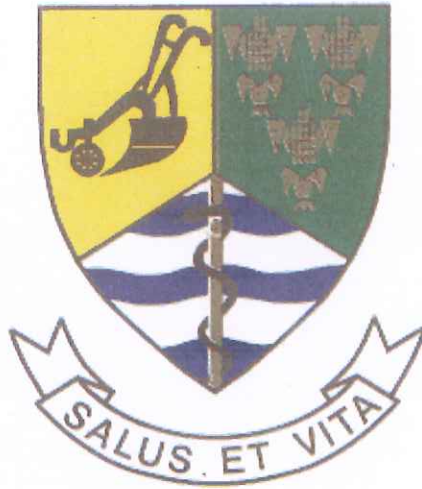


BELA-BELA LOCAL MUNICIPALITY



MANAGEMENT OF MUNICIPAL GRAVEL BORROW PITS POLICY

JULY 2026

MC219/07/2026

REPORT OF THE MANAGEMENT OF MUNICIPAL GRAVEL BORROW PITS POLICY.

RESOLVED

1. **THAT** the report of the Management of Municipal Gravel Borrow Pits Policy **IS NOTED**.
2. **THAT** Council **NOTES** that the Draft Management of Municipal Gravel Borrow Pits Policy was advertised for public comment in the Die Pos local newspaper on 15 May 2026 and that no comments or objections were received during the prescribed public participation period.
3. **THAT** the Final Management of Municipal Gravel Borrow Pits Policy **IS APPROVED AND ADOPTED** as the official policy of Bela-Bela Local Municipality.


Cllr TN Zikhali

Council Meeting Date: 29 July 2026.

SPEAKER



Bela-Bela Local Municipality

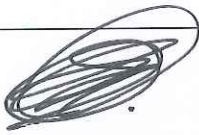
POLICY NAME	MANAGEMENT OF MUNICIPAL GRAVEL BORROW PITS POLICY (MMGBPP)	
POLICY NUMBER	-	
DATE	29 JULY 2026	
STATUS	FINAL	
APPROVED BY	MUNICIPAL MANAGER	
	COUNCIL	
DATE APPROVED	29 JULY 2026	
DATE LAST REVIEWED	N/A	
DATE PUBLISHED	31 JULY 2026	



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i. ACRONYMS AND ABBREVIATIONS

BAR	Basic Assessment Report
BBLM	Bela-Bela Local Municipality
EA	Environmental Authorisation
EMPr	Environmental Management Programme
ECO	Environmental Control Officer
DMRE	Department of Mineral Resources and Energy
NEMA	National Environmental Management Act
MPRDA	Mineral and Petroleum Resources Development Act
MFMA	Municipal Finance Management Act
KPI	Key Performance Indicator
POE	Proof of Evidence
PPE	Personal Protective Equipment

ii. TERMS AND DEFINITIONS

“Applicant”

Means any person, contractor, or entity that submits an application to the Municipality for authorisation to extract or utilise material from a municipal borrow pit.

“Basic Assessment Report (BAR)”

Means a report compiled in terms of the Environmental Impact Assessment Regulations, which identifies, assesses, and evaluates the potential environmental impacts of a proposed activity and recommends appropriate mitigation measures.



“Borrow Pit”

Means a designated area from which material such as gravel, sand, or soil is excavated for use in construction, maintenance, or infrastructure development, in accordance with applicable approvals.

“Commencement of a Listed Activity”

Means the start of any physical implementation of an activity identified in terms of environmental legislation, including site preparation, excavation, or construction.

“Competent Authority”

Means the organ of state charged by legislation with the responsibility for granting, refusing, or monitoring compliance with an environmental authorisation.

“Contractor”

Means any person or entity appointed by the Municipality or authorised to undertake works, including the extraction or transportation of material from a borrow pit.

“Contamination”

Means the presence of any substance or material in the environment at levels that may be harmful to human health or the environment.

“Degradation”

Means the deterioration of the environment through activities that reduce its ability to support life or maintain ecological processes.

