



social development

Department:
Social Development
PROVINCE OF KWAZULU-NATAL

Policy on the Maintenance of Immovable Assets for KwaZulu-Natal Department of Social Development

Date: 11 March 2010

1. DEFINITIONS

- 1.1 **“C-AMP”** means Custodian Immovable asset management plan;
- 1.2 **“Capital Maintenance”** means maintenance expenditure that increases the useful life and functional
- 1.3 **“Custodian”** means the Premier of KwaZulu-Natal Province or MEC designated by the Premier of KwaZulu-Natal Province;
- 1.4 **“GIAMA”** means the Government Immovable Asset Management Act,;
- 1.5 **“Lifecycle”** means the prescribed period (per asset class) during a Custodian could expect to derive optimal value for money from the control of an immovable asset;
- 1.6 **“Maintenance”** means any work on existing immovable assets to -
 - (a) prevent deterioration, failure or destruction;
 - (b) restore to correct operation within specified parameters;
 - (c) restore physical condition to a specified standard;
 - (d) recover from structural and service failure;
 - (e) obtain accurate and objective knowledge of physical and operating condition including risk and financial impact for the purpose of maintenance;
 - (f) partially replace an equivalent component of the immovable asset;
 - (g) to implement risk mitigation measures to protect the property and neighboring properties.
 - (h) ensure compliance with the Occupational health and Safety Act; 85 of 1993, the Fencing Act, 31 of 1963, National Building Regulations and Building Standard Act, 103 of 1977, and any other applicable legislation;
- 1.7 **“Maintenance Management”** means all activities of the management that determine the maintenance objectives and priorities, strategies and responsibilities and implement them by means of such maintenance planning, control and supervision and several improving methods including economical aspects in the Department;
- 1.8 **“PFMA”** means the Public Finance Management Act;

1.9 **“Policy”** means this Policy on the Maintenance of Immovable Assets;

1.10 **“Service Delivery Agreement”** means a written contract between the Department and its service providers that spells out the detailed terms and condition of service between them;

1.11 **“U-AMP”** means a User Immovable Asset Management Plan;

1.12 **“User”** means the Department;

1.13 **“Vacant Land”** means A lot or parcel of land that is without any building, structure or improvement, including impervious surfaces, but does not include recreation, green or open space created around private or public facilities nor parcels connected or contiguous thereto for the same or similar users;

1.14 **“Department”** means Department of Social Development in the KwaZulu-Natal Province.

2. POLICY OBJECTIVES

The objectives of this Policy are to ensure that the capital investment of the Department is protected, the immovable asset life cycle and service costs are optimized and that service outcomes are achieved by:

- 2.1 specifying minimum requirements for the maintenance management of immovable assets’
- 2.2 ensuring that maintenance is carried out in a manner that adheres to safety, health and environmental standards mandated by applicable laws, codes, conducts, regulations, the National Infrastructure Maintenance Strategy, IDIP.
- 2.3 ensuring that the risks to Government, emanating from the maintenance of immovable assets are effectively managed;

2.4 ensuring that Government have the necessary information for monitoring and evaluating the maintenance, condition and performance of the immovable assets portfolio.

3. SCOPE OF POLICY

This policy is applicable to the Department as user for the maintenance of immovable assets.

4. LEGAL FRAME WORK

The provisions of this policy are subject but not limited to the following legislation:

- Constitution of the Republic of South Africa, 1996
- Public Finance Management Act, 1 of 1999
- Government Immovable Asset Management Act, 19 of 2007
- Preferential Procurement Policy Framework Act, 5 of 2000
- Occupational Health and Safety Act, 85 of 1993
- Broad Based Black Economic Empowerment Act, 53 of 2003
- National Building Regulations and Buildings Standards Act, 103 of 1977
- Fencing Act, 31 of 1963
- National Heritage Act, 25 of 1999
- National Environment Management Act, 1986
- Provincial Land Administration Acts
- National Building Regulations of 1995
- Treasury Regulations, 2001

