

UGU SOUTH COAST DEVELOPMENT AGENCY																			
ANNUAL PERFORMANCE PLAN - 2016/2017																			
						YEAR UNDER REVIEW 2016/2017													
S/O#	NDP KPA#	UguDM IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	Q1					Q2	Q3	Q4	ANNUAL BUDGET	OWNER	POE		
							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	CORREC-TIVE MEASURE	TARGET	TARGET	TARGET					
SO 1			Institutional Compliance: To ensure that USFDA operations are compliant with all regulatory frameworks													USFDA			
SO 1.1	4	3.7	Risk Management	Comprehensive Risk Register	Complete risk register by 30 November	1						1			Operational	M:Fin	Register & proof of compilation date		
SO 1.2	4	3.7	Risk Management	Risk Policy Review	Review and approve Risk Management Policy by 31 December	1						1			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%	YES	ACHIEVED		100%	100%	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 of CEO	4	1	1	YES	ACHIEVED		1	1	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%	ACHIEVED		100%	100%	100%	Operational	M:Fin	Screen shot of updates		
SO 1.6	4	3.7	Financial Reporting	Monthly management accounts production	Management reports, ledger and reconciliations by 5th working day of the following month commencing Sept 2016	10	1	1	YES	ACHIEVED		3	3	3	Operational	M:Fin	Reports & Proof of submission to CEO		
SO 1.7	4	3.7	S87 Financial Reporting	Monthly financial report production	Monthly reports by the 7th working day of the following month	12	3	3	YES	ACHIEVED		3	3	3	Operational	M:Fin	Reports & Proof of submission to parent		
SO 1.8	4	3.7	PMS Reporting	Quarterly performance report production	Quarterly reports	4	1	1	YES	ACHIEVED		1	1	1	Operational	M:Fin	Reports & Proof of submission to parent		
SO 1.9	4	3.7	Financial Planning	Mid-year adjusted budget review	S88 report produced by 20 January	1							1		Operational	M:Fin	Reports & Proof of submission to parent		
SO 1.10	4	3.7	Finance Policies	Budget, Finance and Supply Chain Policy review	Review Policies by 31 May	1								1	Operational	M:Fin	Reports & Proof of submission to Board		
SO 1.11	4	3.7	Annual Report	Annual Report	Annual Report Adoption by 31 December	1						1			Operational	M:Fin	Annual Report Adoption & Proof of Date		
SO 1.12	4	3.7	Annual Financial Statements	Draft AFS & Performance Report to AG	AFS and Annual PMS report by 31 August	1	1	1	YES	ACHIEVED					Operational	M:Fin	Submission & confirmation from AG		
SO 1.13	4	3.7	Audit Compliance	AG Report	Unqualified Audit Opinion	1						1			Operational	M:Fin	AG Audit Report		
SO 1.14	4	3.7	MFMA Compliance	Fruitless & Wasteful and Irregular Expenditure - Section 102 report	F&W exp <1% of total exp reported to Board	<1%	<1%	0	YES	ACHIEVED		<1%	<1%	<1%	Operational	M:Fin	Board Reports		
SO 1.15	4	3.7	Budget Planning in terms of the MFMA	Draft 2018/2020 budget	Draft by 31 January 2017	1							1		Operational	M:Fin	Draft budget submission to parent and proof of submission date		
SO 1.16	4	3.7	MSCOA Implementation	Actively participate in MSCOA steering committee and meet deadlines set for implementation	Quarterly compliance with MSCOA targets	4	1	0	NO	NOT ACHIEVED	FM to formulate and comply with checklist	1	1	1	Operational	M:Fin	Quarterly reports submitted to board and parent plus copies of attendance registers		
SO 1.17	4	3.7	CIPC Compliance	Submit AFS and all corporate changes	CIPC up to date by year end	1								1	R20 000	M:Fin	CIPC print out verified on deadline		
SO 2			Capacity Building: To Capacitate USFDA to deliver and implement its core functions efficiently and effectively													USFDA			
SO 2.1	1	3.7	Recruitment	Fill Board approved posts on Organogram	Appoint CEO by 1 January 2017	1							1		R 100 000	Board	Signed letter of appointment by deadline		
