



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

# Public Works Sector

# CUSTOMISED PERFORMANCE INDICATORS FOR 2014/15

*Department of Public Works*

*Date: 21 June 2013*

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## 1. Introduction

In the financial year 2012/13, the Department of Public Works held its first workshop with the Provincial Department of Public Works to develop a set of Customised Performance Indicators (CPI) for the financial year 2013/14 in the public works sector. These indicators now form the basis for the 2013/14 Provincial Department's Annual Performance Plans. The second workshop was held in July 2013 to develop a second set of customised Performance Indicators (CPI) for the financial year 2014/15. It should be noted that the second set of customised Performance Indicators is a revision of the first set and therefore only minor changes were made. The document attempts to reconcile the planning and reporting requirements for Departments against pre-determined objectives as specified in the Constitution of 1996 (The Constitution), the Public Finance Management Act, Act No. 1 of 1999 (PFMA), the Treasury Regulations for Departments, constitutional institutions and public entities (issued in terms of the PFMA) and the Public Service Regulations, Government Notice No. R1 of 5 January 2001 (PSR).

In order to ensure that Strategic Planning is synchronised with the entire planning, budgeting, monitoring and reporting framework prescribed in the PFMA, the Annual Performance Plans must link to, and indeed drive, MTEF projections. The plan therefore, provides measurable objectives that are linked to programme and sub-programme budgets. The first year of the Annual Performance Plan forms the basis for the annual operational plan, which should also be linked to the departmental vote. The performance agreements of the Head of the Department, and all senior managers, should be linked to the strategic and operational plans and budget, and the measurable objectives in particular.

Operational plans and budgets should feed into monthly and quarterly reports, and both of these into annual reports. The annual reports will be required to report against the measurable objectives and expenditure plans set out in the annual performance plan for that year, as well as assess the progress towards realising the overall departmental objectives set out in the Strategic Plan.

To enable transparency, responsiveness and accountability, government should have an effective and efficient performance reporting system. Legislators use performance information to track progress, identify the scope for improvements and to better understand the underlying issues. The public should also have access to performance information indicating whether their money was well spent and what has been achieved. The Provincial Departments of Public Works should be involved in a process of interaction between departmental managers and municipalities when developing plans. Provincial managers formulate policies and strategies for the province in the context of the Government Immovable Asset Management Act 2007 – GIAMA (Act No. 19 of 2007). In a corresponding way, the Provincial Departments should set policies and strategies within which local managers plan their activities according to their particular circumstances.

In line with the rest of government, this top-down/ bottom-up approach planning process in the Public Works Sector will assume increasing importance as the GIAMA is implemented. Provincial Public Works plans should be informed by the socio-economic state of the nation and should specifically promote infrastructure planning and development.

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## 2. Official sign off

It is hereby certified that this set of customised performance indicators for the Provincial Departments of Public Works:

- Was developed by the management of the National Department of Public Works in consultation with the Provincial Departments of Public Works;
- Was prepared in accordance to the Framework for Managing Programme Performance Information (FMPPI) and the Framework for Strategic Plans (FSP) and Annual Performance Plans (APP)

M DLABANTU

SIGNATURE : \_\_\_\_\_

DIRECTOR-GENERAL

DATE : \_\_\_\_\_

DEPARTMENT OF PUBLIC WORKS (NATIONAL)

NAME: M. Dondashe

SIGNATURE : 

ACCOUNTING OFFICER SECTION 100 (1) (b)

DATE 26/7/2013

NAME OF PROVINCIAL DEPARTMENT

Limpopo Department of Public Works

### 3. Core Performance Indicators – Programme 2

#### Programme 2: Public Works Infrastructure

##### Sub Programme 2.2: Planning

###### Objectives of sub-programme:

- Management of the demand for infrastructure.
- Development, monitoring and enforcement of built sector and property management norms and standards
- Assist in the development of user asset management plans.
- Development of Custodian Management Plans.
- Development of Infrastructure Plans.
- Development of Infrastructure Implementation Plans

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	Compiled and submitted compliant CAMP as per requirement of Provincial Treasury	n/a	CAMP compiled and submitted to Provincial Treasury in accordance with GIAMA	n/a

###### Technical Indicator Description:

<b>Indicator title</b>	<b>CAMP compiled and submitted to Provincial Treasury in accordance with GIAMA</b>
Short definition	The indicator requires the custodian to compile an annual Custodial Asset Management Plan in accordance with the prescripts of GIAMA and submit to the relevant Treasury.
Purpose/importance	To request Treasury for funding appropriate to custodian priorities
Source/collection of data	User Asset Management Plans, Immovable Asset Register , Project Management system information, feasibility studies, options analysis
Method of calculation	One CAMP per custodian is required to be submitted to Treasury annually.