- Municipal by Laws

5. MAINTENANCE MANAGEMENT OBJECTIVES

The objectives of the maintenance management of the immovable assets in the Department are:

- 5.1 to meet the service delivery objectives of the Department which are reflected in the standards to which immovable assets are to be maintained as reflected in GIAMA;
- 5.2 to prioritise activities based on the impact of condition of immovable assets, on service delivery and risk, and ensure that the physical condition of immovable assets is kept up to a standard appropriate to their service delivery objectives, function and value to the community;
- 5.3 to ensure that immovable assets are well maintained in accordance with the best value principles to help preserve and enhance the asset value at minimum life cycle cost.
- 5.4 to ensure the most efficient and effective use of maintenance resources;
- 5.5 to ensure that the functional and operational requirements of the working environment are met;

6. CATEGORIES OF MAINTENANCE

The following are the two main stream asset maintenance categories into which the different maintenance type below can be classified:

6.1 Day to Day Maintenance

Maintenance which is expected but no planning in terms of labour, material and other cost elements has been done. The cost estimate is mostly based on the historic cost and maintenance history.

This is further categorized into:-

6.1.1 Emergency Maintenance

These are situations requiring immediate attention because of failure of the immovable asset or parts of the asset, or in the equipment, plant etc. that could cause significant damage to the building, building systems, equipment and environment.

These situations could create unmanageable or unsafe conditions that would expose personnel and members of the public to a significant possibility of harm. Examples include, but not limited to; a burst sewerage pipe, damage caused by storm, wind or sand, destruction by vandals, riots, burglars, *vis major*, broken window panes, blocked toilet bowls and disaster damage

6.2 Planned Maintenance

Any maintenance activity for which scope of work has been predetermined and labour, materials, tools, and equipment required for carrying out the estimated task are available before commencement of the task.

This is further categorized into-

6.3.1 Routine Maintenance

Preventative maintenance work that is planned and performed on a routine or time based schedule, to preserve the condition of the buildings, equipment or plant and prolong its useful life. This maintenance also ensures that government facilities comply with Occupational Health and Safety Act (OHSA) and other environmental standards mandated by applicable laws, codes, regulations, other government policies.

This type of maintenance is predictive in nature and strives to detect the equipment degradation at the onset and address the problem as soon as it is identified to prevent further devaluation of the immovable asset.

Examples include, but not limited to; minor day-to-day repairs e.g.; servicing of air conditioners; routine maintenance of lifts and fire hydrants. Regular checking of sewerage pipe leaks, replacement of old roofing,

replacement of light bulbs, water pipes, leaking taps, cutting grass, mowing lawns and cleaning.

6.3.2 Major Scheduled Maintenance

- (a) Cyclical refurbishment (for example the replacement of carpets and air conditioners);
- (b) major refurbishment;
- (c) painting of immovable asset;
- (d) structural repair;
- (e) electrical and mechanical maintenance

7. BUDGET ALLOCATIONS

The responsibility for budgeting for any form of maintenance lies with the Physical Facility Directorate of the Department

8. RESPONSIBILITY FOR MAINTENANCE

8.1 The Department is responsible for undertaking all forms of maintenance.

8.2 The Department must monitor and evaluate the maintenance activities.

8.3 Where Department share immovable assets, the responsibility for the maintenance budget allocations must be shared by the Department prorata to their utilization of the immovable assets.

9. KEY OUTCOMES TO BE ACHIEVED FROM MAINTENANCE

9.1 The key outcomes to be achieved from undertaking maintenance are:

- 9.1.1 that the immovable assets guarantee the effective support towards the achievement of service delivery objectives by the Department.
- 9.1.2 that a qualitative immovable asset portfolio exists to maintain maximum standards specified for functional and operational performance for the Department

10. APPLICATION

This policy is applicable to the Department as a guide for the maintenance of immovable assets.

11. EFFECTIVE DATE

This policy shall be effective from the date of approval by the HOD

Dated at _____ on the _____ day of

2010

APPROVED/NOT APPROVED

MR BL NKOSI
HEAD: Department of Social Development
KwaZulu-Natal