

Qormi Local Council

Business Plan

2011 - 2013

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**Approved Sitting no. 45
18th January 2011**

1.0 Introduction and Situation Analysis

Il-Kunsill Lokali Qormi matul dawn is-sentejn bi f'nsiebu jkompli l-ħidma tiegħu b'risq il-komunita' Qormija b'mod effettiv u li jkun aktar effiċjenti anke fil-mod ta' servizz li jagħti lir-residenti.

Bl-introduzzjoni tas-Sibtijiet, ir-resident qiegħed ikollu aktar ħin li jista' jinqeda mill-Kunsill biex il-Kunsill jibda jersaq lejn il-kunċett ta' *One Stop Shop*. Bl-estensjoni tal-Kunsill permezz tax-xiri ta' garaxx, jista' jgħin ħafna. L-ispazzju dejjem huwa ta' problema, għalhekk il-ħsieb hu li jinbena sular fuq il-latrina taż-żenqa biex jintuża bħala arkivju.

Ma' dawn il-Kunsill irid jkompli wkoll il-programm ta' tarmac li fadal, fosthom toroq żgħar li qatt ma saru u li jaqgħu taħt ir-responsabilita' tal-Kunsill bħal Triq il-Qalb Imqaddsa, Triq il-Milied, Triq il-Blata, Triq Dun Guzepp Vella u oħrajn. Ma' dawn irridu nkomplu nagħmlu pressjoni biex it-toroq li fadal isiru mill-Gvern Ċentrali, li fil-verita' huma f'it, jsiru mill-aktar fis.

Il-fondi f'dawn is-sentejn jistgħu jkunu ta' problema minħabba li s-sistema tal-LES se tkun issa responsabbilita' tar-reġjun. Hawn irridu nagħmlu ħilitna biex dawn il-fondi xorta waħda jitqasmu b'mod ġust u ekwu.

F'dan in-nuqqas irridu naraw kif se nsibu alternattivi fosthom fondi mill-EU u proġetti mill-GAL.

Ma' dawn inkomplu napplikaw għal skemi li jaqaw taħt il-Housing Authority u mill-UIF Funds.

F'dawn is-sentejn irridu nkomplu nagħmlu enfasi fuq l-ambjent u naħdmu pjan biex l-abbużi jonqsu.

Inkomplu naħdmu fuq aspetti soċjali, kulturali u l-wirt storiku fil-lokalita' tagħna, flimkien mal-qasam sportiv, żgħażaġġ, anzjani u persuni b'diżabilita', fil-qasam edukattiv ukoll ikompli jingħata prijorita'.

Dan kollu jista' jsir mill-fondi disponibbli mingħajr ma' jinħolqu problemi finanzjari u kif tippermetti l-liġi.

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.

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<i>Objectives, Expected Results and Strategies</i>	

3.1 Short term objectives and expected results (2011-2013)

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 (2011-2013)

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

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<i>Objectives, Expected Results and Strategies</i>	

3.3 Strategies

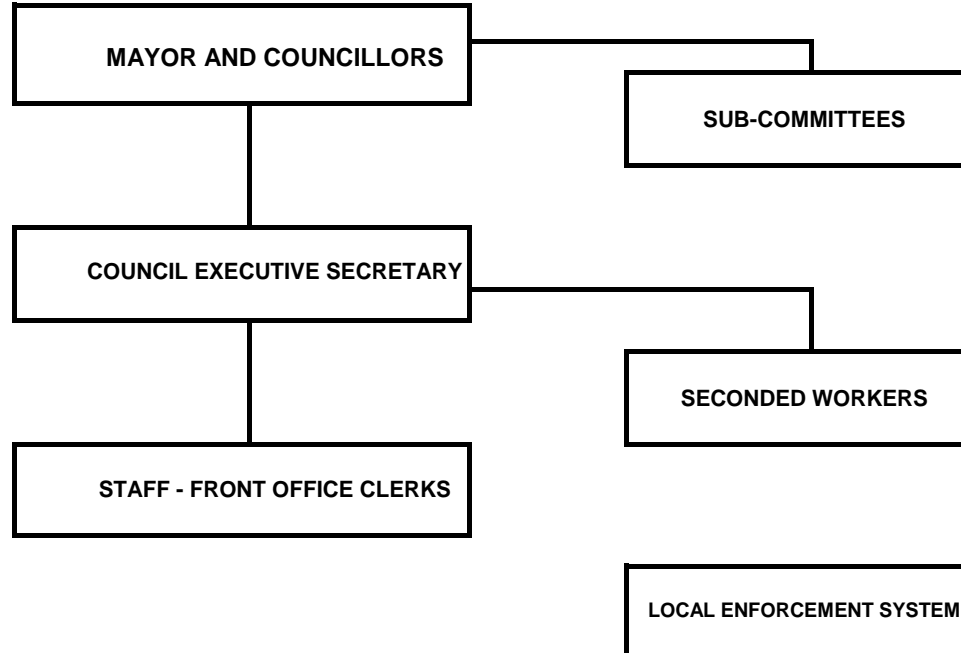
Though this Council has confirmed its strategies and policies for the three year plan ending 2013, room has been left for the new Council to adopt its policies.

