

Province: Municipality(EC441) - Schedule of Service Delivery Standards `2017/2018

Standard	Description	Service Level
Solid Waste Removal		
	Premise based removal (Residential Frequency)	2 WEEKLY
	Premise based removal (Business Frequency)	DAILY
	Bulk Removal (Frequency)	DAILY
	Removal Bags provided(Yes/No)	NO
	Garden refuse removal Included (Yes/No)	NO
	Street Cleaning Frequency in CBD	DAILY
	Street Cleaning Frequency in areas excluding CBD	DAILY
	How soon are public areas cleaned after events (24hours/48hours/longer)	24 HOURS
	Clearing of illegal dumping (24hours/48hours/longer)	LONGER
	Recycling or environmentally friendly practices(Yes/No)	YES
	Licensed landfill site(Yes/No)	YES
Water Service		
	Water Quality rating (Blue/Green/Brown/NO drop)	N/A
	Is free water available to all? (All/only to the indigent consumers)	N/A
	Frequency of meter reading? (per month, per year)	N/A
	Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	N/A
	On average for how long does the municipality use estimates before reverting back to actual readings? (months)	N/A
	Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)	
	One service connection affected (number of hours)	N/A
	Up to 5 service connection affected (number of hours)	N/A
	Up to 20 service connection affected (number of hours)	N/A
	Feeder pipe larger than 800mm (number of hours)	N/A
	What is the average minimum water flow in your municipality?	N/A
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	N/A
	How long does it take to replace faulty water meters? (days)	N/A
	Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	N/A
Electricity Service		
	What is your electricity availability percentage on average per month?	100%
	Do your municipality have a ripple control in place that is operational? (Yes/No)	NO
	How much do you estimate is the cost saving in utilizing the ripple control system?	N/A
	What is the frequency of meters being read? (per month, per year)	PER MONTH
	Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	3 MONTHS
	On average for how long does the municipality use estimates before reverting back to actual readings? (months)	3 MONTHS
	Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	1 DAY
	Are accounts normally calculated on actual readings? (Yes/no)	YES
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	NO
	How long does it take to replace faulty meters? (days)	1 DAY
	Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	YES
	How effective is the action plan in curbing line losses? (Good/Bad)	BAD
	How soon does the municipality provide a quotation to a customer upon a written request? (days)	7 DAYS
	How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	7 DAYS
	How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	7 DAYS
	How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	7 DAYS
Sewerage Service		
	Are your purification system effective enough to put water back in to the system after purification?	N/A
	To what extend do you subsidize your indigent consumers?	N/A
	How long does it take to restore sewerage breakages on average	
	Severe overflow? (hours)	N/A
	Sewer blocked pipes: Large pipes? (Hours)	N/A
	Sewer blocked pipes: Small pipes? (Hours)	N/A
	Spillage clean-up? (hours)	N/A
	Replacement of manhole covers? (Hours)	N/A
Road Infrastructure Services		
	Time taken to repair a single pothole on a major road? (Hours)	0.5 HOUR
	Time taken to repair a single pothole on a minor road? (Hours)	1 HOUR
	Time taken to repair a road following an open trench service crossing? (Hours)	16 HOURS
	Time taken to repair walkways? (Hours)	16 HOURS
Property valuations		
	How long does it take on average from completion to the first account being issued? (one month/three months or longer)	1 MONTH
	Do you have any special rating properties? (Yes/No)	NO
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)	YES
	Are there Council adopted business process restructuring the flow and management of documentation feeding to Trial Balance?	YES
	How long does it take for an Tax/Invoice to be paid from the date it has been received?	5 Days
	Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	YES
Administration		
	Reaction time on enquiries and requests?	10 MINUTES
	Time to respond to a verbal customer enquiry or request? (working days)	7 W/DAYS

Time to respond to a written customer enquiry or request? (working days)	7 W/DAYS
Time to resolve a customer enquiry or request? (working days)	7 W/DAYS
What percentage of calls are not answered? (5%,10% or more)	0%
How long does it take to respond to voice mails? (hours)	N/A
Does the municipality have control over locked enquiries? (Yes/No)	N/A
Is there a reduction in the number of complaints or not? (Yes/No)	YES
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	1 DAY
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?	WEEKLY
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)	2 MONTHS
How long does it take to de-register a vehicle? (minutes)	5 MINUTES
How long does it take to renew a drivers license? (minutes)	1 MONTH
What is the average reaction time of the fire service to an incident? (minutes)	5 MINUTES
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	N/A
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	N/A
Economic development	
How many economic development projects does the municipality drive?	3
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	1
What percentage of the projects have created sustainable job security?	45%
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	YES
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	YES
Does the municipality have training or information sessions to inform the community? (Yes/No)	YES
Are customers treated in a professional and humanly manner? (Yes/No)	YES