



BRAND STANDARDS GUIDELINE

Date Approved: 21 June 2021

Our corporate identity is a powerful tool that distinguishes our brand and communicates our positioning in Local Government, South Africa and internationally.

The visual identity and its design principles must be communicated consistently to promote the district's precise positioning in public.

This guide explains the correct application of our corporate identity for all electronic and printed corporate design material that represents our brand. These guidelines should be respected and strictly adhered to at all times.

All documents represented in this guide are available in digital format. If a person requires access to the manual and all the templates, a Communication official can supply it, or intranet access is available via Collaborator; Documents; Corporate Branding.

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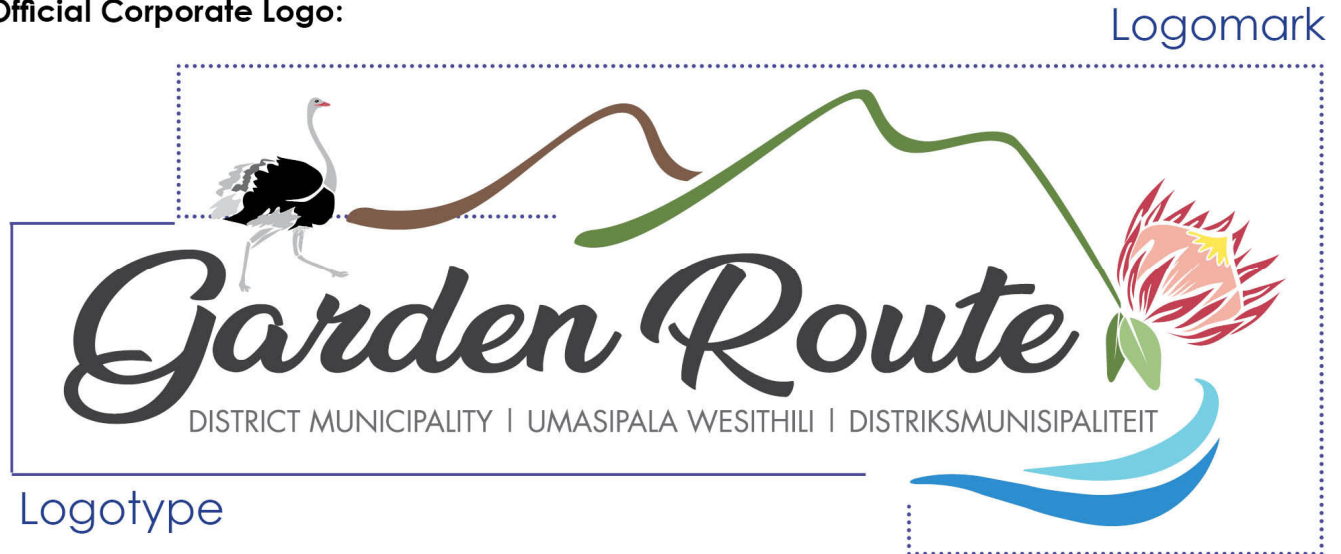
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SECTION 1: BRAND IDENTITY

The Garden Route District Municipality (GRDM) logo must be consistently applied across all printed and electronic materials on internal and external platforms. Brand consistency ensures that a brand is easily recognisable across all marketing channels and touchpoints.

This section underpins the basic principles that ensure the correct application of the GRDM **Official Corporate Logo:**



identity. These standards should be strictly adhered to at all times.

1.1 Official logo and usage

The official logo appears primarily on a white background. However, when the logo is placed on a dark background, its logotype changes to white.


The GRDM logo consists of two main design elements: the logo and the logotype. The logotype is a design element that is an integral part of the logo and may not be replaced with another font.

The logo may not be distorted, rotated, stretched or used as a ghosted image behind text. Its configuration and proportions are not allowed to be altered.

1.1.1 Acceptable background colours

Cyan, magenta, yellow and black (CMYK) colour values make up the acceptable background colours are as follows (colours below):

Colour	C	M	Y	K
Royal blue	100	90	10	0
Sky blue	100	60	0	0
Orange	0	80	100	0
Green	65	0	100	0
White	0	0	0	0



The logo may be represented in full colour or one colour variations, but the primary logo remains the preferred application.

The full-colour logo may also appear on royal blue, sky blue, green and orange backgrounds.





1.1.2 Clear Space and minimum size

A minimum area of clear space should surround the logo. The logo may not be applied smaller than 50 mm wide and 10 mm high, as shown below.



1.1.3 Variations of the GRDM logo

Wherever possible, make use of the full-colour primary logo. The logo may also appear in one colour applications (e.g. black and white below).

When it is not possible to use the logo, the secondary logo (second row, left) may be used. You may only use the official artwork supplied in digital format.

Full Colour Primary Corporate Logo



One Colour Application version 1



One Colour Applications version 2



1.1.4 Incorrect use of the logo

1. Do not ghost the logo.
2. The logo may only appear in the primary corporate colours or black and white.
3. Do not distort the corporate signature.
4. Do not rotate the logo.
5. Do not replace the logotype font.
6. Do not alter configuration or proportions.
7. The logo may only appear on a white, royal blue, sky blue, orange or green background.
8. Always respect the clear space area around the logo.

A. Correct use



B. Incorrect use



3.



4.



5.



6.



7.



8.



Design
element

1.2 Corporate typeface: General documents

It is an essential and integral part of the corporate identity to establish the company's handwriting through a consistent approach to typography across a wide variety of printed material.

Garden Route District Municipality's default corporate typeface consists of Century Gothic.

Century Gothic Regular
1234567890

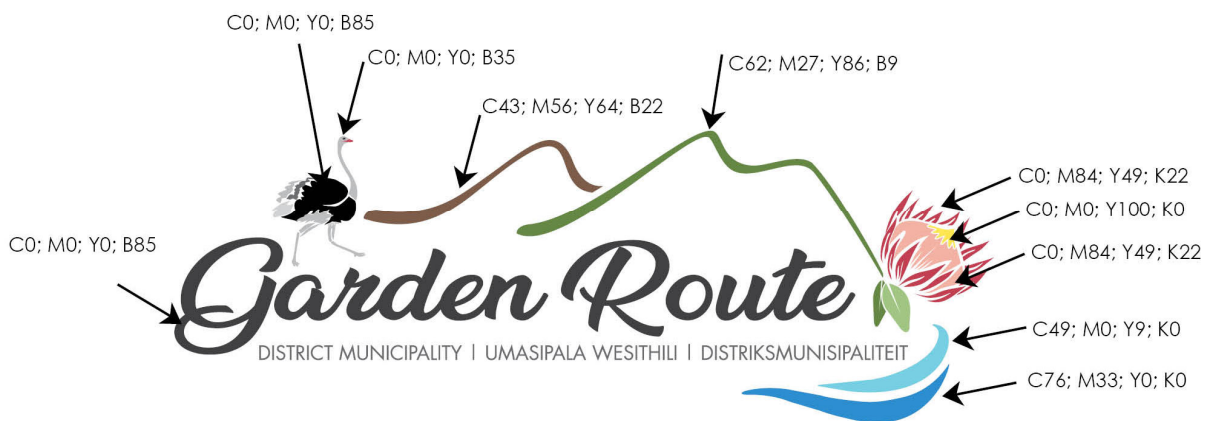
Century Gothic Bold
1234567890

Century Gothic Italic Bold
1234567890

Century Gothic Italic
1234567890

SECTION 2: VISUAL TOOLKIT

2.1 General colours of the logo



SECTION 3: CORPORATE STATIONERY

Corporate stationery exists to convey a consistent, uniform brand image. All printed and digital material should adhere to the brand identity guidelines and visual toolkit discussed in Sections 1 and 2. All materials representing GRDM must be of high quality and production standards to uphold the brand's integrity. The corporate identity guidelines, corporate colours and typography should always be strictly adhered to.

