

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

S/O#	Nation al KPA#	UguD M IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	YEAR UNDER REVIEW 2017/2018							ANNUAL BUDGET	OWNER	POE	INTERNAL AUDIT COMMENTS	
							Q1											Revised Time frame
							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%	100%	Yes	Achieved	None	None	None	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	0	No	Not Achieved	Appraisal report compiled but awaiting feedback for CEO	None	None	Operational	Board/CEO	Record of evaluations completed	Not Achieved. Please indicate ccorrective	
SO 1.5	4	3.7	Municipal Entity Website	Legislated SCM notices publication	Percentage potential notifications uploaded	100%	100%	100%	Yes	Achieved	None	None	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	12	3	1	No	Not Achieved	New MSCOA system and budget uploaded late	Budget Uploaded, transactions have been processed	10-Oct-17	Operational	M:Fin	Reports & Proof of submission to CEO	Not Achieved.	
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	0	No	Not Achieved	New MSCOA system and budget uploaded late	Budget Uploaded, transactions have been processed	10-Oct-17	Operational	M:Fin	Reports & Proof of submission to parent	Not Achieved.	
SO 1.8	4	3.7	PMS Reporting	Quarterly performance report production	Quarterly reports	4	1	1	Yes	Achieved	None	None	None	Operational	M:Fin	Reports & Proof of submission to parent	✓	
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	None	None	N/A	Operational	M:Fin	Submission & confirmation from AG	✓	
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	None	None	N/A	Operational	M:Fin	Board Reports	✓	
SO 1.16	4	3.7	MSCOA Implementation	Actively participate in MSCOA steering committee	Compliance with MSCOA targets	4	1	0	No	Not Achieved	Capacity problems and lack of timeous support from the Service Provider	Targets have not been achieved albeit late	10-Oct-17	Operational	M:Fin	Progress reports submitted to Corporate Services Committee.	Not Achieved	
SO 2			Capacity Building: To Capacitate USCDA to deliver and implement its core functions efficiently and effectively												USCDA			
SO 2.5	1	3.7	Corporate Identity	Ensure all brand & marketing material compliant with USCDA and Strat Plan 2017/2018	Review & produce brand & marketing material	1	1	0	NO	Not Achieved	Due to financial constraints experienced by organisation, procurement of new material was put on hold.	Will be achieved in Q2 as the new budget has been made available. The procurement process has been resumed and service provider appointed.	Q2	R 50,000	M:IPM/CEO	Branded material in stock	Not Achieved	
SO 3			Investement Promotion: To promote the growth and development of the Ugu District Vision 2030															
SO 3.1	3	3.7	Implement the Growth and Development Strategy of the Ugu District - Vision 2030												UDM			
SO 3.1.1	3	3.7.9	GDS	Present GDS Implementation Plan to municipalities	Presented Implementation Plan to Municipalities	2	2	1	Council minutes	Not Achieved	Due to late cancellation of the council meeting that target was not achieved.	New appointment was secured .	Q2	Operational	CEO	Board approved implementation plan	Not Achieved	
SO 3.2	3		Implement an Investment Promotion & Facilitation Strategy for the Ugu District												UDM			
SO 3.3	3		Establish a business support desk for big, small and emerging business												USCDA			
SO 3.3.4		3.7.4	Business Support	Establish good working relationship with departments/sectors that provide business support sevices	Number of business support sectors engaged	8	2	2	Yes	Achieved	None	None	None	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	12	2	2	Yes	Achieved	None	None	None	Operational	M:Dev SP	Proof of Assistance/Report	✓	
SO 4			Agricuture: 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 4.1.9	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	4	1	1	Yes	ACHIEVED	None	None	None	Operational	M:Dev Agric	Attendance registers	✓	
SO 5			Entrepreneurship Development: 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			

