



DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT STANDARD OPERATING PROCEDURES



This Standard Operating Procedure

- ▶ Was developed by the management of the Department of Community Safety and Transport Management under the guidance of the MEC Mr. J.S. Lehari
- ▶ Was prepared in line with the current Annual Performance Plan of the Department of Community Safety and Transport Management.
- ▶ Accurately reflects the processes and procedures which the Department of Community Safety and Transport Management will carry out towards the attainment of targets linked to performance indicators and objectives, given the resources made available.

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Date: _____

TABLE OF CONTENTS

NO.	ITEM NAME	PAGE NUMBER
	PART A	
1.	PROGRAMME AND SUB-PROGRAMME STRUCTURE	4
2.	INTRODUCTION	6
3.	PURPOSE AND SCOPE OF THE SOP	6
4.	FREQUENCY OF REVISIONS AND REVIEW	8
5.	PUBLICATION OF THE SOP	8
	PART B	9
	DEPARTMENTAL SOP-EXCEL SPREADSHEET	

PART A

1. The programmes and sub-programmes of the Department of Community Safety and Transport Management are currently structured as follows:

Programme	Sub-Programme
<p>Programme 1: Administration</p>	<p>1.1 Office of the MEC</p> <p>1.1.1 MEC Support</p>
	<p>1.2 Office of the HOD</p> <p>1.2.1 HOD Support</p> <p>1.2.2 Risk Management and Internal Control</p>
	<p>1.3 Financial Management</p> <p>1.3.1 Financial Accounting and Budget Planning</p> <p>1.3.2 Supply Chain Management</p>
	<p>1.4 Corporate Services</p> <p>1.4.1 Strategic Support Services</p> <p>1.4.2 Strategic Planning, Monitoring and Evaluation</p> <p>1.4.3 Human Resource Management</p> <p>1.4.4 Communications</p>
	<p>1.5 Legal</p>
	<p>1.6 Security</p>

Programme	Sub-Programme
Programme 2: Provincial Secretariat for Police Service	2.2 Policy and Research
	2.3 Monitoring and Evaluation
	2.4 Safety Promotion
	2.5 Community Police Relations
	3.2 Public Transport Services
Programme 3: Transport Operations	3.3 Transport Safety and Compliance
	3.4 Infrastructure Planning
	3.5. Infrastructure Operations
Programme 4: Transport Regulation	4.2.1 Transport Administration and Licensing
	4.2.2 Inspectorate of DLTC and VTS
	4.3 Operator License and Permits
	4.4 Law Enforcement

2. INTRODUCTION

The Departmental Standard Operating procedure (SOP) is a document that describes routine or regular recurring operations to ensure that operations are carried out correctly and consistently. The SOP has been developed to provide clear guidance on the processes that should be followed to ensure coordination and timely response to programme performance indicators.

Standard operating procedures include steps that outline when and how information should flow in programmes towards providing performance improvements.

The knowledge of SOPs will make departmental programmes understand processes in order to improve efficacy in achieving government's outcomes.

3. PURPOSE AND SCOPE OF THE SOP

The purpose of this document is to provide a detailed explanation of how to implement the processes and procedures in achieving performance indicators within the Department of COMMUNITY SAFETY AND TRANSPORT MANAGEMENT. These are processes and procedures of the key activities linked to the performance indicators in the current tabled Departmental Annual Performance Plan. The development and use of SOPs minimizes variation and promotes quality through the consistent implementation of a process or procedure within a programme.

The benefits of SOPs are outlined as follows:

- Standardisation of activities – SOPs identify planned and agreed upon roles and actions. This information helps standardize activities thus helping to assure the quality and consistency of a service;
- Explanation of performance expectations – SOPs describe and document what is expected of personnel in the performance of their official duties. It ensures that good practice is achieved at all times;

- Training and reference document – Written SOPs can provide a framework for training programmes and briefings. These activities in turn improve the understanding of work requirements and helps identify potential problems. A comprehensive SOP manual also serves as a reference document for personnel and provides guidance during the audit process.

The scope of this Standard Operating Procedure covers the following areas of work, namely: the processes and procedure undertaken towards carrying out key activities linked to performance indicators. It includes the administrative processes done by the various programmes within the Department towards the implementation of strategic objectives.

The SOP template is structured to cover the following:

- Programme performance Indicator;
- Key Activity;
- Description of process and procedures;
- Timeframes;
- Systems used;
- Policies and legal prescripts;
- Description of the reporting process and procedures;
- Description of the validation process and procedures by managers;
- Description of the verification process and procedures by Strategic Planning, Monitoring & Evaluation (SPM&E).

4. FREQUENCY OF REVISIONS AND REVIEW

The SP, M&E directorate coordinates the review of the Departmental SOP by customising the SOP template to amend as recommended by the auditors and to incorporate any changes in the processes. The approved template is then circulated to programmes to solicit inputs. The SP, M&E consolidate inputs from programmes into a draft Departmental SOP. The engagement sessions are conducted with various Departmental programmes to discuss the draft SOP towards finalising the Departmental SOP. The SP, M&E directorate encourages that participation in this process is as extensive as possible and officials at all levels of service delivery are involved. The SP, M&E directorate then facilitates the approval of the final Departmental SOP by the Accounting Officer. The review process commences during the second quarter of the new financial year and is concluded post the audit period. Once approved management regards the Departmental SOP as a living guiding document. This SOP will be reviewed/ updated and approved whenever processes and procedures are changed, in order for it to remain current and useful.

The SOP will be reviewed on an annual basis after the final Audit process to capture new recommendations made.

5. PUBLICATION OF THE SOP

The approved Departmental SOP will be uploaded on the Departmental website and globalised for easy access by all staff members. The hard copies of the approved Departmental SOP will be distributed to programme managers/Chief Directors for use.

PART B

DEPARTMENT OF COMMUNITY SAFETY & TRANSPORT MANAGEMENT: 2019/2020 STANDARD OPERATING PROCEDURES

PROVISIONAL 1. ADMINISTRATION
 OPERATIONAL OBJECTIVE 19: IMPROVE ROAD PERFORMANCE AND THE ROAD NETWORK

Programme performance indicator / measure	Key Activity	Description of process and procedures	Timeline	Systems used	Policies and Legal Precepts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SPME
<p>Number of Annual Reports (AR) completed</p>	<p>Coordinate processes to compile the Annual Report Coordinate processes towards completion of the Annual Report</p>	<p>Monthly</p> <p>Monthly Quarterly</p>	<p>Manual and Electronic</p>	<p>PFMA, Treasury Regulations, Strategic Plans, Annual Performance Plans and Annual Performance Reports Framework for Managing Programme Performance (MPPM)</p>	<p>All RME practitioners consider the AG's report identifying recommendations and gaps. All RME practitioners ascertain the policy. Director:SPME does quality assurance as the draft report is prepared. The Chief Director:Corporate Services submits the draft report to the HOD for approval.</p>	<p>Director:SPME uploads the PDE The Chief Director:Corporate Services validates PDE</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>
<p>Quarterly RME reporting system</p>	<p>Quarterly</p>	<p>Quarterly</p>	<p>Manual and Electronic</p>	<p>PFMA, Treasury Regulations, Strategic Plans, Annual Performance Plans and Annual Performance Reports Framework for Managing Programme Performance (MPPM)</p>	<p>All RME practitioners consider the AG's report identifying recommendations and gaps. All RME practitioners ascertain the policy. Director:SPME does quality assurance as the draft report is prepared. The Chief Director:Corporate Services submits the draft report to the HOD for approval.</p>	<p>Director:SPME uploads the PDE The Chief Director:Corporate Services validates PDE</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>
<p>Annual RME reporting system</p>	<p>Annual</p>	<p>Annual</p>	<p>Manual and Electronic</p>	<p>PFMA, Treasury Regulations, Strategic Plans, Annual Performance Plans and Annual Performance Reports Framework for Managing Programme Performance (MPPM)</p>	<p>All RME practitioners consider the AG's report identifying recommendations and gaps. All RME practitioners ascertain the policy. Director:SPME does quality assurance as the draft report is prepared. The Chief Director:Corporate Services submits the draft report to the HOD for approval.</p>	<p>Director:SPME uploads the PDE The Chief Director:Corporate Services validates PDE</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>	<p>Programme managers submit the PDE to RME RME uploads the PDE against the reported output RME uploads the validated outputs against the reported output RME uploads the validated outputs against the reported output</p>