## Sub Programme 2.3: Design

### Objective of sub-programme:

- Design of new and upgrading building infrastructure – the intention is that plans should be ready for tender purpose and will include only 4 of the 6 procab stages namely [1] project inception, [2] concept design [3] design development and stage [4] projects documentation.

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	Number of detailed designs completed for implementation	n/a	Number of detailed designs out on tender

### Technical Indicator Description

Indicator title	Number of detailed designs out on tender
Short definition	Identifies the number of detailed infrastructure designs ready for tender intended to facilitate the delivery of building infrastructure to user departments.
Purpose/importance	To ensure that capital infrastructure projects identified in the Infrastructure Project Implementation Plan are put out on tender to attract qualifying contractors to deliver building infrastructure.
Source/collection of data	The information comes from the list of infrastructure projects out on tender as designs and documentations have been completed. (I-Tender printout to serve as POE)
Method of calculation	Simple count of the projects designed and ready for tender.
Data limitations	Changes in tender specifications, scope creep, changes in construction and design. Withdrawal of projects.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired performance	Higher performance – More projects ready to go out on tender.
Indicator responsibility	Senior manager



## Sub Programme 2.4: Construction

### Objective of sub-programme:

- New construction, upgrading and refurbishment and will entail two of the procab stages namely stage [5] Construction Period and Contract Administration and stage 6 project close out and debriefing

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>• Number of projects completed within the contract period</li> <li>• Number of projects completed within budget</li> <li>• Value of contracts awarded to HDI contractors expressed as a percentage of the total value of contracts awarded</li> <li>• Value of contracts awarded to WOE's expressed as a percentage of the total value of contracts awarded</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Number of projects completed within the agreed time period</li> <li>• Number of projects completed within agreed budget</li> </ul>

### Technical Indicator Description

Indicator title	Number of projects completed within the agreed time period
Short definition	Identifies the number of capital infrastructure projects which have been completed within the agreed contract period set for delivery and agreed contract extensions.
Purpose/importance	Maintain a record of capital infrastructure projects completed within the agreed contract period. The importance is to ensure that the capital infrastructure projects which have been completed and delivered are within the agreed contract period.
Source/collection of data	The information comes from a project management system maintained for capital infrastructure projects reflecting the start date and completion date of each project which is confirmed by a practical completion certificate. The information is collected from the responsibility managers/project managers.
Method of calculation	Simple count of the capital infrastructure projects completed within the agreed contract period.
Data limitations	Delays within the contract period, labour disputes and inclement weather

	conditions, <i>vis major</i> .
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	Higher performance – more projects being executed and completed within time.
Indicator responsibility	Senior manager.

<b>Indicator title</b>	<b>Number of projects completed within agreed budget</b>
Short definition	Identifies the number of capital infrastructure projects which have been completed within the agreed budget allocated for the delivery of projects.
Purpose/importance	Maintain a record of capital infrastructure projects completed within the agreed budget. The importance is to identify the number of projects completed within the agreed budget and keep track of over spending (if it has occurred).
Source/collection of data	The information comes from a project management system (with supporting documents) maintained for capital infrastructure projects reflecting the project budget allocation and final expenditure figure. The information is collected from the responsibility managers/ project managers.
Method of calculation	Simple count of the capital infrastructure projects completed within the agreed budget.
Data limitations	Delays within the contract period, labour disputes, inclement weather conditions and price fluctuations/increases.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	Higher – more projects being executed and completed within budget.
Indicator responsibility	Senior manager.

