

QUARTER 3 REPORT

UGU SOUTH COAST DEVELOPMENT AGENCY
ANNUAL PERFORMANCE PLAN - 2016/2017
ANNUAL PERFORMANCE PLAN

Six roles that a DDA should play:

1. Lead market development
2. Mobilise the private sector
3. Ensure strategic partnerships
4. Leverage financial resources for economic development in the district
5. Bring focus and resources together to deliver (co-ordination)
6. Implement

Key Performance Areas (KPA's) in Local Government: Municipal Planning and Performance Management Regulations (2001):

- 1 - Municipal Transformation and Organisational Development
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- 3 - Local Economic Development (LED)
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- 5 - Good Governance and Public Participation

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						YEAR UNDER REVIEW 2016/2017								
S/O#	NDP KPA#	UguD M IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	Q3					ANNUAL BUDGET	OWNER	POE
							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	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%	0%	Yes	Not Achieved	Resolve all audit queries by 30 April 2017	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	Not Achieved	Dates have been proposed for review of performance	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%	Yes	Achieved		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	3	3	Yes	Achieved		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		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		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	1	Yes	Achieved		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%	Yes	Achieved		Operational	M:Fin	Board Reports

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SO 1.15	4	3.7	Budget Budget in terms of the MFMA	Draft 2018/2020 budget	Draft by 31 January 2017	1	1	1	Yes	Achieved		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	Compliance with MSCOA targets	4	1	1	Yes	Achieved		Operational	M:Fin	Progress reports submitted to board.
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	1	Yes	Not Achieved	The CEO has now been appointed	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	Yes	Achieved		R 100 000	Board/CEO	Signed letters of appointment by deadline
SO 2.4	1	3.7	Staff Development	MFMP	M:Fin to attend MFMP training monthly	11	3	3	Yes	Achieved		R 40 000	M:Fin	Monthly attendance registers
SO 2.5	1	3.7	Staff Development	Short course / conference attendance	Number of days	12	3	4	Yes	Not Achieved	The evidence produced was not in line with the POE, although certificates obtained for the training	R 45 000	M:Fin/CEO	Attendance registers by deadline
SO 2.6	1	3.7	Corporate identity	Source new web-designer and update USFDA website	Update USFDA website	1	1	1	Yes	Achieved		R 30 000		New website at www.uscda.org.za
SO 3			Investment Promotion: To promote the growth and development of the Ugu District Vision 2030											

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SO 3.1	3	3.7	Implement the Growth and Development Strategy of the Ugu District - Vision 2030										UDM	
SO 3.1.2	3	3.7.9	GDS	Survey at least 90% of the 85 Ward Councillors serving the 4 local municipalities - Ray Nkonyeni, uMuziwabantu, Umzumbe and Umdoni	Number of ward councillors surveyed	77	25	0	No	Not Achieved	As the survey results were not returned from Cllrs, a new strategy was adopted wherein the Cllrs were invited to a workshop and this will be used for the survey analysis.	R 20 000	M:Dev/CEO	Signed copy of survey produced with each Ward Councillor by deadline
SO 3.1.3	3	3,7,9	GDS	Develop time-bound implementation plan and obtain board approval	Approved GDS implementation plan by deadline	1	1	1	Yes	Achieved		Operational	M:Dev/CEO	Copy of approved GDS implementation plan by deadline
SO 3.1.4	3	3.7.9	GDS	Present implementation plan and progress report to 5 municipalities within the Ugu District	Number of presentations	5	5	0	No	Not Achieved	Email the plan to MMs for their inputs, GDS was not yet completed	R 5 000	M:Dev/CEO	Attendance Register and copy of presentation
SO 3.2	3		Implement an Investment Promotion & Facilitation Strategy for the Ugu District										UDM	
SO 3.2.2	3	3.7.9	Investment promotion	Understand the role of investment promotion units from benchmarking with other entities.	Number of study tours	2	1	0		Not Achieved	Study tour postponed to the 19 May 2017 due to riots	R 100 000	M:IPM/CEO	Close out report of study tours
SO 3.3	3		Establish a business support desk for big, small and emerging business (One stop shop)										TIKZN	
SO 3.3.1	3	3.7	Investment promotion	Assist big and small business to establish in the Ugu District	Number of businesses assisted	12	3	3	Yes	Achieved		R 150 000	M:DEV/M:IPM/CEO	Proof of engagement, minutes or attendance register
SO 3.3.2	3	3.7.4	Investment promotion	Facilitate CIPC, CSD and BBB-EE Affidavit services for young entrepreneurs and emerging SMME's	Process requests within a week of receipt	10	4	4	Yes	Achieved		Operational	M:Dev/CEO	Quarterly report to include copies of CIPC and CSD submissions by deadline

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SO 3.3.2	3	3.7.5	Investment promotion	Assist small businesses with development of business plans	Number of small businesses assisted	2	1	1	Yes	Achieved		R 100 000	M:Dev/CEO	Quarterly report to include copies of CIPC and CSD submissions by deadline
SO 4			Agriculture: To promote small scale farming in the Ugu District											
SO 4.1	3	3.7.5	Support the growth of local emerging farmers and encourage markets for their products										KZN	
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 USFDA										USFDA	
SO 5.1.1	3	3.7.4	Skills development & training - Internships	Place interns in private and public sector businesses for a period of 12 months	Number of interns placed	10	10	10	Yes	Achieved		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 USFDA										USFDA	
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		R 120 000	M:Dev/CEO	Signed agreements with Community Radio Stations by deadline
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										USFDA	
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	Service provider has been appointed.	No	Not Achieved	Initially, this would have been inhouse, but the position is till not filled having been advertised 4 times. A service provider has been appointed to conduct a survey in Q4	R 200 000	M:Dev/CEO	Copy of desktop study by deadline
SO 6.2			Implement property development opportunities identified by USFDA										USFDA	
SO 6.3			Implement property development projects mandated by Ray Nkonyeni Municipality										RNM	
SO 6.4			Facilitate property development projects mandated by Ray Nkonyeni Municipality (Previously Hibiscus Coast Municipality)										RNM	
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										UDM	
SO 7.1	3		Implement maritime tourism project mandated by Ugu South Coast Tourism										USCT	

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SO 7.1.6		3,7,6	Multi Trails Network	Conduct public participation session with affected communities	Number of sessions	8	4	4	Yes	Not Achieved		R 50 000	M:Dev/CEO	Attendance registers or report
SO 7.2	3		Establish an experimental terrestrial fish farm (Aquaculture & Aquaponics) within the Ugu District										USCDA	
SO 7.3	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	0	No	Not Achieved	Report missed deadline, Completed after 31 March 2017	R 20 000	M:Dev/CEO	Copy of report by deadline
SO 8	3		Facilitate catalytic projects within the Ugu District										USCDA	
		3,7,7	Industrial Park Development	Initiating the process of Ifafa Industrail Park establishment	Appoint a pool of professional service providers	1	1	1	Yes	Not Achieved	The POE was unrealistic, Appointment letters were attached. MOAs are only signed at project stage.	R 1 000 000	M:Dev/CEO	Signed MOA with professional service providers
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(Ifafa)	4	1	1	Yes	Not Achieved	Quarterly reports were not available but proof of engagements in email form was submitted.	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		R 25 000	M:Dev/CEO	Copy of report by deadline.
			TOTAL BUDGET									R 5 825 000		

	ANNUAL					
ACHIEVED	42	0				
NOT ACHIEVED	12	28				
TOTAL	54	28	0	0	0	0
% ACHIEVED	77.8%	0.0%				

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108.7777778

R 5 826 501
R 5 825 000
R 1 501