Programme performance indicators / measure	Key Activity	Description of process and procedures	Transformers	Systems used	Validation and Legal (Templates)	Description of the Reporting Process and Procedures	Description of the Verification Process and Procedures by managers	Description of this Validation Process and Procedures by SME
<p>Number of reports compiled on the implementation of the Training interventions</p>	<p>1. Compile and submit the Workplace Skills Plan</p>	<ul style="list-style-type: none"> • Completion of training needs analysis (TNA) / Conduct Skills Audit • Consultation of stakeholders for inputs • Finalize the Workplace Skills Plan and compile final document • Finalize the Workplace Skills Plan and compile final document • Submit to PSETA 	<p>Annually</p>	<p>Electronic and manual</p>	<p>PPWA, Treasury Regulations, Framework for Strategic Plans and Annual Performance Plans</p>	<p>AD consultants and submit reports to DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 	
<p>2. Facilitate employee capacity development through skills programmes, short courses, conferences and mandatory programs</p>	<p>2. Facilitate employee capacity development through skills programmes, short courses, conferences and mandatory programs</p>	<ul style="list-style-type: none"> • Check availability of funds for implementation of the training program • Identify training beneficiaries • Complete a submission to seek HOD's approval to implement • Submit request for training approved training plan • Issue release letters for identified training beneficiaries • Finalize the training arrangements (Venue, Catering, transport etc) • Facilitate completion of evaluation forms • Complete Quality Monitoring Report (QMR) to the PSETA Template • Submit to PSETA for approval • Identify critical skills needed to address strategic objectives of the Department • Submit to PSETA for approval • Rollout of training programmes • Issue Bursary Contracts for selection process • Issue award letters to HOD's approval of recommended bursars • Facilitate the signing of bursary contracts (Bursars & HOD) • Provide information needed to explain bursary contracts • Monitor implementation of the bursary contracts 	<p>Annually</p>	<p>Electronic and manual</p>	<p>DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 		
<p>3. Facilitate full/part time bursary programs</p>	<p>3. Facilitate full/part time bursary programs</p>	<ul style="list-style-type: none"> • Identify officials to be indicated on Departmental Induction Program • Check Availability of funds for implementation of complete Induction Program (CIP) • Complete a submission to seek HOD's approval to conduct CIP • Submit request for training approved training plan • Issue release letters for identified training beneficiaries • Finalize the training arrangements (Venue, Catering, transport etc) • Facilitate completion of evaluation forms • Complete Quality Monitoring Report (QMR) to the PSETA Template • Submit to PSETA for approval • Identify critical skills needed to address strategic objectives of the Department • Submit to PSETA for approval • Rollout of training programmes • Issue Bursary Contracts for selection process • Issue award letters to HOD's approval of recommended bursars • Facilitate the signing of bursary contracts (Bursars & HOD) • Provide information needed to explain bursary contracts • Monitor implementation of the bursary contracts 	<p>Bi Annually</p>	<p>Manually</p>	<p>DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 		
<p>4. Management of Departmental Induction and Compulsory Induction Programs</p>	<p>4. Management of Departmental Induction and Compulsory Induction Programs</p>	<ul style="list-style-type: none"> • Identify officials to be indicated on Departmental Induction Program • Check Availability of funds for implementation of complete Induction Program (CIP) • Complete a submission to seek HOD's approval to conduct CIP • Submit request for training approved training plan • Issue release letters for identified training beneficiaries • Finalize the training arrangements (Venue, Catering, transport etc) • Facilitate completion of evaluation forms • Complete Quality Monitoring Report (QMR) to the PSETA Template • Submit to PSETA for approval • Identify critical skills needed to address strategic objectives of the Department • Submit to PSETA for approval • Rollout of training programmes • Issue Bursary Contracts for selection process • Issue award letters to HOD's approval of recommended bursars • Facilitate the signing of bursary contracts (Bursars & HOD) • Provide information needed to explain bursary contracts • Monitor implementation of the bursary contracts 	<p>Quarterly</p>	<p>Manually</p>	<p>DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 		
<p>5. Management of Learnership and Internship</p>	<p>5. Management of Learnership and Internship</p>	<ul style="list-style-type: none"> • Identify learnership program to be implemented as per the MOP • Consult with all the Directors to identify their needs for bursars • Identify the accredited institutions to enroll bursars for the learnership program • Seek HOD's approval to implement and to advertise • Prepare logistical arrangements, e.g. Material, Venue, catering etc • Facilitate completion of evaluation forms • Identify learnership program to be implemented as per the MOP • Consult with all the Directors to identify their needs for bursars • Identify the accredited institutions to enroll bursars for the learnership program • Seek HOD's approval to implement and to advertise • Prepare logistical arrangements, e.g. Material, Venue, catering etc • Facilitate completion of evaluation forms • Request responsible directors to nominate panel members • Arrange the logistics for the selection and interview processes • Arrange the logistics for the selection and interview processes • Invite all the selected candidates for the interviews • Complete an interview report and seek HOD's approval for the recommended candidates • Issue Bursary Contracts for selection process • Issue award letters to HOD's approval of recommended bursars • Facilitate the signing of the appointment contracts (Bursars) • Provide information needed to explain bursary contracts • Monitor implementation of the bursary contracts 	<p>Yearly</p>	<p>Manually</p>	<p>DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 		
<p>6. Department Skills Education and Training</p>	<p>6. Department Skills Education and Training</p>	<ul style="list-style-type: none"> • Identify officials to be indicated on Departmental Induction Program • Check Availability of funds for implementation of complete Induction Program (CIP) • Complete a submission to seek HOD's approval to conduct CIP • Submit request for training approved training plan • Issue release letters for identified training beneficiaries • Finalize the training arrangements (Venue, Catering, transport etc) • Facilitate completion of evaluation forms • Complete Quality Monitoring Report (QMR) to the PSETA Template • Submit to PSETA for approval • Identify critical skills needed to address strategic objectives of the Department • Submit to PSETA for approval • Rollout of training programmes • Issue Bursary Contracts for selection process • Issue award letters to HOD's approval of recommended bursars • Facilitate the signing of bursary contracts (Bursars & HOD) • Provide information needed to explain bursary contracts • Monitor implementation of the bursary contracts 	<p>Yearly</p>	<p>Manually</p>	<p>DD-IR Strategy and Planning DD-IR Strategy and Planning submits reviewed reports to Director HRM Director HRM submits report to CD-Corporate Services CD-Corporate Services submits reports to Head of Department</p>	<ul style="list-style-type: none"> • Programme managers submit the POE to HRE • HRE validates the POE against the reported output • HRE administers a checklist which verifies the reported outputs against the validated outputs • HRE and the designated official signs off the completed checklist. 		

Programme performance indicators / measures	Key Activity	Description of process and procedures	Transformance	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SPME
Number of financial statements submitted within the prescribed period	Prepare quarterly / monthly financial statements for submission to Treasury	<ul style="list-style-type: none"> Download the electronic template from the Ireland Treasury website Request inputs from programme managers Request inputs from the relevant departments Prepare audit file and submit IFS for review Submit IFS to Financial Treasury Submit IFS to Financial Treasury Respond to the feedback received on IFS in a timely manner 	Quarterly	Bas And Walker Systems	PPSA And Treasury Regulations			<ul style="list-style-type: none"> Programme managers submit the POC to NAE NAE reviews the POC against the reported output NAE identifies any issues in the reported outputs against the validated outputs NAE and the designated official signs off the completed checks.
Percentage of invoices paid within 30 days	Department submits monthly exception reports to the relevant authority	<ul style="list-style-type: none"> Receive payment vouchers as captured from the GCN Compare/verify the invoice details into Walker (MS) within 1 day from the date of despatchment. It takes 3 working days for payment to appear in service provider's bank account for payments less than 15m. For payments above 15m a payment certificate is generated immediately after despatchment for immediate EFT Check/confirm the invoice details from service providers are paid after 30 days and follow appropriate action or flows as no need for intervention Receive a 30 days payment report from NAE Analyze the report to determine payments that were processed over 30 days Identify the reasons for late payments and determine the affected programmes Write letters to service providers to determine the reasons for late payments Assess the response to determine the need for corrective measures or compliance management 	Monthly	Manual Electronic	Treasury Regulations PMA	Customer process involves Auditor's verification of invoices before submission. Disbursements payment batches	<ul style="list-style-type: none"> NAE identifies captured invoices and the supporting documentation before submission NAE identifies any issues in the reported outputs against the validated outputs NAE and the designated official signs off the completed checks. 	
Number of overnight reports completed in performance of the FTI	Contribute the submission of performance reports	<ul style="list-style-type: none"> Analyze the performance reports/Corporate Plan and provide feedback/recommendations to FTI Follow up on implementation of recommendations on the performance reports/Corporate Plan Submit the final report to Executive Authority 	Quarterly (reports) July, October (Corporate Plan)	Manual and Electronic	PPMA Framework for Strategic Plan and Annual Performance Plan	<ul style="list-style-type: none"> Central management director analyzes the report to determine the reasons for late payments, where necessary. The reasons are written letters to programme managers to determine the reasons for late payments, where necessary. The reasons are to be recommended 	<ul style="list-style-type: none"> Programme managers submit the POC to NAE NAE reviews the POC against the reported output NAE identifies any issues in the reported outputs against the validated outputs NAE and the designated official signs off the completed checks. 	

