WINNIE MADIKIZELA MANDELA OPERATION & MAINTENANCE POLICY

Prepared by:

ENGINEERING SERVICES DEPARTMENT

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1. INTRODUCTION

The Council of Winnie Madikizela Mandela Local Municipality has established a need to develop and adopt an Operation and Maintenance Policy that will guide the maintenance of the road & building infrastructure, the operation of the plant & equipment owned and leased by the municipality and any other resources that will be utilized.

The policy is intended to also provide guidance towards ensuring that core municipal values are adhered to, during the operation and maintenance of the municipal infrastructure particularly in achieving the IDP objectives thus improving the quality of services being delivered, protecting and preserving the existing infrastructure for future generations and meeting the needs of Mbizana communities.

Furthermore it defines the service standards to be met, detail priorities to be met within the funding limitations and create a sense of accountability for the way in which the funding avenues namely equitable share and repairs & maintenance budget should be spent. Through efficient scheduling of resources, proper planning and application of operation and maintenance activities will result to effective infrastructure maintenance and "value for money" expenditures.

The policy also provides guidance towards the utilization and management of borrow pits. Through effective maintenance the risk of future financial burdens and operational malfunctioning of municipal assets will be minimised.

The municipality owns and operates a fleet of plant and equipment that are necessary to provide the community with the services required by local government. The type of plant and equipment ranges from major heavy plant 2x Graders, 1x TLB and 2x Vibrating Padfoot roller, 3 x Tipper truck , 2 x water curt truck , 1 x Horse and low bed trailer , 1 x Excavator . The municipality is also intending to purchase additional plant & equipment. The plant and equipment will also be leased or hired for private use to the community of Mbizana. Therefore effective operational and maintenance management of the plant & equipment is vital to the financial sustainability of the Municipality.

2. DEFINITIONS

'Basic municipal services' *means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and, if not provided, would endanger public health or safety or the environment;*
'By-law' *means legislation passed by the council of a municipality binding in the municipality on the persons to whom it applies;*
Assets *are resources under the control of the municipality as a result of past events and from which future economic benefits or service potential are expected to flow to the municipality. (GRAP 1)*
Asset Custodian*: is a person in any position or level in the organisation entrusted with the safe-guarding and use as well as the condition monitoring of a specific asset.*
Asset Manager *is any official who has been delegated responsibility and accountability for the control, usage, physical and financial management of the municipality's assets in accordance with the entity's standards, policies, procedures and relevant guidelines.*
Maintenance: *all actions necessary for retaining an asset in or restoring it to its original condition.*
Maintenance Provider: *A service provider appointed by a Municipal Council to maintain on behalf of or, with the Municipality its property, plant or equipment.*
Maintenance Standard: *a measure of the condition that an asset is required to meet and be fully functional during its operation.*
Backlog Maintenance: maintenance that is necessary to prevent the deterioration of the asset or its function but which has not been carried out.
Planned maintenance: maintenance work to prevent failure of the asset during or within its life cycle.
Corrective Maintenance: the actions performed, as a result of failure, to restore an item or asset to its original condition, as far as practicable. Corrective maintenance may or may not be programmed.
Preventive Maintenance: the actions performed to retain an item or asset in its original condition as far as practicable by providing systematic inspection, detection and prevention of incipient failure.
Emergency corrective maintenance: is outside routine maintenance and works programs that must be initiated immediately for health, safety, security, hazard reasons or that may result in the rapid deterioration of the property plant or equipment if not undertaken
Deferred Maintenance: maintenance planned to be carried out in the current financial year but due to shortage of funds or unforeseen circumstances is not carried out and added to the Backlog Maintenance awaiting attention.
Criticality: *the measure that defines how critical the function of an asset is in respect to the delivery of the University's core service delivery outputs.*
Functionality: *the measure of how well a current asset fits in with the operational or designed use, intended purpose and meeting the requirements of the institutions mandated obligations.*
Life cycle costs: *the full cost of maintaining an asset during its life time and includes procurement, operating and maintaining an asset as well as disposal costs.*

Minor New Works: *works/repairs that are required to enhance assets/facilities to standards suitable for their intended function. This includes refurbishment.*
Utilisation: *the measure of determining an asset's relevance to its intended requirements by defining how intensively the asset is used.*

3. LEGISLATIVE REQUIREMENTS

3.1 The Constitution of South Africa (Act 108 of 1996)

Section 152 (1) Sets out a broad framework for local government by stating that among its objectives are to:
(b) Ensure the provision of services to communities in a sustainable manner;
(d) Promote a safe and healthy environment; and

This means that municipalities have a fundamental agreement in our country on a vision of democratic and developmental local government in which municipalities fulfil their constitutional obligations to ensure sustainable, effective and efficient municipal services, promote social and economic development, encourage a safe and healthy environment by working with communities in creating environments and human settlements in which all our people can lead uplifted and dignified lives.