“Environment”

Means the surroundings within which humans exist and that are made up of:

- Land, water, and atmosphere;
- Micro-organisms, plant and animal life;
- Any part or combination of the above and their interrelationships; and
- The physical, chemical, aesthetic and cultural properties and conditions that influence human health and well-being.

“Environmental Authorisation (EA)”

Means the authorisation granted by a competent authority in terms of environmental legislation for the commencement of a listed activity, subject to specified conditions.

“Environmental Control Officer (ECO)”

Means a person appointed by the Municipality to monitor compliance with environmental authorisation conditions, the EMPr, and applicable environmental legislation.

“Environmental Impact”

Means any change to the environment, whether adverse or beneficial, resulting from an activity.

“Environmental Management Programme (EMPr)”

Means a document approved in terms of environmental legislation that sets out mitigation, monitoring, and management measures to minimise environmental impacts.

“Financial Provision”

Means the financial arrangements made to ensure that sufficient funds are available for rehabilitation, closure, and remediation of environmental impacts associated with borrow pit operations.

“Holder”

Means the Municipality or entity to whom an environmental authorisation or mining permit has been issued.

“Illegal Extraction”

Means the unauthorised removal of material from a borrow pit without written approval from the Municipality.

“Impact”

Means the positive or negative effect that an activity has on the environment.

“Interested and Affected Party (I&AP)”

Means any person, group, or organ of state that may be interested in or affected by borrow pit operations.



“Listed Activity”

Means an activity identified in terms of environmental legislation that requires environmental authorisation prior to commencement.

“Mitigation”

Means measures taken to avoid, minimise, or remedy adverse environmental impacts.

“Mining Permit”

Means a permit issued in terms of the Mineral and Petroleum Resources Development Act authorising the extraction of material from a specified area.

“Municipality”

Means Bela-Bela Local Municipality.

“Pollution”

Means any change in the environment caused by substances, noise, or other factors that adversely affect human health or the environment.

“Progressive Rehabilitation”

Means the ongoing rehabilitation of disturbed areas during the operational phase of the borrow pit.

“Rehabilitation”

Means the process of restoring disturbed land to a safe, stable, and environmentally acceptable condition.

“Remediation”

Means the process of correcting environmental damage or contamination through restoration or other measures.

“Responsible Official”

Means any municipal official delegated with authority to implement or enforce this Policy.



“Sensitive Area”

Means any area requiring protection due to ecological, hydrological, or environmental significance, including wetlands and watercourses.

“Stormwater Management”

Means measures implemented to control runoff to prevent erosion, flooding, and pollution.

“Waste”

Means any substance or material that is unwanted, rejected, abandoned, or disposed of.

“Work Area”

Means the demarcated portion of the borrow pit where authorised activities are permitted to take place.



1. INTRODUCTION

Bela-Bela Local Municipality (BBLM) operates municipal gravel borrow pits to support infrastructure development and maintenance. These operations are regulated by environmental legislation and must be conducted in a sustainable, controlled, and compliant manner.

This Policy establishes a framework for:

- a) Lawful extraction of gravel
- b) Environmental protection and rehabilitation
- c) Financial provisioning and accountability
- d) Operational control and governance

2. LEGAL AND REGULATORY FRAMEWORK

This Policy is developed and implemented within the framework of the following legislation and regulatory instruments:

2.1 National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA)

NEMA provides the overarching framework for environmental management in South Africa. It requires that all activities with potential environmental impacts be conducted in a manner that avoids, minimises, or mitigates harm to the environment.

Application to this Policy:

- Requires environmental authorisation prior to borrow pit operations
- Enforces compliance with environmental conditions (EA and EMPr)
- Places responsibility on the Municipality to prevent pollution and environmental degradation
- Introduces the “polluter pays principle,” which supports rehabilitation obligations

2.2 Environmental Impact Assessment (EIA) Regulations

The EIA Regulations, promulgated under NEMA, regulate activities that may significantly affect the environment and require environmental authorisation.

