public works

Department:
Public Works
PROVINCE OF KWAZULU-NATAL

2016/2017 KWAZULU- NATAL DEPARTMENT OF PUBLC WORKS: NON-CUSTOMIZED TECHNICAL INDICATOR DESCRIPTIONS

PROGRAMME 1

Strategic Analysis and Monitoring and Evaluation Directorates

No	Performance Indicator	Reporting Period	Annual Target
A1.(i)	Number of Strategic Planning Sessions	**Quarterly**	**7**

Technical Indicator Description

Indicator title	✓ Number of Strategic Planning consultations
Short definition	✓ To champion strategic planning for the Department in consultation with the stakeholders
Purpose/importance	✓ This indicator relates to the PFMA requirement for the Department to have strategic planning process to develop Department Strategic Plan and Annual Performance Plan (APP).
Source/collection of data	✓ Performance Reports ✓ Annual Reports ✓ State of the Nation Address (SONA), State of the Province Address (SOPA) and Budget Speech ✓ Reviews ✓ Attendance registers on sessions held
Method of calculation	✓ Simple count
Data limitations	✓ None ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ Achievement of set target including reaching the entire targeted audience.
Indicator responsibility	✓ Senior Manager – Strategic Analysis

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
A1. (ii)	No. of Performance Reports submitted according to the PFMA and Treasury Regulations	**Quarterly**	**5**

Technical Indicator Description

Indicator title	✓ No. of Performance Reports submitted according to the PFMA and Treasury Regulations
Short definition	✓ This indicator relates to the PFMA and Treasury Regulations for the Department to produce Quarterly Performance Report and facilitate effective performance monitoring ,evaluation and corrective measures
Purpose/importance	✓ To ensure reporting and accountability on implementation of Departmental Strategic Plan, Annual Performance Plan and use of public funds.
Source /Collection of Data	✓ Signed-off Quarterly Performance Reports ✓ Signed-off Annual Report
Method of calculation	✓ Simple count
Data limitations	✓ None
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ Submission of the Quarterly Performance Reports to OTP & KZN Treasury ✓ Tabling of Annual Report to KZN Legislature by September
Indicator responsibility	✓ Senior Manager: Monitoring and Evaluation

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
A1.(iii)	An Annual Performance Plan tabled by due date	**Quarterly**	**1**

Technical Indicator Description

Indicator title	✓ An Annual Performance Plan tabled by due date
Short definition	✓ This indicator relates to the PFMA requirement for the Department to have strategic planning process to develop the Strategic Plan and Annual Performance Plan (APP) for the financial year.
Purpose/importance	✓ The APP sets specific performance targets that the department aims to achieve for the financial year working towards achievement of the department's Strategic Plan.
Source/collection of data	✓ Performance Reports ✓ Annual Reports ✓ SONA, SOPA, and Budget Speech ✓ Reviews ✓ Proof of submission of Legislature
Method of calculation	✓ Simple count
Data limitations	✓ None ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Non-cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ Achievement of set target.
Indicator responsibility	✓ Senior Manager – Strategic Analysis

Programme1: Corporate Services

No	Performance Indicator	Reporting Period	Annual Target
B.1 (i)	% Posts filled on the approved Human Resource Provisioning Plan	**Quarterly**	**75%**

Technical Indicator Description

Indicator title	✓ % Posts filled on the approved Human Resource Provisioning Plan
Short definition	✓ The advertisement of posts in terms of the Recruitment and Selection Policy. ✓ The shortlisting, selection and appointment of suitably qualified candidates in terms of the Public Service Act, 1994 as amended read in conjunction with the Public Service Regulations, 2001 as amended.
Purpose/importance	✓ To ensure that the vacancy rate in the Department is reduced and that all components have adequate capacity to deliver on their mandate. ✓ To provide human resource capacity and improve service delivery and efficiency in the Department. ✓ This ensures efficiency in the management of the Immovable Asset Register and accountability in terms of Section 38 1(d) of the PFMA.
Source/collection of data	✓ Approved HR Provisioning Plan. ✓ Approved organisational structure. ✓ Application forms, Shortlisting and Interview minutes. ✓ Appointment submission.
Method of calculation	✓ Counting of filled posts on the approved HRPP against the total number posts in the approved HRPP multiplied by 100.
Data limitations	✓ None
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ That 75% of vacant funded posts on the approved Human Resource Provisioning Plan are filled by 31 March 2017.
Indicator responsibility	✓ Senior Manager – Human Resource Management ✓ General Manager: Corporate Services

