



BLUE CRANE ROUTE MUNICIPALITY (EC102)



2015/2016 DRAFT SERVICE LEVEL STANDARDS

TO BE TABLED TO COUNCIL 31 MARCH 2016

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INTRODUCTION

The MFMA Circular No.72 indicated that all municipalities must formulate service level standards which must form part of the MTREF budget documentation.

Services standards indicate to what standard a particular service is delivered. Thus service standards can measure or evaluate the performance of local governments in terms of service delivery. Service standards are developed and measured against:

- Quantity; Quality; Time/Timeliness; Value for money; Access; Equity and Flexibility

A good starting point for communicating with citizens is to identify what they want and need to know, and then decide how to respond.

The Blue Crane Route Municipality always try to ensure that it executes and refines its strategies of enhancing engagement and improving dialogue with its customers. We hold the firm belief that the municipality will incessantly strengthen its partnership and relations with its customers in its quest to fast-track service delivery.

The 2016/2017 draft Service Level Standards of the municipality is a separate document that accompanies the 2016/2017 draft budget.

The following schedule reflects the history of the service delivery standards of the Blue Crane Route Municipality:

SOLID WASTE REMOVAL

Standard	Description	Service Level
Solid Waste Removal		
Premise based removal (Residential Frequency)		Once a week
Premise based removal (Business Frequency)		Once a week
Bulk Removal (Frequency)		Only on request
Removal Bags provided(Yes/No)		Yes
Garden refuse removal Included (Yes/No)		Yes
Street Cleaning Frequency in CBD		Daily
Street Cleaning Frequency in areas excluding CBD		As Necessary
How soon are public areas cleaned after events (24hours/48hours/longer)		48 hours
Clearing of illegal dumping (24hours/48hours/longer)		Longer
Recycling or environmentally friendly practices(Yes/No)		Yes
Licenced landfill site(Yes/No)		Yes

WATER SERVICES

Standard	Description	Service Level
Water Service		
Water Quality rating (Blue/Green/Brown/NO drop)		Blue
Is free water available to all? (All/only to the indigent consumers)		Only to the indigent Consumers
Frequency of meter reading? (per month, per year)		Three months period
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		Three months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)		
One service connection affected (number of hours)		4 hours
Up to 5 service connection affected (number of hours)		8 hours
Up to 20 service connection affected (number of hours)		24 hours
Feeder pipe larger than 800mm (number of hours)		N/A
What is the average minimum water flow in your municipality?		2million Kl per annum
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		Yes
How long does it take to replace faulty water meters? (days)		2 days
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)		No - we have telemetry in place

ELECTRICITY SERVICES

Standard	Description	Service Level
<p>Electricity Service</p> <p>What is your electricity availability percentage on average per month?</p> <p>Do your municipality have a ripple control in place that is operational? (Yes/No)</p> <p>How much do you estimate is the cost saving in utilizing the ripple control system?</p> <p>What is the frequency of meters being read? (per month, per year)</p> <p>Are estimated consumption calculated at consumption over (two month's/three month's/longer period)</p> <p>On average for how long does the municipality use estimates before reverting back to actual readings? (months)</p> <p>Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)</p> <p>Are accounts normally calculated on actual readings? (Yes/no)</p> <p>Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)</p> <p>How long does it take to replace faulty meters? (days)</p> <p>Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)</p> <p>How effective is the action plan in curbing line losses? (Good/Bad)</p> <p>How soon does the municipality provide a quotation to a customer upon a written request? (days)</p> <p>How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)</p> <p>How long does the municipality takes to provide electricity service for low voltage users where network extension is not</p> <p>How long does the municipality takes to provide electricity service for high voltage users where network extension is not</p>	<p>97% due to old rural lines that are</p> <p>No</p> <p>N/A</p> <p>Once per month</p> <p>Three months period</p> <p>Three months</p> <p>Immediately in town and one day</p> <p>Yes</p> <p>Yes</p> <p>1 day</p> <p>(Yes) random audit and</p> <p>(Bad) line losses happen in areas</p> <p>1 day</p> <p>1 day</p> <p>2 working days</p> <p>2 working days</p>	

SEWERAGE SERVICES

Standard	Description	Service Level
Sewerage Service	<p>Are your purification system effective enough to put water back in to the system after purification? To what extend do you subsidize your indigent consumers? How long does it take to restore sewerage breakages on average Severe overflow? (hours) Sewer blocked pipes: Large pipes? (Hours) Sewer blocked pipes: Small pipes? (Hours) Spillage clean-up? (hours) Replacement of manhole covers? (Hours)</p>	<p>Compliant - currently upgrading 50% - 100%</p> <p>24 hours 24 hours 24 hours 24 hours 48 hours</p>