3.2 LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT 32 OF 2000

Section 11(3) (a) of the Act (3) requires a municipality to exercise its legislative or executive authority by developing and adopting policies, plans, strategies and programmes including setting targets for delivery.

Section 38 (a) (iii) stipulates that a municipality must establish a performance management system that is in line with the priorities, objectives, indicators and targets contained in its integrated development plan.

Therefore, it is of importance that the SDBIP predetermined targets adopted by the Council regarding the maintenance of the municipal infrastructure are achieved through the effective implementation of this Maintenance Plan.

Section 73 (2) stipulates that Municipal services must:
(b) be provided in a manner that is conducive to-
(ii) the improvement of standards of quality over time;
(c) be financially sustainable;
(d) be environmentally sustainable; and

3.3 The Municipal Finance Management Act (56 of 2003)

Section 78(1) (e) Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure that the *assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary.*

3.3.1 MFMA Circular No. 55.

Section 4.2 - Renewal and repairs and maintenance of existing assets

National Treasury urges municipalities to ensure that allocations to repairs and maintenance, and the renewal of existing infrastructure are prioritised. In this regard:

Where the municipality allocates less than 40 per cent of its 2011/12 Capital Budget (as reflected on Table A8) to the renewal of existing assets it must provide a detailed explanation and assurance that the budgeted amount is adequate to secure the ongoing health of the municipality's infrastructure supported by reference to its asset management plan;

Where the budgeted amounts for repairs and maintenance reflected on Table A9 are less than 8 per cent of the asset value (write down value) of the municipality's Plant Property and Equipment (PPE) as reflected in the municipality's 2009/10 annual financial statements, the municipality must provide a detailed explanation and assurance that the budgeted amount is adequate to secure the ongoing health of the municipality's infrastructure supported by reference to its asset management plan;

3.4 The Municipal Structures Act (Act 20 of 2002)

Temporary allocation of functions and powers

Section 87 (1) stipulates that If the provision of basic services by a district or local municipality collapses or is likely to collapse because of that municipality's lack of capacity or for any other reason, the MEC for local government in the province may, after written notice to the district or local municipality and with immediate effect, allocate any functions and powers necessary to restore or maintain those basic services, to a local municipality which falls within that district municipality or to the district municipality in whose area that local municipality falls, as the case may be.

Functions and powers of executive committees

Section 44 (3) (e) The executive committee must oversee the provision of services to communities in the municipality in a sustainable manner.

3.5 The Local Government Municipal Systems Act (Act 32 of 2000)

Chapter 1 under Definition, The Act assigns a particular meaning to the words "financial sustainable" the provision of a municipal service in a manner aimed at ensuring that the financing of that service from internal and external sources, including budgeted income, grants and subsidies for the service, is sufficient to cover the costs of -
(b) operating the service; and
(c) Maintaining, repairing and replacing the physical assets used in the provision of the service;

4. POLICY GOAL

The Municipality is committed in building sustainable communities, protecting and preserving its environment to the benefits of its people and strengthening the culture of performance and public participation.

5. OBJECTIVES

This policy has been developed to give a strategic direction towards achieving the following objectives:

- Maintain & effectively operate existing infrastructure
- Improve the status of the selected existing access roads
- Ensure roads and storm-water drainage is provided and maintained
- To effectively provide guidance and management of hiring & leasing of plant and machinery for private usage by Mbizana community
- To effectively provide guidance and management of hiring of plant and machinery from Plant and Machinery Suppliers for the use by Winnie Madikizela Mandela Local Municipality
- Critical maintenance areas and risks are identified and rectified.
- To ensure a healthy & safe environment to motorists and occupants in municipal buildings
- To ensure efficient management of the operation & maintenance activities.
- To ensure programming of repair work and systematic performance of maintenance activities.
- To develop procedures for the reporting of complaints or vehicle damage or injuries caused by damaged roads.
- To develop a system for recording and reporting on the condition of municipal infrastructure or assets.
- To develop and facilitate best practice plant management procedures.