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
B.2 (ii)	% Posts on the Human Resource Provisioning Plan filled with employees with disabilities.	**Annual**	**2%**

Technical Indicator Description

Indicator title	✓ % Posts on the Human Resource Provisioning Plan filled with employees with disabilities.
Short definition	✓ Targeted advertisement of posts in terms of the Recruitment and Selection Policy with special reference to transformation policies and Cabinet Resolutions. ✓ The shortlisting, selection and appointment of suitably qualified candidates in terms of the Public Service Act, 1994 as amended read in conjunction with the Public Service Regulations, 2001 as amended.
Purpose/importance	✓ To ensure that the Department achieves the target of employees with disabilities.
Source/collection of data	✓ Approved HR Provisioning Plan. ✓ Approved organisational structure. ✓ Application forms, Shortlisting and Interview minutes. ✓ Appointment submission.
Method of calculation	✓ Counting of posts on the approved HRPP filled by employees with disabilities and comparing them against the target of 2% employees with disabilities.
Data limitations	✓ None
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Annual
New indicator	✓ No
Desired performance	✓ That the Department has a minimum of 2% of employees with disabilities by 31 March 2017.
Indicator responsibility	✓ Senior Manager – Human Resource Management ✓ General Manager: Corporate Services

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
B.2 (iii)	% Representation of women at SMS.	**Annual**	**50%**

Technical Indicator Description

Indicator title	✓ % Representation of women at SMS.
Short definition	✓ Targeted advertisement of posts in terms of the Recruitment and Selection Policy with special reference to transformation policies and Cabinet Resolutions. ✓ The shortlisting, selection and appointment of suitably qualified candidates in terms of the Public Service Act, 1994 as amended read in conjunction with the Public Service Regulations, 2001 as amended.
Purpose/importance	✓ To ensure that the Department achieves the correct representation of women at SMS level. ✓ This will promote women empowerment and realise the fundamental objectives of transformation policies.
Source/collection of data	✓ Approved HR Provisioning Plan. ✓ Approved organisational structure. ✓ Application forms, Shortlisting and Interview minutes. ✓ Appointment submission.
Method of calculation	✓ Counting of number of women at SMS level against total number of SMS posts multiplied by 100.
Data limitations	✓ None
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Annual
New indicator	✓ No
Desired performance	✓ 50% of women at SMS level by 31 March 2017.
Indicator responsibility	✓ Senior Manager – Human Resource Management. / ✓ General Manager: Corporate Services

Programme 1: Office of the Chief Financial Officer: Data Indicator Description

No	Performance Indicator	Reporting Period	Annual Target
C.1 (i)	Unqualified Audit report .	**Quarterly**	Unqualified Audit report

Technical Indicator Description

Indicator title	✓ Unqualified Audit report
Short definition	✓ The Auditor General as an independent entity audits the Department's financial statements and performance information to determine compliance with Legislation, policies and assess the accurate reporting in the Annual Financial Statements
Purpose/importance	✓ Ensure effective corporate governance and compliance with relevant legislation. The Auditor General provides an Audit Report reflecting findings and the accuracy of the reporting in the Annual Financial Statements
Source/collection of data	✓ All source documents & information systems as per random Audit samples
Method of calculation	✓ N/A
Data limitations	✓ No specific limitations
Type of indicator	✓ Outcome
Calculation type	✓ Non-cumulative
Reporting cycle	✓ Annual
New indicator	✓ No
Desired performance	✓ Unqualified Audit report
Indicator responsibility	✓ Senior Manager : Compliance and Risk Management / ✓ Chief Financial Officer

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
C.1 (ii)	% of budget variation on monthly, quarterly and annually expenditure.	**Quarterly**	**2% budget variation**

Technical Indicator Description

Indicator title	✓ % of budget variation on monthly, quarterly and annually expenditure
Short definition	✓ This is the percentage variance between actual expenditure and budgeted allocated within the department.
Purpose/importance	✓ This performance measure indicates how effectively the department is spending against its budget
Source/collection of data	✓ Basic Accounting System (BAS)
Method of calculation	✓ Actual Expenditure / Budget allocation multiplied by 100
Data limitations	✓ No specific limitations
Type of indicator	✓ Output
Calculation type	✓ N/A
Reporting cycle	✓ Annual
New indicator	✓ No
Desired performance	✓ Within a 2 % Variance
Indicator responsibility	✓ Senior Manager : Budget & Accounting Services / ✓ Chief Financial Officer