The/their performance indicators / outputs	Key Activity	Description of process and procedures	Timeliness	Systems used	Policies and Legal Descriptors	Description of the Reporting Process and procedures	Description of the Validation Process and procedures by SPWE
<p>Number of research reports on National Research Report /Provincial Research Report</p> <p>1. Complete business plan</p> <p>2. Attend a joint meeting with National Civilian Secretariat for Police (NCS) and Provincial Secretariats to discuss the research project and get buy-in</p> <p>3. Receive concept document from National Civilian Secretariat for Police</p> <p>4. Develop questionnaires</p> <p>5. Administer the questionnaire to SAPS/ stakeholders</p>	<p>1-6</p> <p>1. Complete business plan</p> <p>2. Attend a joint meeting with National Civilian Secretariat for Police (NCS) and Provincial Secretariats to discuss the research project and get buy-in</p> <p>3. Receive concept document from National Civilian Secretariat for Police</p> <p>4. Develop questionnaires</p> <p>5. Administer the questionnaire to SAPS/ stakeholders</p>	<p>1. Complete business plan</p> <p>2. Attend a joint meeting with National Civilian Secretariat for Police (NCS) and Provincial Secretariats to discuss the research project and get buy-in</p> <p>3. Receive concept document from National Civilian Secretariat for Police</p> <p>4. Develop questionnaires</p> <p>5. Administer the questionnaire to SAPS/ stakeholders</p> <p>6. Decide on the sample size/number of Police Stations and stakeholders</p> <p>7. Develop the data collection schedule to determine the budget implication</p> <p>8. Develop project plan to determine the budget implication</p> <p>9. Sub-directorate Policy and Research compile letter to Provincial Commissioner to inform and request permission to conduct research project and signed off by HOD</p> <p>10. Sub-directorate Policy and Research compile letters to stakeholders to inform about research project and signed off by HOD</p> <p>11. Submit to Director for input/ amendments</p> <p>12. Effect changes to draft business plan</p> <p>13. Submit finalized draft with effected changes to director</p> <p>14. Chief Director approves all business plans for finalisation by the Director and signed off by the Director/Submit to Chief Director for endorsement and consolidation</p> <p>15. Chief Director consolidates all business plans into one document which indicates budget allocations for all activities within the Chief Directorate</p> <p>16. The Chief Director signs consolidated business plan</p> <p>17. The Chief Director submits the final business plan for HOD's approval</p> <p>18. Complete project plan</p> <p>19. Sub-directorate Policy and Research compiles the project plan and follow these implementation phases:</p> <p>20. Identify all of the phases, activities and tasks</p> <p>21. Develop a timeline for the project</p> <p>22. Monitor and control the allocation of resources</p> <p>23. Report on the progress of the project</p> <p>24. The Sub-directorate Policy and Research submits the final business plan for Chief Director's approval</p> <p>25. Complete literature review</p> <p>26. National Civilian Secretariat for Police will be compiling literature review for 2018/19 Comparative analysis of literature on the research title</p> <p>27. Develop research (internet search and library visit)</p> <p>28. Compile, paraphrase and acknowledge sources</p> <p>29. Appending and noting of quantitative and qualitative views of the research project</p> <p>30. Develop questionnaires</p> <p>31. NCSPI will develop the questionnaire in consultation with Provinces</p> <p>32. Develop research on current research work and formulate questions</p> <p>33. Decide on the number of stakeholder to be interviewed</p> <p>34. Construct relevant questions suitable for Police Stations and stakeholders</p> <p>35. Consider the length of the questionnaire</p> <p>36. NCSPI approves the questionnaires and disseminate to Provinces for implementation</p> <p>37. Develop police station visits schedule</p> <p>38. The Sub-directorate Policy and Research completes the police station visits schedule in consultation with the Director Monitoring and Oversight</p> <p>39. Decide on the relevant number of Police Stations and Stakeholders to be visited</p> <p>40. The Sub-directorate Policy and Research submits the police station visits schedule for Chief Director's approval</p> <p>41. Administer the questionnaire to SAPS/ stakeholders</p> <p>42. Request for transport (food and)</p> <p>43. Communicate the approved schedule to the Police Stations and Stakeholders in preparation for the research project</p> <p>44. Travel to different Police Stations and Stakeholders</p> <p>45. Hold meetings with SAPS and stakeholders to explain the research project</p> <p>46. Record observations during the interview</p> <p>47. Record and file the completed questionnaires</p> <p>48. Analyse and file data</p> <p>49. Consider the research problem, aims and objectives against the raw data provided</p> <p>50. Quantitative analysis of respondents (calculate the number of respondents for a particular question)</p> <p>51. Critical analysis of available literature</p> <p>52. Comparison of raw qualitative and quantitative data obtained literature reviewed</p> <p>53. Interpretive factors of Police Stations and Stakeholders (Dominance of particular factors of respondents e.g. large no of males/females respondents)</p> <p>54. Recording of analysis</p> <p>55. Complete individual police station visits reports</p> <p>56. Write up findings and recommendations</p> <p>57. Complete proposed Action plan of the recommendations of the research project</p> <p>58. The Sub-directorate Policy and Research submits the final police station visit reports for HOD's approval</p> <p>59. The Sub-directorate Policy and Research receives the approved report with recommendations and Action plan from the HOD for implementation</p>	<p>1: 1 month</p> <p>2: 1 Week</p> <p>3: 1 month</p> <p>4: 1 week</p> <p>5: 2 days</p> <p>6: 3 months (National project)</p> <p>6: 7 months (Provincial project)</p>	<p>Manual hard copies</p>	<p>Constitution of the Republic of South Africa Act 108 of 1996</p> <p>Civilian Secretariat for Police Act 2 of 2011</p> <p>South African Police Service Act 68 of 1995</p> <p>South African Police Service Act 68 of 1995 (Amendment)</p> <p>Domestic Violence Act</p> <p>SAPS National Instructions</p> <p>White Papers on Policing and Safety and Security</p>	<p>Assistant Directors submit reports to Deputy Directors for consolidation</p> <p>Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Amended E of the Compliance documents</p> <p>Deputy Directors complete and signs National Compliance documents</p> <p>Deputy Director submits signed National Compliance Documents, performance Report and POE to Director for consolidation</p> <p>Director verifies POE and also signs National Compliance documents then submits Quarterly Reports, and Signed Compliance Documents to the Chief Director for final verification</p> <p>Director then signs POE and POE for final validation and audit purposes</p> <p>Director Reports on the electronic reporting system</p>	<p>Provincial managers submit the POE to MBE</p> <p>MBE validates the POE against the reported output</p> <p>MBE E administrators a checklist which includes the validated outputs</p> <p>MBE and the designated official signs off the completed checklist.</p>
<p>7. Analyse collected data</p> <p>8. Complete individual police station visits reports</p>	<p>7-8</p> <p>7. Analyse collected data</p> <p>8. Complete individual police station visits reports</p>	<p>7. Analyse and file data</p> <p>8. Consider the research problem, aims and objectives against the raw data provided</p> <p>9. Quantitative analysis of respondents (calculate the number of respondents for a particular question)</p> <p>10. Critical analysis of available literature</p> <p>11. Comparison of raw qualitative and quantitative data obtained literature reviewed</p> <p>12. Interpretive factors of Police Stations and Stakeholders (Dominance of particular factors of respondents e.g. large no of males/females respondents)</p> <p>13. Recording of analysis</p> <p>14. Complete individual police station visits reports</p> <p>15. Write up findings and recommendations</p> <p>16. Complete proposed Action plan of the recommendations of the research project</p> <p>17. The Sub-directorate Policy and Research submits the final police station visit reports for HOD's approval</p> <p>18. The Sub-directorate Policy and Research receives the approved report with recommendations and Action plan from the HOD for implementation</p>	<p>7: 2 Months</p> <p>8: 1 month</p>				
<p>9. Complete consolidated research report</p> <p>10. Dissemination of reports to Directorate for implementation</p>	<p>9-10</p> <p>9. Complete consolidated research report</p> <p>10. Dissemination of reports to Directorate for implementation</p>	<p>9. Complete consolidated research report</p> <p>10. Dissemination of reports to Directorate for implementation</p> <p>11. Present the report to the Chief Directorate Civilian Oversight management for inputs</p> <p>12. Presentation of recommendations on the research project</p> <p>13. The Chief Director submits the final consolidated research report for HOD's approval</p> <p>14. Complete the research report to National Civilian Secretariat for Police</p> <p>15. Dissemination of reports to Directorates for Implementation</p> <p>16. Complete dissemination list</p> <p>17. Submit the research report to Chief Directorate and relevant stakeholders for implementation of the Action plan</p> <p>18. Chief Director issues the final research report to Executive Management of the Department and SAPS Management</p>	<p>9: 3 months</p> <p>10: 3 months</p>				

Programme performance indicators / measure	Key Activity	Description of process and procedure	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Validation Process and procedures by SPHE
<p>Number of reports compiled on the management of service delivery complaints received against SAPS per year</p>	<p>Review Complaints Management Framework and Strategy</p> <ol style="list-style-type: none"> 1. Compile Business Plan 2. Consultation with complainants 3. Acknowledge receipt of complaints 	<ol style="list-style-type: none"> 1. Complete Business Plan 2. Submit to Director for review/ amendments 3. Receive amended plan from Director and effect changes 4. Present to SAPS and Business plan at Directorate Meeting 5. Submission of business plan to Director for recommendation 6. Receive approved business plan for implementation 	<p>Manual and electronic</p> <ul style="list-style-type: none"> • Measure • Performance reporting templates 	<ul style="list-style-type: none"> • Section 206 (3) of the Constitution of the Republic of South Africa (Act 106 of 1996) • Section 3 and 4 of the Criminal Procedure Act (Act 2 of 2011) • Regulations for the Civilian Secretaries for Police Services Act • South African Police Service Act 69 of 1995 • Chapter 12 of the National Development Plan • Domestic Violence Act • Working Papers on Policing and Safety and Security 	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Measure E of the POE To M&E • Complete and sign Compliance Document • Deputy Director submits signed Compliance Document, performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document • Director signs Quarterly Reports, and Signed Compliance Document to the Chief Director for final Verification • The Director then safety stores/keeps the POE for validation and audit purposes • Director reports on the electronic reporting system 	<ul style="list-style-type: none"> • Programme managers submit the POE To M&E • M&E validates the POE against the POE To M&E • M&E issues a checklist which outlines the required outputs against the validated outputs • M&E and the designated official signs off the completed checklist.
<p>Number of monitoring reports compiled on implementation of DFD recommendations by SAPS per year</p>	<ol style="list-style-type: none"> 9. Complete customer satisfaction questionnaires 10. Prepare quarterly reports 	<ol style="list-style-type: none"> 1. Receive monthly recommendations (statistics) from JPD 2. Attend monthly Compliance Forum Meetings 3. Compile Reports 4. Submit reports to RHD for Approval 5. Submit reports to National ICSP 	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>
<p>Number of reports compiled on police stations monitored based on the MPT per year</p>	<ol style="list-style-type: none"> 1. Review Monitoring Framework and Strategy 2. Prepare station visits schedule 3. Conduct announced Police Station visits by administering tool to monitor implementation of Departmental Recommendations 	<ol style="list-style-type: none"> 1. Prepare quarterly reports 2. Prepare station visits schedule 3. Analyzing crime statistics report 4. Trend analysis of service delivery complaints received 5. Analysis of monitoring reports during police station visits 6. Submit planning according to Villages, Townships and Small Domes (VTSO) 7. Submit letter and visit schedule to SAPS 8. Conduct announced Police Station visits by administering tool to monitor implementation of Departmental Recommendations 9. Visit Police Stations 10. Conduct briefings sessions 11. Administer tool (MPT) 12. Conduct debriefing Sessions 13. Compile minutes and attendance register 14. Complete individual police station visit reports 	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>
<p>Number of Domestic Violence Act (DVA) compliance Reports compiled per year</p>	<ol style="list-style-type: none"> 1. Prepare station visits schedule 2. Conduct announced Police Station visits by administering tool (DVA) 3. Present findings and recommendations to SAPS Management 4. Attend DVA forum meetings and workshops 5. Conduct continuous monitoring and compliance visits 	<ol style="list-style-type: none"> 1. Prepare station visits schedule 2. Analyzing crime statistics report 3. Trend analysis of service delivery complaints received 4. Analysis of monitoring reports during police station visits 5. Submit planning according to Villages, Townships and Small Domes (VTSO) 6. Submit letter and visit schedule to SAPS 7. Conduct announced Police Station visits by administering tool (DVA) 8. Visit Police Stations 9. Conduct briefings sessions 10. Administer tool (DVA) 11. Conduct debriefing sessions 12. Compile minutes and attendance register 13. Complete individual police station visit reports 14. Present findings and recommendations to SAPS Management 15. Compile and submit letter and recommendation schedule to SAPS 16. Attend DVA forum meetings and workshops 17. Conduct monitoring and compliance visits on recommendations made 18. Complete compliance reports 19. Attend meetings as per invitation from MCSF 20. Conduct continuous monitoring and compliance visits 	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>	<p>Quarterly</p>