- To reduce the incidence of workplace injury and illness.
- To assist site managers to identify, implement and review plant management measures.
- To satisfy the requirements of internal and external audits.

6. SCOPE OF THE POLICY

This policy covers all aspects that falls within the Operation & Maintenance functions performed to the municipal infrastructure or assets under the ownership of the municipality. The latter broadly refers to the municipal roads, storm-water, building, associated structures and other resources to be utilized in performing the function including the plant & equipment.

This Policy also requires the responsible directorate to develop operation and maintenance plans with specific reference to this policy, applicable Acts and municipal priorities for the management of the following functional areas.

- Roads Maintenance
- Storm-water Maintenance
- Building Maintenance
- Plant & Equipment Operation & Maintenance

The purpose of these Maintenance Plans is to ensure that municipal assets remain appropriate to programme requirements, are efficiently utilised and maintained in the condition to deliver sustainable services at the lowest possible long-term cost.

7. STRATEGY & METHODOLOGY

Winnie Madikizela Mandela Local Municipality has therefore adopted a strategy that promotes a systematic and effective operation and maintenance of municipal assets that will reduce the performance of ad-hoc maintenance activities. Therefore, a conducive environment must be created to ensure that:

- A medium for operation and maintenance of the municipal infrastructure is established.
- Alternative technologies are applied in the tarring of municipal roads.
- Sufficient storm water drainage systems are provided, maintained and if required upgraded to reduce and to some extent eliminate the risk of roads being flooded.
- A fleet of construction equipment is availed for the purpose of maintaining municipal roads.
- Different maintenance inspections are performed at the required frequency.
- Different road maintenance types are implemented within reasonable time as planned except in cases that will be declared as emergency by the Director of Planning and Infrastructure as granted or duly delegated by the Council.
- Proper controls exist towards lease and hiring management of plant & equipment

- A daily emergency response system detailing responsible municipal staff is established.

8. POLICY GUIDELINES

8.1 Accountability for Operation & Maintenance

Accountability for capital assets is delegated from the municipal manager, through the senior managers, to the Asset Manager. The responsibility is further extended and delegated in terms of the Operation & Maintenance and custodianship to the responsible section/unit Manager of the Engineering Services Department .

The responsible section/unit manager is accountable for ensuring that municipal resources assigned to him/her are utilised effectively, efficiently, economically and transparently in consultation with the Supply Chain Manager. This would include:

- complying with systems of management and internal controls established by the municipality,
- preventing inappropriate and waste-full expenditures,
- appropriately managing, safeguarding and maintaining assigned assets and,
- providing all asset-related information as and when required.

All assets remain under the ownership of the Finance Department (SCM/Asset Manager). The delegated user will be required to continuously report to the Finance Directorate and further and provide required data (*Annexure A*) that support all expenditures incurred and associated upgrading descriptions to ensure efficient update of the Infrastructure Asset Register.

The Operation & Maintenance Manager of Engineering Services Department will take full responsibility towards the management of inspections and maintenance of the components that make up the drainage system of Winnie Madikizela Mandela municipality. This process also includes the removal of manmade obstructions that prohibits smooth flow of storm-water runoff to prevent flooding.

8.2 OPERATIONAL DESCRIPTION

8.2.1 Inspections

The user directorate will be required to develop a plan for the performance of maintenance inspection and processes that takes into account unscheduled inspections in response to the community's complaints.

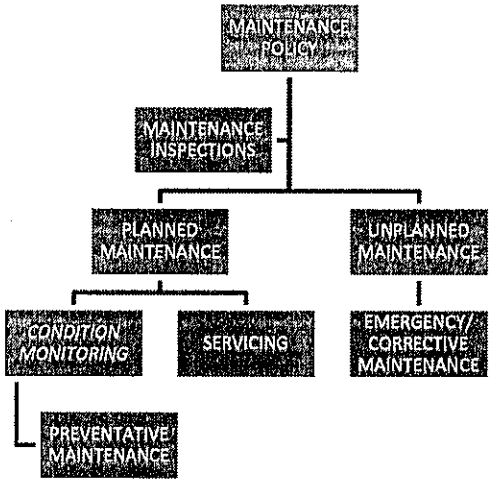
Through the performance of scheduled inspections as shown on Table 1 below, the identified defects with key maintenance items shall be properly documented and prioritized as per the Standing Committee resolutions.

