

QUARTER 2

UGU SOUTH COAST DEVELOPMENT AGENCY
ANNUAL PERFORMANCE PLAN - 2017/2018
ANNUAL PERFORMANCE PLAN

| YEAR UNDER REVIEW 2017/2018 | | | | | | | | | | | | | | |
|-----------------------------|---------------|---------------|---|---|--|--------|----------|----------------------------|------------------------|--|---------------|--------------|-----------|--|
| S/O# | National KPA# | UguD MIDP Ref | PROGRAMME | PROJECT | KPI | Q3 | | | | | ANNUAL BUDGET | OWNER | POE | |
| | | | | | | TARGET | ACTUAL | POE | ACHIEVED /NOT ACHIEVED | CHALLENGES | | | | CORRECTIVE MEASURE |
| SO 1 | | | Institutional Compliance: To ensure that USCDA operations are compliant with all regulatory frameworks | | | | | | | | | USCDA | | |
| 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% | 1 Report | Not Achieved | | N/A | 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 | 1 | 1 | 1 | Not Achieved | | 1 | Operational | Board/CEO | Record of evaluations completed |
| SO 1.5 | 4 | 3.7 | Municipal Entity Website | Legislated SCM notices publication | Percentage potential notifications uploaded | 100% | 100% | 1 screen grab | Achieved | | None | 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 | 3 | 3 | 3 Reports | Achieved | | None | 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 | 3 | 3 | 3 Reports | Achieved | | None | Operational | M:Fin | Reports & Proof of submission to parent |
| SO 1.8 | 4 | 3.7 | PMS Reporting | Quarterly performance report production | Quarterly reports | 1 | 1 | 1 Report | Achieved | | None | 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 report | 1 Report | Achieved | | None | Operational | M:Fin | Reports & Proof of submission to parent |
| 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% | 1 Report | Not Achieved | | None | Operational | M:Fin | Board Reports |
| SO 1.15 | 4 | 3.7 | Budget Planning in terms of the MFMA | Draft 2018/2019 budget | Draft by 31 January 2018 | 1 | 1 | Email submission to parent | Not Achieved | The budget was not submitted 31/01/2018, but was subsequently submitted before end of March 2018 | None | 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 | Compliance with MSCOA targets | 1 | 2 | Attendance Reg and report | Achieved | | None | Operational | M:Fin | Progress reports submitted to Corporate Services Committee. |
| SO 2 | | | Capacity Building: To Capacitate USCDA to deliver and implement its core functions efficiently and effectively | | | | | | | | | USCDA | | |