3.1 Attendance Registers (internal and external)

Attendance registers are printed in one colour on A4 or A3 paper.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding".
- Step 4: Click on "Attendance Registers"



INTERNAL MEETING ATTENDANCE REGISTER:

DATE:		TIME:		VENUE:	
<i>Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.</i>					
NAME & SURNAME	DEPARTMENT / SECTION	E-MAIL	CONTACT NUMBER	SIGNATURE	

GARDEN ROUTE DISTRICT MUNICIPALITY | PO Box 12, George, 6530; 54 York Street, George, 6529 | Tel: 044 803 1300 | Fax: 086 555 6303 | E-mail: info@gardenroute.gov.za | www.gardenroute.gov.za



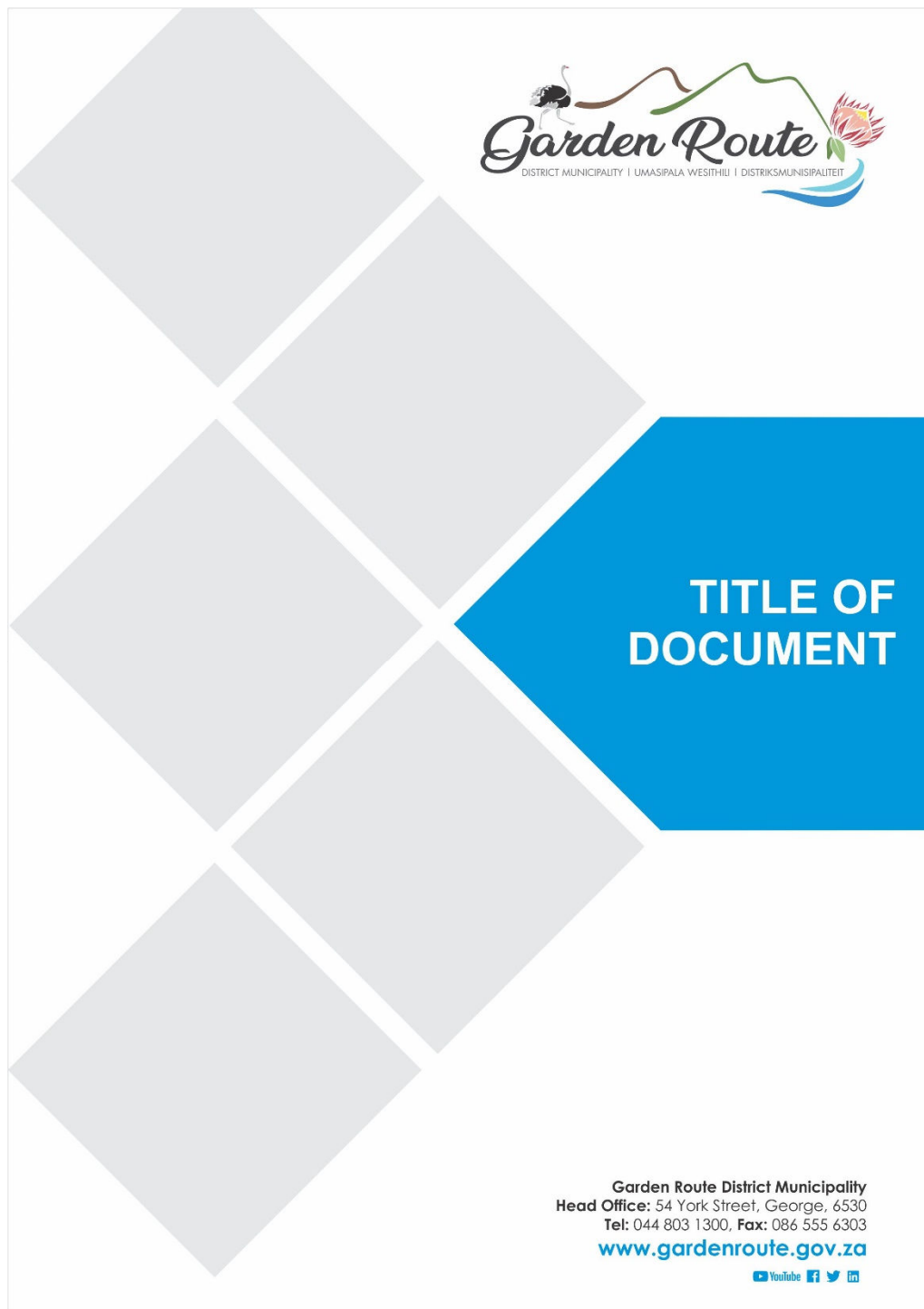
EXTERNAL ATTENDANCE REGISTER:

DATE:		TIME:		VENUE:			
<i>Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.</i>							
NAME & SURNAME	ORGANISATION	POST TITLE	E-MAIL	CONTACT NUMBER	SIGNATURE	<i>Opt in for promotional emails</i>	
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N
						Y	N

GARDEN ROUTE DISTRICT MUNICIPALITY | PO Box 12, George, 6530; 54 York Street, George, 6529 | Tel: 044 803 1300 | Fax: 086 555 6303 | E-mail: info@gardenroute.gov.za | www.gardenroute.gov.za

3.2 Cover pages

The Communication and Graphic Design Unit designs full-colour cover pages in A4-size or other sizes, depending on the publication specifications. Contact the Communication and Graphic Design Unit for custom-designed cover pages.



3.3 E-mail Stationary (REVIEW)

Request helpdesk@gardenroute.gov.za to arrange for your details to be completed on the template featured below. Additional logos or awareness can be added to this template below the GRDM logo.



Name Surname

Post Title

details@gardenroute.gov.za

Tel: +27(0)44 803 1300

54 York Street, George, 6530, South Africa

Emergency Communications: 044 805 5071

Ethics and Fraud Hotline: 0800 004 006

www.gardenroute.gov.za



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3.4 Events Calendar

The events calendar is issued weekly and is designed in full colour, A4-size.



EVENTS / CALENDAR

Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

WEEK: DD Month YYYY – DD Month YYYY

Day	Time	Event name	Town & Venue	Contact Person & Department	Open to Public
DD MM	HH: MM	Name of event	Town, Venue	Name Surname, Department	Yes or No

GARDEN ROUTE DISTRICT MUNICIPALITY

Head Office: 54 York Street, George, 6529; **Postal:** PO Box 12, George, 6530
 Tel: 044 803 1300 | Fax: 086 555 6303 | E-mail: info@gardenroute.gov.za
www.gardenroute.gov.za

3.5 Invitations

The Communication and Graphic Design Unit designs invitations in full-colour, A4 or A5 size, depending on the type of event.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding".
- Step 4: Click on "Invitations"

Header image		
INVITATION: Name of event		
DATE: DD MM YYYY	TIME: ##:## - ##:##	VENUE: JOC, Garden Route District Municipality Head Office, 54 York Street, George
Invitation Message Your attendance will be highly appreciated.		
RSVP Post Title: Mr/Ms Name Surname Tel: 044 ### ##### E-mail: #####@gardenroute.gov.za		

3.6 Letterheads

The GRDM only produces two letterheads, one for the Office of the Executive Mayor and one for the Municipal Manager's Office. Official communication from the GRDM is issued from one of these two offices. Letterheads are A4 in size and includes a full colour GRDM logo.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding".
- Step 4: Click on "Letterheads"



54 York Street,
George
Western Cape
6529

PO Box 12,
George,
Western Cape
6530

Tel: 044 803 1300
Fax: 086 555 6303
E-mail: info@gardenroute.gov.za
www.gardenroute.gov.za

OFFICE OF THE MUNICIPAL MANAGER

Enquiries: *Initial(s) Surname*
Reference: *(Request reference from records & archives)*
Date: *DD Month YYYY*

Title Initial(s) Surname
Company name
TOWN
Postal code

person@domain.co.za

Sir or Madam

RE: HEADLINE

Yours faithfully

NAME OF MUNICIPAL MANAGER
MUNICIPAL MANAGER

DATE:

3.7 Memorandums

Each department has a memorandum template in A4 size.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding"
- Step 4: Click on "Memorandums"



OFFICE OF THE MUNICIPAL MANAGER

MEMORANDUM

Reference:

Date:

Office:

To:

From:

Copies:

Re:

INITIATOR OF MEMORANDUM

APPROVED

☐

NOT APPROVED

☐

INITIAL(S) AND SURNAME OF MUNICIPAL MANAGER

MUNICIPAL MANAGER

DATE:

3.8 Policies

The GRDM policy template can be downloaded from the following website.