All community complaints and reports from the will be recorded on the Complaints Register (*Annexure B*) or on a traceable system. Responsible or duly delegated personnel will be assigned to conduct visual inspections (*Annexure C* for Roads & Storm-water, *Annexure D* for Building Maintenance) to determine the extent of damage or defect within 48 hours. The findings or maintenance requirements will be submitted to the Departmental Standing Committee for prioritisation (*Annexure E*).

TABLE 1 –SCHEDULE OF INSPECTION

ACTIVITY	INSPECTION TYPE	ROADS & MAINTENANCE	STORM-WATER MAINTENANCE	BUILDING MAINTENANCE	OTHER	PLANT & EQUIPMENT
Inspections Regular inspections of the road asset to be undertaken by a suitably qualified and experienced staff to determine condition, compliance with maintenance standards and risk	(a) **Condition Assessment Inspections** are undertaken to determine the condition of an asset, its relative life and where relevant, asset renewal requirements including asset register maintenance.	As per the Asset Management Policy – Specifically infrastructure impairment				
	(b) **Condition & Risk inspections** are undertaken to identify defects against set standards. Defects are rectified in accordance with the Table 2 -Defect Table in this document or set standards. Significant maintenance issues are also identified as part of this inspection process.	As per the Departmental Maintenance Plans	As per the Departmental Maintenance Plans	As per the Departmental Maintenance Plans	As per the Departmental Maintenance Plans	As per the Departmental Maintenance Plans
	(c) **Routine Maintenance Inspections** are undertaken in conjunction with routine maintenance patrols & inspections to determine compliance with maintenance target intervention standards set out in, and programmed in accordance with the Maintenance Program.	As per the different Maintenance Program (Standing Committee priorities)				
	(d) **Responsive inspections** are undertaken in response to community complaints/reports, office or municipal staff reports. Identified defect works are rectified in accordance with the Defect Table. Identified maintenance works are programmed in accordance with the Maintenance Programme.	Within 48 hours on receipt of report or complaint				

8.2.2 Maintenance Flow Description



8.2.3 Emergency Works

Emergency works will among other things include traffic incidents management, floods, storms and potential spillages (oil & diesel) that may undermine and damage the surface layers.

The response to emergency work shall take precedence over some of the activities planned on the different Maintenance Programmes including inspections and may to some extent affect the set timeframes. The level of response to the identified hazards shall be in accordance with the severity of the emergency and the availability of municipal resources.

All emergency operations and maintenance activities shall be authorized by the Senior Manager of the user Department . Emergency cases having financial implications which may adversely affect the budgeted amounts, the user Department shall follow the relevant process and procedures for approval thereof.

Disaster management, community services jointly with Engineering Services Department takes the responsibility in responding to Emergency Requests for assistance with drainage problems, such as flooding, on municipal and private properties within a reasonable period not exceeding 24 hours.

8.2.4 Maintenance Requirements

The timing of maintenance is vital as it affects the deterioration of an asset to a very poor condition which may result to the cost of repairs being doubled to four times if the defects have not been attended at the required interval. The Department responsible for Operation & Maintenance is therefore required to develop Maintenance Plans that identifies different maintenance types applicable within reference to list provided below and determine relevant timelines to ensure that the asset is operated at its optimal level and maintained to a level that ensures fully functioning of the asset.

- **Routine maintenance** – refers to the day to day operational activities to keep the asset in a smooth and operational manner in a case of:
    - a road it applies to repair of potholes, minor surface crack repairs,
    - for storm-water it applies to cleaning of drains,
    - for buildings it applies to repair of roof leaks, for plant & equipment it applies to oiling of mechanical shafts & joints etc.)

  This type of maintenance must forms part of the annual operating budget.

- **Periodic or Preventative road maintenance** - periodic maintenance refers to certain treatment applications *to prevent manifestation* of distresses.
    - In the case of a road the work to be performed under the preventive maintenance program can be chip & spray sealing, slurry sealing and resurfacing,
    - Vanishing of wooden doors & windows for buildings.
    - Minor & major servicing of the plant & equipment

  Its purpose is to extend the lifespan of the road or building and in the case of the plant & equipment to be fully functional.
  Also this type of maintenance must forms part of the annual operating budget & further into the MTEF.

