

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

TLB USAGE POLICY

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1. BACKGROUND

Umzimvubu Local Municipality has a TLB Usage Policy which is a strategic document which contains a systematic approach towards the maintenance of Umzimvubu Municipality's Assets in-order to increase and enhance the effective use of the municipality's physical assets.

In line with the TLB Usage Policy, Umzimvubu Local Municipality has since purchased two TLBs to be used in achieving the set targets and goals to be used throughout the extent of the Municipality and therefore the guidelines for TLBs usage needs to be developed hence this policy.

Through effective maintenance the risk of future financial burdens and operational malfunctioning of municipal assets will be minimised. Poor maintenance of assets results to unavoidable damages and deterioration of the asset condition and, as result major repairs or to some extent capital replacement of the asset is required. Neglect of maintenance obligations can also give rise to safety hazards and the municipality may be found legally liable for any injuries and damages to citizen's properties.

The municipality believes that through regular expenditure of small amounts of repairs and maintenance funds will optimise the expected useful life of Infrastructure Assets thus become cost effective than large injections of capital every 3 years or more towards capital replacement of assets due to unplanned and or lack of maintenance.

2. PURPOSE OF THE POLICY

The TLB usage policy provides the structure within which to strategically manage the operations, maintenance and to optimise the life cycle of the municipality's assets in accordance with the service delivery requirements and towards achieving needs of the community being served.

The key objectives are:

- The objective of this policy is to give guidance to the usage & hiring of municipal TLBs including the need for a standardized procedure, to set out the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making procedure in order to render efficient service delivery.
- This policy shall also give meaning and effect to a process of hiring and usage of TLBs to avoid the ad hoc processes that have been followed when hiring out TLBs.
- Timeous and effective allocation of tasks as well as minimizing risks associated with the usage of the TLBs
- Assets are maintained to perform at optimum levels during their life cycle, reducing service disruptions and losses due to failure.
- Critical areas and risks are identified and managed.
- Performance of assets is reviewed to suit service delivery and to ensure assets are fit for the purpose.
- The cost of maintaining assets over their life cycle is quantified.
- Information is gathered to assist future decision-making and budgeting.

3. APPLICATION OF THE POLICY

3.1 This policy shall apply to all the UMZIMVUBU LOCAL MUNICIPALITY employees

4. DEFINITIONS

1. **Maintenance:** all actions necessary for retaining an asset in or restoring it to its original condition.
2. **Maintenance Provider:** A service provider appointed by a Municipal Council to maintain on behalf of or, with the Municipality its property, plant or equipment.
3. **Maintenance Standard:** a measure of the condition that an asset is required to meet and be fully functional during its operation.
4. **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.
5. **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.
6. **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.
7. **Minor New Works:** works/repairs that are required to enhance assets/facilities to standards suitable for their intended function. This includes refurbishment.
8. **Utilisation:** the measure of determining an asset's relevance to its intended requirements by defining how intensively the asset is used.

5. ROAD MAINTENANCE PLAN

Road maintenance plan is essential in order to preserve the road in its originally constructed condition, protect adjacent resources and user safety against road hazards that may arise due to poor maintenance and provide efficient, convenient & smooth travel along the road. Improper maintenance may result in rapid deterioration of the road structure and ultimately collapses to a point requiring a total reconstruction.

Effective maintenance is achieved through efficient scheduling of resources, proper planning and application of road maintenance types. These road maintenance types are classified as follows:

- **Routine road maintenance** – refers to the day to day operational activities to keep the asset or road in a smooth and trafficable operational manner (repair of potholes, surface crack repairs, cleaning of drains, repairing leaks, etc.) and forms part of the annual operating budget.
- **Preventative road maintenance** - Its purpose is to extend the life of the road and to keep it looking and riding, as much as possible, in like-new condition. The work performed under the preventive maintenance program is called chip sealing, slurry sealing and resurfacing. The purpose is to stop water from entering the roadway, which causes early breakup of the road surface. The useful life of roads can be extended from 20 up to as much as 100 years if, on a regularly scheduled basis, small breaks are fixed and a seal coat or resurfacing is done before more severe damage occurs.
- **Special maintenance** – is mostly applicable when a portion of the road structure or surface requires 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. This maintenance activity usually occurs when the condition of the roadway or street reaches a point where preventive maintenance is no longer cost-effective.