<p>Number of customer subscription survey reports per year</p> <ol style="list-style-type: none"> 1. Complete business plan 2. Develop project plan 3. Develop questionnaire 4. Develop visits schedule 5. Administer the questionnaire to SOPS/ stakeholders 6. Analyse individual reports 7. Analyse individual reports 8. Compile individual reports 9. Compile consolidated report 	<ol style="list-style-type: none"> 1. Complete Business Plan • Schedule a Project/Business Plan • Develop project plan • Develop questionnaire • Develop visits schedule • Administer the questionnaire to SOPS/ stakeholders • Analyse individual reports • Analyse individual reports • Compile individual reports • Compile consolidated report 	<ol style="list-style-type: none"> 1. Complete Business Plan • Schedule a Project/Business Plan • Develop project plan • Develop questionnaire • Develop visits schedule • Administer the questionnaire to SOPS/ stakeholders • Analyse individual reports • Analyse individual reports • Compile individual reports • Compile consolidated report 	<ol style="list-style-type: none"> 1. Complete Business Plan • Schedule a Project/Business Plan • Develop project plan • Develop questionnaire • Develop visits schedule • Administer the questionnaire to SOPS/ stakeholders • Analyse individual reports • Analyse individual reports • Compile individual reports • Compile consolidated report 	<ul style="list-style-type: none"> • Programme managers submit the POE To M&E • M&E validates the POE against the objectives • M&E approves a checklist which outlines the reported outputs against the validated outputs • M&E and the designated official signs off the completed checklist.
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PROGRAMME 2: PROVINCIAL SECRETARIAT FOR POLICE SERVICE
SVB-PROGRAMME 2.4: SAFETY PROMOTION

Manager: Ms. F. Nkomo
 Programme Purpose: To coordinate oversight functions with regard to the SAPS in the province, coordinate crime prevention initiatives and promote community-police relations
 Strategic Goal for Programme: Communities are and feel safe

Programme performance indicators / measures	Key Activity	Description of process and procedure	Systems used	Timelines	Description of the Reporting Process and procedures	Description of the Validation Process and / or managers submit the POE To M&E
Number of social crime prevention programmes implemented per year	<p>Crime Prevention through Environmental design:</p> <ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Develop a Business Plan 3. Implementation of awareness campaigns 4. Monitor usage of identified crime hot spot areas 5. Compile programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders • Compile minutes of the consultation (for the department) Development of Implementation plan following consultation with stakeholders Develop a Business Plan • Discuss expectations of the business plans Analyze Priority Crimes report to inform target areas Draft the business plan Submission to the Chief Director for consideration and approval by the HOD File the approved business plan Implementation of awareness campaigns • Coordinate preparatory meetings with internal and external stakeholders • Execution of Activities as per the Implementation plan (logistical arrangements venue, invitations to stakeholders/participants, promotional materials, distribution of targeted group / marketing of campaign through print media/ electronic media • Repetition of the awareness campaign (frequency of promotional materials, installation of safety gadgets, erection of crime information boards, street lighting, house numbering and street naming, debriefing in partnership with relevant role players like Municipality & Public Works De-briefing of identified crime hot spot areas • Mobilise community volunteers and stakeholders to do the work by ensuring provision of equipments and protective clothing Compile programme report • Collate information from the campaigns and compile close up report • Submit for approval and file for reference 1. Consultation with relevant Stakeholders • Compile minutes of the consultation (for the department) Development of Implementation plan following consultation with stakeholders Develop a Business Plan • Discuss expectations of the business plans Analyze Priority Crimes report to inform target areas Draft the business plan Submission to the Chief Director for consideration and approval by the HOD File the approved business plan Profiling of beneficiaries • Consultations with SAPS & DSD to provide database of vulnerable groups Shortlisting and recommendation of beneficiaries Approved list of beneficiaries Installation of safety gadgets at identified households • Liaise with service providers to ensure and monitor installation of gadgets at identified households Implementation of awareness campaigns • Conduct Community engagements & Dialogues, presentations at schools Compile programme report Approved report filed 	Manual and electronic	Annually	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Annexure E of the POE To M&E • Complete and sign Compliance Assessment • Deputy Director submits signed Compliance Document, performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document then submits Quarterly Reports and Signed Compliance Document to the Chief Director for final Verification • The Director then safely stores/keeps the POE for validation and audit purposes • Director Reports on the electronic reporting system 	<ul style="list-style-type: none"> • National Crime Prevention Strategy(1998) • SAPS ACT 68 of 1994 • Civilian Secretariat ACT702 of 2011 • Domestic Violence Act 116 of 1998 • Child Justice Act 75 of 2008 • Criminal Justice Act 25 of 2007 • National Instruction on Sexual Offences and Related Matters Amendment Act 32 of 2007 • Criminal Justice Amendment Act 2008 • National Instruction on domestic violence 03 of 1999 • White Paper on Safety and security 1993 • Development Facilitation Act 1995 • Municipal Systems Act 2000 • Local Government Act 107 of 1998 • National Drug Master Plan • Second Harms Goods Act of 2009 • National Firearms Management Act 60 of 1999 • Municipal Systems Amendment Act 03 of 1999 • Public Finance Management Act 01 of 1992 • Annual Forestry Act 06 of 1992 • Stock Theft Act 37 of 1999 • National Instruction on outstanding traffic fines in persons Act 07 of 2013
Prevention of violence against Vulnerable Groups including children, youth, women, persons living with disabilities, elderly and LGBTI:	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Develop a Business Plan 3. Implementation of awareness campaigns 4. Monitor usage of identified crime hot spot areas 5. Compile programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders • Compile minutes of the consultation (for the department) Development of Implementation plan following consultation with stakeholders Develop a Business Plan • Discuss expectations of the business plans Analyze Priority Crimes report to inform target areas Draft the business plan Submission to the Chief Director for consideration and approval by the HOD File the approved business plan Profiling of beneficiaries • Consultations with SAPS & DSD to provide database of vulnerable groups Shortlisting and recommendation of beneficiaries Approved list of beneficiaries Installation of safety gadgets at identified households • Liaise with service providers to ensure and monitor installation of gadgets at identified households Implementation of awareness campaigns • Conduct Community engagements & Dialogues, presentations at schools Compile programme report Approved report filed 	Manual and electronic	Annually	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Annexure E of the POE To M&E • Complete and sign Compliance Assessment • Deputy Director submits signed Compliance Document, performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document then submits Quarterly Reports and Signed Compliance Document to the Chief Director for final Verification • The Director then safely stores/keeps the POE for validation and audit purposes • Director Reports on the electronic reporting system 	<ul style="list-style-type: none"> • National Crime Prevention Strategy(1998) • SAPS ACT 68 of 1994 • Civilian Secretariat ACT702 of 2011 • Domestic Violence Act 116 of 1998 • Child Justice Act 75 of 2008 • Criminal Justice Act 25 of 2007 • National Instruction on Sexual Offences and Related Matters Amendment Act 32 of 2007 • Criminal Justice Amendment Act 2008 • National Instruction on domestic violence 03 of 1999 • White Paper on Safety and security 1993 • Development Facilitation Act 1995 • Municipal Systems Act 2000 • Local Government Act 107 of 1998 • National Drug Master Plan • Second Harms Goods Act of 2009 • National Firearms Management Act 60 of 1999 • Municipal Systems Amendment Act 03 of 1999 • Public Finance Management Act 01 of 1992 • Annual Forestry Act 06 of 1992 • Stock Theft Act 37 of 1999 • National Instruction on outstanding traffic fines in persons Act 07 of 2013
Anti-Substance Abuse	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Develop a Business Plan 3. Implementation of awareness campaigns 4. Monitor usage of identified crime hot spot areas 5. Compile programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders • Compile minutes of the consultation (for the department) Development of Implementation plan following consultation with stakeholders Develop a Business Plan • Discuss expectations of the business plans Analyze Priority Crimes report to inform target areas Draft the business plan Submission to the Chief Director for consideration and approval by the HOD File the approved business plan Profiling of beneficiaries • Consultations with SAPS & DSD to provide database of vulnerable groups Shortlisting and recommendation of beneficiaries Approved list of beneficiaries Installation of safety gadgets at identified households • Liaise with service providers to ensure and monitor installation of gadgets at identified households Implementation of awareness campaigns • Conduct Community engagements & Dialogues, presentations at schools Compile programme report Approved report filed 	Manual and electronic	Annually	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Annexure E of the POE To M&E • Complete and sign Compliance Assessment • Deputy Director submits signed Compliance Document, performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document then submits Quarterly Reports and Signed Compliance Document to the Chief Director for final Verification • The Director then safely stores/keeps the POE for validation and audit purposes • Director Reports on the electronic reporting system 	<ul style="list-style-type: none"> • National Crime Prevention Strategy(1998) • SAPS ACT 68 of 1994 • Civilian Secretariat ACT702 of 2011 • Domestic Violence Act 116 of 1998 • Child Justice Act 75 of 2008 • Criminal Justice Act 25 of 2007 • National Instruction on Sexual Offences and Related Matters Amendment Act 32 of 2007 • Criminal Justice Amendment Act 2008 • National Instruction on domestic violence 03 of 1999 • White Paper on Safety and security 1993 • Development Facilitation Act 1995 • Municipal Systems Act 2000 • Local Government Act 107 of 1998 • National Drug Master Plan • Second Harms Goods Act of 2009 • National Firearms Management Act 60 of 1999 • Municipal Systems Amendment Act 03 of 1999 • Public Finance Management Act 01 of 1992 • Annual Forestry Act 06 of 1992 • Stock Theft Act 37 of 1999 • National Instruction on outstanding traffic fines in persons Act 07 of 2013
School Safety Programme	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Develop a Business Plan 3. Implementation of awareness campaigns 4. Monitor usage of identified crime hot spot areas 5. Compile programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders • Compile minutes of the consultation process (for meetings coordinated by the department) Development of Implementation plan following consultation with stakeholders Develop a Business Plan • Discuss expectations of the business plans Analyze Priority Crimes report to inform target areas Draft the business plan Submission to the Chief Director for consideration and approval by the HOD File the approved business plan Implementation of National Drug Master Plan • Implement awareness campaigns in partnership with Lead Department(CSD & Health) and other stakeholders Compile programme report Approved report filed 	Manual and electronic	Annually	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepare Portfolio of evidence in line with the Annexure E of the POE To M&E • Complete and sign Compliance Assessment • Deputy Director submits signed Compliance Document, performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document then submits Quarterly Reports and Signed Compliance Document to the Chief Director for final Verification • The Director then safely stores/keeps the POE for validation and audit purposes • Director Reports on the electronic reporting system 	<ul style="list-style-type: none"> • National Crime Prevention Strategy(1998) • SAPS ACT 68 of 1994 • Civilian Secretariat ACT702 of 2011 • Domestic Violence Act 116 of 1998 • Child Justice Act 75 of 2008 • Criminal Justice Act 25 of 2007 • National Instruction on Sexual Offences and Related Matters Amendment Act 32 of 2007 • Criminal Justice Amendment Act 2008 • National Instruction on domestic violence 03 of 1999 • White Paper on Safety and security 1993 • Development Facilitation Act 1995 • Municipal Systems Act 2000 • Local Government Act 107 of 1998 • National Drug Master Plan • Second Harms Goods Act of 2009 • National Firearms Management Act 60 of 1999 • Municipal Systems Amendment Act 03 of 1999 • Public Finance Management Act 01 of 1992 • Annual Forestry Act 06 of 1992 • Stock Theft Act 37 of 1999 • National Instruction on outstanding traffic fines in persons Act 07 of 2013

