b>		
1	Water quality up to date	
2	Environmental education programmes planned / busy with it	
<b>LAW ENFORCEMENT</b>		
1	Security present and correct and patrolling	
2	No dogs on beach and no go areas	
3	No alcohol or camping anywhere	
<b>LIFESAVERS</b>		
1	Level of O <sup>2</sup> 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	
<b>TOILETS</b>		
1	Toilets see attached rating marker	
<p><b>NB: Preference must be given to maintenance of facilities/shortcomings in order to ensure the facilities continuously comply with above mentioned requirements / standards.</b></p>		
SIGNATURE:.....		DATE:.....