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding"
- Step 4: Click on "Policies"



POLICY NAME

Date **DD MM YYYY**
Approved:

Council Resolution DC ?/?/?/?/?/?/?/?

Contents

1. Introduction21

2. Legal Framework21

3. Purpose of this Policy21

4. Scope of this Policy21

5. Policy21

6. Processes21

7. Policy Review21

8. References.....21

9. Acknowledgement & Approval21

10. Annexures21

1 INTRODUCTION

Insert text

2 LEGAL FRAMEWORK

Insert text

3 PURPOSE OF THIS POLICY

Insert text

4 SCOPE OF THIS POLICY

Insert text

5 POLICY

Insert text

6 PROCESSES

Insert text

7 POLICY REVIEW

Insert text

8 REFERENCES

Insert text

9 ACKNOWLEDGEMENT & APPROVAL

Insert text

10 ANNEXURES

Insert text

3.9 Minutes

The template for minutes below is a guideline for the structure of capturing minutes of a meeting, forum or other engagement. Minutes are printed in black and white on an A4 page.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding."
- Step 4: Click on "Minutes"



Minutes:	Name of meeting		Venue:		
Date:		Time from:		Time to:	
No	Item and Discussion				Responsible
1.	Opening and Welcoming				
2.	Present				
3.	Apologies				
4.	Minutes of previous meeting:				
5.	Matters arising				
6.	Standing items				
	6.1				
	6.2				
	6.3				
7.	New items				
	7.1				
	7.2				
	7.3				
8.	General and additional remarks				
9.	Date of next meeting				
10.	Closure				

List of acronyms

•
•

3.10 Pledge

The Communication and Graphic Design Unit produce various sized pledges. Contact the Unit for this template.



3.11 Programmes

This is a template for the look-and-feel of municipal programmes. However, it can change depending on the type of event. Contact the Communication and Graphic Design Unit for any custom programme designs.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding"
- Step 4: Click on "Programme"

Header image		
PROGRAMME: Event Name		
DATE: DD MM YYYY	TIME: ##:## - ##:##	VENUE: JOC, Garden Route District Municipality Head Office, 54 York Street, George
Time	Topic	Responsible
	Registrations	
	Opening & Singing of National Anthem	
	Welcome Address	
	Keynote address	
	Closing Remarks	

3.12 Council and Committee Reports

This template is used for both council and committee reports. The end product is delivered in digital format. Font specifications are marked in red to guide employees responsible for producing reports.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding."
- Step 4: Click on "Reports"

DISTRICT COUNCIL

22 NOVEMBER 2021

1. DIRECTIONS RELATING TO SPATIAL PLANNING, LAND USE MANAGEMENT AND LAND DEVELOPMENT PROCESSES

AUTHOR OF REPORT:

2. PURPOSE

The purpose of this report is to obtain permission from Council to not implement a Directive issued in terms of the National State of Disaster for the extension of the stipulated time periods related to land use applications and processes.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

It is submitted that the Directions for the extension of the stipulated time periods related to land use applications and processes may have a negative impact on development. As the current operational state of the municipality also do not warrant the need for the extension of these timeframes, it is consequently proposed that these Directions are not implemented.

5. RECOMMENDATIONS

That the Directions Relating to Spatial Planning, Land Use Management and Land Development Processes, issued in terms of Notice 431 of 2020 on 7 August 2020 by the Minister of Agriculture, Land Reform and Rural Development, NOT BE IMPLEMENTED for the _____ Municipality as provided for in Section 5.1 of said Directions.

6 DISCUSSION / CONTENTS

6.1 Background

On 7 August 2020, the Minister of Agriculture, Land Reform and Rural Development issued Directions Relating to Spatial Planning, Land Use

Management and Land Development Processes, attached as ANNEXURE "A".

The purpose of the subject Directions is to mitigate the effect of the Covid-19 pandemic and ensure fair processes relating to land development and related public participation processes by extending the timeframes and deadlines imposed on municipalities.

6.2 Discussion

The only provision of the Directions which will be applicable to this Municipality relates to Section 5 regarding the extension of the applicable time periods with an additional 30 days in which to submit any reports; take related steps in connection with a pending land development application, and lodge a land development application or appeal.

It is submitted that these extended timeframes may have a negative impact on development and, in light of the aftermath of the Covid-19 pandemic, may hamper the needed revival of economy growth with associated job creation.

It is also submitted that the current operational state of the municipality permits for the fair and due processing of land use applications and consequently does not require nor necessitates the extension of these timeframes.

As the subject Directions specifically provides in Section 5.1 that a Municipality may decide otherwise, it is proposed to not implement these extended timeframes which would hamper the timely processing and finalisation of land use applications.

6.3 Financial Implications

There will be no financial implications for the municipality if it decides to not implement the subject Directions.

6.4 Legal Implications

None, as the Directions specifically provides for the Council to decide to not implement the Directions.

6.5 Staff Implications

A decision to not implement the Direction wil have no Staff implications.

6.6 Linkage to Strategic Objective(s)

A Skilled Workforce and Communities; Bulk Infrastructure Coordination; Financial Viability; Good Goverance; Growing an Inclusive District Economy; Healthy and Socially Stable Communities; Sustainable Environmental Management and Public Safety.

6.7 Previous / Relevant Council Resolutions

There are no previous or relevant Council resolutions related to this matter.

6.8 Risk Implications

There are no forseen risks associated with the proposed decision for Council to not implement the Directions.

6.9 Comments from Senior Management:

6.9.1 Executive Manager: Corporate Services

Insert comment

6.9.2 Executive Manager: Community Services

Insert comment

6.9.3 Executive Manager: Financial Services

Insert comment

6.9.4 Executive Manager: Planning & Economic Development Services

Insert comment

6.9.5 Executive Manager: Roads & Transport Planning Services

Insert comment

3.13 Certificates

Specifications

The Municipality makes use of the following certificates to recognise various achievements of Employees of the Municipality:

- Certificate of Achievement
- Certificate of Attendance
- Certificate of Excellence
- Certificate for Long Service (Silver, Gold, Platinum)
- Certificate of Recognition
- Certificate for Long Service Awards
- Certificate for Completion of Training

All certificates are printed on A4 in full colour pages.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding"
- Step 4: Click on "Certificates"

DD Month YYYY

Certificate OF ACHIEVEMENT

This is to certify that

Name Surname

has been awarded the

**AWARD NAME IS
WRITTEN HERE**

Executive Mayor

Municipal Manager



DD Month YYYY

Certificate OF ATTENDANCE

This acknowledges that

Name Surname

attended

DESCRIPTION OF ATTENDANCE

Executive Mayor

Municipal Manager



DD Month YYYY

Certificate EXCELLENCE

This acknowledges that

Name Surname

has been recognised for

**DESCRIPTION OF
EXCELLENCE**

Executive Mayor
Garden Route District Municipality

Executive Mayor
Garden Route District Municipality



DD Month YYYY

Certificate OF RECOGNITION

This acknowledges that

Name Surname

has been recognised for

**DESCRIPTION OF
RECOGNITION**

Executive Mayor
Garden Route District Municipality

Executive Mayor
Garden Route District Municipality



DD Month YYYY

TRAINING *Certificate*

This is to certify that

Name Surname

has successfully completed training in

TRAINING DESCRIPTION

Executive Mayor
Garden Route District Municipality

Executive Mayor
Garden Route District Municipality



DD Month YYYY



LONG SERVICE
Certificate

This certificate is awarded to

Name Surname

for loyal and dedicated service
for the period:

_____ to _____

Employee Number:

Executive Mayor
Garden Route District Municipality

Executive Mayor
Garden Route District Municipality



Garden Route, the leading, enabling and inclusive district,
characterised by equitable and sustainable development,
high quality of life and equal opportunities for all.

DD Month YYYY



LONG SERVICE

Certificate

This certificate is awarded to

Name Surname

for loyal and dedicated service
for the period:

_____ to _____

Employee Number:

Executive Mayor
Garden Route District Municipality

Executive Mayor
Garden Route District Municipality



Garden Route, the leading, enabling and inclusive district,
characterised by equitable and sustainable development,
high quality of life and equal opportunities for all.

