

EC 135 - Schedule of Service Delivery Standards Table

Standard	Description	Service Level
Solid Waste Removal		
Premise based removal (Residential Frequency)		Weekly
Premise based removal (Business Frequency)		Daily
Bulk Removal (Frequency)		Weekly
Removal Bags provided(Yes/No)		Yes
Garden refuse removal Included (Yes/No)		No
Street Cleaning Frequency in CBD		Daily
Street Cleaning Frequency in areas excluding CBD		Weekly
How soon are public areas cleaned after events (24hours/48hours/longer)		within 24hrs
Clearing of illegal dumping (24hours/48hours/longer)		within 24hrs
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?		N/A
Do your municipality have a ripple control in place that is operational? (Yes/No)		N/A
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)		N/A
Are estimated consumption calculated at 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 before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)		N/A
Are accounts normally calculated on actual readings? (Yes/no)		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 meters? (days)		N/A
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)		N/A
How effective is the action plan in curbing line losses? (Good/Bad)		N/A
How soon does the municipality provide a quotation to a customer upon a written request? (days)		N/A
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)		N/A
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)		N/A
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)		N/A
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)		
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)		
Property valuations		
How long does it take on average from completion to the first account being issued? (one month/three months or longer)		Three months SV, 6 months GV
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)		Decrease
Are the financial statement outsources? (Yes/No)		No
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?		>30
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?	30 DAYS	
Time to respond to a verbal customer enquiry or request? (working days)	SAME DAY	
Time to respond to a written customer enquiry or request? (working days)	30 DAYS	
Time to resolve a customer enquiry or request? (working days)	30 DAYS	
What percentage of calls are not answered? (5%,10% or more)		2
How long does it take to respond to voice mails? (hours)	SAME DAY	
Does the municipality have control over locked enquiries? (Yes/No)	YES	
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?	DAILY	
Community safety and licensing services		
How long does it take to register a vehicle? (minutes)	5 min	
How long does it take to renew a vehicle license? (minutes)	5 min	
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	5 min	
How long does it take to de-register a vehicle? (minutes)	5 min	
How long does it take to renew a drivers license? (minutes)	5 min	
What is the average reaction time of the fire service to an incident? (minutes)	10 min	
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?		31
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?		31
What percentage of the projects have created sustainable job security?		32%
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	