



HAL QORMI
Citta' Pinto

Qormi Local Council

Business Plan

2012 - 2014

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1.0 Introduction and Situation Analysis

This Business Plan 2012-2014 is a continuation of all the previous administrations, which apart from investing into the new Council building which includes a day centre and a community hall, has also embarked on various other projects such as road resurfacing, pavements and footpaths, upgrading of public gardens and playgrounds improved road safety measures and traffic management. This fifth Council has built on the objectives initially pronounced and adhered to by all the previous Councils.

The Sixth Council will proceed with the programme of road resurfacing with the aim of topping the ninety per cent figure of tarmac roads in Qormi. Moreover shall be the aim of the Council to carry on the footpaths and pavements programme in the locality.

A positive balance has been maintained between income and expenditure through accurate monitoring of funds and expenses. Such results have been achieved through favourable unit costs, especially those for road resurfacing and new projects.

Another ambitious project has been finished during this current year through the resurfacing and the building of all pavements of the Victory street area, and the Shopwise area comprising Nikol Montebello, Dun Gorg Fenech, Marcell Attard Vagnolo, the Imdina service road and Ghar Ram road.

During the previous year two other projects partly financed by the Urban Improvement Fund (UIF), mainly the embellishment of the Triq Dun Gwakkin Schembri, have been contracted. Moreover the Council succeeded in acquiring funds from Central Government Schemes, for the upgrading of various playgrounds, and the restoration of various niches.

Special attention is going to be given by the Council on the environment aspect including valleys and to get the maximum results on money spent on environment keeping contracts such as road sweeping, maintenance of parks and gardens, bulky refuse and refuse collection and the upkeep of public conveniences.

As in the past the Council will respond to the demands of the community and it is expected that the social aspect of the locality shall be at the top of the Council's agenda. This will comprehend a policy for education, sports, culture, the elderly, youth, the disabled, and the family in general. This policy will be effective as commensurate with the funds made available by the Central Government.

Jesmond Aquilina
Mayor

2.0 Mission statement and Values**2.1 Mission Statement**

To consolidate its authority on the local level so as to enhance more the trust which the residents have in the Local Council

2.2 Values

The Values of the Qormi Local Council are:

- a. The attainment of the highest benefits by the whole community and in particular by all the less fortunate residents;
- b. The care of the environment which is a collective responsibility and which has always been highlighted to the attention of the community in the past years;
- c. The revival of the interest and care for the cultural heritage of the community, and
- d. A more efficient and effective administration, as always, open to all checks and scrutiny by the community.

Qormi Local Council	Business Plan 2012- 2014
<i>Objectives, Expected Results and Strategies</i>	

3.1 Short term objectives and expected results (2012-2014)

Objectives	Expected Results
* The best value for money for services contracted. All Expenditure to be maintained within the budget.	Decrease in the unit cost for the Council's Functions.
* The improvement in the quality of works and services provided by the contractors.	Reduction of maintenance costs and less related complaints.

3.2 Long Term objectives and expected results (2012-2014)

Objectives	Expected Results
* Further training to Council staff in the use of information technology.	Improvement in all the customer services.

Objectives, Expected Results and Strategies**3.3 Strategies**

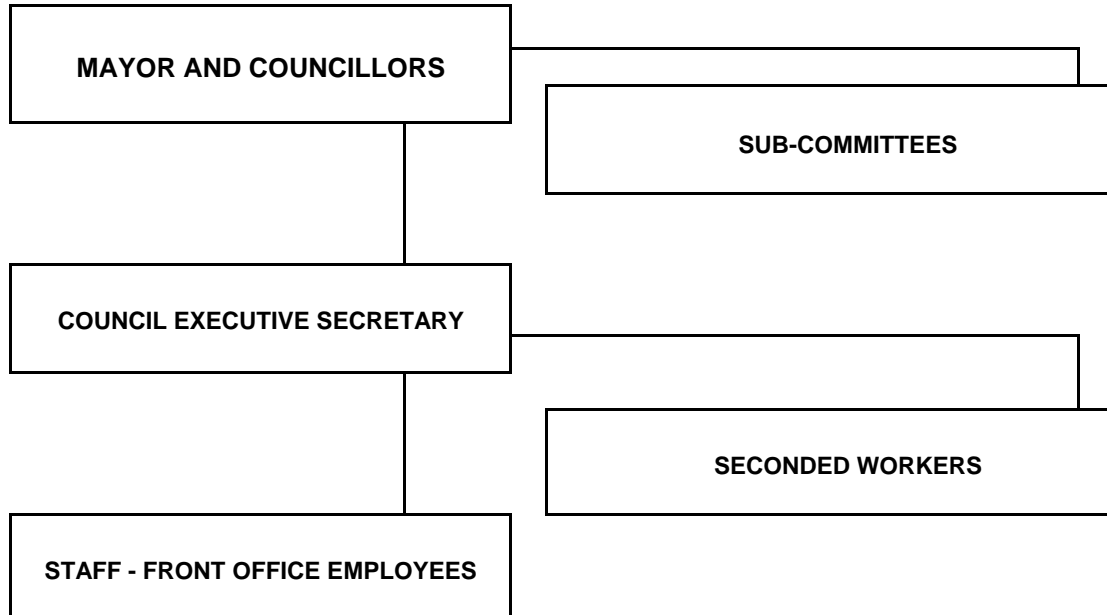
Though this Council has confirmed its strategies and policies for the three year plan ending 2014, room has been left for the new Council to adopt its policies.