DD Month YYYY



LONG SERVICE
Certificate

This certificate is awarded to

Name Surname

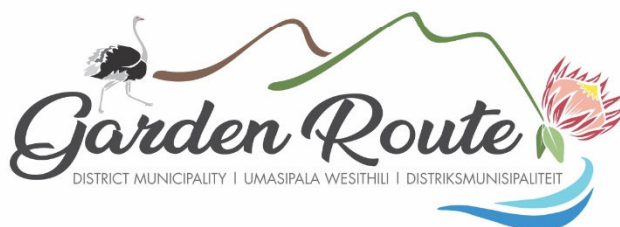
for loyal and dedicated service
for the period:

_____ to _____

Employee Number:

Executive Mayor
Garden Route District Municipality


Executive Mayor
Garden Route District Municipality



Garden Route, the leading, enabling and inclusive district,
characterised by equitable and sustainable development,
high quality of life and equal opportunities for all.

3.14 Environmental Health Practitioner ID Cards

Environmental Health Practitioners make use of municipal-issued identity cards when doing inspections. These cards are produced in full colour on one side and black on white on the other. The size of the cards is 69 mm x 100 mm. The Communication and Graphic Design Unit issues the cards.

 <div data-bbox="427 797 620 1070" style="background-color: #cccccc; width: 121px; height: 122px; margin: 10px auto;"></div> <p><i>Name and Surname of official</i></p> <div data-bbox="395 1160 655 1193" style="border: 1px solid black; width: 163px; height: 15px; margin: 5px auto;"></div> <p>ID NR</p> <div data-bbox="450 1227 600 1256" style="border: 1px solid black; width: 94px; height: 13px; margin: 5px auto;"></div> <p>PROFESSIONAL REGISTRATION NUMBER</p> <div data-bbox="349 1285 700 1339" style="border: 1px solid black; width: 220px; height: 24px; margin: 5px auto;"></div> <p><i>Community Services, Municipal Health and Environmental Services</i></p> <p>DIRECTORATE & SECTION</p>	<p>The official on the reverse side is hereby duly appointed as a Health Officer in terms of Section 80 of the National Health Act, 2003 (Act 61 of 2003) and as an inspector in terms of Section 10 of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972) and is authorised to execute the function of Municipal Health Services as defined in Section 1 of the National Health Act, 2003 (Act 61 of 2003) and to apply all legislation relevant to the function.</p> <p>He/she is also appointed in terms of section 334(1)(a) of the Criminal Procedures Act 1977(Act 51 of 1977) read in conjunction with GN No R159 of 2 February 1979, as a law enforcement officer within the areas of jurisdiction of Eden DM.</p> <div data-bbox="1018 1003 1278 1037" style="border-top: 1px solid black; width: 163px; height: 15px; margin: 10px auto;"></div> <p>GRDM OFFICIAL</p> <div data-bbox="1018 1115 1278 1149" style="border-top: 1px solid black; width: 163px; height: 15px; margin: 10px auto;"></div> <p>GRDM MUNICIPAL MANAGER</p> <div data-bbox="1018 1227 1278 1261" style="border-top: 1px solid black; width: 163px; height: 15px; margin: 10px auto;"></div> <p>GRDM EXECUTIVE MAYOR</p> <p>DD MM YYYY</p> <div data-bbox="1086 1312 1197 1339" style="border: 1px solid black; width: 69px; height: 12px; margin: 5px auto;"></div> <p>DATE ISSUED</p>
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SECTION 4: MARKETING COLLATERAL

4.1 Overview of Marketing Collateral

4.1.1 Attire and Promotional Items (Marketing, Advertising, Publicity)

Clothing and promotional items should be of high-quality fabric, well-stitched and well-crafted. When choosing materials, please ensure that they match the corporate colours as closely as possible.

4.1.2 Outdoor Applications

All outdoor applications such as billboards, decals or signage should be durable, weatherproof and UV resistant. Production standards and assembly should be faultless. Please ensure that all substrates match the correct.

4.2 Building Signage

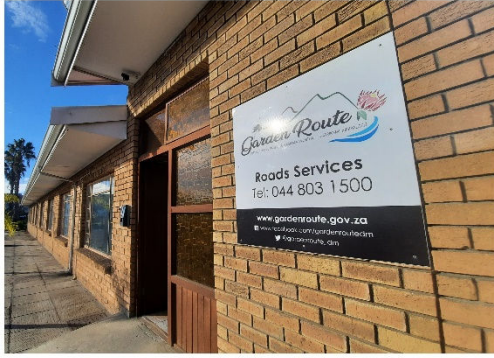
4.2.1 Head Office

The Head Office signage is known as a fabricated sign, 4200mm x 1500mm in diameter. The backing frame is made from 50 mm x 50 mm x 2mm mild galvanised steel with a 3mm white ACM board. The fabrication includes Cromadek backed by illuminated with light-emitting diode (LED). This also requires a 100mm opal perspex return. The logo and other details are printed with UV-protected ink on vinyl and applied to 5mm opal perspex. A day and night switch must be included.



4.2.2 Sub-office signage

Each sub-office sign is designed by following the same look-and-feel. The depot-signs do not include details such as addresses or telephone numbers, but only the Garden Route District Municipality logo, relevant department and municipal website address. Sub-offices on the other hand include the relevant office number, website address, department name and address of the building.



	SUB-OFFICES
	Department Roads Services Tel: 044 803 1500
	Department Community Services Tel: 044 803 1522
www.gardenroute.gov.za www.facebook.com/gardenroutedm @gardenroute_dm	



4.3 Vehicle Signage

Vehicle signage is done in full-colour on vinyl stickers with a 3-5 year UV coated layer. These signs are contour cut to the shape the institution requires. The wording "How is my driving" must appear on all fleet vehicles to ensure that those who use council vehicles are held accountable for the way they drive. These custom-designs are produced by the Communication and Graphic Design unit.



4.4 Presentations

Presentations are produced in full colour, 4:3 proportion in a landscape orientation.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding."
- Step 4: Click on "Presentation"

HEADING

DD Month YYYY

PRESENTER: NAME SURNAME



 @GardenRoute_dm #GardenRoute
 www.facebook.com/gardenroutedm

www.gardenroute.gov.za



**Garden Route District Municipality,
the leading, enabling and inclusive
district, characterised by equitable and
sustainable development, high quality
of life and equal opportunities for all.**

www.gardenroute.gov.za

Outline of Presentation

1. Text

www.gardenroute.gov.za



www.gardenroute.gov.za

SECTION 5: ADVERTISING COLLATERAL

5.1 Headers for notices, tenders and vacancies

All headers for notices, tenders and vacancies are produced in black and white. This is done to save costs when placing notifications, tenders and vacancies in newsprint media.

Languages: It is preferred that official notices be published in the three official languages of the Western Cape (Afrikaans, English and isiXhosa); tenders are advertised in English; vacancies in English.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab, which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding."
- Step 4: Click on "Headers"



5.2 Advertorial

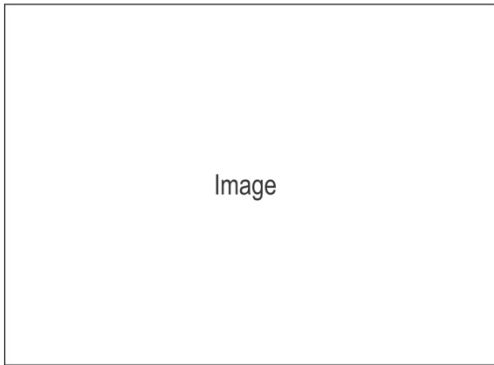
Specifications

Print: Full Colour

Size: 265mm x 170mm and 130mm x 200mm

Where to find this template:

The Communication and Graphic Design Unit designs the In Focus template. Content is either produced by Communicators or supplied by Departments. This advertisement does not and cannot replace notices which appear in the newsprint. It is only intended for informative and educational purposes.

Heading	
<i>"Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all."</i>	
One-liner describing content of In Focus	
Approximately 180 words	
	Image Caption
<p>H/O: 54 York Street, George • Tel: 044 803 1550 www.edendm.gov.za • www.fb.com/gardenroutedm www.twitter.com/gardenroute_dm • #GardenRoute</p>	

Heading

"Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all."

