



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

20 October 2026

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: 2026/2027 | 1 |
| 2. | ESTABLISHMENT OF A WESTERN CAPE GOVERNMENT (WCG) e-
CENTRE IN GANSBAAI LIBRARY, OVERSTRAND MUNICIPALITY | 12 |

**AGENDA of the
Portfolio Committee: Community Services
20 October 2026
(Also the agenda for the Mayoral Committee Meeting: 27 October 2026)**

**1.
OPERATIONAL PLAN: FESTIVE SEASON: 2026/2027**

**TA Gcotyelwa Manager: Integrated Human Settlements and Development
21 September 2026 (028) 313 8144**

1. Executive Summary

The purpose of the report is to inform Council of the Operational Plan to be implemented 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 2026 until 31 March 2027 where applicable. Last mentioned period covers the Western Cape public school holidays 2026/2027 and the peak seasons for the Internal Blue Flag beaches.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Community Services
Department: Parks, Cemeteries, Recreation and Refuse Removal.

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

None

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

**AGENDA of the
Portfolio Committee: Community Services
20 October 2026
(Also the agenda for the Mayoral Committee Meeting: 27 October 2026)**

being annually visited over the holiday season during the months of December and January including Easter public holidays. The Directorate: Community Services and the Directorate: 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.

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 is awaiting the outcome of its application for International Blue Flag Beach Status from the Wildlife and Environment Society of South Africa (WESSA), the National Operator of the Blue Flag Programme in South Africa.

The Municipality has applied for International Blue Flag Beach Status for five beaches, namely: Kleinmond Main Beach, Hawston Main Beach, Onrus Main Beach, Grotto Beach (Hermanus), and Castle Beach (Pearly Beach).

It is, however, recommended that the Operational Plan for Festive season be implemented from 1 December 2026 until 31 March 2027 as best practise recommended by WESSA

7. Financial Implications

Source of Funding e.g. Capital/Operating Budget Provisions

Unique Key	: Various
Cost Account	: Various
Item Description	: Basic Salaries and Wages for Seasonal Workers
Budget Provision 2026/2027	: R 4,000,144
Spent to Date/Committed	: R0
Balance Available	: R 4,000,144

8. Staff Implications

Permanent and additional temporary staff, as per budgetary provision for the 2026/2027 financial year.

**AGENDA of the
Portfolio Committee: Community Services
20 October 2026
(Also the agenda for the Mayoral Committee Meeting: 27 October 2026)**

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Operational Plan: Festive Season 2026/2027

RECOMMENDATION TO THE COUNCIL:

that the content of the Operational Plan: Festive Season: 2026/2027, which is to be executed by the Directorate: Community Services, **be noted**.

RESPONSIBLE OFFICIAL :

**TA GCOTYELWA
D NEL
B PLAATJIES**

TARGET DATE FOR IMPLEMENTATION :

1 DECEMBER 2026

**AGENDA of the
Portfolio Committee : Community Services
20 October 2026
(Also the agenda for the Mayoral Committee Meeting : 27 October 2026)**

1. OPERATIONAL PLAN: FESTIVE SEASON: 2026/2027

TA Gcotyelwa Manager: Integrated Human Settlements and Development
21 September 2026 (028) 313 8144

THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON 20 OCTOBER 2026, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:

RECOMMENDATION TO THE COUNCIL:

that the content of the Operational Plan: Festive Season: 2026/2027, which is to be executed by the Directorate: Community Services, **be noted**.