<p>Anti-Gangsterism</p> <ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Consultation with Stakeholders through meetings arranged through other departments or write invites to stakeholders 3. Development of awareness campaigns 4. Conduct dialogues at schools and communities 5. Complete programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Consultation with Stakeholders through meetings arranged through other departments or write invites to stakeholders 3. Development of awareness campaigns 4. Conduct dialogues at schools and communities 5. Complete programme report 6. Approved report filed 	<p>Annually</p> <p>Manual and electronic</p>
<p>Voluntarism</p> <ol style="list-style-type: none"> 1. Consultation with relevant stakeholders 2. Develop a Business Plan 3. Facilitate screening of beneficiaries (temporary employment contracts) 4. Appointments of community patrolers 5. Employment contracts 6. Complete programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Consultation with Stakeholders through meetings arranged through other departments or write invites to stakeholders 3. Development of awareness campaigns 4. Conduct dialogues at schools and communities 5. Complete programme report 6. Approved report filed 	<p>Annually</p> <p>Manual and electronic</p>
<p>Rural Safety / Anti-Property Theft and Anti-Domestic Violence</p> <ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Develop a Business Plan 3. Conduct community engagements and dialogues 4. Implementation of awareness campaigns 5. Complete programme report 	<ol style="list-style-type: none"> 1. Consultation with relevant Stakeholders 2. Consultation with Stakeholders through meetings arranged through other departments or write invites to stakeholders 3. Development of awareness campaigns 4. Conduct dialogues at schools and communities 5. Complete programme report 6. Approved report filed 	<p>Annually</p> <p>Manual and electronic</p>

Programme performance indicators / outputs	Key Activity	Description of process and procedures	Timeliness	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Validation Process and procedures by SPME
<p>Number of Community Safety Forums (CSFs) assessed on functionality per year</p>	<ol style="list-style-type: none"> 1. Develop Business Plan 2. Develop visit schedules 3. Consultation with stakeholders 4. Submission of assessment report 	<ol style="list-style-type: none"> 1. Develop Business Plan 2. Consultation within districts to discuss expectations of the business plans 3. Consultation with CSFs 4. Draft the business plan 5. Submission to Chief Director for approval by the HOD 6. Develop visit schedules 7. Write letters to Municipal Managers for visits 8. Submit for HOD's Approval 9. Communicate it to identified CSFs 10. Consultation with stakeholders 11. Convene an interview session 12. Administration of the National Monitoring Tool 13. Interview the CSFs members and complete Monitoring Tool 14. Submission of assessment report 15. Complete assessment report and submit for director for endorsement and submit to Chief Director for approval 	<p>1: 1st Quarter</p> <p>2-5: Quarterly</p>	<p>Manual and electronic</p>	<ul style="list-style-type: none"> • Community Safety Forums Policy • Municipal Safety • Local Government Municipal Act 1998 • National Crime Prevention Strategy(1996) • Constitution of RSA ACT 108 of 1996 • SOPS ACT 68 of 1995 • Civilian Secretariat ACT 02 of 2011 	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepares portfolio of evidence in line with the Annexure E of the Act • Complete and sign Compliance document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • The Director then safely stores/keeps the POE for verification and audit purposes • Director reports on the electronic reporting system 	<ul style="list-style-type: none"> • Programme managers submit the POE To H&E • H&E validates the POE against the support • H&E issues a checklist which outlines the reported outputs against the validated outputs • H&E and the designated official signs off the completed checklist.
<p>Number of Community Policing Forums (CPFs) assessed on functionality per year</p>	<ol style="list-style-type: none"> 1. Develop Business Plan 2. Develop visit schedules 3. Consultation with stakeholders 4. Administration of the National Monitoring Tool 5. Submission of assessment report 	<ol style="list-style-type: none"> 1. Develop Business Plan 2. Consultation within districts to discuss expectations of the business plan 3. Consultation with CSFs 4. Draft the business plan 5. Submission to Chief Director for approval by the HOD 6. Develop visit schedules 7. Draft the visit Schedule 8. Submit for HOD's Approval 9. Communicate the schedule to the Provincial Commissioners 10. Consultation with stakeholders 11. Convene an interview session 12. Administration of the National Monitoring Tool 13. Interview the CPFs and SOPS members to complete Monitoring Tool 14. Submission of assessment report 15. Complete assessment report and submit for approval. 	<p>1: 1st Quarter</p> <p>2-5: Quarterly</p>	<p>Manual and electronic</p>	<ul style="list-style-type: none"> • Departmental Funding Policy • PFMA (1998) • National Crime Prevention Strategy(1996) • Constitution of RSA ACT 108 of 1996 • SOPS ACT 68 of 1995 • Civilian Secretariat ACT 02 of 2011 	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepares portfolio of evidence in line with the Annexure E of the Act • Complete and sign Compliance document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • The Director then safely stores/keeps the POE for verification and audit purposes • Director reports on the electronic reporting system 	<ul style="list-style-type: none"> • Programme managers submit the POE To H&E • H&E validates the POE against the support • H&E issues a checklist which outlines the reported outputs against the validated outputs • H&E and the designated official signs off the completed checklist.
<p>Number of urban fighting units (UFUs) funded</p>	<ol style="list-style-type: none"> 1. Develop business plan 2. Call for submission of business plans (local news paper advert) 3. Profiling and screening of submitted business plans and shortlisting 4. Evaluation of Business Plans 5. Invitations to complete IEPs 6. Monitoring and evaluation 	<ol style="list-style-type: none"> 1. Develop business plan 2. Call for submissions of business plans (local news paper advert) 3. Profiling and screening of submitted business plans and shortlisting 4. Evaluation of Business Plans 5. Invitations to complete IEPs 6. Monitoring and evaluation 7. Recommendation of compliant business plans 8. Transfer of funds 9. Monitoring and evaluation 10. Complete monitoring reports 	<p>1: 1st Quarter</p> <p>2-8: 1st & 2nd Quarters</p> <p>9: Monthly and Quarterly</p>	<p>Manual/ Electronic</p>	<ul style="list-style-type: none"> • Departmental Funding Policy • PFMA (1998) • Treasury Regulations • National Crime Prevention Strategy(1996) • Constitution of RSA ACT 108 of 1996 • SOPS ACT 68 of 1995 • Civilian Secretariat ACT 02 of 2011 	<ul style="list-style-type: none"> • Deputy Directors consolidate reports and prepares portfolio of evidence in line with the Annexure E of the Act • Complete and sign Compliance document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • Director verifies POE and also signs Compliance Document • Deputy Director submits signed Compliance Document, Performance Report and POE to Director for Verification • The Director then safely stores/keeps the POE for verification and audit purposes • Director reports on the electronic reporting system 	<ul style="list-style-type: none"> • Programme managers submit the POE To H&E • H&E validates the POE against the support • H&E issues a checklist which outlines the reported outputs against the validated outputs • H&E and the designated official signs off the completed checklist.