One-liner describing content of In Focus

Content of approximately 300 words.

Portrait

Name Surname	Post Title
...	...

Portrait

Name Surname	Post Title
Dr. J. K. Doe	President
Dr. A. B. Smith	Vice President
Dr. C. D. Johnson	Secretary
Dr. E. F. Brown	Treasurer
Dr. G. H. White	Member
Dr. I. J. Black	Member
Dr. K. L. Green	Member
Dr. M. N. Gray	Member
Dr. O. P. Blue	Member
Dr. Q. R. Yellow	Member
Dr. S. T. Purple	Member
Dr. U. V. Pink	Member
Dr. W. X. Orange	Member
Dr. Y. Z. Silver	Member
Dr. A. B. Gold	Member
Dr. C. D. Platinum	Member
Dr. E. F. Diamond	Member
Dr. G. H. Ruby	Member
Dr. I. J. Sapphire	Member
Dr. K. L. Emerald	Member
Dr. M. N. Jade	Member
Dr. O. P. Garnet	Member
Dr. Q. R. Onyx	Member
Dr. S. T. Opal	Member
Dr. U. V. Pearl	Member
Dr. W. X. Shell	Member
Dr. Y. Z. Coral	Member
Dr. A. B. Amber	Member
Dr. C. D. Obsidian	Member
Dr. E. F. Quartz	Member
Dr. G. H. Flint	Member
Dr. I. J. Slate	Member
Dr. K. L. Marble	Member
Dr. M. N. Granite	Member
Dr. O. P. Limestone	Member
Dr. Q. R. Sandstone	Member
Dr. S. T. Shale	Member
Dr. U. V. Siltstone	Member
Dr. W. X. Mudstone	Member
Dr. Y. Z. Claystone	Member
Dr. A. B. Slate	Member
Dr. C. D. Marble	Member
Dr. E. F. Granite	Member
Dr. G. H. Limestone	Member
Dr. I. J. Sandstone	Member
Dr. K. L. Shale	Member
Dr. M. N. Siltstone	Member
Dr. O. P. Mudstone	Member
Dr. Q. R. Claystone	Member
Dr. S. T. Slate	Member
Dr. U. V. Marble	Member
Dr. W. X. Granite	Member
Dr. Y. Z. Limestone	Member
Dr. A. B. Sandstone	Member
Dr. C. D. Shale	Member
Dr. E. F. Siltstone	Member
Dr. G. H. Mudstone	Member
Dr. I. J. Claystone	Member
Dr. K. L. Slate	Member
Dr. M. N. Marble	Member
Dr. O. P. Granite	Member
Dr. Q. R. Limestone	Member
Dr. S. T. Sandstone	Member
Dr. U. V. Shale	Member
Dr. W. X. Siltstone	Member
Dr. Y. Z. Mudstone	Member
Dr. A. B. Claystone	Member
Dr. C. D. Slate	Member
Dr. E. F. Marble	Member
Dr. G. H. Granite	Member
Dr. I. J. Limestone	Member
Dr. K. L. Sandstone	Member
Dr. M. N. Shale	Member
Dr. O. P. Siltstone	Member
Dr. Q. R. Mudstone	Member
Dr. S. T. Claystone	Member
Dr. U. V. Slate	Member
Dr. W. X. Marble	Member
Dr. Y. Z. Granite	Member
Dr. A. B. Limestone	Member
Dr. C. D. Sandstone	Member
Dr. E. F. Shale	Member
Dr. G. H. Siltstone	Member
Dr. I. J. Mudstone	Member
Dr. K. L. Claystone	Member
Dr. M. N. Slate	Member
Dr. O. P. Marble	Member
Dr. Q. R. Granite	Member
Dr. S. T. Limestone	Member
Dr. U. V. Sandstone	Member
Dr. W. X. Shale	Member
Dr. Y. Z. Siltstone	Member
Dr. A. B. Mudstone	Member
Dr. C. D. Claystone	Member
Dr. E. F. Slate	Member
Dr. G. H. Marble	Member
Dr. I. J. Granite	Member
Dr. K. L. Limestone	Member
Dr. M. N. Sandstone	Member
Dr. O. P. Shale	Member
Dr. Q. R. Siltstone	Member
Dr. S. T. Mudstone	Member
Dr. U. V. Claystone	Member
Dr. W. X. Slate	Member
Dr. Y. Z. Marble	Member
Dr. A. B. Granite	Member
Dr. C. D. Limestone	Member
Dr. E. F. Sandstone	Member
Dr. G. H. Shale	Member
Dr. I. J. Siltstone	Member
Dr. K. L. Mudstone	Member
Dr. M. N. Claystone	Member
Dr. O. P. Slate	Member
Dr. Q. R. Marble	Member
Dr. S. T. Granite	Member
Dr. U. V. Limestone	Member
Dr. W. X. Sandstone	Member
Dr. Y. Z. Shale	Member
Dr. A. B. Siltstone	Member
Dr. C. D. Mudstone	Member
Dr. E. F. Claystone	Member
Dr. G. H. Slate	Member
Dr. I. J. Marble	Member
Dr. K. L. Granite	Member
Dr. M. N. Limestone	Member
Dr. O. P. Sandstone	Member
Dr. Q. R. Shale	Member
Dr. S. T. Siltstone	Member
Dr. U. V. Mudstone	Member
Dr. W. X. Claystone	Member
Dr. Y. Z. Slate	Member
Dr. A. B. Marble	Member
Dr. C. D. Granite	Member
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Dr. K. L. Siltstone	Member
Dr. M. N. Mudstone	Member
Dr. O. P. Claystone	Member
Dr. Q. R. Slate	Member
Dr. S. T. Marble	Member
Dr. U. V. Granite	Member
Dr. W. X. Limestone	Member
Dr. Y. Z. Sandstone	Member
Dr. A. B. Shale	Member
Dr. C. D. Siltstone	Member
Dr. E. F. Mudstone	Member

Image Caption

SECTION 6: BRANDED PROMOTIONAL MATERIAL

Promotional materials are branded using the basic brand identity guidelines explained in the first section of this guide. Promotional items may be embroidered, silkscreened, embossed or laser-engraved. Always ensure that promotional items are of high quality in keeping with our brand image. It is also important to note that when transferring the municipality's logo to material, the Communication and Graphic Design Unit must be consulted. The size of the logo and where it appears on any branded promotional material is also essential. For instance, the municipal logo is not allowed to appear smaller than 10cm wide when embroidered. However, such specifications will be double-checked by the head of communications whenever branded collateral are loaded to Collaborator.

6.1 Caps

Caps may be embroidered or silkscreened in full-colour. Those ordering caps must ensure that they are of high-quality fabric and well-stitched. When choosing materials, please ensure that they match the corporate colours as closely as possible.

For embroidery, please use the Madeira embroidery thread (www.madeira.com). The thread specifications for the primary colour palette are as follows:

- Dark blue, white or black caps

The items shown below are merely examples and are not intended to be prescriptive.



6.2. Wall Banners

Wall banners are produced in full colour, sized at 3000 mm x 2250mm. Artwork for this design can be sourced from the Communication and Graphic Design Unit.



6.3 License disc stickers

License disks are produced in full colour, 90 mm diameter on vinyl stickers. There are four options included below.

Where to find this template:

- Step 1: Browse to <http://collaborator.edendm.co.za>
- Step 2: Click on the "Documents" tab which is located at the top of the left menu
- Step 3: Content saved under the "Documents" directory will appear in the middle of the screen, click on "Corporate Branding"
- Step 4: Click on "License Disc"



6.4 Table cloths

Each table cloth is printed in full colour (dark blue, light blue and green variations) and sized at 2800 mm x 1740 mm. Artwork for the table cloths can be obtained from the Communication and Graphic Design Unit.






6.5 Sharkfin banners

Sharkfin Banners are 3m high, printed full colour double-sided with digital dye sublimation. The fabric is 100% polyester flag material. Each sharkfin has to include poles, a bag and a ground spike.