Application to this Policy:

- Borrow pit operations are classified as listed activities requiring approval



- Requires preparation of a Basic Assessment Report (BAR)
- Mandates implementation of the Environmental Management Programme (EMPr)
- Prohibits commencement of operations without authorisation

2.3 Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) (MPRDA)

The MPRDA governs the extraction of mineral resources in South Africa, including borrow pit materials such as gravel.

Application to this Policy:

- Requires a valid Mining Permit for extraction activities
- Regulates the duration, scale, and conditions of extraction
- Requires rehabilitation of mined areas
- Ensures responsible resource utilisation

2.4 National Water Act, 1998 (Act 36 of 1998)

This Act governs the protection, use, development, conservation, and management of water resources.

Application to this Policy:

- Prohibits pollution of water resources
- Requires reporting of any water pollution incidents
- Regulates activities near watercourses and wetlands
- Supports stormwater management and erosion control measures

2.5 Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)

The MFMA regulates financial management in municipalities to ensure accountability, transparency, and sound financial practices.

Application to this Policy:

- Requires proper financial provisioning for rehabilitation liabilities
- Supports implementation of tariffs for external users of municipal resources
- Ensures proper record keeping and accountability for municipal assets



- Guides budgeting for environmental compliance and operational costs

2.6 Environmental Authorisation (EA)

The Environmental Authorisation is a legally binding approval issued by the competent authority for borrow pit operations.

Application to this Policy:

- Defines the authorised footprint (e.g., 5 hectares)
- Prescribes operational conditions and environmental controls
- Requires compliance monitoring and reporting
- Mandates rehabilitation in accordance with the EMPr

2.7 Environmental Management Programme (EMPr)

The EMPr is a detailed plan outlining mitigation measures, monitoring requirements, and rehabilitation actions.

Application to this Policy:

- Provides operational guidelines for environmental compliance
- Guides dust suppression, waste management, and stormwater control
- Defines rehabilitation requirements
- Forms the basis for monitoring and auditing compliance

3. PURPOSE

The purpose of this Policy is to:

- a) Ensure compliance with environmental and mining legislation
- b) Regulate extraction activities within authorised areas
- c) Prevent environmental degradation and pollution
- d) Ensure proper financial provisioning for rehabilitation
- e) Promote safe and controlled access to municipal borrow pits



4. SCOPE

This Policy applies to:

- a) All municipal gravel borrow pits operated by BBLM
- b) Municipal employees, contractors, and service providers
- c) Any activity related to extraction, transport, and rehabilitation

5. POLICY PRINCIPLES

The Municipality adopts the following principles:

- a) **Sustainability:** Minimise environmental impact
- b) **Compliance:** Adherence to EA, EMP, and permit conditions
- c) **Accountability:** Clear roles and monitoring systems
- d) **Precautionary Approach:** Prevent pollution and degradation
- e) **Rehabilitation First:** Progressive rehabilitation during operations

6. OPERATIONAL MANAGEMENT

6.1 Authorised Area Control

- a) Operations shall be strictly limited to the approved footprint as per EA
- b) Permanent beacons must be installed and maintained
- c) No encroachment into sensitive areas, wetlands or riparian zones

6.2 Site Access and Security

- a) Controlled access must be implemented through fencing (where required) and Security personnel or other monitoring systems
- b) Illegal access, dumping, or extraction is prohibited

6.3 Signage and Safety

- a) Warning signs must be installed indicating heavy vehicle movement and restricted access
- b) Traffic management plans must be implemented



6.4 Operational Controls

- a) Extraction activities must:
- Follow the approved EMPr and BAR
 - Avoid pollution and environmental damage
- b) No additional activities outside the EA scope may be undertaken without approval