These strategies will continue to guide the Council, namely;

- a. The Consolidation of the services provided by the contractors in order to achieve the planned objectives
- b. Funds unspent to be directed towards the programme of road resurfacing;
- c. Improvement in the management of the Council's Administration and
- d. Greater efforts to encourage the residents and business community to involve themselves in the enhancement of the environment and to strengthen the participation of all local clubs and associations in the activities of the Council through the agreements.
- e. The Government Property (Rents) payment System

4.0 Operations Analysis**4.1 Organisation**

The organisation structure shown below proved to meet effectively the demands arising out of the day to day business of the Council.



- 1 Proposals by sub-committees are submitted to the Council where decisions are taken.
- 2 The Front Office Clerks provide the customer care service.
- 3 These Clerks serve also as the Council's first contact with the residents of the locality. Today all the residents expect immediate action and solutions to their daily problems, even for those which do not fall under the Council's jurisdiction.
- 4 The Council may elect to make changes in the formation of Sub-committees. Past experience has shown and proved that Sub-committees need not be so numerous to function.
- 5 Sub-Committees:
 1. Finance & Projects
 2. Contracts
 3. Residents Vallies & Areas
 4. Residents Housing Estates
 5. Central Joint Committee
 6. Youths

*Operations Analysis (cont.)***4.2 General Activities**

The Council has today succeeded in establishing its Authority and respect on the Local Level, and further efforts will again be made to enhance this achieved progress.

These overall improvements attained in the past years will be totally sustained to the satisfaction of the Community. This improvement goes also to the credit of the residents through their cooperation and understanding.

Local Council Staff has by this date gained great experience to meet the needs arising out of the additional responsibilities delagated to the Local Councils. But it is of utmost importance that refresher courses be organised to improve the daily management of the Council through the services which are offered to the communitiy.

The Council's offices working space has become very restricted, and this is impairing the Council from performing to the highest degree of performace. Moreover the housing of the Local Tribunal in the same building is proving a great burden on the image of the Council. The positive note that this Council is doing its utmost to move into a new building.

The programme for Road resurfacing is again being strongly supported by the Council following the past results achieved. Moreover the programme for the maintenance of footpaths and pavements is also being given due attention.

The Sub-committees, through the three-year action plan, have helped creating a guideline for the general activities of the Local Council. All this work provided the ground for the success of the Council.

5.0 Financial and Performance Forecasts**5.1 Three-Year Financial Forecast**

ACCT NO.	DESCRIPTION	BUDGET 2012 €	BUDGET 2013 €	BUDGET 2014 €	BUDGET 2012-2014 €
2	Income				
0000	Government *	1,201,841	1,175,918	1,100,918	3,478,677
0020	Bye-Laws	68,150	-	-	68,150
0090	Investment	200	200	200	600
0092	Loan Drawdown	-	-	-	-
0100	General	-	15,850	15,850	31,700
	TOTAL	1,270,191	1,191,968	1,116,968	3,579,127
1	Expenditure				
1000	Personal Emoluments	167,070	168,235	169,409	504,714
2000	Operations and maintenance	782,874	785,558	793,319	2,361,751
7000	Capital Expenditure	219,000	187,000	112,000	518,000
	Loan Repayments	34,222	34,222	34,222	102,666
	TOTAL	1,203,166	1,175,015	1,108,950	3,487,130
	SURPLUS/DEFICIT	67,025	16,953	8,018	91,997
	BROUGHT FORWARD	-	67,025	83,978	-
	CARRY FORWARD	67,025	83,978	91,997	91,997

Notes:**5.2 Notes and Assumptions**

Income * Actual Government Contribution for 2012

Expenditure * Budgeted to balance income expected.

* Surplus funds to support programme for road resurfacing and projects

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Financial and Performance Forecasts (cont.)	

5.3 Three Year Income Forecast

ACCT NO.	DESCRIPTION	BUDGET	BUDGET	BUDGET	BUDGET
		2012 €	2013 €	2014 €	2012-2014 €
2	Income				
0000	Government				
0001	Annual	1,023,841	1,030,918	1,030,918	3,085,677
0002	Supplementary	23,000	20,000	20,000	63,000
0003	Special Needs	-	-	-	-
0004	Public/government entities	-	-	-	-
0015	Other	155,000	125,000	50,000	330,000
		1,201,841	1,175,918	1,100,918	3,478,677
0020	Bye-Laws				
0021	Community services	12,000	12,000	12,000	36,000
0036	Contravention of bye-laws	52,300	-	-	52,300
0056	Contribution and donations	1,350	1,350	1,350	4,050
0092	Loan Drawdown	-	-	-	-
0066	General services	2,500	2,500	2,500	7,500
		68,150	15,850	15,850	99,850
0090	Investment				
0091	Bank Interest	200	200	200	600
	Bank Loan	-	-	-	-
0096	Government securities	-	-	-	-
		200	200	200	600
	TOTAL	1,270,191	1,191,968	1,116,968	3,579,127