## Sub Programme 2.5: Maintenance

### Objective of sub-programme:

Will entail the following four maintenance activities and or sub sub-programmes:

1. Routine maintenance (Unplanned Maintenance)
2. Schedule maintenance (Planned Maintenance)
3. Conditions assessment of all buildings
4. Alterations (Alterations refers to changes that are required for reasons other than 'maintaining the asset, e.g. changes to interior walls)

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>• The number of maintenance projects completed as a ratio to the number of planned maintenance projects</li> <li>• Number of maintenance projects awarded</li> <li>• Number of scheduled maintenance projects completed within the contract period</li> <li>• Number of scheduled maintenance projects completed within agreed budget.</li> <li>• Number of condition assessments conducted on state-owned buildings</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Number of unplanned maintenance projects completed</li> <li>• Number of planned maintenance projects completed within the agreed contract period</li> <li>• Number of planned maintenance projects completed within budget.</li> <li>• Number of planned maintenance projects awarded</li> </ul>

## Technical Indicator Description

<b>Indicator title</b>	<b>Number of unplanned maintenance projects completed</b>
Short definition	Identify the number of unplanned maintenance projects completed on building infrastructure as per the Infrastructure Project Management Plan in relation to the total number unplanned maintenance projects awarded.
Purpose/importance	To determine the efficiency and efficacy rate of awarded vs. completed maintenance projects identified for execution, as per specifications, thereby ensuring the improvement to the general conditions of building infrastructure.
Source/collection of data	The information comes from a project management system maintained for unplanned maintenance projects reflecting the start date and completion date of each project which is confirmed by a practical completion certificate/certified payment advice. The information is collected from the responsibility works managers/project managers
Method of calculation	Simple count of the number of projects completed
Data limitations	Unavailability of accurate data
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	Higher performance – increased number of unplanned maintenance projects completed.
Indicator responsibility	Senior manager.

<b>Indicator title</b>	<b>Number of planned maintenance projects completed within the agreed contract period</b>
Short definition	Identifies the number of planned maintenance projects which have been completed within the agreed contract period set for delivery and agreed contract extensions.
Purpose/importance	Maintain a record of planned maintenance projects completed within the agreed contract period. The importance is to ensure that the planned maintenance projects which have been completed and delivered are within the agreed contract period.
Source/collection of data	The information comes from a project management system maintained for planned maintenance projects reflecting the start date and completion date of each project which is confirmed by a practical completion certificate. The information is collected from the responsibility managers/project managers.
Method of calculation	Simple count of the planned maintenance projects completed within the agreed contract period.
Data limitations	Delays within the contract period, labour disputes and inclement weather conditions, <i>vis major</i> .
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No

Desired performance	Higher performance – more projects being executed and completed within time.
Indicator responsibility	Senior manager.

<b>Indicator title</b>	<b>Number of planned maintenance projects completed within agreed budget</b>
Short definition	Identifies the number of planned maintenance projects which have been completed within the agreed budget allocated for the delivery of projects.
Purpose/importance	Maintain a record of planned maintenance projects completed within the agreed budget. The importance is to identify the number of projects completed within the agreed budget and keep track of over spending (if it has occurred).
Source/collection of data	The information comes from a project management system (with supporting documents) maintained for planned maintenance projects reflecting the project budget allocation and final expenditure figure. The information is collected from the responsibility managers/ project managers.
Method of calculation	Simple count of the planned maintenance projects completed within the agreed budget.
Data limitations	Delays within the contract period, labour disputes, inclement weather conditions and price fluctuations/increases.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	Higher – more projects being executed and completed within budget.
Indicator responsibility	Senior manager.

<b>Indicator title</b>	<b>Number of planned maintenance projects awarded</b>
Short definition	Identifies the number of planned maintenance projects awarded to contractors and service providers for execution.
Purpose/importance	To ensure that planned maintenance projects identified in the Infrastructure Project Management Plan are awarded to successful bidders.
Source/collection of data	The information comes from the list of maintenance projects awarded to successful bidders. The information is collected from Supply Chain Management
Method of calculation	Simple count of number of maintenance projects awarded.
Data limitations	Unavailability of accurate data.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	Higher – more projects being awarded
Indicator responsibility	Senior manager



## Sub Programme 2.6: Immovable Asset Management

### Objective of sub-programme:

To manage the property portfolio of the province; to establish and manage the provincial strategic and infrastructure plan; to provide accommodation for all provincial departments and other institutions; to acquire and dispose of accommodation in terms of the plan and in terms of the Land Administration Acts, 1998, which entails:

- Acquiring and disposal of properties
- Manage leasing in of properties
- Managing leasing out of redundant government properties
- Collection of revenue and revenue generation
- Management of the asset register
- Management of the lease management tools
- Monitor the utilisation of provincial government facilities
- Management of payment of all utilities