6.5 Contractor Access and Material Authorisation

- a) All contractors, service providers, or external parties intending to extract or utilise material from a municipal borrow pit shall submit a formal written application to the Municipality prior to accessing the site. The application shall include project details and location, estimated quantity of material required, duration of access and Contract reference (where applicable).
- b) No extraction, removal, or utilisation of material shall be permitted without prior written approval from the Municipality. Such approval shall be issued by the Municipal Manager or a duly delegated official. The approval shall clearly specify:
 - The approved quantity of material;
 - The designated extraction area;
 - The authorisation period; and
 - Any applicable operational and environmental conditions.
- c) No charges shall be levied for material utilised for municipal capital projects and projects implemented on behalf of the Municipality by appointed contractors.
- d) Charges shall be levied, in accordance with the Municipality's approved Tariff Policy for projects **implemented by other organs of state** and any external parties authorised to extract material. Where charges are applicable:
 - No extraction shall commence without confirmation of payment or billing arrangement;
 - All quantities extracted shall be measured, recorded, and verified;
 - Records shall be maintained for audit and financial control purposes.
- e) All authorised contractors shall strictly comply with the Environmental Authorisation (EA), the Environmental Management Programme (EMPr), and all applicable environmental, health, and safety requirements.
- f) Contractors shall be fully responsible for the rehabilitation of all areas disturbed as a result of their activities. This shall include:
 - Backfilling and levelling;
 - Replacement of topsoil;



- Erosion control; and
- Removal of waste and debris.

The Municipality may require a rehabilitation method statement and/or financial guarantee where deemed necessary.

- g) Failure to comply with this section shall result in immediate suspension of access, withdrawal of authorisation, recovery of rehabilitation and remedial costs; and possible legal action in terms of applicable legislation.

7. ENVIRONMENTAL MANAGEMENT

7.1 Environmental Compliance

The Municipality shall ensure:

- A copy of the Environmental Authorisation is kept on-site at all times
- Compliance with all EA conditions including the minimisation of disturbed areas, and protection of sensitive environments.

7.2 Environmental Control Officer (ECO)

- An independent ECO must be appointed
- Responsibilities include:
 - Monitoring compliance with EMPr
 - Reporting non-compliance
 - Advising on mitigation measures

7.3 Environmental Awareness

All workers and contractors must receive environmental training and be aware of environmental risks and controls

7.4 Pollution Prevention

All water pollution incidents, spillages, or contamination observed at the borrow pit shall be reported immediately by the Site Supervisor, Contractor, Environmental Control Officer (ECO), or any municipal official present on site. Such incidents must be reported to the Divisional Manager:



Roads and Stormwater and the Senior Manager: Technical Services within the same day, including details of the nature, location, cause, and immediate actions taken.

Where the incident poses a risk to water resources or the environment, the Municipality shall ensure that it is reported to the Department of Water and Sanitation (DWS) and, where applicable, the Department of Forestry, Fisheries and the Environment (DFFE), in accordance with legislative requirements. Immediate containment and mitigation measures must be implemented, and the ECO shall investigate, document, and monitor corrective actions, with records maintained for compliance and audit purposes.

8. INFRASTRUCTURE AND SITE MANAGEMENT

The Municipality shall implement:

- a) Stormwater management systems
- b) Dust suppression measures
- c) Access roads maintained
- d) Waste management systems
- e) Sanitation facilities

9. FINANCIAL MANAGEMENT AND PROVISIONING

9.1 Rehabilitation Financial Provision

- a) Financial provision (currently R46,214) must:
 - Be reviewed annually
 - Be adjusted based on CPI and master rates
- b) A financial provision report must be submitted annually to DMRE

9.2 Environmental Liability Management

The Municipality shall assess environmental liabilities annually and address any funding shortfalls

Note: All existing environmental liabilities automatically transfer to the Municipality.