- **Special maintenance –** is mostly applicable *when a portion* of the asset requires reconstruction or refurbishment for example the road structure or surface will require total reconstruction even though it may still be within or not even close to 50% of its remaining useful life. This usually occurs due to failure of underlying layers and underground water rising which result to surface layer pumping.

- **Reconstruction/rehabilitation maintenance** - reconstruction involves removing the entire portion of the roadway and replacing it with new layers thus. This maintenance activity usually occurs when the condition of the roadway or street reaches a point where preventive maintenance is no longer cost-effective.

Pro-active identification and application of the correct maintenance type will prevent failure of the asset during or within its life cycle to minimize or eliminate corrective maintenance.

8.3 Reporting on emerging issues

The user department should report progress on the operation and maintenance to the asset manager, who will then further report to the appropriate senior manager. The senior manager should report to the municipal manager on the execution of the delegated responsibilities, including any issues that will significantly impede the capability of the assets to provide the required level of service or economic benefit. One of these issues will be the adequacy of the maintenance, operation and safeguarding of assigned assets.

8.4 Right of entry

Engineering Services Department of Winnie Madikizela Mandela Local Municipality has the:

- Right of entry on any property within its jurisdictional area to perform safety inspections of potential flooding sources

Right to question and take steps to prevent illegal activities by citizens that may lead to storm-water control and management being jeopardised and as a result causing flooding to municipal and private owned properties.

8.5 Routine Request

In cases of a Routine Request launched by a citizen, the area shall be inspected, evaluated, and approved or denied on a case by case basis by the Senior Manager , Operation & Maintenance Manager or the person duly authorised or delegated to undertake such responsibility.

The judgement will be based on:

- Risk level & stage of collapse
- Danger to be imposed on the user's
- Depend on the occupation status
- Traffic volume & road category.
- Current municipal priorities
- Ability to generate revenue
- Roads providing access to funerals/ important social events/presidential visits

9. MAINTENANCE STANDARDS

9.1 Roads Maintenance Standards

Table 2 below provide timelines of response to rectify critical defects to reduce or prevent the risk of danger to road users.

Table 2 – Critical Defects Response Table

DEFECT TYPE	DESCRIPTION	CRITICAL LIMIT-EMERGENCY	TIMELINE OF RESPONSE
SEALED ROADS Potholes	These are defined as small breaks and depressions in the sealed surface where loss of pavement wearing surface has occurred.	When pothole>200mm in depth & >1000mm wide or rapid deterioration is likely	**72 hours**
Surface Defects	Defined as rough surface caused by rutting, depressions or failure areas of pavement.	Rectify when the failed area reaches the following intervention levels (a) Rutting, crocodile cracks & depressions> 600 m^2 (square meters) (b) Broken out pavement > 20 m^2 (square meters) (c) Loose stones (> 20mm stones) >20 m^2 (square meter) at **intersections & other**	**The municipality has outsourced the function until adequate resources and skills have been procured – Budget priorities dependant.**
Edge Breaks	These are defined as fretting along the seal edge resulting in reduced seal width. Usually associated with eroded or weak shoulders in the vicinity of the bitumen edge.	When edge break exceeds 450 mm laterally, for a 20m length & 150mm deep.	**Same response as per Surface Defects**
Shoulder "Drop off"	These are defined as the result of erosion of the unsealed road shoulder adjacent to the seal edge resulting in "drop off" at the seal edge.	When the shoulder drop off from pavement exceeds 450mm (Vert.) for a 10m length & 150mm deep	**Same response as per Surface Defects**
Regulatory Signs & road markings	Covers the replacement of damaged or missing regulatory signs.	Missing or illegible regulatory signs.	**3 weeks turnaround time - Budget availability dependant**
SANRAL & Roads and Public Works Owned Roads			**Municipality to convey the complaint or report within 48 hours of receipt of complaint. (Communications filed accordingly)**

- Pothole patching shall be performed on a daily basis as per the Departmental Maintenance Programme
- Resealing or resurfacing of roads shall ideally be carried out at a frequency of their design life (usually 10, 15 or 20 years)
- Gravel distributor roads in rural settlements shall be graded at least once a year.
- Gravel rural access roads shall be re-gravelled when the underlying in-situ layer is extensively exposed from the base coarse layer subject to availability of resources as defined under TRH 20 - The Structural Design, Construction and Maintenance of Unpaved roads.