6.6 X-frame and pull-up banners

Pull-up banners and X-frames are intended for promotions and events to create brand awareness. X-frames are printed in full colour on PVC. Each X-frame is sized at 650 mm x 1800 mm. Aluminium frames with a carry-bag have to be included with each order. Custom-designed x-frame banners is produced by the Communication and Graphic Design Unit.







VISION

Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality
Head Office Address:
 54 York Street, George, 6530
Tel: 044 803 1300, **Fax:** 086 555 6303
General Operating hours:
 Mondays – Thursdays: 07:30 – 16:30;
 Fridays: 07:30 – 13:30

Emergency Communications
Tel: 044 805 5071
Emergency Call Centre Operating hours:
 24/7, 365 days a year

www.gardenroute.gov.za



INTEGRATED DEVELOPMENT PLAN (IDP)

A municipality's principal five-year strategic plan that deals with the most critical development needs of the municipal area (**external focus**) as well as the most critical governance needs of the organisation (**internal focus**).



www.gardenroute.gov.za



FIVE KEYS TO SAFER FOOD

KEEP CLEAN

- Wash your hands before handling food and often during food preparation.
- Wash your hands after going to the toilet.
- Wash and sanitise all surfaces and equipment used for food preparation.
- Protect kitchen areas and food from insects, pests and other animals.



SEPARATE RAW & COOKED FOOD

- Separate raw meat, poultry and seafood from other foods.
- Use separate equipment and utensils such as knives and cutting boards for handling raw foods.
- Store food in containers to avoid contact between raw and prepared foods.



COOK THOROUGHLY

- Cook food thoroughly, especially meat, poultry, eggs and seafood.
- Bring food like soups and stews to boiling to make sure that they have reached 70 degrees Celsius.
- For meat and poultry, make sure that juices are clear, not pink. Ideally use a thermometer.
- Reheat cooked food thoroughly.



SAFE FOOD TEMPERATURES

- Do not leave cooked food at room temperature.
- Refrigerate promptly all cooked and perishable food (preferably below 5 degrees Celsius).
- Keep cooked food piping hot (more than 60 degrees Celsius) prior to serving.
- Do not store food too long even in the refrigerator.
- Do not thaw frozen food at room temperature.



USE SAFE WATER & RAW MATERIALS

- Use clean water, or treat water to make it safe.
- Salter fresh and wholesome foods.
- Choose foods processed for safety, such as pasteurised milk.
- Wash fruits and vegetables, especially if eaten raw.
- Do not consume food beyond its expiry date.



www.gardenroute.gov.za

6.7 Business Cards

Business cards are printed back to back, full colour on 200 gsm paper. Each card needs to be matt-laminated for extra durability. Artwork can be obtained upon request from the Communication and Graphic Design Unit.



6.8 Notepads

A5 notepads are often ordered by Departments for events. Each notepad has to have a cover page of 200 gsm in full colour. Inside pages are produced on black and white 120 gsm paper. Each notepad also has to be supported by back-padding of a 600 mic grey padding card, and the cover page has a wrap-around finish. Pages include 50 or 100, and the orientation of the notepad is portrait.

Contact the Communication and Graphic Design Unit to insert pictures on the cover page of the notepad you would like to order.



6.9 Gazebos

Custom-branded gazebos are used for promoting the Municipality. It also serves as a shelter against the sun or rain to employees or the public at events.

The specifications for gazebos is described as being 3m x 3m in size, full-colour (dye sublimated) on 100% polyester material (240 gsm). Each gazebo has to be produced from water-resistant material and be supplied with an easy-up aluminium frame, tie-down ropes and pegs. Contact the Communication and Graphic Design Unit for the artwork.



6.10 Waterbottles and mugs

Water bottles can be silkscreened in one, two or full colour as shown. Mugs are branded using a full-colour glaze, and the inside can be flood-coated with blue. Products should be of high quality in keeping with the brand. Please ensure plastics and ceramics/glazes match the corporate colours as closely as possible.

Waterbottles:

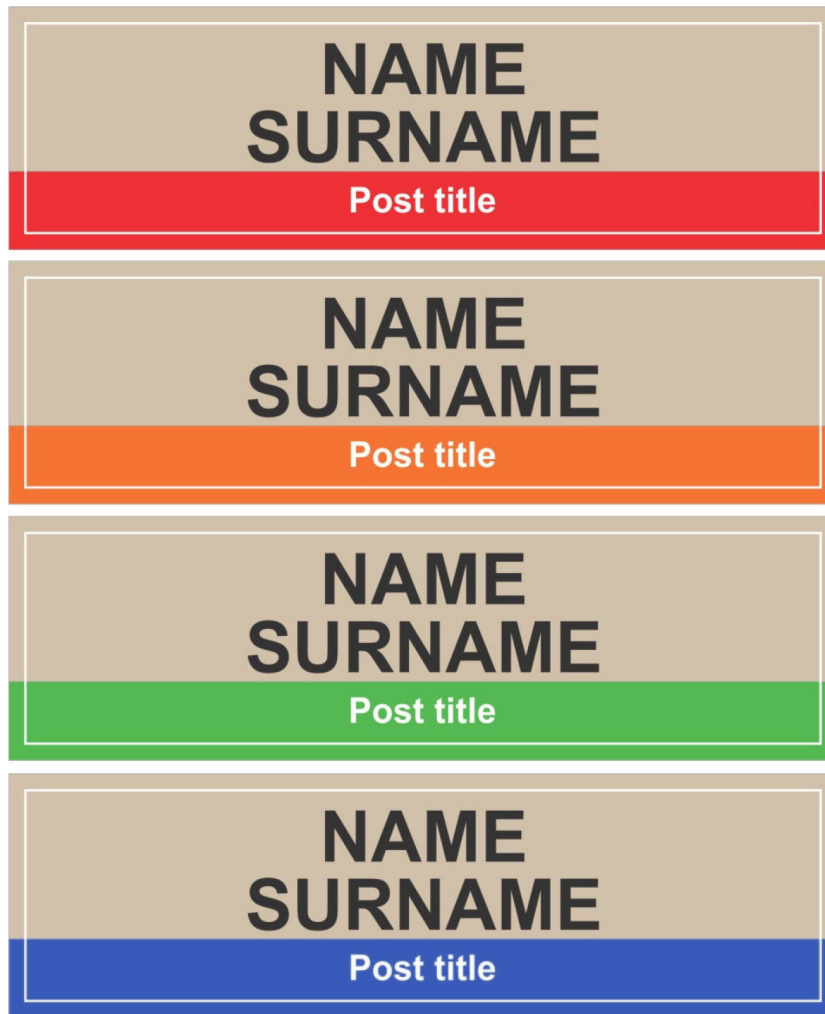


Mugs:



6.11 Name Boards for offices

Office names are printed in full colour, 73mm x 250mm in size on normal 90 or 80 gsm paper. Transparent 2mm perspex folded signs with three strips of 1mm x 12mm double-sided tape on the back are used to hold these signs.



6.12 Name tags for councillors

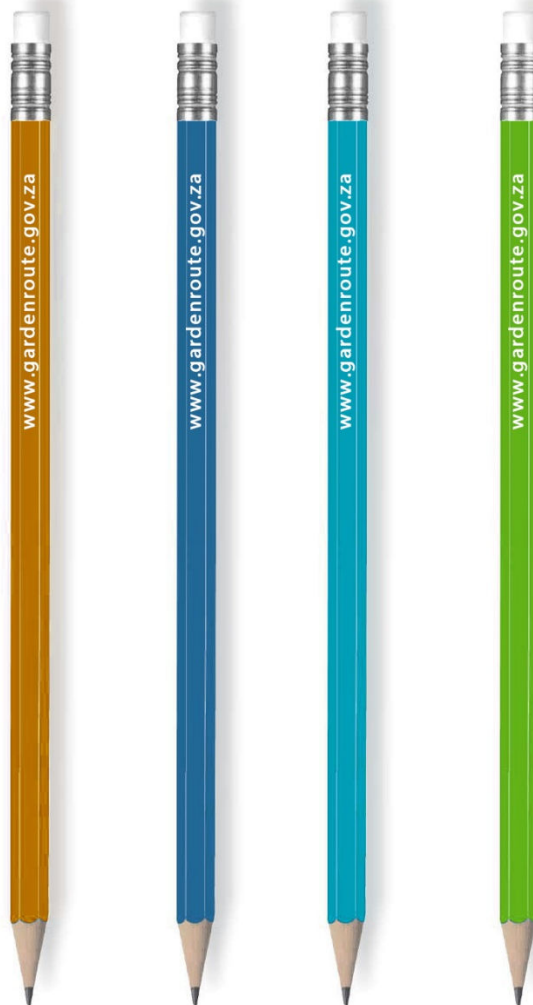
Councillors and employees are allowed to order name tags (70mm x 20mm)