10. REHABILITATION MANAGEMENT

- a) Rehabilitation must follow the approved EMPr and BAR, and must be undertaken progressively
- b) Key Rehabilitation Measures include soil erosion control, stormwater control design, rehabilitation of disturbed areas and removal of illegal dumping
- c) Final rehabilitation must ensure land stability, environmental sustainability and safe post-closure use

11. GOVERNANCE AND OVERSIGHT

11.1 Roles and Responsibilities

Role	Responsibility
Municipal Manager	Overall accountability
Senior Manager: Technical Services	Policy implementation
Divisional Manager: Roads and Stormwater	Operations
Environmental Officer (ECO)	Compliance monitoring
Budget and Treasury Office	Procurement of services Financial provisioning
Contractors	Compliance with EMPr

11.2 Monitoring and Reporting

- a) Monthly compliance reports by ECO
- b) Annual environmental liability report to DMRE
- c) Incident reporting (immediate)

11.3 Audits

- a) Internal audits (quarterly)
- b) External environmental audits (as required)



12. NON-COMPLIANCE AND ENFORCEMENT

Failure to comply may result in:

- a) Suspension of operations
- b) Legal enforcement actions
- c) Financial penalties
- d) Withdrawal of authorisations

13. RISK MANAGEMENT

Key risks include:

Risk	Mitigation
Environmental degradation	EMPr compliance, ECO oversight
Illegal access/ mining	Controlled access, security
Financial under-provision	Annual review of funds
Safety incidents	Signage, PPE and traffic control
Water pollution	Monitoring and incident reporting

14. APPROVAL AND INCEPTION OF THE POLICY

The inception date of the Policy will commence upon completion of the public participation process and subsequent adoption by Council.

15. IMPLEMENTATION PLAN

The implementation of this Policy shall be ongoing. The operational components of this Policy shall be contained in other policy-related instruments, including but not limited to, internal policies, strategies, procedures and plans. Where this Policy applies to other Stakeholders, internally and externally, the Municipality shall facilitate the interface required to give effect to this Policy and report progress to oversight Stakeholders, as may be required.



16. REVIEW OF POLICY

This Policy shall be reviewed as and when the need arises, particularly in response to legislative changes, audit findings, EA amendments, or operational requirements.

17. POLICY DISPUTE RESOLUTION

In the event that a grievance arises regarding the application or interpretation of this Policy, such grievance shall be addressed through internal escalation to the Senior Manager: Technical Services and, where necessary, the Municipal Manager. The matter shall be managed in accordance with the Municipality's Grievance and Dispute Resolution Procedures and the provisions of the Municipal Systems Act, 2000 (Act 32 of 2000).

18. CONCLUSION

This Policy provides a structured framework for the effective, controlled, and sustainable management of municipal gravel borrow pits within Bela-Bela Local Municipality. It ensures that material extraction is conducted in compliance with applicable legislation, environmental authorisations, and municipal governance requirements.

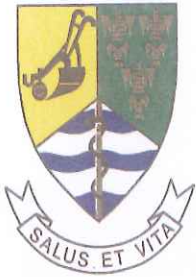
The Policy promotes responsible resource utilisation through clear operational procedures, environmental safeguards, financial provisioning, and accountability measures. It further aims to minimise environmental impacts, prevent unauthorised use of materials, and ensure proper rehabilitation of disturbed areas, thereby supporting service delivery while safeguarding the environment for current and future generations.

19. ENQUIRIES

All enquiries related to the content of this policy should be directed to the Divisional Manager: Roads and Stormwater.



ANNEXURE A



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609

BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE SENIOR MANAGER: TECHNICAL SERVICES

STANDARD OPERATING PROCEDURE

MANAGEMENT OF GRAVEL BORROW PIT

Division:

ROADS AND STORMWATER

Date: 01/04/2026

(2025/26 FINANCIAL YEAR)



A1. PURPOSE

To ensure all borrow pit operations are conducted in a safe, controlled, and environmentally compliant manner.

