

**ANNEXURE A**

**PERSONAL PERFORMANCE PLAN 2012/13  
DIRECTOR: PUBLIC SAFETY AND TRANSPORT**

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
To increase personnel	20	Number of staff to be employed (45) <ul style="list-style-type: none"> <li>• 1 Senior Civil technician</li> <li>• 2 Civil Technicians</li> <li>• 3 Supervisors( Roads)</li> <li>• 1 Senior Superintendent Traffic</li> <li>• 2 Superintendent Traffic</li> <li>• 02 Senior Traffic Officers</li> <li>• 09 Traffic Officers</li> <li>• 02 Data Captures (Traffic)</li> <li>• 1 Transport Manager</li> <li>• 1 Superintendent Mechanic</li> <li>• 3 Clerks (Transport)</li> <li>• 09 Fire fighters</li> <li>• 2 Fire service instructor</li> <li>• 1 Disaster Officer</li> <li>• 1 Communication Officer</li> <li>• 1 Risk Officer</li> <li>• 3 Fire Safety Officer</li> <li>• 1 Station Officers</li> </ul>	30/06/2013		
To purchase equipment	40	Number of equipment purchased (10) <ul style="list-style-type: none"> <li>• 1 Speed measuring machine</li> <li>• 1 Hazmat equipment</li> </ul>	30/06/2013		

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
		<ul style="list-style-type: none"> <li>• 5 Skidpump</li> <li>• 1GPS (High capacity)</li> <li>• 2 Fire fighting equipment</li> </ul>			
To train personnel	20	Number of personnel to be trained (30) <ul style="list-style-type: none"> <li>• 4 Concrete works</li> <li>• 4 Traffic Officers (IMS)</li> <li>• 4 Public Information Education Relations</li> <li>• 2 Medical Instructor</li> <li>• 2 Fire Prevention</li> <li>• 4 Hazmat Technicians</li> <li>• 2 Fire Services Instructor</li> <li>• 4 Crane Operators</li> <li>• 4 Fleet Management</li> </ul>	30/06/2013		
		No of drivers and operators to be workshopped (60) <ul style="list-style-type: none"> <li>• K53 driving (internal)</li> </ul>			
To increase municipal fleet	40	Number of fleet to be purchased (35)	30/06/2013		
To maintain correct equipment and fleet in good working condition	40	No of vehicles inspection to be conducted (4)	30/06/2013		
		No of monitoring services to service providers (12)			
		No of queries resolved in the fleet management committee meetings(4)			
To create safe environment	20	No of roadblocks (12)	30/06/2013		
		No of scholar patrols to be monitored ( 220) <ul style="list-style-type: none"> <li>• Harrismith</li> </ul>			

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
		<ul style="list-style-type: none"> <li>Qwaqwa</li> <li>Kestell</li> </ul>			
		Decrease of road accidents (5%)			
To improve traffic fines	20	No of warrants of arrests executed (200)	30/06/2013		
To ensure control livestock	20	No of animals impounded( 50)	30/06/2013		
To improve respond efficiency of emergency service	20	No of equipment to be maintained (10)	30/06/2013		
To increase public safety awareness	20	No of awareness to be held (4)	30/06/2013		
To accelerate the delivery of infrastructure services	40	Total Kms of roads to be paved (32)	30/06/2013		
		Total km of roads re-gravelled (40)			
		Total number of roads resurfaced (10)			
		Number of foot bridge constructed (10)			
To improve the payment of traffic fines	20	Amount to be collected through Partnership with service provider (R10M)	30/06/2013		

Performance objective [Main tasks]	Weight	Key Performance Indicator [Evidence of performance]	Target Date	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
To improve response time on services		Percentage on respond time requirement as per national standard			
		Percentage on communication as per national standard			

Service issue	Period	Units
Complete emergency calls taken	30	Seconds
Reduction of calls responded to	30	
Attend all emergency calls reported in rural area	23	Minutes
Attend all emergency calls reported in CBD	8	
Attend all emergency calls reported in the limited CBD area	10	
Attend all emergency call reported in the residential area	13	
Turn out time from receiving the call from call taking centre	3	
Travel time to all central business district	5	
Travel time to all limited CBD	7	
Travel time to residential calls	10	
Travel time to all rural calls	20	
Building plans and designs considered and approved/rejected from submission to Department	5	Working days
Conduct inspections requested	5	

## CORE COMPETENCY REQUIREMENTS

Competencies	Weight	Description/Definition	Achievements/Progress/ Comments/Reference to evidentiary documents	Rating
Financial management	10	Compiles and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.		
People management and empowerment	20	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's strategic objectives.		
Client orientation and customer focus	20	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.		
Strategic capability and leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate		
Problem solving and analysis	10	Systematically identifies analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.		
Programme and project management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.		
Honesty and integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.		
Competence in policy conceptualisation, analysis and implementation	10	The ability to draft and implement a policy due to the arriving at a concept or a generalisation as a result of seeing things, experiencing things, being informed of something as well as the ability to analyse, comprehend and implement a policy drafted by somebody else.		
<b>TOTAL</b>				

## RATING ASSESSMENT CALCULATOR

### KEY PERFORMANCE AREAS

Key performance area	Weight	Rating	Score
Municipal institutional development and transformation	20		
Basic service delivery	40		
Municipal financial viability and management	20		
Good governance and public participation	20		
Total score			
Total weight, key performance areas			<b>80%</b>
<b>Weighted score, Key performance areas</b>			

### CORE COMPETENCY REQUIREMENTS

	Core competency requirement	Weight	Rating	Score
1	Financial management	10		
2	People management and empowerment	20		
3	Client orientation and customer focus	20		
4	Strategic capability and leadership	10		
5	Problem solving and analysis	10		
6	Programme and project management	10		
7	Honesty and integrity	10		
8	Competence in policy conceptualisation, analysis and implementation	10		
Total score				
Total weight, core competency requirements				<b>20%</b>
<b>Weighted score, core competency requirements</b>				