Programme performance indicators / measure	Key Activity	Description of process and procedures	Timeframes	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SMHE
Number of schools involved in road safety education programme	<p>Facilitate road safety school debates</p> <ol style="list-style-type: none"> Develop project plan : Road safety school debate (catering) Procure goods and services (promotional material and catering) Identify and Invite schools to participate Facilitate road safety school debate sessions 	<p>1. Develop project plan : Road safety school debate and Participatory Education Techniques</p> <ul style="list-style-type: none"> Develop project plans for HOD'S approval Identify schools to participate in the Projects Implementation of the projects <p>2. Procure goods and services (promotional material, Stationary, transport, catering)</p> <ul style="list-style-type: none"> Confirm suppliers with Supply Chain Management Unit <p>3. Identify and Invite schools to participate</p> <ul style="list-style-type: none"> Engage the Department of Education for invitation to schools identified <p>4. Facilitate road safety school debate sessions</p> <ul style="list-style-type: none"> Assess schools' presentations Award the participant 	Quarterly	Manual and Electronic	<ul style="list-style-type: none"> PSMA Treasury Regulation Draft policy and guidelines on community road safety council 	<ul style="list-style-type: none"> District Managers consolidate performance reports to prepare portfolio of evidence in line with the E of the APP and submit to the Director District Managers submit signed Compliance Document, performance Report and POE to Director for Verification The District Managers then safety stores/keeps the POE for validation and audit purposes Director verifies POE and also signs Compliance document then submits performance Reports, and Signed Compliance Document to the Chief Director for final Verification Director Reports on the electronic reporting system 	<ul style="list-style-type: none"> Deputy Director validate Portfolio of evidence in line with the Anticure E of the APP and submits to the Director Director validates POE and signs Compliance documents. 	<ul style="list-style-type: none"> Programme managers submit the POE To H&E H&E validates the POE against the reported output H&E initiates a checklist against the validated outputs H&E and the designated official signs off the completed checklist.
	<p>Conduct presentations on Child In Traffic programme at schools:</p> <ol style="list-style-type: none"> Identify schools and Early Childhood Development centers to be reached Conduct presentations at Identified schools and ECD 	<p>1. Identify schools and Early Childhood Development centers to be reached</p> <ul style="list-style-type: none"> Analyze accident statistics to inform focus areas/ activity (ECD) <p>2. Conduct presentations at Identified schools and ECD</p> <ul style="list-style-type: none"> Conduct Child In Traffic presentations to learners Complete school visitation form Complete visitation forms 	Weekly					
	<p>Facilitate Participatory Education Techniques:</p> <ol style="list-style-type: none"> Develop project plan Procure goods and services (Stationary, promotional material, transport, accommodation and catering) Identify schools to participate. Conduct research workshops at the identified schools Assess schools' presentations 	<p>1. Develop project plan</p> <ul style="list-style-type: none"> Submit project plan for approval by Head of Department <p>2. Procure goods and services (Stationary, promotional material, transport, accommodation and catering)</p> <ul style="list-style-type: none"> Confirm suppliers with Supply Chain Management <p>3. Identify schools to participate</p> <ul style="list-style-type: none"> Assess the area to identify schools vulnerable to road carnage or that are within an area with serious road safety related problems <p>4. Conduct research workshops at the Identified schools</p> <ul style="list-style-type: none"> Draft training schedule with school Invokes Make presentation to educators and learners on the project and Monitor progress <p>5. Assess schools' presentations</p> <ul style="list-style-type: none"> Plan logistics for an event (accommodation, conferencing and prizes) Award the participants and best performing teams 	Quarterly	Manual and Electronic				
	Registration and training of existing scholar patrols	<p>1. Register existing scholar patrols</p> <ul style="list-style-type: none"> Schools and to complete SP1,2, and 3 forms Consolidate scholar patrol database and submit to the Road Traffic Management Corporation <p>2. Training of existing scholar patrols</p> <ul style="list-style-type: none"> Develop training schedule in partnership with Provincial/ Local Traffic Management Corporation Develop training material Complete school visitation form 	Annually	Manual and Electronic				
Number of road safety awareness programmes implemented	<p>Develop plans for road safety awareness programmes (pedestrian safety, cyclist safety, Driver/Passenger Safety and Stray animal)</p> <p>Procure goods and services (catering, accommodation and promotional material)</p> <p>Conduct Road safety awareness activities</p>	<p>Develop plans for road safety awareness programmes</p> <ul style="list-style-type: none"> Identify areas behavioural patterns Decide on the appropriate measure (campaign) Develop project plans for approval <p>Submit request forms to supply Chain Management</p> <ul style="list-style-type: none"> Confirm appointment of service providers Follow up with service providers on material to be delivered <p>Invite relevant stakeholders to planning meetings to address the identified interventions (Pedestrian safety, cyclist safety, Driver education, Stray animal) e.g. through presentations, visits to taxi ranks, Lady driver and Heavy Motor Vehicle Skills Enhancement projects</p>	Quarterly	Manual and Electronic				

PROGRAMME: TRANSPORT OPERATIONS

Programme Manager: Mrs. M Deyal

SUB-PROGRAMME 3.4: Infrastructure Planning

Manager: Mr. Wehliwiso

Strategic Goal for Programme: To ensure a compliant, accessible, affordable, safe and integrated transport system.

Programme Purpose: To plan, regulate and facilitate the provision of integrated transport services through co-ordination and co-operation with national planning authorities, and the private sector in order to enhance implementation of safety initiative and mobility of air communities particularly those currently without/with limited access

Programme performance indicators / measure	Key Activity	Description of process and procedures	Timeframes	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SPME
Number of District municipalities used to perform land transport functions	<ol style="list-style-type: none"> Develop a schedule of visits to municipalities Use with municipalities to confirm the visits Conduct workshops/meetings with municipalities Consolidate outcomes of the workshop/meetings Submit consolidated Report to the Chief Director for approval Conduct Provincial Transport Forums 	<ol style="list-style-type: none"> Develop a schedule of visits to municipalities <ul style="list-style-type: none"> Develop a plan/program per district Use with municipality and stakeholders to confirm dates Submit the draft plan/program for approval to the Director Confirm appointments with the municipalities and stakeholders Use with municipalities to confirm the visits <ul style="list-style-type: none"> Letters signed by the Director Invitation letters forwarded to the municipality Conduct workshops/meetings with municipalities <ul style="list-style-type: none"> Arrange venue and logistics for the workshops/meetings Issue invitations, agenda and presentations Convene the workshops/meetings Compile minutes, Action List of the workshops/meetings Submit a consolidated Directorate Report to the Chief Director Submit minutes to attendees two weeks prior to the next meeting Consolidate outcomes of the workshop/meetings <ul style="list-style-type: none"> Outcomes of the meeting/ workshop consolidated and submitted to Director Submit consolidated Report to the Chief Director for approval <ul style="list-style-type: none"> Report are forwarded to HOD Reports filed in the office of the Director Conduct Provincial Transport Forums <ul style="list-style-type: none"> Convene quarterly transport forum meetings (Rephrased) Information shared with all stakeholder 	1: 1 month 2-6-Quarterly	Electronic and Manual	Municipal Land Transport Act No. 5 of 2009	<ul style="list-style-type: none"> Assistant directors compile reports, prepare Portfolio of evidence in line with the Annexure E of the APP and submit to the Deputy Directors. Deputy Director consolidate performance reports and validates Portfolio of evidence in line with the Annexure E of the APP Director approves the reports, uploads POE (or reports) to the Provincial Electronic reporting system, and signs signed Compliance Documents to the Chief Director for final Verification Chief Director validates the Electronic report and uploads POE. The Director ensures safe storage/keeping of the POE for validation and audit purposes 	<ul style="list-style-type: none"> Deputy Director validate Portfolio of Evidence of the APP and submits to the Director Director validates POE and signs Compliance documents. 	<ul style="list-style-type: none"> Programme managers submit the POE to M&E M&E validates the POE against the reporting requirements M&E addresses a checklist which outlines the reported outputs against the validated outputs M&E and the designated official signs off the completed checklist.

PROGRAMME TRANSPORT OPERATIONS
 Programme Manager: Ms. M Dajal
 SUB-PROGRAMME 3.5: Infrastructure Operations
 Managers: Mr. O.A Baikgaki
 Mr. M Letsibolonyane
 Mr. M Padi

Strategic Goal for Programme: To ensure a compliant, accessible, affordable, safe and integrated transport system.
 Programme Purpose: To plan, regulate and facilitate the provision of integrated transport services through co-ordination and co-operation with national planning authorities, and the private sector in order to enhance implementation of safety initiative and mobility of all communities particularly those currently without/with limited access