A2. PRE-OPERATIONAL REQUIREMENTS

Before commencing operations, the following must be confirmed:

- Environmental Authorisation (EA) and EMPr available on-site
- Mining Permit valid and accessible
- Approved footprint demarcated (e.g., 5 hectares)
- Boundary beacons installed and visible
- Environmental Control Officer (ECO) appointed
- Workers inducted on environmental and safety requirements
- Warning signage installed
- Stormwater controls and sanitation facilities established

A3. MATERIAL EXTRACTION PROCEDURE

- Strip and stockpile topsoil separately for rehabilitation
- Conduct excavation in layers (no over-excavation)
- Maintain safe slope angles
- Restrict extraction to authorised footprint
- Avoid riparian zones and sensitive areas

A4. HAULING AND TRANSPORT

- Use designated haul routes only
- Enforce speed limits
- Conduct dust suppression (minimum twice daily)
- Ensure all vehicles are roadworthy

A5. ENVIRONMENTAL MANAGEMENT CONTROLS

Dust Control

- Regular water spraying of operational areas

Stormwater Management

- Construct diversion channels
- Prevent runoff into watercourses



Waste Management

- Provide bins on-site
- Remove waste regularly
- No illegal dumping

A6. SAFETY MANAGEMENT

- Mandatory use of PPE
- Restrict unauthorised access
- Maintain incident register
- Display emergency procedures

A7. MONITORING AND INSPECTIONS

- Daily inspections by Site Supervisor
- Monthly inspections by ECO
- Record findings and corrective actions

A8. REHABILITATION PROCEDURES

Progressive Rehabilitation

- Backfilling of excavated areas
- Replacement of topsoil
- Erosion control

Final Rehabilitation

- Stabilisation of slopes
- Revegetation
- Removal of infrastructure

A9. RECORD KEEPING

Maintain:

- EA and EMPr
- Inspection reports
- Incident register
- Rehabilitation records



A10. INSPECTION REPORT TEMPLATE

A10.1 DAILY / MONTHLY BORROW PIT INSPECTION REPORT

Municipality: Bela-Bela Local Municipality

Borrow Pit Name: _____

Inspection Type: ☐ Daily ☐ Monthly (ECO)

Date: _____

Inspector Name & Designation: _____

SECTION A: GENERAL INFORMATION

Item	Details
Weather Conditions	
Operational Status	Active / Inactive
Area Inspected	

SECTION B: COMPLIANCE CHECKLIST

No	Requirement	Status (✓/X)	Comments
1	Operations within approved footprint		
2	Boundary beacons intact		
3	No activity in sensitive/riparian zones		
4	Dust suppression implemented		
5	Stormwater controls functional		
6	Waste properly managed		
7	PPE used by workers		
8	Access control measures in place		
9	No illegal dumping observed		
10	Progressive rehabilitation ongoing		

SECTION C: NON-COMPLIANCE IDENTIFIED

Description of Issue	Severity (Low/Med/High)	Immediate Action Taken	Responsible Person



SECTION D: CORRECTIVE ACTIONS

Action Required	Responsible	Due Date	Status

SECTION E: SIGN-OFF

Inspector Signature: _____

Date: _____

A11. INCIDENT REGISTER TEMPLATE

A11.1 BORROW PIT INCIDENT REGISTER

Municipality: Bela-Bela Local Municipality

Borrow Pit Name: _____

INCIDENT LOG

No	Date & Time	Type of Incident	Location	Description	Reported By

INCIDENT CLASSIFICATION

Category	Tick
Water Pollution	☐
Fuel/Oil Spill	☐
Illegal Extraction	☐
Safety Incident	☐
Environmental Damage	☐
Other	☐

IMMEDIATE RESPONSE ACTIONS

Action Taken	Responsible	Time Implemented



REPORTING DETAILS

Internal Reported To Date & Time

Divisional Manager

Senior Manager

External Authority (if applicable)	Date Reported
DWS	
DFFE	

ROOT CAUSE ANALYSIS

Root Cause	Contributing Factors

CORRECTIVE AND PREVENTATIVE ACTIONS

Action	Responsible	Due Date	Status

CLOSURE

Closure Date	Approved By	Remarks

A12. REHABILITATION RECORD TEMPLATE

A12.1 BORROW PIT REHABILITATION RECORD

Municipality: Bela-Bela Local Municipality

Borrow Pit Name: _____

Area/Section: _____

SECTION A: DISTURBED AREA DETAILS

Description	Details
Area Size (m ² / ha)	
Date Disturbed	
Activity Causing Disturbance	



