

UGU SOUTH COAST DEVELOPMENT AGENCY  
ANNUAL PERFORMANCE PLAN - 2015/2016  
Q3 PERFORMANCE REPORT

						YEAR UNDER REVIEW 2015/2016														
S/O#	NDP KPA#	UguD M IDP Ref	PROGRAMME	PROJECT	KPI	2016 ANNUAL TARGET	Q1		Q2		Q3				Q4		ANNUAL BUDGET	OWNER	POE	
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	POE	ACHIEVED/NO T ACHIEVED	CORRECTIVE MEASURE	TARGET				
SO 1																			Institutional Compliance: To ensure that USCDA operations are compliant with all regulatory frameworks	
SO 1.1	4	3,7	Risk Management	Comprehensive Risk Register	Complete risk register by 30 November	1	NA		1	1	NA					NA	Operational	M:Fin	Register & proof of compilation date	
SO 1.2	4	3,7	Risk Management	Risk Policy Review	Draft and Approve Risk Management Policy	1	NA		NA		1	1	YES	ACHIEVED		NA	Operational	M:Fin	Copy of approved policy by deadline	
SO 1.3	4	3,7	Internal Audit & AG Queries	AG & Internal Audit queries resolution	Percentage of AG/Internal Audit queries resolved per quarter	100%	100%	100%	100%	70%	100%	100%	YES	ACHIEVED		100%	Operational	M:Fin	Quarterly Corrective Actions Summation	
SO 1.4	4	3,7	Performance Management System (PMS)	Q1 & 3 verbal; Half-year and Annual performance appraisals	Quarterly performance appraisals	2	NA		NA		1	1	YES	ACHIEVED		1	Operational	Board/CEO	Record of evaluations completed by deadline	
SO 1.5	4	3,7	Municipal Entity Website	Legislated SCM notices publication	Percentage potential notifications uploaded	100%	100%	100%	100%	100%	100%	100%	YES	ACHIEVED		100%	Operational	M:Fin	Screen shot of updates	
SO 1.6	4	3,7	S87 Financial Reporting	Monthly financial report production	Monthly reports by the 7th working day of the following month	12	3	3	3	3	3	3	YES	ACHIEVED		3	Operational	M:Fin	Reports & Proof of submission to parent	
SO 1.7	4	3,7	PMS Reporting	Quarterly performance report production	Quarterly reports	4	1	1	1	1	1	1	YES	ACHIEVED		1	Operational	M:Fin	Reports & Proof of submission to parent	
SO 1.8	4	3,7	Financial Planning	Mid-year adjusted budget review	S88 report produced by 20 January	1	NA		NA		1	1	YES	ACHIEVED		NA	Operational	M:Fin	Reports & Proof of submission to parent	
SO 1.9	4	3,7	Budget Policy	Budget Policy review	Reviewed Policy by 31 May	1	NA		NA		NA					1	Operational	M:Fin	Reports & Proof of submission to Board	
SO 1.10	4	3,7	Annual Report	Annual Report Production	AFS Adoption by 31 December	1	NA		1	1	NA					NA	Operational	M:Fin	Annual Report Adoption & Proof of Date	
SO 1.11	4	3,7	Annual Financial Statements	Draft AFS & Performance Report to AG	AFS and Annual PMS report by 31 August	1	1	1	NA		NA					NA	Operational	M:Fin	Submission & confirmation from AG	
SO 1.12	4	3,7	Audit Compliance	AG Report	Unqualified Audit Opinion	1	NA		1	1	NA					NA	Operational	M:Fin	Audit Report from AG	
SO 1.13	4	3,7	MFMA Compliance	Fruitless & Wasteful and Irregular Expenditure - Section 102 report	Maintain Nil F&W expenditure reported to Board & Mayor	0	0	0	0	0	0	1	YES	NOT ACHIEVED	Earlier payment plans put in place	0	Operational	M:Fin	Board Reports	
SO 1.14	4	3,7	Budget Planning in terms of the MFMA	Draft 2016/2017 budget	Draft by 31 January	1	NA		NA		1	1	YES	ACHIEVED		NA	Operational	M:Fin	Entity Budget submission to parent and proof of submission date	
SO 1.15	4	3,7	Credit Control and Debt Collection Policy	Adopted reviewed Credit Control and Debt Collection policy by 31 May each year	Adopted reviewed policy by 31 May	1	NA		NA		NA					1	Operational	M:Fin	Approved policy by deadline	