Programme performance indicators / measure	Key Activity	Description of process and procedures	Timeframes	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SPME
Level of compliance maintained at GD Motshioa airport	1. Maintenance of current required Compliance Level of Standard for CATS Airport Operation	<p>Maintain Compliance Level of Fire Service Provision Standard for CATS Airport Operations</p> <ol style="list-style-type: none"> 1. Keeping and Maintaining Safety Operations Standard Compliance as per SACAA Prescripts for current CATS 2. Facilitate procurement of protective clothing and equipments for fire and emergency services - through SCM Quotation based 3. Keeping required amount of Fire Extinguishing Agents on site through SCM Quotation Processes 4. Sourcing Fire Vehicles and Equipment Maintenance Contract - through SCM Tender/Quotation Processes 5. Facilitate Personnel training <p>Sustaining Required Compliance Level of Aviation Security Provision Standard as per SACAA Prescripts for the current CATS.</p> <ol style="list-style-type: none"> 1. Facilitate the sourcing of maintenance contract for servicing Screening Equipment, according to SACAA standards - through SCM Tender/Quotation Processes 2. Facilitate the procurement of protective clothing and equipments for fire and emergency services - through SCM Quotation Processes 3. Facilitate maintenance of Security Perimeter Fences per SACAA Prescripts 4. Maintaining and adhering to Security Standard Operating Procedure at the Security Check Point 5. Maintenance of the current security permit system 6. Facilitate Personnel training <p>Maintaining Airport Quality Assurance systems as per the required SACAA standards/regulations</p> <ol style="list-style-type: none"> 1. Source Maintenance contract for a standby generator 2. Maintenance of current infrastructure (runway, ramp, taxiing ways, buildings, etc.) 3. Maintenance of airport infrastructure (runway, ramp, taxiing ways, buildings, etc.) 4. Facilitate personnel training 	Daily/Monthly/Annually (As and when required)	Electronic and manual	Civil Aviation Act No. 13 of 2009 Civil Aviation Regulations, 2011 National Aviation Security Programme Airport-Emergency Management System Manual Aeronome Manual Airport Security Programme Wildlife and Birds Programme	<p>• Airport managers submit performance reports and Annexure E of the app and submit signed Compliance Documents, performance Report to the Director</p> <p>• Director submits consolidated performance reports to the Chief Director for validation and reporting purposes</p> <p>• Director captures airport performance reports on the electronic reporting system and upload POE</p> <p>• The Director then safety scores/assess the POE for validation and audit purposes</p>	<p>• Airport managers submit Portfolio of Evidence to the Director for validation</p> <p>• Director validates POE</p> <p>• M&E administers a checklist which outlines the reported outputs against the validated outputs</p> <p>• M&E and the designated official signs off the completed checklist.</p>	<p>• Programme managers submit the POE to M&E</p> <p>• M&E validates the POE against the Airport-Emergency Management System Manual which outlines the reported outputs against the validated outputs</p> <p>• M&E and the designated official signs off the completed checklist.</p>
Level of compliance maintained at Pilansburg Airport	1. Maintenance of current required Compliance Level of Standard for CATS Airport Operation	<p>Maintain Compliance Level of Fire Service Provision Standard for CATS Airport Operations</p> <ol style="list-style-type: none"> 1. Keeping and Maintaining Safety Operations Standard Compliance as per SACAA Prescripts for current CATS 2. Facilitate procurement of protective clothing and equipments for fire and emergency services - through SCM Quotation based 3. Keeping required amount of Fire Extinguishing Agents on site through SCM Quotation Processes 4. Sourcing Fire Vehicles and Equipment Maintenance Contract - through SCM Tender/Quotation Processes 5. Facilitate Personnel training <p>Sustaining Required Compliance Level of Aviation Security Provision Standard as per SACAA Prescripts for the current CATS.</p> <ol style="list-style-type: none"> 1. Facilitate the sourcing of maintenance contract for servicing Screening Equipment, according to SACAA standards - through SCM Tender/Quotation Processes 2. Facilitate the procurement of protective clothing and equipments for fire and emergency services - through SCM Quotation Processes 3. Facilitate maintenance of Security Perimeter Fences per SACAA Prescripts 4. Maintaining and adhering to Security Standard Operating Procedure at the Security Check Point 5. Maintenance of the current security permit system 6. Facilitate Personnel training <p>Maintaining Airport Quality Assurance systems as per the required SACAA standards/regulations</p> <ol style="list-style-type: none"> 1. Source Maintenance contract for a standby generator 2. Maintenance of current infrastructure (runway, ramp, taxiing ways, buildings, etc.) 3. Maintenance of airport infrastructure (runway, ramp, taxiing ways, buildings, etc.) 4. Facilitate personnel training 	Daily/Monthly/Annually (As and when required)	Electronic and manual	Civil Aviation Act No. 13 of 2009 Civil Aviation Regulations, 2011 National Aviation Security Programme Airport-Emergency Management System Manual Aeronome Manual Airport Security Programme Wildlife and Birds Programme	<p>• Airport managers submit performance reports and Annexure E of the app and submit signed Compliance Documents, performance Report to the Director</p> <p>• Director submits consolidated performance reports to the Chief Director for validation and reporting purposes</p> <p>• Director captures airport performance reports on the electronic reporting system and upload POE</p> <p>• The Director then safety scores/assess the POE for validation and audit purposes</p>	<p>• Airport managers submit Portfolio of Evidence to the Director for validation</p> <p>• Director validates POE</p> <p>• M&E administers a checklist which outlines the reported outputs against the validated outputs</p> <p>• M&E and the designated official signs off the completed checklist.</p>	<p>• Programme managers submit the POE to M&E</p> <p>• M&E validates the POE against the Airport-Emergency Management System Manual which outlines the reported outputs against the validated outputs</p> <p>• M&E and the designated official signs off the completed checklist.</p>
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REGULATIONS OF FINANCIAL REGULATION
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FINANCIAL REGULATION

Regulative performance indicators / measures	Key Activity	Description of process and procedures	Timeliness	Systems used	Policies and Legal Prescripts	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by manager	Description of the Verification Process and procedures by SPINE
<p>Number of Compliance Activities complying to the National Road Traffic Act</p>	<p>1. Conduct NRTS Audit and Control on transactions performed to ensure compliance with the NRTS Manual</p> <p>2. Conduct periodic inspection on transaction performed to ensure compliance with the procedure regulations</p> <p>3. Conduct financial inspection to ensure compliance</p> <p>4. NRTS help desk sensitive transactions occurrence verification and processing/ substitution</p> <p>5. Management of the NRTS security (physical and system) to ensure compliance with applicable Policy, Standard and Procedures</p> <p>6. Perform NRTS Revenue Reconciliation to ensure accountability of revenue collected in terms of the 1994</p>	<p>1. Perform NRTS desktop production audit.</p> <p>2. Draw NRTS reports on identified transactions to be audited</p> <p>3. Submit request for information tabs to offices to be audited</p> <p>4. Complete compliance inspection worksheets.</p> <p>5. Submit NRTS reports on identified transactions to be audited</p> <p>6. Physical verification of transactions application documents for completeness (signature of applicant and office use)</p> <p>7. Issue the NRTS Control Register for completeness</p> <p>8. Request financial reconciliation file from Reconciliation office</p> <p>9. Verify the matching</p> <p>10. Verify the balances and the deposit books at the RA</p> <p>11. Verify the NRTS payments</p> <p>12. Assess and record results transaction substitution request from registering authorities</p> <p>13. Assess and authorize requests if compliant</p> <p>14. Prepare monthly performance reports on all transactions received (authence and detour)</p> <p>15. Complete NRTS Security awareness campaign schedule</p> <p>16. Conduct risk analysis on the NRTS system and NRTS data</p> <p>17. Conduct physical verification of NRTS files</p> <p>18. Draw NRTS Report (0223)</p> <p>19. Collection and Verification of bank deposits</p> <p>20. Prepare statements on outstanding accounts and invoices for payment</p> <p>21. Complete Reconciliation Statement</p>	<p>Monthly and Quarterly</p> <p>Manual & Electronic</p>	<p>• National Road Traffic Act (Act 93 of 1994)</p> <p>• Public Finance Management Act (PFMA) as amended</p> <p>• NRTS Security Policy</p> <p>• Road Traffic regulations of 2000</p> <p>• Traffic Register Number Guidelines</p> <p>• NRTS Fraud and Corruption Guidelines and Standard Operating Procedures</p> <p>• Approved Services Level Agreements</p> <p>• National Road Traffic Act (Act 93 of 1994) as amended</p> <p>• Public Finance Management Act (PFMA) as amended</p> <p>• NRTS Security Policy</p> <p>• Road Traffic regulations of 2000</p> <p>• Traffic Register Number Guidelines</p> <p>• NRTS Fraud and Corruption Guidelines and Strategy</p> <p>• Approved Services Level Agreements</p>	<p>• Director Transport Admin & Licensing prepares VAS for processing of payment</p> <p>• Project team conduct site visit to monitor compliance with the project work</p> <p>• Copies of the project files kept in the office of the Director</p> <p>• NRTS automatically updates and validates road immediately when a correction of transaction.</p> <p>• Performance reports compiled by the Assistant Director responsible for the Division. Reports are submitted to the Director for review and approval of evidence in line with the Auditors & CPAs Act. Complete and sign Compliance document.</p> <p>• Director responsible submit signed Compliance Document, performance Report and POE to Director for verification.</p> <p>• Director reports on the electronic reporting system</p>	<p>• Director checks the submitted documents to verify the compliance with the project work</p> <p>• Project Team conduct site visit to monitor compliance with the project work</p> <p>• Copies of the project files kept in the office of the Director</p> <p>• NRTS automatically updates and validates road immediately when a correction of transaction.</p> <p>• Director responsible submit signed Compliance Document, performance Report and POE to Director for verification.</p> <p>• Director reports on the electronic reporting system</p>	<p>• Programme managers submit the POE to audit</p> <p>• Director checks the submitted documents to verify the compliance with the project work</p> <p>• Project Team conduct site visit to monitor compliance with the project work</p> <p>• Copies of the project files kept in the office of the Director</p> <p>• NRTS automatically updates and validates road immediately when a correction of transaction.</p> <p>• Director responsible submit signed Compliance Document, performance Report and POE to Director for verification.</p> <p>• Director reports on the electronic reporting system</p>	<p>• Programme managers submit the POE to audit</p> <p>• Director checks the submitted documents to verify the compliance with the project work</p> <p>• Project Team conduct site visit to monitor compliance with the project work</p> <p>• Copies of the project files kept in the office of the Director</p> <p>• NRTS automatically updates and validates road immediately when a correction of transaction.</p> <p>• Director responsible submit signed Compliance Document, performance Report and POE to Director for verification.</p> <p>• Director reports on the electronic reporting system</p>

