Eastern Cape: Buffalo City Metropolitan Municipality(BUF) - Schedule of Service Delivery Standards Table   **ANNEXURE V**

Description	
Standard	**Service Level**
Solid Waste Removal	
Premise based removal (Residential Frequency)	One a week
Premise based removal (Business Frequency)	Once a week/ as per requested by the Business
Bulk Removal (Frequency)	Once a week/ as per requested
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 and when required (due to shortage of staff to cover all areas)
How soon are public areas cleaned after events (24hours/48hours/longer)	48 Hours (maximum)
Clearing of illegal dumping (24hours/48hours/longer)	Longer (Department has a shortage of resources to render this service)
Recycling or environmentally friendly practices(Yes/No)	Yes (although not in all areas of BCMM as per the Waste Act)
Licenced landfill site(Yes/No)	Yes
Water Service	
Water Quality rating (Blue/Green/Brown/N0 drop)	95%
Is free water available to all? (All/only to the indigent consumers)	Only to Consumers deemed as Indigents
Frequency of meter reading? (per month, per year)	Once a month, 12 times a year
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	Based on historical actual consumptions
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	3 months max
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)	
One service connection affected (number of hours)	1-2 hours
Up to 5 service connection affected (number of hours)	2-4 hours
Up to 20 service connection affected (number of hours)	4-8 hours
Feeder pipe larger than 800mm (number of hours)	12-24 hours

Description	
Standard	**Service Level**
What is the average minimum water flow in your municipality?	600l per erf/day
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)	1 day
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
Electricity Service	
What is your electricity availability percentage on average per month?	95%
Do your municipality have a ripple control in place that is operational? (Yes/No)	Yes
How much do you estimate is the cost saving in utilizing the ripple control system?	esimated at R25 Million
What is the frequency of meters being read? (per month, per year)	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)	12-24 Hours on average
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)	
How long does it take to replace faulty meters? (days)	24-48 hours
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)	30 days
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	30 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	30 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	60 days

Description	
Standard	**Service Level**
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	Yes
To what extend do you subsidize your indigent consumers?	Free Service
How long does it take to restore sewerage breakages on average	
Severe overflow? (hours)	up to 24 hrs depending on severity, location
Sewer blocked pipes: Large pipes? (Hours)	upto 9 hrs depending on accessabilty and depth
Sewer blocked pipes: Small pipes? (Hours)	1 - 3 hrs depending on accessabilty and depth
Spillage clean-up? (hours)	1 - 6 hrs dependant on severity of spillage
Replacement of manhole covers? (Hours)	1 - 4 hrs dependant on location, resources
Road Infrastructure Services	
Time taken to repair a single pothole on a major road? (Hours)	8hrs
Time taken to repair a single pothole on a minor road? (Hours)	24hrs
Time taken to repair a road following an open trench service crossing? (Hours)	24hrs (Working hrs)
Time taken to repair walkways? (Hours)	48hrs (Concrete), Aphalt (8hrs)
Property valuations	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	On completion of a General Valuation (GV), the first account based on that GV will be issued in 6 months time. However for monthly supplementary valuations the first adjusted account will be issued in one 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 outsources? (Yes/No)	No - However ad hoc support is used to assist with Caseware.
Are there Council adopted business process structuing the flow and managemet of documentation feeding to Trial Balalnce?	Yes

Description	
Standard	**Service Level**
How long does it take for an Tax/Invoice to be paid from the date it has been received?	30 Days
Is there advance planning from SCM unit linking all departmental plans quaterly and annualy including for the next two to three years procurement plans?	Yes, business plans are linked to the IDP and budget and indicate milestones per period of budgeting
Administration	
Reaction time on enquiries and requests?	Attended to immediately, but may need to wait for a response from other departments
Time to respond to a verbal customer enquiry or request? (working days)	Immediate response, but may need to wait for a response from other departments
Time to respond to a written customer enquiry or request? (working days)	Up to 5 working days, but may need to wait for a resonse from other departments
Time to resolve a customer enquiry or request? (working days)	Can take up to 70 working days depending on the nature of the query
What percentage of calls are not answered? (5%,10% or more)	Less than 2%
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 in 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?	
Other Service delivery and communication	
Is an information package handed to the new customer? (Yes/No)	No
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes, ocasionally
Are customers treated in a professional and humanly manner? (Yes/No)	Yes
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	Aprox 20 min
How long does it take to renew a vehicle license? (minutes)	Aprox 12 mins

Description	
Standard	**Service Level**
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	Process time to issue document 10 minutes. However the docuemtation is submitted to DOT and the approximate turnaround time for authorization is 21 days. Once the application is authorised by DOT, the customer is contacted to make payment to receive the document which will take approximatimately 4-6 weeks.
How long does it take to de-register a vehicle? (minutes)	Aprox 15mins
How long does it take to renew a drivers license/ learners/PDP's/ applications? (minutes)	**Driving Licence Renewal/ PRDP**- the applicant must apply online for a booking of which the system will provide them with an appointment which includes a date and time. Time taken at the department will be approx 30 min from start to finish. **LEARNERS & DRIVERS LICENCE** - An applicant that applies for a drivers or learners test online and must within 7 days come into the deparmtent to make payment to secure the appointment. this process will also take about 30 minutes. **NB** - It must be noted that when the intermitant loadshedding can cause further delays as the equipment takes a while to reboot
How long does it take for online bookings?	When an applicant applies online, the applicants follows the prompts on the website and the actual online process takes less than 5minutes dependant on connectivity, whether the website is online (as as well can cause delays) and availablity of dates which is released the RTMC (Road Traffic Management Corporation) as theTraffic Services is not responsible for the dates on the system.

	Description	
Standard		**Service Level**
What is the average reaction time of the fire service to an incident? (minutes)		20 minutes average reaction time to structural fires.
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)		Service not rendered by BCMM
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)		Service not rendered by BCMM
How many economic development projects does the municipality drive?		- Revitalisation of Dimbaza Industrial Area - Kiwane Resort and Campsite - Extension of Mdantsane Arts Centre - Hydroponics and Packhouse project (Agricultural Infrastructure, Agri- Village) - Informal Trade Hawker Stalls / Infrastructure - Sekunjalo Skills Training Centre -Improve Access Road to Kiwane - Film Studio development - SMME incubator - Court Crecent - Marina Glen B, - Water World Fun Park - Sleeper Site, -Export Development , - Tourism Hub, -Upgrade of Market Hall - SMME Development and Support - Agric Support Programmes - Food Gardens (Public Employment Programms, training, material, inputs) - Skills Training

	Description
Standard	Service Level
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	- Tourism Infrastructure Development - Revitalization of Industrial Areas (infrastruture development) - SMME Infrastructure - Agriculture & Agro-processing -Export Development and Market Access Access - Public Employment Programme - Skills Development Programmes (Digital Skills, Apprenticeships, Learnerships, etc.)
What percentage of the projects have created sustainable job security?	72% (although the number of jobs is not massive at this stage)
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	There is no comprehensive package - except for rebates on property rates and support for key events that increases the number of visitors to the City. An Investment Incentives Strategy is being developed.