QUARTER ONE PERFORMANCE REPORT - 2017/18

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

YEAR UNDER REVIEW 2017/2018																	
S/O#	Nation al KPA#	UguD M IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	Q1						ANNUAL BUDGET	OWNER	POE	INTERNAL AUDIT COMMENTS	
							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE					Revised Time frame
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	57	30	30	YES	Achieved	None	None	None	R 200,000	M:Dev SP	Attendance registers	✓
SO 5.2	3	3,7,4	Promote awareness of USCDA through the local radio stations												USCDA		
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	8	2	2	YES	ACHIEVED	None	None	None	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	88	16	16	YES	ACHIEVED	None	None	None	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 6.1.1	3	3,7,9	Hinterland Property Development	Table the report for the Hinterland Property Development to the Development Committee	Desktop study with least one opportunity in each local municipality	1	1	1	YES	ACHIEVED	None	None	None	R 80,000	M:Dev SP	Copy of Hinterland Property Development study	✓
SO 6.2			Implement property development opportunities												USCDA		
SO 6.2.1	3	3,7,6	Transport & Tourism Hubs	Table the Transport and Toursim Hub report to the Development Committee	Desktop study of the Transport and Tourism Hub	1	1	1	YES	ACHIEVED	None	None	None	R85,000	M:Dev PD	Copy of the Transport and Tourism Hub report	✓
SO 6.2.4	3	3,7,6	KwaXolo Caves	Revised KwaXolo Caves concept tabled to the Development Committee after consultation with RNM	Revised KwaXolo Caves concept	1	1	1	YES	ACHIEVED	None	None	None	Operational	M:Dev PD/CEO	Proof of engagement with the RNM / Revised Concept document	✓
SO 6.2.7	3	3,7,6	John Mason Park	Present the John Manson Park concept to the board	John Manson Park Concept	1	1	1	YES	ACHIEVED	None	None	None	Operational	M:Dev PD/CEO	Board Resolution/ Board Minutes	✓
SO 6.2.8	3	3,7,6	John Mason Park	Conclude development agreement with the developer	Consolidated the agreement	1	1	0	NO	NOT ACHIEVED	USCDA had to sure a Council resolution from RNM in order to negotiate land tenure and development agreement with a preferred bidder.	USCDA will follow up with RNM and hope to get the resolution from Council.	2nd Quarter	Operational	M:Dev PD/CEO	Signed Agreement	Not Achieved.
SO 6.2.11	3	3,7,6	Hibberdene Mixed Use	advertise the investment opportunity in Hibberdene	Advertisement of Hibberdene Mixe Use	1	1	0	No	Not Achieved	Cash flow challenges	Advertise a call for proposals in the Provincial Newspaper	30 October 2017	Operational	M:Dev PD/CEO	Proof of advertisement	Not Achieved
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	4	1	1	YES	ACHIEVED	None	None	None	R 10,000	M:Dev SP	Attendance register	✓
SO 7.1.2	3	3,7,6	Multi Trails Network	Develop a joint action plan with SCT for URT	joint action plan	1	1	1	YES	Not Achieved	Due to busy schedules of the key people, the joint operation plan was discussed but not yet finalised.	To follow up the operation plan before the end of the second quarter.	2nd Quarter	Operational	CEO	Signed action plan	Not Achieved
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														
SO 7.3.1	3	3.7.5	Maritime Strategy	Participate in Ugu South Coast Boat Manufacturing Cluster	Progress reports	4	1	1	YES	ACHIEVED	None	None	None	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	4	1	1	YES	ACHIEVED	None	None	None	Operaional	M:Dev SP	Progress report and Proof of communication	✓

QUARTER ONE PERFORMANCE REPORT - 2017/18

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

						YEAR UNDER REVIEW 2017/2018											
S/O#	Nation al KPA#	UguD M IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	Q1						ANNUAL BUDGET	OWNER	POE	INTERNAL AUDIT COMMENTS	
							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE			Revised Time frame		
SO 8.5	3	3,7,6	Catalytic Project	Establishment of Perishable Goods Hub within the Ifafa Industrial Park	Engage KZN Province regarding the Elysium opportunity	1	0	1	YES	Achieved	None	None	None	Operational	M:Dev SP	Proof of Engagement/email/Attendance register	✓
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	None	None		Operational	M:Dev SP	Copy of quarterly report	✓
			TOTAL BUDGET											R 4,249,356			

	ANNUAL	Q1															
ACHIEVED	0	19															
NOT ACHIEVED	0	9															
TOTAL	88	28	0	0	0							0					
% ACHIEVED	0.0%	67.9%															

R 5,826,501
R 4,249,356
R 1,577,145