9.2 STORM –WATER MAINTENANCE STANDARDS

The storm-water drainage system is comprised of two basic categories:

- Subsurface System – Inlets or catch basins, manholes, and culvert pipes
- Surface System – Drainage-ways (kerbs & gutters), concrete V/dish-drains and Detention Ponds

The inspection of the subsurface and surface drainage systems will be performed as detailed under Table 3 below - **Storm-water Schedule of Inspection and Maintenance.** The purpose will be to determine the type of repairs or maintenance required.

9.2.1 Subsurface System

- Inspection and cleaning will typically be performed at the same time.
- The condition of associated structures will be evaluated and the information will be reported to the Senior Manager, Operation & Maintenance Manager.
- Repairs or replacement will be scheduled and performed as per the departmental Storm-water Maintenance Programme
- Removal of miscellaneous debris and sediment will be performed at the time of the inspection or will be scheduled for completion in a timely manner.

9.2.2 Surface System

- Inspection of the surface system will include functional and aesthetic needs.
- Functional maintenance is important for performance and safety reasons.
- Aesthetic is important primarily for public acceptance of storm-water facilities.
- The removal of debris, sediment, overgrown or weedy vegetation and erosion conditions will be evaluated and rectified accordingly.
- Conditions of structures such as inlets/outlets, culverts, causeways, gabion structures, concrete dish-drains and associated head-walls will be evaluated and reported to the Senior Manager, Operation & Maintenance Manager if corrective action is required.

The following activities will when necessary form part of the detention ponds maintenance:

SYSTEM CATEGORIES	DESCRIPTION	INSPECTION & MAINTENANCE TYPE	FREQUENCY
Manholes (Catch-pits)	A manhole is a structure that allows access into a closed conduit. Manholes can be located in the road-way and greenbelts areas of a development.	• Inspect for damage or missing block and mortar • Inspect for derby within the structure • Typical cleaning • Problem areas as determined by the Municipality shall be cleaned	Annually/after heavy rains
Closed Conduit	A closed conveyance designed to carry storm water runoff, which includes culvert, closed drains and pipes.	• Typical cleaning closed drains and storm-water pipes ranging from 300mm to 1200mm in diameter. • Culvert cleaning • Video inspections *(Future capital plans)* • Problem areas as determined by the Municipality shall be cleaned	Annually & in response to blockages/ after heavy rains
Basin Outlet Structures	Outlet structures are used to regulate storm water discharge from detention ponds & basins into	• Check inlets and outlets for clogging • Clean inlets and outlets as necessary.	

	receiving waterways or an offsite storm sewer system.	• Remove sediment if accumulation reaches 1m & above or if re-suspension is observed. • Inspect pipes to verify that the outlet is not damaged.	Annually & when necessary/after heavy rains
Catch Basins or concrete & stone-pitching channel (inlets)	A below ground structure designed to collect and convey water into the storm-water system. Catch basins can be located in roadways and greenbelt areas of a development.	Surfaces of all catch basins shall be checked for debris. • Typical cleaning. *The municipality will monitor completed developments for one year to determine how often the catch basin will require cleaning.* • Inspect for damaged or missing block and mortar.	Annually 3 to 5 years Annually
Gutters & kerbing	Are located in paved/surfaced roadways to convey storm-water into manholes, catch basins & other associated inlets.	• Inspections for debris, sand, leaves and any other sediment types. • Street and kerbing sweeping • Replacement of damaged sections and kerbing.	In conjunction with Roads Maintenance Programme or other When required/Annually

9.3 Building Maintenance Standards

- The maintenance of municipal buildings shall be performed in accordance with the National Building Regulation and Building Standards Act 1977 as amended and the NHBRC Technical Requirements.
- The Building Control Officer shall be required to develop a Maintenance Plan for adoption by the Council that clearly defines the timelines of building maintenance inspections and priorities with basis to the current condition of each municipal building.