Programme 1

No	Performance Indicator	Reporting Period	Annual Target
C.1 (iii)	Number of procurement plans developed and reviewed	**Annually**	1

Technical Indicator Description

Indicator title	✓ Number of procurement plans developed and reviewed
Short definition	Procurement plans provide the basis for the sourcing strategy and the preferential procurement targets
Purpose/importance	✓ To ensure proper planning and budgeting in any financial year
Source/collection of data	✓ financial records, BAS and WIMS
Method of calculation	✓ N/A
Data limitations	✓ No specific limitations
Type of indicator	✓ Output
Calculation type	✓ Non-cumulative
Reporting cycle	✓ Annually
New indicator	✓ No
Desired performance	✓ Reviewed procurement plan
Indicator responsibility	✓ Senior Manager : Supply Chain Management / ✓ Chief Financial Officer

Programme 2: Property Management

No	Performance Indicator	Reporting Period	Annual Target
2.5	Number of properties let	**Annually**	**20**

Technical Indicator Description

Indicator title	✓ Number of properties let
Short definition	This indicator relates to the state properties which are not required by the Province in the near future and which are then leased out to the public.
Purpose/importance	✓ To generate revenue to the Province during the period the property is not utilised.
Source/collection of data	✓ Asset Register ✓ lease agreement ✓ Approval to lease out
Method of calculation	✓ Simple count
Data limitations	✓ Unsurveyed & unregistered land ✓ Legislative delays ✓ Agreeing on rental values ✓ Bid processes ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Annually
New indicator	✓ No
Desired performance	✓ To let 20 properties in order to generate revenue for the Province
Indicator responsibility	✓ Senior Manager: Real Estate / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.6	Number of lease agreements concluded	**quarterly**	**130**

Technical Indicator Description

Indicator title	Number of lease agreements concluded
Short definition	✓ This definition refers to properties hired where state-owned properties are insufficient
Purpose/importance	✓ To ensure that the Provincial needs are fully catered for in terms of accommodation both office and residential
Source/collection of data	✓ Asset Register ✓ Letter from Client requesting accommodation ✓ Approval ✓ Lease signed
Method of calculation	✓ Simple count
Data limitations	✓ lease not signed by other party in time ✓ poor performing landlords ✓ indecisiveness of clients ✓ bid processes ✓ lack of suitable premises ✓ insufficient supply
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ To conclude 130 lease agreements in respect of hired accommodation in order to ensure clients are adequately accommodated
Indicator responsibility	✓ Senior Manager: Real Estate / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.7	Number of properties disposed	**Annually**	**15**

Technical Indicator Description

Indicator title	Number of Properties disposed
Short definition	✓ This definition refers to redundant provincial properties disposed of through sale, donation, exchange
Purpose/importance	✓ To ensure that the Province does not retain economically non-viable assets.
Source/collection of data	✓ Asset Register ✓ Letter from Client releasing the property that is no longer required. ✓ Vesting details ✓ Deeds and Surveyor-General data ✓ Valuation report ✓ Deeds Registry printout ✓ Asset Register updated ✓ Vesting data, Deeds data, PREMIS data ✓ National Public Works record of Devolved properties ✓ EMIS data for schools
Method of calculation	✓ Simple count
Data limitations	✓ Unsurveyed and unregistered land ✓ Inaccurate and incomplete data ✓ Illegal occupation ✓ Legislative delays ✓ Conveyancing delays ✓ bid processes ✓ National Credit Act limitations ✓ Lack of compliance certificates ✓ Rates clearance certificates
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Annually
New indicator	✓ No
Desired performance	✓ To ensure 20 properties disposed of and registered in the new owners name by 31 March 2017 and to ensure that the non-viable assets of the state are reduced
Indicator responsibility	✓ Senior Manager: Real Estate / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.8	Number of properties acquired	**Annually**	**15**