The applicable road maintenance type should be performed prior the road begins to break up even when the road surface is still in good condition. The current climate changes through rising mean surface temperatures have negative effects on the mean return periods of roads maintenance intervals.

Road users and respective communities have a vital role towards preserving the road network infrastructure from being damaged through unattended oil & diesel spillages, fire burning and illegal diversion of surface runoff. Therefore providing general awareness to the public on the value and importance of preserving the roads network infrastructure is essential towards ensuring that the design lifespan (expected useful life) is not disturbed or reduced.

5.1. Process to be followed:

- TLBs to be hired only within the municipal commonage boundaries (Erf. 351=Mt Frere & Erf 188= Mt Ayliff)
 - If the community want to hire a TLB out of the Municipal commonage boundaries, TLB must be transported by the person hiring the TLB to the place where it will work and return to the Municipality the very same day or penalties will be applied
 - Wet rate of R217.54/hr for soft Excavation and wet rate of R269.82/hr for hard excavation
 - Maximum of 3hrs/day can be used for private purposes and 5hrs/day to be dedicated to municipal activities
 - Latest applicable Engineering/ Construction rates to be used if hired by private service providers for profit purposes
 - If there are declared disasters or any other emergencies within ULM wards, authority to carry out that work should be obtained from the Accounting Officer (MM)
 - Job Card to be used all the time the TLB is carrying out the service for monitoring purposes
- **LEGISLATIVE REQUIREMENTS**

The Road Management Act 2004 requires the Council in this case Umzimvubu Local Municipality (the Road Authority as per section 37 (1), ii - iv) to inspect, repair and maintain Public Roads (section 40) for which it is the Road Authority.

This applies to any part of a public road which is:

- A roadway,
- A pathway,
- A road shoulder, or
- Road infrastructure, for which Council is the Road Authority.

The municipality as the Road Authority may in terms of:

- Section 41 (1) determine the standard to which it will construct, inspect, maintain and repair its road infrastructure. In relation to inspections, it may also determine the inspection intervals.
- Section 41 (2) (c) in relation to maintenance determine the maintenance programs, the maintenance work to be performed in the course of regular maintenance and the standard to which the maintenance is to be performed;
- Section 41 (2) (d) determine in relation to the repair of defects reported or found on inspection:
 - (i) The matters which are to be treated as defects which require repair or a warning;
 - (ii) The circumstances in which intervention action is to be taken with respect to repair needs for defects;

maintenance requirements will then be prioritised based on the severity and hazard to road users and be included in the Responsive Maintenance Schedule.

6.3. ACCIDENT / INCIDENT REPORTING

- All accident cases must be reported to **Project Manager: Maintenance** and to the police within 24 hours. The two reports shall be submitted to the SCM Manager.
- All incidents resulting in damage to TLB's must be reported to the **Project Manager: Maintenance** Operators are not to admit liability when involved in an accident whether they are at fault or not
- An accident / incident report must be completed by the operator and submitted to the **Project Manager: Maintenance**
- The **Project Manager: Maintenance** must submit the accident / incident report with a recommendation regarding the liability of the operator to the PMU Manager and to the Infrastructure and Planning Manager and then to fleet manager for claim purpose.

6.4. TRAFFIC FINES

- All traffic fines must be reported to the **Project Manager: Maintenance**
- If the operator is liable the **Project Manager: Maintenance** must inform the traffic authorities who will then re-direct the fine to the operator
- If the operator is not liable, the **Project Manager: Maintenance** must submit the fine to the municipality for payment
- Traffic offences can be classified into two categories:
 - ✓ Driver Faults, for example: Speeding, Parking, Dangerous or negligent driving, failing to abide a road sign, failing to report the expiring of Licence disc to the Project manager: Maintenance etc.

In cases of this nature, the operator will be held responsible for any fines and sentences served. It must be stressed that Council Plant are not automatically exempt from parking regulations (except for officials rendering essential services). A fine is payable by means of deduction from an employees salary over a period not exceeding Three months. The municipal employee shall sign an acknowledgement of debt in which the time frame for payment of the fine shall also be captured.

- Peace Officers
- Law enforcement agencies

APPROVAL OF THE POLICY

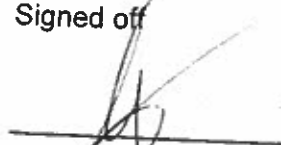
The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the 23/01/2020

As per Council Resolution number 215/19/20

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council