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| SO 2.1 | 1 | 3.7 | Staff Development | Short course / conference attendance | Number of shortcourses attended as per the Training Plan | 4 | 0 | None | Not Achieved | The training was postponed due to Easter Holidays | Rescheduled date in Q4 | R 45,000 | M:Fin/CEO | Proof of attendance |
| SO 2.4 | 1 | 3.7 | Corporate identity | Update USCDA website | Updated USCDA website | 1 | 0 | None | Not Achieved | This is work in progress and issues of space on the website are being attended to | Rescheduled date in Q4 | R 30,000 | | Screen Shot of the updated website |
| SO 3 | | | | | | | | | | | | | | |
| SO 3.1 | | | | | | | | | | | | | | |
| Investment Promotion: To promote the growth and development of the Ugu District Vision 2030 | | | | | | | | | | | | | | |
| SO 3.1 | | | | | | | | | | | | | | |
| Implement the Growth and Development Strategy of the Ugu District - Vision 2030 | | | | | | | | | | | | | | |
| SO 3.1.2 | 3 | 3.7.9 | GDS | Table progress reports to Municipal Councils on GDS Implementation Plan | Tabled progress reports to Municipal Councils on GDS Implementation Plan | 5 | 0 | None | Not Achieved | Dependant on the scheduling of council meetings | Rescheduled date in Q4 | R 10,000 | CEO/Managers | Council minutes |
| SO 3.1.3 | 3 | 3.7.9 | GDS | Identify, establish and convene GDS Focus Groups | Number of GDS Focus Groups identified and convened | 10 | 10 | Report and focus groups | Achieved | | | R 0 | M:Dev/CEO | Attendance registers of focus groups convened |
| SO 3.2 | | | | | | | | | | | | | | |
| Implement an Investment Promotion & Facilitation Strategy for the Ugu District | | | | | | | | | | | | | | |
| SO 3.2.1 | 3 | 3.7.9 | Investment promotion | Conduct research on investment incentives and submit a report to Projects Committee | Incentives document presented to Projects Committee | 1 | 1 | The resolution by the project committee | Achieved | N/A | N/A | Operational | CEO/M:IPM | Project Committee Resolution |
| SO 3.2.2 | 3 | 3.7.9 | Investment promotion | Incentives presented to the LMs | Number of presentations | 5 | 5 | Investment incentives report | Achieved | | | Operational | CEO | Proof of presentations |
| SO 3.2.4 | 3 | 3.7.9 | Investment promotion | Investment brochures, leaflets developed | Investment brochures, leaflets developed | 1 | 1 | Proof of investment brochure | Achieved | N/A | N/A | R 50,000 | MIPM | Proof of Investment Brochures Developed |
| SO 3.3 | | | | | | | | | | | | | | |
| Establish a business support desk for big, small and emerging business | | | | | | | | | | | | | | |
| SO 3.3.1 | 3 | 3.7.4 | Business Support | Identify well established businesses for match-making with small businesses | Number of businesses engaged for match-making | 3 | 3 | Yes | Achieved | | | Operational | M:Dev SP | Proof of engagement with established businesses |
| SO 3.3.2 | 3 | 3.7.4 | Business Support | Assist big businesses to apply for the Strategic Partnership Programme Incentives | Number of applications sent for the Strategic Partnership Programme Incentives | 1 | 0 | None | Not Achieved | The window period for the DTI was not yet opened | the dti will open application window but is not yet confirmed, due to limited resources | Operational | M:Dev SP | Proof of application for strategic partnership programme incentives |

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| SO 3.3.4 | | 3.7.4 | Business Support | Establish good working relationship with departments/sectors that provide business support | Number of business support sectors engaged | 2 | 2 | Yes | Achieved | | | Operational | M:Dev SP | Letter of intent / Proof of engagement |
| SO 3.3.5 | 3 | 3.7.4 | Business Support | Assist big and small business to establish in the Ugu District | Number of businesses assisted | 3 | 3 | Yes | Achieved | | | Operational | M:Dev SP | Proof of Assistance/Report |
| SO 4 | | | | | | | | | | | | | | |
| SO 4.1 | | | | | | | | | | | | | | |
| 3 3.7.5 Support the growth of local emerging farmers and encourage markets for their products | | | | | | | | | | | | | | |
| KZN | | | | | | | | | | | | | | |
| SO 4.1.1 | 3 | 3.7.5 | National School Nutritional Project (NSNP) | Support small growers and farmers to supply their produce for NSNP and RASET | Number of Schemes supported | 1 | 1 | Yes | Achieved | | | Operational | M:Dev Agric | MoA with the Schemes |
| SO 4.1.2 | 3 | 3.7.5 | National School Nutritional Project (NSNP) | Obtain a written mandate for NSNP from Ugu District | Written mandate from the parent to implement NSNP | 0 | 0 | None | Not Achieved | The agency needs to receive the mandate from the district | Follow up meeting with the district to conclude and resolve the implementation | Operational | M:Dev Agric | Written mandate |
| SO 4.1.5 | 3 | 3.7.5 | National School Nutritional Project (NSNP) | Initiate the implementation processes, | Detailed implementation plan | 1 | 0 | None | Not Achieved | | To receive a written mandate from parent with a | Operational | M:Dev Agric | Implementation plan |
| SO 4.1.6 | 3 | 3.7.5 | Agri-processing | Encourage establishment of Agri-Processing plants and upskill farmers to participate | Number of farmers trained | 1 | 4 | Yes | Achieved | | | Operational | M:Dev/CEO | Copy of attendance register and course agenda |
| SO 4.1.7 | 3 | 3.7.5 | Agri-processing | Link upskilled farmers with the markets | Number of farmers linked | 2 | 3 | Yes | Achieved | | | Operational | M:Dev Agric | Proof of linkages created |
| SO 4.1.8 | 3 | 3.7.5 | Agri-park | Participate in National & Provincial meeting and play a facilitation role in the implementation of Agri-Park | Attend PAPPOT & DAPPOT quarterly meetings | 1 | 2 | Yes | Achieved | | | Operational | M:Dev Agric | Attendance registers |
| SO 5 | | | | | | | | | | | | | | |
| 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 | Submit Application to source internship grants | Number of applications sent to source internship grants | 1 | 2 | Yes | Achieved | | | Operational | M:Dev SP | Proof of internship grants application |
| SO 5.1.2 | 3 | 3.7.4 | Skills development & training - Internships | Monitor interns through the submission of the attendance registers and reports | Number of attendance registers submitted by interns | 9 | 9 | Yes | Achieved | | | R 200,000 | M:Dev SP | attendance registers |
| SO 5.1.3 | 3 | 3.7.4 | Skills development & training - Internships | Establish relationship with the Institutions to place students for | Number of Institutions built relationship | 2 | 2 | yes | Achieved | | | Operational | M:Dev SP | Letter of intent / Proof of engagement |
| SO 5.1.4 | 3 | 3.7.4 | Skills development & training - Internships | Place students in public and private sector institutions for work place experience | Number of students placed | 2 | 11 | Yes | Not Achieved | | | Operational | M:Dev SP | Signed agreements with students and mentors |
| SO 5.2 | | | | | | | | | | | | | | |
| 3 3,7,4 Promote awareness of USCDA through the local radio stations | | | | | | | | | | | | | | |
| USCDA | | | | | | | | | | | | | | |