SO 1.16	4	3,7	Supply Chain Management Policy	SCM Policy review	Reviewed SCM Policy by 31 May	1	NA		NA		NA					1	Operational	M:Fin	Approved policy by deadline	
SO 1.17	4	3,7	CIPC Compliance	Submit AFS and all corporate changes	CIPC up to date by year end	1	NA		NA		NA					1	R 5 000	M:Fin	CIPC print out verified on deadline	
SO 2																			Capacity Building: To Capacitate USCDA to deliver and implement its core functions efficiently and effectively	
SO 2.1	1	3,7	Recruitment	Fill Board approved Posts on Organogram	Appoint CEO	1	NA		NA		NA					1	R 60 000	Board	Signed letter of appointment by deadline	
SO 2.2	1	3,7	Recruitment	Fill Board approved Posts on Organogram	Appoint senior managers	3	NA		NA		2	2	YES	ACHIEVED		1	R 60 000	Board/CEO	Signed letters of appointment by deadline	
SO 2.3	1	3,7	Recruitment	Fill Board approved Posts on Organogram	Appoint Admin Assistant Development	1	NA		NA		1	1	YES	ACHIEVED		NA	R 5 000	CEO	Signed letter of appointment by deadline	
SO 2.4	1	3,7	Office Premises	Secure suitable premises and security of tenure in the medium term	Renew property lease agreement for 1 year	1	NA		NA		NA					1	Operational	CEO	Signed lease agreement by deadline	
SO 2.5	1	3,7	Equipment	Establish own IT environment in-house with cloud server backup	Own IT server installed on site with cloud backup	1	1	1	NA		NA					NA	R 40 000	CEO	Client Delivery note by deadline	
SO 2.6	1	3,7	Staff Development	Pastel Evolution training	Train 3 finance personnel on Pastel Evolution	3	NA		NA		N/A					NA	R 15 000	M:Fin/CSO	Certificates of attendance by deadline	
SO 2.7	1	3,7	Staff Development	KZN Provincial Treasury SCM training	Ensure KZN Treasury SCM training for relevant personnel	1	NA		NA		1	1	YES	ACHIEVED		NA	Operational	M:Fin/CSO	Attendance register by deadline	

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SO 2.8	1	3,7	Staff Development	Short course attendance	Number of days	6	NA		NA		3	3	YES	ACHIEVED		3	R 10 000	M:Fin/CEO	Completed Application and/or Attendance Register
SO 2.9	1	3,7	Brand Management & Marketing	Ensure all brand & marketing material compliant with USFDA and Strat Plan 2015	Review & update brand & marketing material	1	NA		NA		NA					1	R 50 000	CEO	Updated copies of branded material by deadline
<b>SO 3</b>			<b>Agriculture: To promote small scale farming in 6 local municipal districts</b>																
<b>SO 3.1</b>			<b>To roll out the National School Nutritional Project throughout the Ugu District</b>																
SO 3.1.1	3	3,7.5	NSNP	DOE Purchase Price	Agree price per learner with DOE	1	NA		NA		NA					1	Operational	M:Dev/CEO	Signed agreement with DoE by deadline
SO 3.1.2	3	3,7.5	NSNP	DOE Delivery Schedule	Agree daily delivery plan with DOE	1	NA		NA		NA					1	Operational	M:Dev/CEO	Plan and signed agreement with DoE by deadline
SO 3.1.3	3	3,7.5	NSNP	Fruit & Vegetable Dehydration Plant	Investigate feasibility of dehydration plant for district	1	NA		NA		NA					1	Operational	M:Dev/CEO	Feasibility study document by deadline
SO 3.1.4	3	3,7.5	NSNP	Bridging finance	Secure 4 months bridging finance from KZN Treasury	1	NA		NA		NA					1	Operational	M:Dev/CEO	Signed commitment from funder by deadline
SO 3.1.5	3	3,7.5	NSNP	Implementation - Phase 1	Commence service delivery to Umzumbe	NA	NA		NA		NA					NA	R 100 000	M:Dev/CEO	Report and proof of first delivery by deadline
SO 3.1.6	3	3,7.5	NSNP	Implementation - Phase 2	Commence service delivery to Vulamehlo	NA	NA		NA		NA					NA	NA	M:Dev/CEO	Report and proof of first delivery by deadline