Notes:

Notes and Assumptions

2012	Sources of income taken into account are:	
	a) Annual Government Allocation	1,023,841
	b) Interests on Bank Deposits	200
	c) Local Enforcement System	-
	d) Loan Drawdown	-
2012-2014	It is being assumed that Government allocation will increase slightly in 2013 and 2014 respectively	

Financial and Performance Forecasts (cont.)**5.4 Three Year Expenditure Forecast**

A/C NO.	DESCRIPTION	BUDGET 2012 €	BUDGET 2013 €	BUDGET 2014 €	BUDGET 2012-2014 €
1	Expenditure				
1000	Personal Emoluments				
1100	Mayor's allowance	12,829	12,932	13,035	38,796
1200	Employee salaries and wages	115,386	116,309	117,240	348,935
1300	Bonuses	1,621	1,621	1,621	4,863
1400	Income supplements	1,454	1,454	1,454	4,362
1500	Social Security contributions	9,965	10,045	10,125	30,135
1600	Allowances(Perform. Bonus)	7,415	7,474	7,534	22,423
	Overtime	4,800	4,800	4,800	14,400
1700	Allowances Councillors	13,600	13,600	13,600	40,800
		167,070	168,235	169,409	504,714
2000	Operations and maintenance				
2100	Utilities	15,300	15,453	15,608	46,361
2200	Materials and Supplies	1,500	1,515	1,530	4,545
2300	Repair and upkeep	63,100	63,731	64,368	191,199
2400	Rent	240	240	240	720
2500	International memberships	240	240	240	720
2600	Office services	7,500	7,575	7,651	22,726
2700	Transport	2,400	2,424	2,448	7,272
2800	Travel	4,500	4,500	4,500	13,500
2900	Information services	7,500	7,575	7,651	22,726
3000	Contractual services	570,794	576,502	582,267	1,729,563
3100	Professional services	34,500	34,845	35,193	104,538
3200	Training	3,000	3,000	3,000	9,000
3300	Community and Hospitality	65,800	66,458	67,123	199,381
3400	Incidental expenses	1,500	1,500	1,500	4,500
3600	Local Enforcement System	5,000	-	-	5,000
3600	Speed Cameras	-	-	-	-
		782,874	785,558	793,319	2,361,751
7000	Capital Expenditure				
7001	Acquisition of property	-	-	-	-
7100	Construction& Urban Improvement	-	-	-	-
7200	Improvements	-	-	-	-
7210	Office Furniture & Equipment	2,000	1,000	1,000	4,000
7230	New Street Signs	-	-	-	-
7300	Equipment	2,000	1,000	1,000	4,000
7500	Road Resurfacing/projects	60,000	60,000	60,000	180,000
7511	Other Projects	155,000	125,000	50,000	330,000
	Loan Repayments	34,222	34,222	34,222	102,666
		253,222	221,222	146,222	616,666
TOTAL		1,203,166	1,175,015	1,108,950	3,487,130

Expenditure

2012 Budgeted Expenditure for 2012

2013 Budgeted Expenditure for 2013

2014 Budgeted Expenditure for 2014

Capital Expenditure

Surplus funds to support programme of road resurfacing and pavements

Qormi Local Council	Business Plan 2012-2014
Capital Development (cont.)	

6.1 Three Year Capital Development Forecasts

Acct. No. Project No.	Capital Expenditure Project Description	2012		2013		2014		2012-2014 ITEMS
		ACCNT LM	PROJECT LM	ACCNT LM	PROJECT LM	ACCNT LM	PROJECT LM	
7001	Acquisition of property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7100	Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7210	Office Furniture & Fittings	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
7200	Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7300	Equipment	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
7230	New Street Signs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7500	Road Resurfacing (A) Road Resurfacing (B) Special Programme (C) Projects	215,000.00	155,000.00	100,000.00	125,000.00	100,000.00	50,000.00	415,000.00
Total New Projects		219,000.00		102,000.00		102,000.00		423,000.00

6.2 Notes and Assumptions

2012	Figures Shown are as per Budget
2013	Figures Shown are estimated
2014	Figures Shown are estimated

Capital Development (cont.)

PROGRAMME OF WORKS - ROADS		2012	2013	2014
Extensive Patching		€25,000		
Triq Dun Guzepp Vella		€35,000		
Housing Scheme 1		€50,000		
Housing Scheme 2		€75,000		
UIF Project		€30,000		
Council to Decide			€60,000	
Housing Scheme 1			€50,000	
Housing Scheme 2			€75,000	
Council to Decide				€60,000
Housing Scheme 2				€50,000
Total		€215,000	€185,000	€110,000