RESPONSIBLE OFFICIAL :

TA GCOTYELWA D NEL B PLAATJIES

TARGET DATE FOR IMPLEMENTATION :

1 DECEMBER 2026



OPERATIONAL PLAN

FESTIVE SEASON

2026/2027

DIRECTORATE: COMMUNITY SERVICES



We belong
AM: DSILOU



We care
AM: CUBA



We serve
AM: ZULU

2/8

TABLE OF CONTENTS

	<u>Page</u>
A. PURPOSE.....	1
B. OVERVIEW	1
C. PLANNING AND PREPARATION:.....	2
D. OPERATIONS DURING HOLIDAY SEASON:	3
E. FACILITIES AND INFRASTRUCTURE PER AREA:	3

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 2026 until 31 March 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 / Foreman per decentralised area and functional area should be on duty during the holiday season. **Building Maintenance:** Personnel in the building maintenance section will be on standby to provide support as and when required. Two teams will be activated across Overstrand. **Housing Administration** personnel will be on standby to provide support in cases of any disasters might affect the informal settlements in the Overstrand area.

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.

A/
8

4. International Blue Flag Beaches:

The Municipality is awaiting the outcome of its application for International Blue Flag Beach Status from the Wildlife and Environment Society of South Africa (WESSA), the National Operator of the Blue Flag Programme in South Africa.

The Municipality has applied for International Blue Flag Beach Status for five beaches, namely: Kleinmond Main Beach, Hawston Main Beach, Onrus Main Beach, Grotto Beach (Hermanus), and Castle Beach (Pearly Beach). It is, however, recommended that the Operational Plan for Festive season be implemented from 1 December 2026 until 31 March 2027 as best practise recommended by WESSA

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	27 November
2. Ensure the maintenance at caravan parks.	Caretakers	27 November
3. Ensure preparation of the swimming pool complex in Hawston.	Caretakers	27 November
4. Ensure compliance with all requirements for the blue flag beaches statuses at affected beaches.	Manager	27 November
5. Maintain public launching sites subject to financial constraints.	Manager	27 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	27 November
7. Provision of adequate refuse bins to bathing beach areas.	Superintendents	27 November
8. Ensure the appointment of temporary personnel to assist with maintenance and service delivery.	Division: Human Resources	27 November
9. Ensure the appointment of Lifesavers at swimming beaches, swimming pools & operating times:08:00 to 18:00.	Manager	27 November

5/8

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	• Palmiet, • Kleinmond Blue Flag beach, • Betty's' Bay (main beach and small beach), • Pringle Bay (main beach) • Rooi-Els • Silversands Beach – Betties Bay
Public Launching Sites (PLS)	• Kleinmond PLS • Maanskynbaai Hangklip PLS • Rooi Els Coastal PLS
Caravan Parks	• Palmiet
Day Camp	• Fairy Glen • Kleinmond Lagoon • Palmiet

6/8

(b) Hermanus

Bathing Beaches	• Grotto Beach (eastern section), • Grotto Blue Flag Beach, • Voëlklip Beach, • Kammabaai, • Langbaai,	• Sandbaai, • Onrus River lagoon, • Onrus Beach, • Hawston beach • Tidal Pools: Marine, Davies, Jan Rabie
Public Launching Sites (PLS)	• Fisherhaven PLS • Prawn Flats PLS • Maanskynbaai PLS	
Caravan Parks	• Onrus caravan park • Hawston camping site.	
Swimming Pools	• Hawston	

(c) Gansbaai

Bathing Beaches	• Castle Beach, Pearly Beach • Buffeljachtsbaai • Pearly Beach (Caravan Park) • Franskraal Beach	• Gansbaai (Tidal pool) • Stanfordsbaai or Stanford cove • Kleinbaai (Tidal pool) • Blompark beach (Romansbaai)
Public Launching Sites (PLS)	• Kleinbaai PLS • Buffeljachtsbaai PLS	
Caravan Parks	• Gansbaai	

(d) Stanford

Public Launching Sites (PLS)	• Du Toit Street PLS • King Street PLS
------------------------------	---

G ESAU

DIRECTOR: COMMUNITY SERVICES

____/____2026

7/8

		CHECKLIST 2026/2027
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	
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:.....

BEACHES, CARAVAN PARKS, CAMPING SITES, PUBLIC LAUNCHING SITES, SWIMMING POOL

[illegible]

Journal Pre-proof

1000000

DATE _____

$$\frac{8}{8}$$