<b>SO 3.2</b>			<b>To facilitate the establishment of an Agro Processing Plant within the Ugu District</b>																
SO 3.2.1	3	3,7.5	Ugu Fresh Produce Market (UFPM)	Facilitate establishment of Agro Processing Plant in UFPM	Private sector lease signed over premises in UFPM	NA	NA		NA		NA					NA	Operational	M:Dev/CEO	Copy of signed lease by deadline
<b>SO 3.3</b>			<b>To establish a fruit and vegetable dehydration processing plant within the Ugu Fresh Produce Market complex</b>																
SO 3.2.2	3	3,7.5	UFPM	Establish a dehydration plant in UFPM for NSNP roll out	Dehydration plant operational	NA	NA		NA		NA					NA	R 1 000 000	M:Dev/CEO	Proof of delivery and installation of plant by deadline
<b>SO 3.4</b>			<b>To establish terrestrial fish farms (Aquaculture &amp; Aquaponics) in each of the 6 local municipal districts under Operation Phakisa</b>																
SO 3.4.1	3	3,7.5	Fish Farming	Ascertain feasibility of terrestrial fish farming in the Ugu District	Feasibility study on fish farming	1	NA		NA		NA					1	Operational	M:Dev/CEO	Feasibility study report by deadline
<b>SO 4</b>			<b>Manufacturing: To facilitate skills development and training for small business development and entrepreneurship</b>																
<b>SO 4.1</b>			<b>Facilitate internships in commerce and industry within the Ugu District</b>																
SO 4.1.1	3	3,7.4	Skills development & training - Internships	Facilitate internships in commerce & industry within the Ugu District	Develop & gain SCCCI acceptance for internship model	1	NA		NA		NA					1	Operational	M:Dev/CEO	Report and signed MoU with SCCCI by deadline
SO 4.1.2	3	3,7.4	Skills development & training - Internships	Advertise and create data base of interested interns	Short list & place number of interns	10	NA		NA		NA					10	R 20 000	M:Dev/CEO	Signed agreements with interns and mentors by deadline
<b>SO 4.2</b>			<b>Give a voice to small enterprises via Community Radio Stations</b>																
SO 4.2.1	3	3,7.4	Marketing emerging businesses and SMME's	Establish a fortnightly programme schedule with both UGU Youth Radio and Radio Sunny South	Number of weekly programmes of 15 minutes	4	NA		NA		NA					4	R 28 000	M:Dev/CEO	Signed agreements with Community Radio Stations by deadline
SO 4.2.2	3	3,7.4	Marketing businesses and SMME's	Advertise and create a data base of SMME's who see value in radio awareness	Monthly interview list to Radio Stations	3	NA		NA		NA					3	R 10 000	M:Dev/CEO	Advert and monthly interview lists by deadline
<b>SO 5</b>			<b>Marine: To promote the development of a viable ocean economy in and around the Umzimkulu River mouth, PRASA land and the property known as the The Block in Port Shepstone</b>																
SO 5.1	5	3,7,9	Small craft harbour	Facilitate the establishment of a small craft harbour and residential precinct	Meet with key stakeholders	1	NA		1	1	1	0	NO	NOT ACHIEVED	Requested HCM MM to include SCDA in project steering committee	1	Operational	M:Dev/CEO	Signed agenda, minutes or report of progress by deadline
<b>SO 6</b>			<b>One Stop Shop: To establish a business development support desk for big, small and emerging business</b>																
SO 6.1	3	3,7,4	Investment Promotion	Facilitate business planning and stakeholder support linkages for young entrepreneurs and emerging SMME's	Advertise business help desk	1	NA		NA		NA					1	R 20 000	M:Dev/CEO	Copy of Advertisements by deadline