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	% of erf data checked for completeness to the total number of erven in Asset Register	% of erf data checked for completeness to the total number of erven in Asset Register	n/a	Number of immovable assets recorded in the IAR in accordance with the mandatory requirements of National Treasury

### Technical Indicator Description

Indicator title	Number of immovable assets recorded in the IAR in accordance with the mandatory requirements of National Treasury
Short definition	To identify the number of immovable assets in the Immovable Asset Register which meet the mandatory requirements set by National Treasury. The immovable assets refer to an erven or land parcel.
Purpose/importance	To achieve a credible accurate Immovable Asset Register to meet National Treasury mandatory requirements.
Source/collection of data	Deeds Office Data, Immovable Asset Register, Surveyor General Diagrams, valuation rolls
Method of calculation	Counting of immovable assets.
Data limitations	Incomplete or inaccurate data, unsurveyed land.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No (revised)

Desired performance	A higher level of performance implies an improved Immovable Asset Register
Indicator responsibility	Senior manager



## Sub Programme 2.7: Facilities Operations

### Objective of sub-programme:

To manage the operations of buildings including facilities management, cleaning, greening, beautification, interior decoration and designs and day to day preventative maintenance of electronic, electrical, and mechanical equipment. All services related to managing a building, The actual implementation cost of the projects will be captured under the appropriate sub-sub programmes, including security services.

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>Number of properties receiving facilities management services</li> </ul>	n/a	<ul style="list-style-type: none"> <li>Number of properties receiving facilities management services</li> <li>Number of condition assessments conducted on state-owned buildings</li> </ul>

### Technical Indicator Description

<b>Indicator title</b>	<b>Number of properties receiving facilities management services</b>
Short definition	All services rendered in order to enable a facility to function optimally to meet service delivery objectives. List of all facilities management services (i.e. cleaning, greening, beautification, interior decoration and designs and day to day preventative maintenance of electronic, electrical, and mechanical equipment) rendered by the public works line functionaries
Purpose/importance	Enable the user departments to render services efficiently and effectively to beneficiaries.
Source/collection of data	List of all properties where facilities management services are being rendered by name of building and type of service.
Method of calculation	Simple count of number of properties that received facilities management services
Data limitations	Lack of resources (i.e. financial, human, machinery & equipment) to render facilities management services to all identified properties.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired performance	Higher performance – increased number of buildings / facilities where

	facilities management services are being rendered.
Indicator responsibility	Senior manager.

<b>Indicator title</b>	<b>Number of condition assessments conducted on state-owned buildings</b>
Short definition	Determine specific conditions of buildings and their categories (i.e. C1 = very poor; C2 = Poor; C3 = Fair; C4 = Good and C5 = Excellent), which will trigger maintenance prioritization.
Purpose/importance	To ensure that all buildings are in a functional condition to enable service delivery and to comply with GIAMA prescripts and OHSA.
Source/collection of data	Completed condition assessments reports with ratings and captured in the asset register.
Method of calculation	Simple count of the number of condition assessments captured in the asset register for the year in question.
Data limitations	None
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Annually
New indicator	No
Desired performance	Actual performance to be higher than planned target
Indicator responsibility	Senior manager.

#### 4. Core Performance Indicators – Programme 3

#### Programme 3: Expanded Public Works Programme

#### Sub Programme 3.2: Community Development

#### Objective of sub-programme:

- Programmes to bring about the development and empowerment of impoverished communities.

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>• Number of EPWP work opportunities created by the Provincial Department of Public Works/Roads</li> <li>• No of Full Time Equivalent (FTE's) created by the Provincial Department of Public Works/Roads</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Number of EPWP work opportunities created by the Provincial Department of Public Works/Roads</li> <li>• No of Full Time Equivalent (FTE's) created by the Provincial Department of Public Works/Roads</li> </ul>

#### Technical Indicator Description:

<b>Indicator Title</b>	<b>Number of EPWP work opportunities created by the Provincial Department of Public Works/Roads</b>
Short Definition	1 Work opportunity = paid work created for an individual on an EPWP project for any period of time. The same individual can be employed by one project after another and each period of employment will be counted as a work opportunity.
Purpose/ Importance	The indicator measures the work opportunities created by the provincial DPW
Source/collection of data	EPWP Annexure reports
Method of calculation	Aggregation on cumulative basis.
Data limitations	Misalignment of reporting timelines between Treasury and EPWP Reporting
Type of indicator	Output indicator
Calculation type	The reported performance is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired performance	Actual performance should be equal to the planned target