SO 2.2	1	3.7	Recruitment	Fill Board approved posts on Organogram	Appoint senior managers - Prop Dev and Investment Promotion	2						1	1		R 100 000	Board/CEO	Signed letters of appointment by deadline		

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							Q1					Q2	Q3	Q4					
							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	CORREC-TIVE MEASURE	TARGET	TARGET	TARGET					
SO 4																			
SO 4.1	3	3.7.5	Agriculture: To promote small scale farming in the Ugu District													KZN			
SO 4.1.1	3	3.7.5	National School Nutritional Project (NSNP)	Prepare a strategic plan to guide USCDA in the implementation of the NSNP in the Ugu District	Number of strategies prepared	1						1			R 10 000	M:Dev/CEO	Copy of strategy by deadline		
SO 4.1.2	3	3.7.5	Ugu Fresh Produce Market (UFPM)	Prepare a proposal on USCDA managing the Ugu Fresh Produce Market for presentation to Ugu District Municipality	Number of proposals prepared by deadline	1	1	1	YES	ACHIEVED					R 10 000	M:Dev/CEO	Copy of proposal by deadline		
SO 4.1.3	3	3.7.5	Agri-processing	Encourage establishment of Agri-Processing plants and upskill farmers to participate	Number of farmers trained	7						7			R 35 000	M:Dev/CEO	Copy of attendance register and course agenda		
SO 4.1.4	3	3.7.5	Agri-processing	Encourage the establishment of a mobile tea tree oil distillation rig	Feasibility and business plan by deadline	1							1		R 25 000	M:Dev/CEO	Copy of feasibility & business plan		
SO 5																			
Manufacturing: To facilitate skills development and training for small business development and entrepreneurship																			
SO 5.1	3	3.7.4	Facilitate internships in commerce and industry within the Ugu District and promote awareness of USCDA													USCDA			
SO 5.1.1	3	3.7.4	Skills development & training - Internships	Place interns in private sector businesses for a period of 12 months	Number of interns placed	10						10			R 200 000	M:Dev/CEO	Signed agreements with interns and mentors by deadline		
SO 5.2	3	3.7.4	Give a voice to small enterprises via Community Radio Stations and promote awareness of USCDA													USCDA			
SO 5.2.1	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	48	12	12	YES	ACHIEVED		12	12	12	R 120 000	M:Dev/CEO	Signed agreements with Community Radio Stations by deadline		
SO 6																			
Property Development: To forge Public Private Partnerships (PPPs) to give effect to economic development on State, Ingonyama Trust and land owned by the private sector																			
SO 6.1			Identify property development opportunities within the 4 local municipal jurisdictions that comprise the Ugu District													USCDA			
SO 6.1.1	3	3.7.9	Hinterland Property Development	Identify and promote property development opportunities in each local municipality	Desktop studies of at least one opportunity in each local municipality	2							1	1	R 200 000	M:Dev/CEO	Copy of desktop study by deadline		
SO 6.2																			
Implement property development opportunities identified by USCDA																			
SO 6.2.1	3	3.7.6	Transport & Tourism Hubs	Identify suitable sites	Desktop study of suitable sites for approval by LM and DoT	1								1	R 100 000	M:Dev/CEO	Copy of desktop study by deadline		
SO 6.3																			
Implement property development projects mandated by Ray Nkonyeni Municipality (Previously Hibiscus Coast Municipality)																			
SO 6.3.1	3	3.7.9	Hibberdene Mixed Use	SLA NOT YET SIGNED	TBA												RNM		
SO 6.3.2	3	3.7.9	John Mason Park	SLA NOT YET SIGNED	TBA														
SO 6.3.3	3	3.7.7	Marburg Industrial Park	SLA NOT YET SIGNED	TBA														
SO 6.3.4	3	3.7.7	KwaXolo Caves	SLA NOT YET SIGNED	TBA														
SO 6.4																			