Technical Indicator Description

Indicator title	✓ Number of properties acquired
Short definition	✓ This indicator relates to the acquisition process where the Province is acquiring through purchase, donation, exchange and ensuring that it is registered in the name of the province in terms of the Deeds Registries Act
Purpose/importance	✓ To acquire property for Provincial Use.
Source/collection of data	✓ Instruction from client ✓ Funding from client ✓ Deeds Registry printout ✓ title deeds
Method of calculation	✓ Simple count.
Data limitations	✓ Unsurveyed & unregistered land ✓ Legislative delays ✓ Conveyancing ✓ withdrawal of instruction from client ✓ Rates clearance certificate ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Annually
New indicator	✓ No
Desired performance	✓ To acquire 15 properties for government on or before 31 March 2017.
Indicator responsibility	✓ Senior Manager: Real Estate / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.9	No. of properties registered into the name of the Government of the Province of KwaZulu-Natal	**Annually**	**200**

Technical Indicator Description

Indicator title	✓ No. of properties registered into the name of the Government of the Province of KwaZulu-Natal
Short definition	✓ To submit original Item 28(1) certificate and title deeds to the Deeds Office for endorsement and the Deeds Registries Act,1937 ✓ The registration of R293 state properties in terms of KZN Proclamation 84 of 1996 and the Deeds Registries Act,1937 ✓ The rectification transfer of former model c schools properties in terms Section 55(1) of SA Schools Act,1996 as well as section 31(v) of the Deeds Registries Act,1937
Purpose/importance	✓ This performance ensures that provincial state owned immovable assets are registered in the name of the Provincial Government of KZN. ✓ This ensures efficiency in the management of the Immovable Asset Register and accountability in terms of Section 38 1(d) of the PFMA.
Source/collection of data	✓ Vesting data, Deeds data, PREMIS data, Surveyor-General's Office, Municipal valuation rolls ✓ National Public Works records ✓ EMIS data for schools
Method of calculation	✓ Simple count
Data limitations	✓ Unsurveyed & unregistered land ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Accumulative
Reporting cycle	✓ Annually
New indicator	✓ No
Desired performance	✓ To ensure that 1000 properties are registered in the name of the Provincial Government of KZN on or before 31 March 2017.
Indicator responsibility	✓ Senior Manager: Asset Management / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.10	Number of work opportunities through Izandla Ziyagezana programme	**Annually**	**430**

Indicator title	✓ No. of work opportunities through Izandla Ziyagezana programme
Short definition	✓ Creation of work opportunities through utilization of labour intensive methods in the maintenance of state owned vacant land / property.
Purpose/importance	✓ To achieve mutual benefit of poverty alleviation to poor communities, whilst maintaining / safeguarding state owned properties.
Source/collection of data	✓ Schedule of identified vacant properties requiring site clearance ✓ signed contracts ✓ minutes of recruitment process ✓ Izandla Ziyagezana programme annexure reports ✓ SOPS
Method of calculation	✓ Simple count.
Data limitations	✓ Effective and accurate record keeping system
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Annually
New indicator	No
Desired performance	Achievement of set target
Indicator responsibility	Senior Manager: Facilities Management & Planning / General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.11	Number of State owned facilities audited for space utilization	**Quarterly**	**200**

Indicator title	Number of State owned facilities audited for space utilization.
Short definition	Identifies the performance and utilization levels of state owned facilities.
Purpose/importance	To alleviate under / over utilization, abandonment and vandalism of state owned administrative facilities.
Source/collection of data	Immovable Asset Register, facility audits.
Method of calculation	Simple count of the number of audits undertaken within the financial year.
Data limitations	Unavailability of knowledgeable personnel from user departments, lack of resources i.e. human and equipment.
Type of indicator	Output
Calculation type	Cumulative
Reporting cycle	Quarterly
New indicator	No
Desired performance	The actual performance should be equal or more than the set targets.
Indicator responsibility	Senior Manager: Facilities Management & Planning / General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.12	Number of hired facilities audited for space utilisation	**Quarterly**	**180**

Technical Indicator Description

Indicator title	Number of hired facilities audited for space utilisation
Short definition	This indicator relates to the audit of hired facilities to ensure that it is fully occupied
Purpose/importance	✓ To ensure optimal utilisation and value for money.
Source/collection of data	✓ completed and signed space utilisation form ✓ leases recorded in the hiring register
Method of calculation	✓ Simple count
Data limitations	✓ non-availability of relevant officials on site ✓ lack of suitable audit places ✓ offices closed ✓ lack of cooperation from client ✓ unsigned space audit forms by Client ✓ Legislative delays ✓ Agreeing on rental values ✓ Bid processes ✓ Incomplete or inaccurate data
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ To conduct space audits on 180 hired facilities to ensure optimal utilisation and value for money
Indicator responsibility	✓ Senior Manager: Real Estate / ✓ General Manager – Property Management