- Vinyl print (gold)
- Resin finish
- Silver rawmark (magnet)



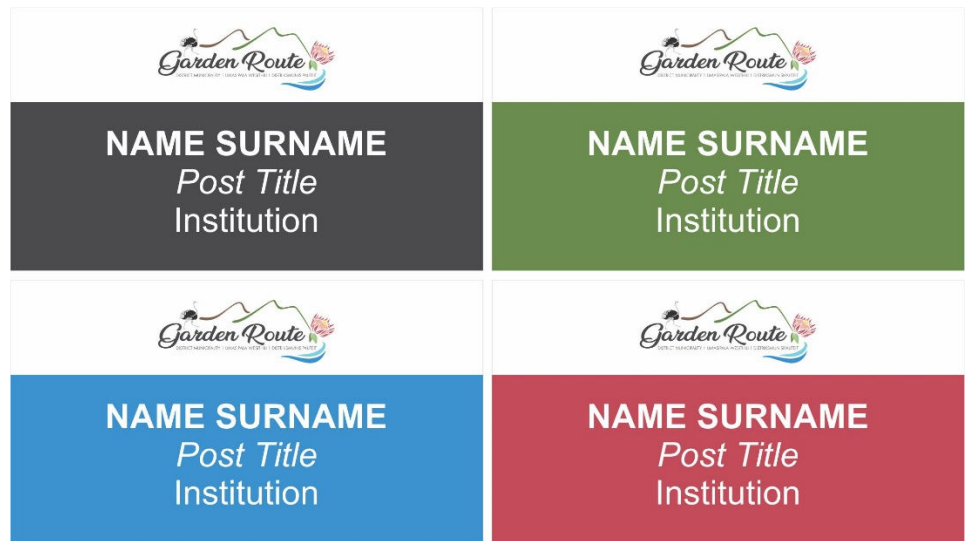
6.13 Pencils

The preferred pencil colours include green, dark blue, light blue or orange. The wording of "www.gardenroute.gov.za" should be included on pencils. Each pencil should have a rubber on the end of it.



6.14 Clear plastic name tag holders, lanyards and name tag prints

Lanyard material should be made of a polyester fabric and lightweight. Card sleeves must be clear transparent at a size of 90 mm x 50 mm. The lanyard should display the name Garden Route District Municipality and the municipal website www.gardenroute.gov.za (in white text, Century Gothic). A looping clip (or lobster claw or key clip) must be included to attach the transparent sleeve. The text should be done in either silkscreen printing or heat transfer printing. The size of the plastic sleeve should be 90mm x 50mm.



6.15 Access cards with lanyards

Lanyard material should be made of a polyester fabric and lightweight.



6.16 Lantern banners

Lanterns banners are sized at 600mm x 1500 mm on full colour dye sublimation. Contact the Communication and Graphic Design unit for artwork.



6.17 Horizontal pop-up banners

Horizontal pop-up banners are produced in full-colour dye sublimation at a size of 2000 mm x 1000 mm.



SECTION 7: CORPORATE WEAR

7.1 Ladies' and Men's Legend Golfer shirt

Specifications (ladies)

Colour: Bali Blue or Navy/white. Contrast edged collar; two-button placket; sporty design golfer; contrast sleeve trim on cuffs, side seam and hem; self-fabric neck-tape; shaped hem; knitted collar with concealed placket; 180g 80/20 cotton-rich fabric.

Specifications (men)

Colour: Bali-Blue or Navy/white. Contrast edged collar; sporty design golfer; contrast sleeve trim on cuffs and side slits; self-fabricated neck tape; knitted collar; concealed two-button placket; supplied with a loose pocket; 180g 80/20 cotton-rich fabric.



7.2 Denim t-shirts

Specifications (ladies):



Shaped hem for a flattened look; Two-tone buttons; Patch pockets with flaps at the chest; Constructed button stand; Contrast top-stitching; Double-layer back yoke; Front and back panel lines; 3/4 sleeve styling and turn-up cuffs; 100% Cotton dark denim fabric.

Specifications (Men)

Contrast twill tape in collar and cuffs; High quality; Ultra-thin yarn for added comfort; Contrast top-stitching throughout for an authentic denim look; Button-down two-piece collar; Double-layer shoulder yoke; Backbox pleat; Front chest pocket; 100% Cotton dark denim fabric.

7.3 Jackets: All-weather jackets

All-Weather Jackets must be ordered in black. Embroidery of Garden Route District Municipality logo is done on the left pocket (10cm wide minimum). The hood may be zipped-off or tucked into the collar and concealed. This jacket includes a waist shock cord with a toggle and an inner cell phone pocket with a velcro flap. The cuffs of these jackets must include elasticated Velcro tabs, with pockets zipped with reinforced stitching, and a free loose zipper pouch is included for convenient storage. The All-Weather Jacket is windproof and water-resistant.



7.4 Padded jackets

This navy medium weight padded jacket is fully lined with diamond quilting n body. The jacket has a funnel neck collar with a binding finish and welt pockets, a front yoke, and an inverted zip with a rubber zip puller.



7.5 Nylon jackets

This navy 100% nylon jacket (hooded or non-hooded) is quilted, offering breathable ultra-soft padding. It includes elasticated binding on cuffs and hem. The jacket consists of inseam pockets with invisible zips, a funnel neck collar, folds into a small carry bag, and water and wind-resistant. Hooded jackets need to be embroidered on the front, while non-hooded jackets need to be embroidered on the back.



7.6 Freezer Jacket

Basic Freezer Jacket with elasticated cuffs and polyester quilted padded lining. Offers protection from cold temperatures as low as -20°C. Left chest has a pocket with a monza flap, the hood is removable.



7.7 Body warmers (sleeveless)

These black, navy, sky blue or army green body warmers offer ultra-soft padding and include elasticated armholes and hemline. It is lightweight with a quilted body finish and consists of two inseam zip pockets. The front part of the body warmer is made of a nylon zip. The logo of GRDM has to be embroidered on the back of each item.



7.8 Golfer shirts

These are panel design golfer t-shirts with contrast piping and three-button plackets that complement the self-fabric binding on the cuffs with tonal buttons. The neck yoke is produced in a contrasting colour, knitted with tipping. The material is made of 100% polyester moisture management fabric.



7.9 Bottle white long-sleeve lounge shirts

This bottle/white shirt consists of a two-piece cutaway collar. It is edge-stitched, with dropped shoulder seams. The buttons are coloured in a contrasted white tone, and it has double button mitred cuffs. Each shirt also has contrasting white inner collar stands.



7.10 Sky blue long sleeve shirts

These sky blue long sleeve shirts are made from 100% cotton chambray. The shirts include double cotton cuffs and a button-through gauntlet. These shirts consist of a double shoulder yoke and are constructed with a button stand and a button-down collar. The long-sleeved version is accepted.



7.11 Round-neck t-shirts

Plain black, white, blue or green 100% soft cotton plain round-neck t-shirts.



7.12 Masks



The institution purchases black branded face masks with one Garden Route District Municipality logo printed on it in full colour. The outer layer must be 100% polyester mini mat and sublimated. The middle layer is 50 gsm with a non-woven hydroponic layer of fusible interlining. The inner face layer part of the mask must be made from a 100% polyester mini mat.

SECTION 8: EXPANDED PUBLIC WORKS PROGRAMME



8.1 EPWP Branded Promotional Material

8.1.1 EPWP Wall Banners

EPWP co-branded wall banners are produced in full colour, sized at 3000 mm x 2250mm. Three logos appear on these, including the Garden Route District Municipality, Public Works and EPWP logos. Artwork for this design can be sourced from the Communication and Graphic Design Unit.