9.4 Hiring & Leasing Standards of Municipal Plant & Equipment

The municipal plant & equipment shall be hired or leased for private benefit or usage under the following conditions:

(a) No dispatching of plant & equipment shall be performed without prior issuing of a signed Work Instruction by the Operation & Maintenance Manager or duly delegated.
(b) The operator or driver takes full responsible for signing of Work Instructions by ward councillor or duly delegated or the beneficiary in the case of leasing as proof or confirmation of services delivered.
(c) The Work Instruction shall be submitted daily upon completion of services to the administration assistant of the Engineering Services Department .
(d) The operator or driver will be required to sign a daily logbook that clearly define the start & end mileage, the fuel refilling, purpose of the trip and any other information that may be deemed to be vital towards performance management of the plant & equipment.
(e) Furthermore in cases of leasing or hiring for private use to Mbizana community the plant & equipment shall only be dispatched for the services requested upon the payment of the entire leasing amount.
(f) The plant & Equipment shall only be hired or leased out for private use during weekend days except in cases where municipal planned work has been attended.
(g) All plant & machinery should be insured

The following hiring wet rates shall apply:

No.	PLANT DESCRIPTION	WET RATE PER HOUR (Working days)	WET RATE PER HOUR (Non working days to include overtime & security rates)
1.	Grader		
2.	TLB		
3.	Vibrating smooth roller		
4.	Low bed truck		
5.	10kl Water tank truck		
6.	Stamp foot roller		
7.	10m3 Tipper Truck		
8.	Excavator		

9.5 Plant & Equipment restrictions

The utilization of plant & equipment is restricted for use under the following conditions:

(a) If all the above have not been met as detailed under Section 9.4
(b) Wet bladding where the road stoniness exceeds 50mm or signs of rock-bed exposure are detected.
(c) For developing of school sports-fields except clearing of debris
(d) Usage during the evenings without proper security systems in place.
(e) Unless there is a council/EXCO resolution or in the case of emergency sanctioned by Mayor of the Council of Winnie Madikizela Mandela Local Municipality to utilise the plants for any other reason

9.6 Maintenance of tracks

(a) The decision to clear and maintain road tracks shall be through the resolution of the standing committee of the Department responsible for Operation & Maintenance.

(b) Where tracks have been found to be the only access to a specific residential area, processes should be followed towards the registration of the road.

(c) The above process will require a Council resolution prior the undertaking of such maintenance and registration.

10. APPLICABLE LEGISLATIVE REQUIREMENTS & GUIDELINES

During the undertaking of the Operation & Maintenance activities the following legislations and guidelines should be consulted and set standards be applied in cases where this policy document has not detailed such requirement or quality standard to be met.

10.1 Roads & Storm-water Maintenance

(a) COLTO – Incident Management Systems Guidelines
(b) The National Road Traffic Act (Act 93 of 1996)
(c) The Occupational Health and Safety Act (Act 85 of 1993)
(d) SANRAL regulations
(e) The National Land Transport Transition Act, (Act 22 of 2000)

10.2 Building Maintenance

(a) National Building Regulation and Building Standards Act 1977 as amended
(b) The NHBRC Technical Requirements

10.3 Plant & Equipment Maintenance

(a) Local Government Asset Management Guidelines shall apply

Signed on the 20th **day of** June **2022**

Municipal Manager

ANNEXURE A

ROADS - INFRASTRUCTURE FIXED ASSETS ADDITIONS SHEET

No.	Asset category	Project description & length (km or other)	Asset Reference number (Upgrading/ refurbishment)	Asset Location		Amount claimed per asset to date	Invoice date	Invoice number	Amount excl VAT	VAT	Invoice amount	Completion date	% completed
				Coordinates set 1 (x, Y)	Coordinates set 1 (x, Y)								
1	ROAD												

ANNEXURE B

Daily Roads Complaints Register

No.	DATE RECEIVE	INITIALS & SURNAME	WARD & ADDRESS	COMPLAINT	RIF No. #	DATE & TIME ISSUED	ASSIGNED OFFICIAL'S NAME	COMMENT ON PROGRESS	Standing committee- PRIORITY SCHEDULE NO.	