Indicator responsibility	Senior manager
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<b>Indicator Title</b>	<b>No of Full Time Equivalents (FTEs) created by the Provincial Department of Public Works/Roads</b>
Short Definition	Total number of Person Days of employment divided by 230 days in a year.
Purpose/ Importance	The indicator measures impact of the work opportunities created by the Provincial Department of Public Works/Roads
Source/collection of data	<i>EPWP Annexure Reports</i>
Method of calculation	Aggregation on cumulative basis.
Data limitations	Misalignment of reporting timelines between Treasury and EPWP Reporting
Type of indicator	Output indicator
Calculation type	The reported performance is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired performance	Actual performance should be equal or more than a target.
Indicator responsibility	Senior manager

### Sub Programme 3.3 : Innovation and Empowerment

#### Objective of sub-programme:

- Programmes to develop contractor empowerment, development and Training including learnerships

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>• Number of Beneficiary Empowerment Interventions</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Number of Beneficiary Empowerment Interventions</li> </ul>

#### Technical Indicator Description:

Indicator Title	Number of Beneficiary Empowerment Interventions
Short Definition	The number of interventions planned and implemented for the empowerment of the EPWP beneficiaries.
Purpose/ Importance	To develop, empower and skill EPWP designated group to become employable
Source/collection of data	NYS project plans Contractor Development project plans Coaching & Mentoring project plans Learnership project plans Apprenticeship Project plans Artisan project plans
Method of calculation	Simple Counting
Data limitations	None
Type of indicator	Output indicator
Calculation type	The reported performance is cumulative
Reporting cycle	Quarterly
New indicator	Yes
Desired performance	Actual performance should be equal or more than a target
Indicator responsibility	Senior Manager

### Sub Programme 3.4: Co-ordination and Compliance Monitoring

**Objective of sub-programme:**

- This sub-programme includes the management and co-ordination expenditure on the Expanded Public Works Programme

No.	2013/14		2014/15	
	Current Annual Indicators	Current Quarterly Indicators	New Annual Indicators	New Quarterly Indicators
1.	n/a	<ul style="list-style-type: none"> <li>• Number of work opportunities created by the province</li> <li>• Number of Full Time Equivalents (FTE) created by the province</li> <li>• Number of work opportunities created for women by the province (%)</li> <li>• Number of work opportunities created for people with disabilities by the province (%)</li> <li>• Number of work opportunities created for youth by the province (%)</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Number of public bodies reporting on EPWP targets within the Province</li> <li>• Number of interventions implemented to support public bodies in the creation of targeted number of work opportunities in the province</li> </ul>

**Technical Indicator Description:**

Indicator title	<b>Number of public bodies reporting on EPWP targets within the Province</b>
Short definition	To maximise reporting by public bodies involved in the creation of EPWP work opportunities within the Province
Purpose/importance	To ensure that the provincial co-ordination and support function is extended to all public bodies. This is intended to ensure that the set provincial EPWP work opportunities targets are achieved.
Source of data and or data collation	Extract from MIS/IRS/WBS reports indicating EPWP work opportunities reported by public bodies within the Province
Method of calculation of	Simple count of public bodies reporting on EPWP targets from source

output	documentation.
Data limitations	Inaccurate or incomplete reporting by Public Bodies
Type of indicator	Output
Calculation type	Non-cumulative
Reporting cycle	Quarterly.
Indicator Status	New
Indicator responsibility	Senior Manager

Indicator title	<b>Number of interventions implemented to support public bodies in the creation of targeted number of work opportunities in the province</b>
Short definition	To ensure that Provincial Coordination provides the necessary support and coordination interventions to public bodies implementing EPWP initiatives
Purpose/importance	To provide support to public bodies to meet their set EPWP targets. The following is a list of some of the interventions implemented: One-on-one engagements , Systems training, Data capturing support, Technical support, On-site visits, Data quality assurance (DQA) Provincial/Sector/District meetings
Source of data and or data collation	Training manuals, site visit project plan, beneficiary data, training schedule, minutes of meetings/engagements, attendance registers of training/workshops, site visit reports
Method of calculation of output	Simple count of interventions
Data limitations	None
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
Indicator Status	New
Indicator responsibility	Senior Manager

The 2014/15 Customised Performance Indicators is compiled with the latest available information from departmental and other sources. Some of this information is unaudited or subject to revision.

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