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| SO 5.2.1 | 4 | 3.7.5 | Marketing the services of the Development Agency | attend quarterly programme with the local radio stations (UYR and RSS) | Number of quarterly programmes of 15 minutes | 2 | 2 | Yes | Not Achieved | | | R 30,000 | M:Dev SP | attachment of discussed business issues |
| SO 5.2.2 | 4 | 3.7.5 | Marketing the services of the Development Agency | Place USCDA weekly radio adverts to the local radio stations (UYR and RSS) | Number of weekly adverts | 24 | 24 | Yes | Not Achieved | | | R 50,000 | M:Dev SP | Signed agreements with Community Radio Stations with adverts. |
| SO 6 | 3 | | 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 6.1.2 | 3 | 3,7,9 | Hinterland Property Development | Initiate the discussion with the property owners in the | discussion with the property owners | 2 | 2 | Yes | Achieved | | | Operational | M:Dev SP | Signed MoU / Progress Report /Attendance |
| SO 6.1.3 | 3 | 3,7,9 | Hinterland Property Development | Present the identified projects to the relevant Traditional Councils and LMs | Number of presentation conducted | 1 | 3 | Yes | Achieved | | | Operational | M:Dev SP | Attendance registers for participants |
| SO 6.2 | | | Implement property development opportunities | | | | | | | | | | | USCDA |
| SO 6.2.2 | 3 | 3,7,6 | Transport & Tourism Hubs | Facilitate the engagement with property owners to secure transport and tourism hub site | Number of engagements with the property owners | 1 | 1 | Yes | Achieved | | | Operational | M:Dev PD | Proof of engagement or Attendance register. Minutes from PDC |
| SO 6.2.3 | 3 | 3,7,6 | Transport & Tourism Hubs | Advertise the Transport and Tourism Hub opportunity for the interested investors | Number of advertisement done to the newspapers/ USCDA website | 1 | 1 | Yes | Achieved | | | R5,000 | M:Dev PD | Copy of the advert on newspaper /online |
| SO 6.2.6 | 3 | 3,7,6 | KwaXolo Caves | Construction of KwaXolo Caves Walkway | Walkway constructed | 1 | 0 | None | Not Achieved | The process of appointment was delayed by the adjustment budget that was required to avail enough resources for the work. | This process has started in Q3 and construction to be finalized in Q4 | R1,950,000 | M:Dev PD/CEO | Completion certificate |
| SO 6.2.9 | 3 | 3,7,6 | John Mason Park | Initiate professional planning /studies | Professional studies | 1 | 0 | None | Not Achieved | | This process is delayed by signing of Agreement that has not yet | Operational | M:Dev PD/CEO | Signed letter of appointment |
| SO 7 | | | Marine: To promote economic development within coastal and riverine zones | | | | | | | | | | | UDM |
| SO 7.1 | 3 | | Implement maritime tourism projects | | | | | | | | | | | USCT |
| SO 7.1.1 | 3 | 3,7,6 | Multi Trails Network | Social facilitation for URT | number of sessions for social facilitations | 1 | 1 | Yes | Achieved | | | R 10,000 | M:Dev SP | Attendance register |