PROGRAMME Transport Regulation SME-PROGRAMME A.4.1 Law Enforcement Main unit: Rv. P.1.2.2.2 Strategic Goal for Programme: To ensure the provision of a safe transport environment through the regulation of public transport operations, road traffic, law enforcement and the licensing and leasing of vehicles and drivers	Programme performance indicators / measures	Key activity	Description of process and procedures	Timeline	System used	Policy and legal prerequisites	Description of the Reporting Process and procedures	Description of the Verification Process and procedures by managers	Description of the Validation Process and procedures by SME
Number of vehicles equipped and checked	<ol style="list-style-type: none"> Identify location for roadside check to be conducted Draft a duty roster Deployment of traffic officers Deployment of mobile and self-police and conduct systems Take appropriate action against offenders Direct the vehicle to safely enter the road Issue penalty points 	<ul style="list-style-type: none"> Traffic Station management identifies hot spot locations in municipal wards as informed by road traffic occurrence trends The results of identified hot spot locations are communicated to members and recorded in the Duty Roster and Occurrence Book Traffic Station management evaluates the previous week performance, APP targets and considers traffic occurrence trends and resources available The law enforcement coordinator completes and submits the draft duty roster as informed by management The station manager approves the final duty roster Members get deployed according to the duty roster Inspect the members and their resources Communicate the plan for the day to members Ensure that the plan is followed Enforce the plan by the police commander/supervisor in the Occurrence Book Record the results of the day in the Occurrence Book Conduct inspection of the vehicle and fitness of the driver Take appropriate action against offenders and record it in the relevant documents At the end of the shift members submit their production and are verified 	<ul style="list-style-type: none"> The parole commander builds a parole with all members Members get deployed according to the duty roster Communicate the plan for the day to members The weighing officer and self-police conduct systems Step and check the vehicle Record the results of the day in the Occurrence Book The information is recorded on Avenue C and Overloading Control System Take appropriate action against offenders and record it in the relevant documents The supervisor/consolidates all the members production 	Daily (01/01/2019-31/03/2019)	Manual reports and electronic reports	<ul style="list-style-type: none"> Constitution of the Republic Criminal Procedure Act 51 of 1977 Fire Act 102 of 2000 National Road Traffic Act, 93 of 1996 as amended National Land Transportation Act 5 of 2009 Public service Code of conduct 	<ul style="list-style-type: none"> Supervisor consolidates daily production report Law Enforcement coordinator verifies and consolidates the supervisor's reports into a weekly report Station Manager submits weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Station Managers and District Manager validates POCS The Director verifies performance reports and also signs Compliance document then submit Performance Reports Station Managers submit weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Programme managers submit the POCS to M&E M&E validates the POCS against the reported output on the daily Production Report M&E captures their own validated data to make over calculation M&E captures their own validated data to make over calculation M&E and the designated official signs off the completed checklist.
Number of special operations conducted	<ol style="list-style-type: none"> Complete a Quarterly plan Complete a Duty Roster Traffic officers deployed to identified sites of operation Conduct the speed operation Conduct the speed operation Conduct the speed operation Conduct the speed operation Conduct the speed operation 	<ul style="list-style-type: none"> Traffic Station management identifies hot spot locations in municipal wards as informed by road traffic occurrence trends The results of identified hot spot locations are communicated to members and recorded in the Duty Roster and Occurrence Book Traffic Station management evaluates the previous week performance, APP targets and considers traffic occurrence trends and resources available The law enforcement coordinator completes and submits the draft duty roster as informed by management Members get deployed according to the duty roster Inspect the members and their resources Communicate the plan for the day to members Ensure that the plan is followed Enforce the plan by the police commander/supervisor in the Occurrence Book Record the results of the day in the Occurrence Book Conduct inspection of the vehicle and fitness of the driver Take appropriate action against offenders and record it in the relevant documents At the end of the shift members submit their production and are verified 	<ul style="list-style-type: none"> The parole commander builds a parole with all members Members get deployed according to the duty roster Communicate the plan for the day to members The weighing officer and self-police conduct systems Step and check the vehicle Record the results of the day in the Occurrence Book The information is recorded on Avenue C and Overloading Control System Take appropriate action against offenders and record it in the relevant documents The supervisor/consolidates all the members production 	Daily (01/01/2019-31/03/2019)	Manual reports and electronic reports	<ul style="list-style-type: none"> Constitution of the Republic Criminal Procedure Act 51 of 1977 Fire Act 102 of 2000 National Road Traffic Act, 93 of 1996 as amended National Land Transportation Act 5 of 2009 Public service Code of conduct 	<ul style="list-style-type: none"> Supervisor consolidates daily production report Law Enforcement coordinator verifies and consolidates the supervisor's reports into a weekly report Station Manager submits weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Station Managers and District Manager validates POCS The Director verifies performance reports and also signs Compliance document then submit Performance Reports Station Managers submit weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Programme managers submit the POCS to M&E M&E validates the POCS against the reported output on the daily Production Report M&E captures their own validated data to make over calculation M&E captures their own validated data to make over calculation M&E and the designated official signs off the completed checklist.
Number of speed operations conducted	<ol style="list-style-type: none"> Complete a Quarterly plan Complete a Duty Roster Traffic officers deployed to identified sites of operation Conduct the speed operation Conduct the speed operation Conduct the speed operation Conduct the speed operation Conduct the speed operation Conduct the speed operation 	<ul style="list-style-type: none"> Traffic Station management identifies hot spot locations in municipal wards as informed by road traffic occurrence trends The results of identified hot spot locations are communicated to members and recorded in the Duty Roster and Occurrence Book Traffic Station management evaluates the previous week performance, APP targets and considers traffic occurrence trends and resources available The law enforcement coordinator completes and submits the draft duty roster as informed by management Members get deployed according to the duty roster Inspect the members and their resources Communicate the plan for the day to members Ensure that the plan is followed Enforce the plan by the police commander/supervisor in the Occurrence Book Record the results of the day in the Occurrence Book Conduct inspection of the vehicle and fitness of the driver Take appropriate action against offenders and record it in the relevant documents At the end of the shift members submit their production and are verified 	<ul style="list-style-type: none"> The parole commander builds a parole with all members Members get deployed according to the duty roster Communicate the plan for the day to members The weighing officer and self-police conduct systems Step and check the vehicle Record the results of the day in the Occurrence Book The information is recorded on Avenue C and Overloading Control System Take appropriate action against offenders and record it in the relevant documents The supervisor/consolidates all the members production 	Daily (01/01/2019-31/03/2019)	Manual reports and electronic reports	<ul style="list-style-type: none"> Constitution of the Republic Criminal Procedure Act 51 of 1977 Fire Act 102 of 2000 National Road Traffic Act, 93 of 1996 as amended National Land Transportation Act 5 of 2009 Public service Code of conduct 	<ul style="list-style-type: none"> Supervisor consolidates daily production report Law Enforcement coordinator verifies and consolidates the supervisor's reports into a weekly report Station Manager submits weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Station Managers and District Manager validates POCS The Director verifies performance reports and also signs Compliance document then submit Performance Reports Station Managers submit weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Programme managers submit the POCS to M&E M&E validates the POCS against the reported output on the daily Production Report M&E captures their own validated data to make over calculation M&E captures their own validated data to make over calculation M&E and the designated official signs off the completed checklist.
Number of roadblocks held	<ol style="list-style-type: none"> Complete an Operational plan or a joint operational plan (where applicable) Complete a Duty Roster Traffic officers deployed to identified sites of operation Conduct the roadblock Conduct the roadblock Conduct the roadblock Conduct the roadblock Conduct the roadblock Conduct the roadblock 	<ul style="list-style-type: none"> Traffic Station management identifies hot spot locations in municipal wards as informed by road traffic occurrence trends The results of identified hot spot locations are communicated to members and recorded in the Duty Roster and Occurrence Book Traffic Station management evaluates the previous week performance, APP targets and considers traffic occurrence trends and resources available The law enforcement coordinator completes and submits the draft duty roster as informed by management Members get deployed according to the duty roster Inspect the members and their resources Communicate the plan for the day to members Ensure that the plan is followed Enforce the plan by the police commander/supervisor in the Occurrence Book Record the results of the day in the Occurrence Book Conduct inspection of the vehicle and fitness of the driver Take appropriate action against offenders and record it in the relevant documents At the end of the shift members submit their production and are verified 	<ul style="list-style-type: none"> The parole commander builds a parole with all members Members get deployed according to the duty roster Communicate the plan for the day to members The weighing officer and self-police conduct systems Step and check the vehicle Record the results of the day in the Occurrence Book The information is recorded on Avenue C and Overloading Control System Take appropriate action against offenders and record it in the relevant documents The supervisor/consolidates all the members production 	Daily (01/01/2019-31/03/2019)	Manual reports and electronic reports	<ul style="list-style-type: none"> Constitution of the Republic Criminal Procedure Act 51 of 1977 Fire Act 102 of 2000 National Road Traffic Act, 93 of 1996 as amended National Land Transportation Act 5 of 2009 Public service Code of conduct 	<ul style="list-style-type: none"> Supervisor consolidates daily production report Law Enforcement coordinator verifies and consolidates the supervisor's reports into a weekly report Station Manager submits weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Station Managers and District Manager validates POCS The Director verifies performance reports and also signs Compliance document then submit Performance Reports Station Managers submit weekly validated and signed report to District Manager for validation and audit purposes District Law Enforcement Coordinator consolidates and verifies all stations performance reports The Director verifies quarterly performance reports and submit to Director Director reports on the electronic reporting system 	<ul style="list-style-type: none"> Programme managers submit the POCS to M&E M&E validates the POCS against the reported output on the daily Production Report M&E captures their own validated data to make over calculation M&E captures their own validated data to make over calculation M&E and the designated official signs off the completed checklist.