Facilitate property development projects mandated by Ray Nkonyeni Municipality (Previously Hibiscus Coast Municipality)																			
SO 6.4.1	3	3.7.9	@ Leisure Bay	SLA NOT YET SIGNED	TBA														
SO 7																			
Marine: To promote economic development within coastal and riverine zones																			
SO 7.1	3		Implement maritime tourism project mandated by Ugu South Coast Tourism													USCT			
SO 7.1.1	3	3.7.6	Multi Trails Network	Umzumbe River Trail	Award tender - Professional team	1	1	1	YES	ACHIEVED					R 610 000	M:Dev/CEO	Copy of tender award by deadline		
SO7.1.2	3	3.7.6	Multi Trails Network	Umzumbe River Trail	Appoint Environments=al Practitioner	1	1	1	YES	ACHIEVED					R 50 000	M:Dev/CEO	Copy of written quotation and award by deadline		
SO 7.1.3	3	3.7.6	Multi Trails Network	Umzumbe River Trail	Agree PSC and operational plan	1						1			R 40 000	M:Dev/CEO	Signed agreement by deadline		
SO 7.1.4	3	3.7.6	Multi Trails Network	Umzumbe River Trail	Source project funding	1								1	R 200 000	M:Dev/CEO	Signed funding agreement by deadline		
SO 7.1.5	3	3.7.6	Multi Trails Network	Umzumbe River Trail	Advertise tender for construction	1								1	R 40 000	M:Dev/CEO	Copy of advertised tender by deadline		
SO 7.2																			
Establish an experimental terrestrial fish farm (Aquaculture & Aquaponics) within the Ugu District																			
SO 7.2.1	3	3.7.5	Fish Farming	Establish a community-based aquaculture & aquaponics experimental farm within the Ugu District	Establish an experimental farm by 30 June 2017	1								1	R 2 000 000	M:Dev/CEO	Copy of close out report by deadline		
SO 7.3																			
Participate in the production of the Ugu District Maritime Strategy																			
SO 7.3	3	3.7.5	Maritime Strategy	Play a meaningful role in the production of the Ugu District Maritime Strategy	Quarterly progress reports	4	1	1	YES	ACHIEVED		1	1	1	R 20 000	M:Dev/CEO	Copy of report by deadline		

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SO 8	3		Facilitate catalytic projects within the Ugu District													USCDA			
SO 8.1	3	3,7,6	Investment Promotion	Secure land suitable for industrial investment promotion with good access to highway, rail and harbour	Signed Agreement of Sale by deadline	1	1	1	YES	ACHIEVED					R 10 000	M:Dev/CEO	Copy of signed Agreement of Sale by deadline		
SO 8.2	3	3,7,6	Industrial Park Development	Establish the viability of rezoning Rem of Ptn 1 of the Farm Elysium No 15582 from agriculture to industrial	Viability study including township layout, property yield and cost estimate	1		1	YES	ACHIEVED Q2 TARGET		1			R 50 000	M:Dev/CEO	Copy of viability study by deadline		
SO 8.3	3	3,7,9	Perishable Goods Hub	Reawaken the proposal of KZN Province establishing a Perishable Goods Hub within the Ugu District	Engage KZN Province regarding the Elysium opportunity and identify alternatives	4	1	1	YES	ACHIEVED		1	1	1	R 30 000	M:Dev/CEO	Quarterly reports by deadline		
SO 8.4	3	3,7,9	Margate Airport Expansion	SLA NOT YET SIGNED	TBA											RNM			
SO 9	3		Renewable Energy: To identify, attract, support or assist renewable energy initiatives within the district													UDM			
SO 9.1	3	3,7,9	Renewable energy	To support and assist the proposed Bio Fuels initiative at Gunn's Drift	Quarterly progress reports	4	1	1	YES	ACHIEVED		1	1	1	R 25 000	M:Dev/CEO	Copy of report by deadline.		
			TOTAL BUDGET												R 5 015 000				
						ANNUAL	Q1												
					ACHIEVED	23	22					0	0	0					
					NOT ACHIEVED	31	2					29	28	30					
					TOTAL	54	23	0	0	0	0	29	28	30					
					% ACHIEVED	42.6%	95.7%					0.0%	0.0%	0.0%					
														AVAILABLE	R 5 826 501				
														APPROVED	R 5 015 000				
														BALANCE	R 811 501				