SECTION B: REHABILITATION ACTIVITIES

Activity	Date Completed	Method Used	Responsible
Backfilling			
Levelling			
Topsoil Replacement			
Erosion Control			
Vegetation / Seeding			

SECTION C: INSPECTION AND VERIFICATION

Item	Status (✓/X)	Comments
Area stabilised		
No erosion observed		
Vegetation established		
No safety risks		

SECTION D: ECO VERIFICATION

ECO Name: _____

Signature: _____

Date: _____

SECTION E: MUNICIPAL APPROVAL

Divisional Manager / Delegate: _____

Signature: _____

Date: _____



ANNEXURE B



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609

BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE SENIOR MANAGER: TECHNICAL SERVICES

FINANCIAL PROVISION FRAMEWORK AND CALCULATION METHODOLOGY

B1. PURPOSE

The purpose of this **Annexure** is to establish a standardised framework for the determination, review, and management of financial provision required for the rehabilitation and closure of municipal borrow pits. This framework ensures compliance with applicable environmental legislation and supports sound financial management practices in terms of municipal governance requirements.

B2. PRINCIPLES

The Municipality shall ensure that:

- Adequate financial provision is made for rehabilitation and environmental liabilities;
- Financial provision is reviewed annually;
- The calculation is based on realistic and auditable cost estimates;
- Any shortfall is identified and addressed through the budgeting process;
- The “polluter pays principle” is upheld where applicable.

B3. ROLES AND RESPONSIBILITIES

B3.1 Municipal Accountability

The Bela-Bela Local Municipality, as the holder of the Environmental Authorisation and Mining Permit, shall be ultimately responsible for:

- Ensuring that sufficient financial provision is made;
- Budgeting for rehabilitation costs;



- Addressing any shortfall in provision;
- Ensuring compliance with legislative requirements.

B3.2 Technical Services Department

The Technical Services Department shall:

- Oversee implementation of this framework;
- Ensure that rehabilitation requirements are identified and quantified;
- Coordinate inputs required for financial provision calculations.

B3.3 Environmental Control Officer (ECO) / Designated Official

The ECO or designated official shall be responsible for:

- Preparing the annual financial provision calculation;
- Assessing environmental liabilities;
- Recommending cost estimates for rehabilitation;
- Providing supporting documentation and reports;
- Monitoring implementation of rehabilitation measures.

B3.4 Finance Department

The Finance Department shall:

- Incorporate financial provision requirements into the Municipal budget;
- Ensure alignment with the Municipal Finance Management Act (MFMA);
- Monitor expenditure related to rehabilitation and environmental compliance.

B4. FINANCIAL PROVISION CALCULATION METHODOLOGY

The financial provision shall be calculated based on the estimated cost of rehabilitating the borrow pit to a safe and stable condition.

B4.1 Rehabilitation Cost Components

Activity	Unit	Quantity	Rate (R)	Total Cost (R)
Site clearance	ha			
Topsoil replacement	m ³			
Backfilling	m ³			
Slope stabilisation	m ²			



Activity	Unit	Quantity	Rate (R)	Total Cost (R)
Stormwater control measures	Item			
Revegetation	ha			
Erosion control	Item			
Waste removal	Item			
Demobilisation	Item			

Subtotal (A): R _____

B4.2 Risk and Contingency Allowance

To account for uncertainties and unforeseen liabilities:

Description	%	Amount (R)
Contingency	10–15%	
Unknown / latent liabilities	5–10%	

Subtotal (B): R _____

B4.3 Total Financial Provision

Total Financial Provision = A + B = R _____

B5. CPI ADJUSTMENT

The financial provision shall be **reviewed annually** and adjusted using applicable inflation indices:

Year	Base Amount (R)	CPI (%)	Adjusted Amount (R)
Year 1			
Year 2			
Year 3			

B6. ENVIRONMENTAL LIABILITY ASSESSMENT

An annual assessment shall be conducted to identify and quantify environmental risks:

Risk	Description	Estimated Cost (R)	Mitigation Measures
Soil erosion			
Illegal dumping			
Stormwater failure			



Risk	Description	Estimated Cost (R)	Mitigation Measures
Vegetation loss			

B7. FINANCIAL ADEQUACY ASSESSMENT

The Municipality shall assess whether current provision is sufficient:

Required Provision (R)	Available Provision (R)	Shortfall / Surplus (R)

B8. REPORTING AND APPROVAL

- The financial provision calculation shall be compiled annually by the ECO or designated official;
- The report shall be submitted to the Senior Manager: Technical Services for review;
- The Finance Department shall incorporate the provision into the Municipal budgeting process;
- Where required, the report shall be submitted to the Department of Mineral Resources and Energy (DMRE).

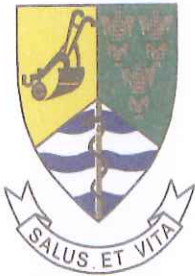
B9. AUDIT AND RECORD KEEPING

The following records shall be maintained for audit purposes:

- Annual financial provision calculations;
- Supporting cost estimates and assumptions;
- Environmental liability assessments;
- Budget allocations and expenditure records;
- Correspondence and submissions to regulatory authorities.



ANNEXURE C



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609

BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE SENIOR MANAGER: TECHNICAL SERVICES

COMPLIANCE CHECKLIST REGISTER

C1. MONTHLY COMPLIANCE CHECKLIST

No	Requirement	POE	Yes/No	Comments
1	EA available on site			
2	Mining Permit available			
3	Beacons intact			
4	Operations within approved footprint			
5	Dust control implemented			
6	Stormwater controls functional			
7	No illegal dumping			
8	PPE used			
9	Access controlled			
10	Rehabilitation ongoing			

C2. KPI SCORING

Compliance % = (Total Yes ÷ Total Applicable Items) × 100

C3. QUARTERLY AUDIT SUMMARY

Quarter	Score (%)	Findings	Actions	Responsible	Status



C4. NON-COMPLIANCE REGISTER

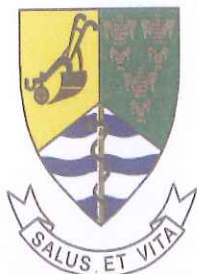
Issue	Root Cause	Action	Responsible	Due Date	Status

C5. ANNUAL DECLARATION

- Compliance Score: _____ %
- ECO Name & Signature: _____
- Senior Manager Approval: _____



ANNEXURE D



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609

BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE SENIOR MANAGER: TECHNICAL SERVICES

APPLICATION FORM: EXTRACTION OF GRAVEL MATERIAL FROM MUNICIPAL BORROW PIT

Applicant Details

- Company Name: _____
- Contact Person: _____
- Contact Number: _____
- Email: _____

Project Details

- Project Name: _____
- Contract Number: _____
- Location: _____

Material Request

- Type of Material: _____
- Estimated Quantity (m³): _____
- Duration: _____

Declaration

I hereby confirm that the information provided is correct and that I will comply with all Municipal policies, environmental requirements, and rehabilitation obligations.

Signature: _____

Date: _____



ANNEXURE E



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609
BELA - BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

OFFICE OF THE MUNICIPAL MANAGER

Enquiries:
Cell:
E-mail:

Date: 2026

Name and Address of Applicant/ Company

ATTENTION: ?????

Sir/ Madam,

RE: AUTHORISATION TO EXTRACT GRAVEL

You are hereby authorised to extract material from the municipal borrow pit subject to the following:

- Approved Quantity: _____ m³
- Approved Area: _____
- Validity Period: _____

Conditions

1. Compliance with Borrow Pit Policy
2. Compliance with EA and EMPr
3. Restriction to approved areas
4. Implementation of safety measures
5. Full rehabilitation of disturbed areas

Failure to comply will result in withdrawal of authorisation and recovery of costs.

Yours faithfully,

Mr. T.G Ramagaga
MUNICIPAL MANAGER