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 delegated 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 community.

The Council's offices working space has become very restricted, and this is impairing the Council from performing to the highest degree of performance. 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.

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5.0 Financial and Performance Forecasts	

5.1 Three-Year Financial Forecast

ACCT NO.	DESCRIPTION	BUDGET 2011 €	BUDGET 2012 €	BUDGET 2013 €	BUDGET 2011-2013 €
2	Income				
0000	Government *	986,375	995,351	1,004,438	2,986,164
0020	Bye-Laws	263,850	-	-	263,850
0090	Investment	200	200	200	600
0092	Loan Drawdown	59,700	-	-	59,700
0100	General	65,026	10,200	10,600	85,826
	TOTAL	1,375,151	1,005,751	1,015,238	3,396,140
1	Expenditure				
1000	Personal Emoluments	159,448	163,081	165,652	488,181
2000	Operations and maintenance	817,311	691,464	696,893	2,205,669
7000	Capital Expenditure	302,226	107,500	107,500	517,226
	Loan Repayments	34,300	34,300	34,300	102,900
	TOTAL	1,313,285	996,345	1,004,345	3,313,976
	SURPLUS/DEFICIT	61,866	9,406	10,892	82,164
	BROUGHT FORWARD	-	61,866	71,272	-
	CARRY FORWARD	61,866	71,272	82,164	82,164

Notes:

5.2 Notes and Assumptions

Income	* Actual Government Contribution for 2011
Expenditure	* Budgeted to balance income expected. * Surplus funds to support programme for road resurfacing and projects

Qormi Local Council	Business Plan 2011-2013
Financial and Performance Forecasts (cont.)	

5.3 Three Year Income Forecast

ACCT NO.	DESCRIPTION	BUDGET 2011 €	BUDGET 2012 €	BUDGET 2013 €	BUDGET 2011-2013 €
2	Income				
0000	Government				
0001	Annual	899,639	908,635	917,722	2,725,996
0002	Supplementary	76,736	76,716	76,716	230,168
0003	Special Needs	-	-	-	-
0004	Public/government entities	-	-	-	-
0015	Other	10,000	10,000	10,000	30,000
		986,375	995,351	1,004,438	2,986,164
0020	Bye-Laws				
0021	Community services	6,000	6,200	6,400	18,600
0036	Contravention of bye-laws	254,000	-	-	254,000
0056	Contribution and donations	3,850	4,000	4,200	12,050
0092	Loan Drawdown	-	-	-	-
0066	General services	65,026	-	-	65,026
		328,876	10,200	10,600	349,676
0090	Investment				
0091	Bank Interest	200	200	200	600
	Bank Loan	59,700	-	-	59,700
0096	Government securities	-	-	-	-
		59,900	200	200	60,300
	TOTAL	1,375,151	1,005,751	1,015,238	3,396,140

Notes:

Notes and Assumptions

- 2010 Sources of income taken into account are:
- Annual Government Allocation
 - Interests on Bank Deposits
 - Local Enforcement System
 - Loan Drawdown

2010-2012 It is being assumed that Government allocation will increase slightly in 2012 and 2013 respectively

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Financial and Performance Forecasts (cont.)	