SO 6.2	3	3,7,9	Investment Promotion	Identify and implement critical interventions to accelerate investment within the Ugu District and realise economic development initiatives	Report of interventions and linkages by deadline	1	NA		NA		NA					1	Operational	M:Dev/CEO	Report produced by deadline and shared with key stakeholders
<b>SO 7</b>			<b>Property Development: To forge Public Private Partnerships' to give effect to economic development on state owned land and to identify other property development opportunities</b>																
SO 7.1	3	3,7,9	John Mason Park	Advertise the property development opportunity and draft Development Agreement	Re-advertise development and land rental opportunity	NA	NA		NA		NA					NA	R 10 000	M:Dev/CEO	Copy of advertisement and signed development agreement by deadline

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SO 7.2	3	3,7,7	Marburg Industrial Park	Lease and subdivide portion to tunnel farming	Sign lease and commence subdivision of 3300m2 from whole	NA	NA		NA		NA					NA	R 60 000	M:Dev/CEO	Sub-division diagram approved by deadline
SO 7.3	3	3,7,7	Marburg Industrial Park	Take balance of land to market for sale and development as a mini-unit industrial park	Advertise development opportunity	NA	NA		NA		NA					NA	R 10 000	M:Dev/CEO	Copies of advertisement and signed documents by deadline
SO 7.4	3	3,7,9	Hibberdene Mixed Use	Advertise the property development opportunity and draft Development Agreement	Advertise development opportunity	NA	NA		NA		NA					NA	Operational	M:Dev/CEO	Copies of advertisement and agreements signed by deadline
SO 7.5	5	3,7,9	Settlers Park	Facilitate public participation to obtain direction on future use of the property	Facilitate meetings with Port Shepstone Business Assoc and SCCCI and possible harbour developers	NA	NA		NA		NA					NA	Operational	M:Dev/CEO	Copy of attendance register and minutes by deadline
SO 7.6	3	3,7,9	Settlers Park	Call for expressions of interest	Advertise for expressions of interest	NA	NA		NA		NA					NA	R 10 000	M:Dev/CEO	Copy of advertisement by deadline
SO 7.7	3	3,7,6	Transport & Tourism Hubs	Identify suitable sites	Desktop study of suitable sites for approval by LM and DoT	NA	NA		NA		NA					NA	Operational	M:Dev/CEO	Copy of desktop study by deadline
SO 7.8	5	3,7,6	Multi Trails Network	Umzumbe Trail	Finalise social facilitation and source funding for Umzumbe.	1	NA		NA		NA					1	R 500 000	M:Dev/CEO	2016 - Copy of Social Facilitation Report and Funding MoU by deadline. 2017 - Competition certificate from supplier.
SO 7.9	3	3,7,9	Hinterland Property Development	Identify and promote property development opportunities in each local municipality	Desktop studies of opportunities per local municipality	±	NA		NA		NA					±	Operational	M:Dev/CEO	Copy of desktop study by deadline
<b>SO 8</b>	<b>3</b>		<b>Mining: To research into the viability of sand winning in rural areas</b>																
SO 8.1	3	3,7,8	Sand winning	Appoint consultants to identify locations for sand winning in rural areas	Report received from consultant by deadline	0	NA		NA		NA					NA	R 100 000	M:Dev/CEO	Copy of report by deadline.
<b>SO 9</b>	<b>3</b>		<b>Renewable Energy: To identify, attract, support or assist renewable energy initiatives within the district</b>																
SO 9.1	3	3,7,9	Renewable energy	To support and assist the proposed Bio Fuels initiative at Gunn's Drift	Quarterly progress report	3	NA		1	1	1	1	YES	ACHIEVED		1	R 30 000	M:Dev/CEO	Copy of report by deadline.