Programme 2

No	Performance Indicator	Reporting Period	Annual Target
2.13	Financial Expenditure on approved property rates invoices from the municipalities	**Quarterly**	**R534 million**

Technical Indicator Description

Indicator title	✓ Financial Expenditure on approved property rates invoices from the municipalities
Short definition	The Department has to spend R534 million paying rates and taxes in respect of all rateable immovable assets owned and used by the provincial government. ✓ ✓ To process all invoices received from the municipalities ✓ To verify the rateable properties from the valuation rolls ✓ To use municipal polices in respect of tariffs ✓ To conduct verification process in respect if newly rateable properties
Purpose/importance	✓ To ensure that property rates are paid in respect state immovable assets in terms of Local Municipal Property Rates Act,2004 & section 39 (1) of PFMA
Source/collection of data	✓ Invoices, Municipal valuation rolls ✓ Vesting data, Deeds data, PREMIS data ✓ National Public Works record of Devolved properties ✓ EMIS data for schools
Method of calculation	✓ Counting of invoices received and approved against budget available
Data limitations	✓ Late submissions of invoices ✓ Incomplete or inaccurate data ✓ Invoices with opening balances ✓ Misalignment of financial years between MPRA & PFMA
Type of indicator	✓ Output
Calculation type	✓ Cumulative
Reporting cycle	✓ Quarterly
New indicator	✓ No
Desired performance	✓ To ensure 100% (R534 million) expenditure of allocated budget is spent on the payment of rates and taxes in respect of all rateable immovable assets owned and used by the provincial government.
Indicator responsibility	✓ Senior Manager: Asset Management / ✓ General Manager – Property Management

PROGRAMME 3: PROVISION OF BUILDING, STRUCTURES & EQUIPMENT (OPERATIONS)

No	Performance Indicator	Reporting Period	Annual Target
3.1	No. of Infrastructure Plans finalized and approved by due date, that responds to Provincial Departments that submit Approved IPMPs to DOPW	**Annually**	**3**

Indicator title	No. of Infrastructure Plans finalized and approved by due date, that responds to Provincial Departments that submit Approved IPMPs to DOPW
Short definition	The indicator requires DOPW to compile the Infrastructure Plans in response to the IPMP received from the Provincial Client Department, submit and await approval from the relevant client.
Purpose/importance	To ensure expenditure as per the approved and allocated budget
Source/collection of data	Provincial Client Departments
Method of calculation	Simple count - the number of Infrastructure Plans finalized and approved.
Data limitations	Delay in response by provincial client departments
Type of indicator	Output
Calculation type	non-cumulative
Reporting cycle	Annually
New indicator	No
Desired performance	To ensure that the Infrastructure Plans are finalized and approved timeously so that the budget is allocated accordingly.
Indicator responsibility	Senior Manager: Operations Coordination / General Manager - Operations

Programme 3

No	Performance Indicator	Reporting Period	Annual Target
3.2	No. of Infrastructure Plans finalized and approved by due date, that responds to Provincial Departments (Non - IDIP) that submit approved IPMPs to DOPW	**Annually**	**3**

Indicator title	No. of Infrastructure Plans finalized and approved by due date, that responds to Provincial Departments (Non - IDIP) that submit approved IPMPs to DOPW
Short definition	The indicator requires DOPW to compile the Infrastructure Plans in response to the IPMP received from the Provincial Client Department, submit and await approval from the relevant client.
Purpose/importance	To ensure expenditure as per the approved and allocated budget
Source/collection of data	Provincial Client Departments
Method of calculation	Simple count
Data limitations	Delay in response by the provincial client department
Type of indicator	Output
Calculation type	non-cumulative
Reporting cycle	Annually
New indicator	No
Desired performance	To ensure that the Infrastructure Plans are finalized and approved timeously so that the budget is allocated accordingly.
Indicator responsibility	Senior Manager: Operations Coordination / General Manager - Operations