ROADS INFRASTRUCTURE SERVICES

Standard	Description	Service Level
Road Infrastructure Services	<p>Time taken to repair a single pothole on a major road? (Hours) Time taken to repair a single pothole on a minor road? (Hours) Time taken to repair a road following an open trench service crossing? (Hours) Time taken to repair walkways? (Hours)</p>	<p>5 hours 3 hours 8 hours 8 hours</p>

PROPERTY VALUATION

Standard	Description	Service Level
Property valuations	How long does it take on average from completion to the first account being issued? (one month/three months or longer) Do you have any special rating properties? (Yes/No)	Three months Yes

FINANCIAL MANAGEMENT

Standard	Description	Service Level
Financial Management	Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase) Are the financial statement outsourced? (Yes/No) Are there Council adopted business process restructuring the flow and management of documentation feeding to Trial Balance? How long does it take for an Tax/Invoice to be paid from the date it has been received? Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	Decrease No Yes Within 30 days No

ADMINISTRATION

Standard	Description	Service Level
<p>Administration</p> <p>Reaction time on enquiries and requests?</p> <p>Time to respond to a verbal customer enquiry or request? (working days)</p> <p>Time to respond to a written customer enquiry or request? (working days)</p> <p>Time to resolve a customer enquiry or request? (working days)</p> <p>What percentage of calls are not answered? (5%, 10% or more)</p> <p>How long does it take to respond to voice mails? (hours)</p> <p>Does the municipality have control over locked enquiries? (Yes/No)</p> <p>Is there a reduction in the number of complaints or not? (Yes/No)</p> <p>How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)</p> <p>How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?</p>	<p>Working on ad hoc basis, busy developing a customer</p> <p>3 -7 working days</p> <p>3 - 7 working acknowledge receipt if contacts details are attached, and refer to relevant department</p> <p>3 - 7 working days</p> <p>10%, busy centralising the customer care unit</p> <p>N/A</p> <p>No</p> <p>Yes</p> <p>1 day</p> <p>In the process of centralising the SCM Unit</p>	

COMMUNITY SAFETY AND LICENSING SERVICES

Standard	Description	Service Level
Community safety and licensing services		
	How long does it take to register a vehicle? (minutes)	5 minutes
	How long does it take to renew a vehicle license? (minutes)	5 minutes
	How long does it take to issue a duplicate registration certificate vehicle? (minutes)	5 minutes
	How long does it take to de-register a vehicle? (minutes)	5 minutes
	How long does it take to renew a drivers license? (minutes)	5 minutes
	What is the average reaction time of the fire service to an incident? (minutes)	Approximately 7 minutes in urban area and rural area it depends on the kilometres
	What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	Not part of municipality services
	What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	Not part of municipality services

ECONOMIC DEVELOPMENT

Standard	Description	Service Level
Economic development		
	How many economic development projects does the municipality drive?	Eighteen
	How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	Four
	What percentage of the projects have created sustainable job security?	44%
	Does the municipality have any incentive plans in place to create a conducive environment for economic development? (Yes/No)	No

OTHER SERVICE DELIVERY AND COMMUNICATION

Standard	Description	Service Level
<p>Other Service delivery and communication Is a information package handed to the new customer? (Yes/No) Does the municipality have training or information sessions to inform the community? (Yes/No) Are customers treated in a professional and humanly manner? (Yes/No)</p>	<p>No Yes Yes</p>	

EXTRACT OF COUNCIL RESOLUTION

The contents of the following extract from the Council resolution taken at an Ordinary Council Meeting held on 31 March 2016 be noted:

“

1. *The Council of Blue Crane Route Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves:*

1.9 That Council take note and approve the municipality's Service Level Standards as prescribed by National Treasury.

1.13 That Council takes note that the municipal Service Level Standards and mSCOA Implementation Plan and progress to date will also accompany the above documentation in point 1.11.”

I, N.M. Scott, the Mayor and T. Klaas, the Municipal Manager of the Blue Crane Route Municipality hereby declare that the above is a true copy of the resolution taken at a Council Meeting held on 31 March 2016.



N.M. SCOTT
MAYOR

31/03/2016
DATE



THABISO KLAAS
MUNICIPAL MANAGER

31/03/2016
DATE