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| SO 7.1.3 | 3 | 3,7,6 | Multi Trails Network | Engage public and private entities to secure funding for URT | number of engagements with the potential funders | 1 | 1 | proof of engagement | Achieved | | | Operational | M:Dev SP | proof of engagement or Attendance register |
| SO 7.1.6 | 3 | 3.7.6 | Scottburgh beach front | Call for proposals to develop Scottburgh Beach Front | Call for proposal from developers | 1 | 1 | | Achieved | | | R 5,000 | M:Dev SP | copy of the advert on newspaper /online |
| SO 7.1.8 | 3 | 3.7.6 | Turton Beach Front | Call for proposals to develop Turton Beach Front | Call for proposal from developers | 1 | 1 | Yes | Achieved | | | R 5,000 | M:Dev SP | copy of the advert on newspaper /online |
| SO 7.2 | 3 | | Establish an experimental terrestrial fish farm (Aquaculture & Aquaponics) within the Ugu District | | | | | | | | | USCDA | | |
| SO 7.2.1 | 3 | 3.7.5 | Fish Farming | Consolidate available literature on fish farming and table it to the Board | Prepare item to present to the Board | 1 | 1 | Yes | Not Achieved | | | Operational | M:Dev Agric | Board minutes |
| SO 7.2.3 | 3 | 3.7.5 | Fish Farming | Identify and link potential partners from previously disadvantage groups with Fish Farming Projects | Progress report from the service provider | 1 | 1 | Yes | Achieved | | | Operational | | Progress report |
| SO 7.2.4 | 3 | 3.7.5 | Fish Farming | Link DAFF aquaculture assessed sites with Provincial Aqua Related Programmes | Nummber sites linked | 1 | 1 | Yes | Not Achieved | | | Operational | M:Dev Agric | Feasibility report |
| SO 7.3 | 3 | | Participate in the production of the Ugu District Maritime | | | | | | | | | | | |
| SO 7.3.1 | 3 | 3.7.5 | Maritime Strategy | Participate in Ugu South Coast Boat Manufacturing Cluster | Progress reports | 1 | 0 | None | Not Achieved | | | Operational | M:Dev Agric | Progress reports |
| SO 8 | 3 | | Facilitate catalytic projects within the Ugu District | | | | | | | | | USCDA | | |
| SO 8.4 | 3 | 3,7,6 | Catalytic Project | Update Polar on Ifafa Industrial Pak progress (EIA and Rezoning) | Update Polar | 1 | 1 | Yes | Achieved | | | Operaional | M:Dev SP | Progress report and Proof of |
| 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 | 1 | 1 | Yes | Achieved | | | Operational | M:Dev SP | Copy of quarterly report |
| | | | TOTAL BUDGET | | | | | | | | | R 4,249,356 | | |

| | Q3 | Q1 | Q1 | Q1 | Q1 |
|-------------------|-------------|----------|----------|----------|----------|
| ACHIEVED | 0 | | | | |
| NOT ACHIEVED | 0 | | | | |
| TOTAL | 28 | 0 | 0 | 0 | 0 |
| % ACHIEVED | 0.0% | | | | |

| |
|-------------|
| R 5,826,501 |
| R 4,249,356 |

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| | | | | | | | | | | | R 1,577,145 | | |