5.4 Three Year Expenditure Forecast

A/C NO.	DESCRIPTION	BUDGET 2011 €	BUDGET 2012 €	BUDGET 2013 €	BUDGET 2011-2013 €
1	Expenditure				
1000	Personal Emoluments				
1100	Mayor's allowance	17,848	17,848	17,848	53,544
1200	Employee salaries and wages	103,406	105,651	107,764	316,821
1300	Bonuses	1,620	1,620	1,620	4,860
1400	Income supplements	1,454	1,454	1,454	4,362
1500	Social Security contributions	9,487	9,653	9,846	28,986
1600	Allowances(Perform. Bonus)	7,233	9,093	9,275	25,601
	Overtime	4,800	4,162	4,245	13,207
1700	Allowances Councillors	13,600	13,600	13,600	40,800
		159,448	163,081	165,652	488,181
2000	Operations and maintenance				
2100	Utilities	16,524	16,854	17,192	50,570
2200	Materials and Supplies	1,938	1,977	2,016	5,931
2300	Repair and upkeep	84,354	50,000	55,000	189,354
2400	Rent	240	240	240	720
2500	International memberships	480	480	480	1,440
2600	Office services	7,589	7,440	7,440	22,469
2700	Transport	2,550	2,601	2,653	7,804
2800	Travel	-	-	-	-
2900	Information services	10,200	7,000	7,000	24,200
3000	Contractual services	525,586	530,842	530,842	1,587,270
3100	Professional services	32,060	32,381	32,381	96,821
3200	Training	2,040	2,000	2,000	6,040
3300	Community and Hospitality	61,200	37,150	37,150	135,500
3400	Incidental expenses	2,550	2,500	2,500	7,550
3600	Local Enforcement System	40,000	-	-	40,000
3600	Speed Cameras	30,000	-	-	30,000
		817,311	691,464	696,893	2,205,669
7000	Capital Expenditure				
7001	Acquisition of property	59,700	-	-	59,700
7100	Construction& Urban Improvement	20,000	-	-	20,000
7200	Improvements	-	-	-	-
7210	Office Furniture & Equipment	8,000	-	-	-
7230	New Street Signs	1,500	1,500	1,500	4,500
7300	Equipment	8,000	6,000	6,000	20,000
7500	Road Resurfacing/projects	140,000	100,000	100,000	340,000
7511	Other Projects	65,026	-	-	65,026
	Loan Repayments	34,300	34,300	34,300	102,900
		336,526	141,800	141,800	612,126
TOTAL		1,313,285	996,345	1,004,345	3,305,976

Notes:

Expenditure

2011	Budgeted Expenditure for 2011
2012	Budgeted Expenditure for 2012
2013	Budgeted Expenditure for 2013

Capital Expenditure

Surplus funds to support programme of road resurfacing and pavements

Capital Development (cont.)

6.1 Three Year Capital Development Forecasts

YEAR 2011-2013

Acct. No. Project No.	Capital Expenditure Project Description	2011		2012		2013		2011-2013 ITEMS
		ACCNT	LM PROJECT LM	ACCNT	LM PROJECT LM	ACCNT	LM PROJECT LM	
7001	Acquisition of property	59,700.00	59,700.00	0.00	0.00	0.00	0.00	59,700.00
7100	Construction	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00
7210	Office Furniture & Fittings	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00
7200	Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7300	Equipment	8,000.00	8,000.00	6,000.00	6,000.00	6,000.00	6,000.00	20,000.00
7230	New Street Signs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	4,500.00
7500	Road Resurfacing	205,026.00	140,000.00	100,000.00	100,000.00	100,000.00	100,000.00	405,026.00
	(A) Road Resurfacing		140,000.00		100,000.00		100,000.00	
	(B) Special Programme		0.00		0.00		0.00	
	(C) Projects		65,026.00		0.00		0.00	
Total New Projects		302,226.00		107,500.00		107,500.00		517,226.00

6.2 Notes and Assumptions

- 2011 Figures Shown are as per Budget
- 2012 Figures Shown are estimated
- 2013 Figures Shown are estimated

Capital Development (cont.)

PROGRAMME OF WORKS - ROADS	2011	2012	2013
Triq Dun Gorg Fenech	€28,971		
Triq Nikol Montebello	€24,058		
Triq Ta' Għar-Ram (Parti)	€15,972		
Triq L-Imdina (Service Road)	€30,116		
Triq Marcel Attard Vagnolo (Parti)	€20,675		
Triq It-23 ta' April + Sqaqien		€40,974	
Triq Dun Gwann Schembri		€73,343	
Triq Pinto Nru. 4			€2,118
Triq Pinto (parti)			€28,165
Triq il-Blata			€17,836
Triq tal-Blata			€9,506
Total	€119,793	€114,317	€57,625