8.1.2 EPWP Lantern banners

EPWP co-branded lantern banners are sized at 600mm x 1500 mm on full-colour orange dye sublimation. Contact the Communication and Graphic Design unit for artwork.



8.1.3 EPWP Gazebos

Custom-branded gazebos are used for promoting the Municipality, EPWP and Public Works. It also serves as a shelter against the sun or rain to employees or the public at events. The specifications for gazebos is described as being 3m x 3m in size, full-colour (dye sublimated) on 100% polyester material (240 gsm). Each gazebo has to be produced from water-resistant material and be supplied with an easy-up aluminium frame, tie-down ropes and pegs. Contact the Communication and Graphic Design Unit for the artwork.



8.1.4 EPWP Umbrellas

White 8-panel walking umbrellas with a j-hook, PP-handle, a strong steel shaft with rubberised coating. Umbrella material must be made from 190T polyester: DIA. Logos of Garden Route District Municipality, EPWP and Public Works must be displayed on the panels. Minimum size of 48 inches is required.



8.1.5 EPWP Tablecloths

Each EPWP table cloth is printed in full colour (on white or orange material) and sized at 2800 mm x 1740 mm. Artwork for the table cloths can be obtained from the Communication and Graphic Design Unit.



8.1.6 EPWP lanyards

Lanyard material should be made of polyester fabric and lightweight. A looping clip (or lobster claw or key clip) must be included.



8.2 EPWP Clothing

8.2.1 Lime Green Jackets

These jackets are known as softshell jackets, lime green in colour. Embroidery of Garden Route District Municipality on the back, Public Works logo on left and EPWP logo on the right (from spectator's perspective). The jacket includes a stand-up collar, adjustable toggles, inner fleece

lining and pockets. It also includes a durable full-zip and pocket zips with adjustable hook-and-loop cuffs on sleeves.



8.2.2 EPWP Bodywarmers

These black or army green body warmers offer ultra-soft padding and include elasticated armholes and hemline. It is lightweight with a quilted body finish and consists of two inseam zip pockets. The front part of the body warmer is made of a nylon zip. Each body warmer is crafted with faux wool, sherpa lining.



8.2.3 EPWP reflector collar jacket

This reflector jacket is ordered in orange and yellow with sleeves that can be zipped off. EPWP, Public Works and Garden Route District Municipality logos appear on it. The name of a person and his/her title can also be included on the front left pocket.



8.2.4 Wind and weatherproof jacket

The navy Cloudburst jacket is water and windproof to offer you maximum protection against the elements. The adjustable hood and semi-elasticated cuffs give you control over how much air gets in to keep you warm and dry for longer. It has a waterproof rating of 3 000mm, moisture vapour permeability of 3 000g per square inch. It is 100% sealed and made from mostly rip-stop nylon. It includes adjustable cuffs, a hood and a hem with two hand-warmer pockets. The logos of EPWP, Public Works and Garden Route District Municipality appear on the jackets.



8.2.5 Round-neck t-shirts

Plain black, white, blue or green 100% soft cotton plain round-neck t-shirts.



SECTION 9: FIRE AND RESCUE SERVICES



9.1 Fire & Rescue branded promotional material

9.1.1 Fire & Rescue plain round-neck t-shirts

Plain navy 100% soft cotton plain round-neck t-shirts.



9.1.2 Fire & Rescue office wear (step-out shirts)

These shirts are worn as formal office wear and form part of ceremonial formal dress wear. This shirt is most often worn on a daily basis as office wear by Chief Fire Officers and Deputy Chief Fire Officers. During ceremonial events, it is worn by all ranking fire service officials together with other attire.



9.1.3 Fire & Rescue mask

The Fire & Rescue Services Unit purchases black branded face masks with one Garden Route District Municipality logo and Fire Rescue Services logo printed in full colour. The outer layer must be 100% polyester mini mat and sublimated. The middle layer is 50 gsm with a non-woven hydroponic layer of fusible interlining. The inner face layer part of the mask must be made from a 100% polyester mini mat.



9.2 Fire & Rescue branded firefighting gear

9.2.1 Fire & Rescue structural firefighting suit

The structural firefighting suits are constructed from a lightweight fire inherent outer shell, moisture barrier and thermal barrier. The suits are developed into lighter versions of previous manufactured, with extra mobility and comfort without compromising the standards required by the National Fire Protection Agency.

These suits are primarily used for structural fires, vehicle fires and vehicle incidents. It safeguards firefighters from flames and offers a high level of performance against heat stress while performing duties. It is worn with other personal protective equipment such as helmets, gloves and flash hoods.



9.2.2 Fire & Rescue Services reflector collar jacket

This reflector jacket is ordered in orange and yellow with sleeves that can be zipped off. The wording "Fire & Rescue" appear in silver, 70mm in height on the back of the jacket.



9.3 Fire & Rescue vehicle branding

The municipality's name appears on all capital letters (40mm in height) on the side of vehicles, alongside the Fire Services logo of the municipality.



SECTION 10: MUNICIPAL HEALTH

10.1 Municipal Health reflector rain jacket

This jacket has removable sleeves, inner zip for embroidery access and an ID pocket. It also has a welt-side pocket, chest pockets and a sleeve pocket. Seams are reinforced with a bar-tacking finish on all pressure points for a high-quality workwear garment. The fabric is made from 100% coated Oxford Polyester. It also includes a hem and cuffs and has a water-resistant coating.



10.2 Municipal Health waistcoat

This waistcoat includes an ID pocket, reflective tape and a full-zip front. It is made from tonal self-fabric binding, is ISO 20471:2013 approved and weighs approximately 120g and is made from 100% polyester.



SECTION 11: DISASTER MANAGEMENT AND EMERGENCY CALL CENTRE



11.1 Disaster Management and Emergency Communications clothing

11.1.1 Disaster Management and Emergency Communications Round-neck t-shirts

Plain black, navy or red, 100% soft cotton plain round-neck t-shirts.



11.1.2 Disaster Management and Emergency Communications Golf T-shirts

These golf t-shirts are knitted with a solid collar and a jacquard edge. The shoulders are slightly dropped, and each shirt includes three buttons. The fabric is made from 160g, 100% polyester moisture management material.



11.1.3 Disaster Management and Emergency Communications convoy jacket

Versatile jacket with elasticated cuff, full-zip front and towelling. Drawcord and toggles on the hood and waist. The colour ordered is safety yellow.



11.1.4 Disaster Management and Emergency Communications all-weather jackets

Altitude Alti-Mac All-Weather Jacket, ordered in navy blue, offers warmth and water resistance, perfect for your team or club. The fabric is made from 100% Oxford Nylon Outer Lined in 55/45 polycotton towelling. It is water-resistant, comes with a full zip with a metal puller. There is also an inner pocket, ribbed cuffs, and a concealed hood included. Each jacket has two welt-side pockets and a hem-draw card.



11.1.5 Disaster Management and Emergency Communications four-in-one jacket

Disaster Management and Emergency Communications order a four-in-one jacket in navy blue and black. These are reversible body warmers with coated polyester outer & fleece inner. Each jacket has a lightweight outer, a zip-off hood, Airtex lining, storm flap and zippered inner and outer pockets. It also includes a reversible polar fleece body warmer and is water & wind resistant.



11.1.6 Disaster Management and Emergency Communications fleece tops

Disaster Management and Emergency Communications also order navy fleece tops.



11.2 Disaster Management vehicle branding

Vehicles used by the Garden Route District Municipality Disaster Management Unit are branded with the official disaster management logo. The wording "Garden Route District Municipality" is included in the emblem for Disaster Management.



SECTION 12: ROADS AND TRANSPORT PLANNING

12.1 Roads Services Clothing

Roads employees, who work in the field and at workshops wear two-piece overalls. These are two-toned (orange or lime with royal blue). The fabric is made up of 65% Poly - 35% Cotton (65/35) and is 240grams in weight. Standards followed include SABS certified and conform to SANS 434



12.2 Roads Services vehicle signage

Vehicles are branded with a sticker on the left and right doors (or sides of each vehicle) The municipal website, www.gardenroute.gov.za, is listed on the back of each vehicle, as well as a telephone line number that asks, "How is my driving?". This telephone number is routed to the Emergency Call Centre (044 805 5071).