ANNEXURE C – ROAD INSPECTION FORM or VISUAL ASSESSMENT

ROAD INSPECTION FORM – (no. & date – e.g. 01 – 12/07/2011)

Assessor		**Date**		**Ward**	
Village		**Street name**		**Location Descript.**	
Type of area	(Formal/Informal/ Urban/village)	**Road type**	(Surfaced/Un-surfaced/Track/Rock formation)	**Length of road (Km)**	

COMMENTS ON THE GENERAL DESCRIPTION OF THE ROAD

Road Profile	Is it very good (<2%) or good (>2%) or flat or uneven or very uneven.	**Provide description**
Drainage from the road	Is the road above or level or below ground level	

Description of the problem/ sketch plan/ attach photo

Recommended remedial actions

PROPOSED MAINTENANCE CATEGORY:**.....**

Backlog Maintenance: maintenance that is necessary to prevent the deterioration of the asset.
Corrective Maintenance: the actions performed, as a result of failure, to restore an item or asset to its original condition, as far as practicable.

Planned maintenance: maintenance work to prevent failure of the asset during or within its life cycle.

Preventive Maintenance: the actions performed to retain an item or asset in its original condition as far as practicable by providing systematic inspection, detection and prevention of incipient failure.

Emergency corrective maintenance: is outside routine maintenance and works programs that must be initiated immediately for health, safety, security, hazard reasons or that may result in the rapid deterioration of the property plant or equipment if not undertaken.

Deferred Maintenance: maintenance planned to be carried out in the current financial year but due to shortage of funds or unforeseen circumstances is not carried out and added to the Backlog Maintenance awaiting attention.

Projected timelines of response:

.....	.....	.....	.....
Signature by Assessor	**Date**	**Signature by Manager**	**Date**

ANNEXURE D

The table below illustrate a typical checklist to be utilized during the performance of Building Maintenance Inspections

BUILDING MAINTENANCE INSPECTION CHECKLIST

ASSIGNMENT DATE		NAME OF ASSESSOR	
OFFICE NUMBER		BUILDING NAME	
OFFICE OCCUPANT/NAME		LOCATION DESCRIPTION	

SYSTEMS TYPE	DESCRIPTION	CONDITION	SUGGESTED ACTION		DATE REPAIRED	COMMENT ON REPAIRS
1. Roof covering - Roof leaks - Flushing & Overlapping - Structural Beams - Signs of slacking Inspection						
2. Roof Drainage - Water disposal - Box gutters - Guttering - Down pipes Inspection						
3. Eaves - Battens - Timber bracing - Roof trusses - Bird-proofing - Wall plate secured into the bricks						

SYSTEMS TYPE	DESCRIPTION	CONDITION	SUGGESTED ACTION		DATE REPAIRED	COMMENT ON REPAIRS
Inspection						
4. Ceiling - Cornice - Cover strips - Brandering spacing Inspection						
5. Wall/Structure **Internal** - Paint work - Cracks - Plastering - Window sills & reveals **External** Inspection						
6. Joinery & Glazing - Windows - Doors - Skirting Inspection						
7. Painting - Generally - Internal/ External Inspection						
8. Floors - Stability - Dampness						

SYSTEMS TYPE	DESCRIPTION	CONDITION	SUGGESTED ACTION		DATE REPAIRED	COMMENT ON REPAIRS
Inspection						
9. External Works Fencing Paving Inspection						
10. Plumbing system **Kitchen** - Taps & sinks **Toilets** - Basins & Cisterns **Gersey** - Overflows - Thermostat functioning - External drain/gully - Roding eyes - Manholes Inspection						
11. Emergency Systems - Burglar bars/gates - Fire extinguishers (alarm) - Fire escape ways - Location marking - Extinguishers - Service validity						
12. Conservancy tank - Condition - Overflow status						

SYSTEMS TYPE	DESCRIPTION	CONDITION	SUGGESTED ACTION		DATE REPAIRED	COMMENT ON REPAIRS
13. Urgent maintenance						

Prepared by:..... Signature:..... Date:.....
(Building Artisan)

Received by:..... Signature:..... Date:.....
(Supervisor/Manager)

RESPONSIVE MAINTENANCE SCHEDULE – STANDING COMMITTEE PRIORITIES

No.	Standing committee PRIORITY SCHEDULE NO::	WARD & VILLAGE NAME	Road Inspection Form No.#	DATE & TIME ISSUED FOR REPAIRS	ASSIGNED OFFICIAL'S NAME FOR REPAIRS	COMMENT ON PROGRESS	