

QUARTER 2

UGU SOUTH COAST DEVELOPMENT AGENCY ANNUAL PERFORMANCE PLAN - 2017/2018 ANNUAL PERFORMANCE PLAN														
						YEAR UNDER REVIEW 2017/2018								
S/O#	National KPA#	UguDM IDP Ref	PROGRAMME	PROJECT	KPI	Q2					ANNUAL BUDGET	OWNER	POE	INTERNAL AUDIT COMMENTS
						TARGET	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE	REVISED TIMEFRAME				
SO 1			Institutional Compliance: To ensure that USCDA operations are compliant with all regulatory frameworks									USCDA		
SO 1.1	4	3.7	Risk Management	Comprehensive Risk Register	Complete risk register by 30 November	1	Achieved	None	None	None	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	Achieved	None	None	None	Operational	M:Fin	Copy of approved policy	✓
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%	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	1	Achieved	None	None	None	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%	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	3	NOT ACHIEVED	Finance Manager position not been filled	The Agency will appoint the Finance Manager altarnetively get someone to act on the position AND assist in producing finance KPIs	Q3	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	3	Not Achieved	Vacancy - FM	FM to be appointed	01 March 2018	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	1	Achieved	None	None	None	Operational	M:Fin	Reports & Proof of submission to parent	✓
SO 1.11	4	3.7	Annual Report	Annual Report	Annual Report Adoption by 31 December	1	Achieved	None	None	None	Operational	M:Fin	Annual Report Adoption & Proof of Date	✓
SO 1.13	4	3.7	Audit Compliance	AG Report	Unqualified Audit Opinion	1	Achieved	None	None	None	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%	Not Achieved	Vacancy - FM	Board meeting in April	April 2018	Operational	M:Fin	Board Reports	Not Achieved
SO 1.16	4	3.7	MSCOA Implementation	Actively participate in MSCOA steering committee	Compliance with MSCOA targets	1	Achieved	None	None	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		
SO 2.1	1	3.7	Staff Development	Short course / conference attendance	Number of shortcourses attended as per the Training Plan	2	Not Achieved	USCDA finance status was not favourable to carry this project	Implemented from Q3 to Q4	March 2018	R 45,000	M:Fin/CEO	Proof of attendance	Not Achieved

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SO 2.2	1	3.7	Staff Development	MFMP	M: Finance to complete MFMP Course		Not Achieved	USCDA Finance Manager resigned	Obtain a resolution from the Board in withdrawing this target as it will never be achieved in this financial year	Q3	R 40,000	M:Fin	Course outcome/Certificate	Not Achieved
SO 2.3	1	3.7	Recruitment	Fill Board approved posts on the organogram	Apoint a property development Manager	1	Achieved	None	None	None	R 70,000	Corp/CEO	Signed letter of appointment	✓
SO 3														
Implement the Growth and Development Strategy of the Ugu District - Vision 2030														
SO 3.1	3	3.7										UDM		
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	Achieved	None	None	None	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	Not Achieved	Accessing information	None	January 2018	Operational	CEO/M:IPM	Project Committee Resolution	Not Achieved
SO 3.2.3	3	3.7.9	Investment promotion	Marketing Plan developed	Marketing Plan developed	1	Achieved	None	None	None	Operational	MIPM	Adopted Marketing Plan	✓
SO 3.2.5	3	3.7.9	Investment promotion	Promoting Ugu at Investment Conferences	Number of Investment conferences at which Ugu is promoted	1	Achieved	None	None	None	R 30,000	M:IPM	Reports to Board on outcome of each conference	✓
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	1	Achieved	None	None	None	Operational	M:Dev SP	Proof of engagement with established businesses	✓
SO 3.3.4		3.7.4	Business Support	Establish good working relationship with departments/sectors that provide business support services	Number of business support sectors engaged	2	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	2	Achieved	None	None	None	Operational	M:Dev SP	Proof of Assistance/Report	✓
SO 4														
Agriculture: To promote small scale farming in the Ugu District														
SO 4.1														
Support the growth of local emerging farmers and encourage markets for their products														
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	Achieved	None	None	None	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	1	Not Achieved	No written mandate was received from the parent (Ugu district) on the implementation of the programme	Follow up with the parent since the programme has financial implications	Q4	Operational	M:Dev Agric	Written mandate	Not Achieved

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SO 4.1.3	3	3.7.5	National School Nutritional Project (NSNP)	Secure and receive a seed funding (2M) for the implementation of NSNP	2 Million seed funding	1	Not Achieved	Seed funding is a challenge	Follow up with the parent in granting the Agency R2M as a start up for the programme	Q4	Operational	M:Dev Agric	Proof of seed funding	Not Achieved
SO 4.1.4	3	3.7.5	National School Nutritional Project (NSNP)	Prepare an implementation plan and secure Board's approval	Board's approval	1	Not Achieved	Project cannot be implemented without seed funding	Await for the written mandate & grant funding from the parent	Q4	Operational	M:Dev Agric	Board minutes	Not Achieved
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	Achieved	None	None	None	Operational	M:Dev/CEO	Copy of attendance register and course agenda	✓
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	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		
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	Achieved	None	None	None	Operational	M:Dev SP	Proof of intership 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	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	2	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	24	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 6.1.2	3	3,7,9	Hinterland Property Development	Initiate the discussion with the property owners in the hinterland	discussion with the property owners	2	Achieved	None	None	None	Operational	M:Dev SP	Signed MoU / Progress Report /Attendance register	✓
SO 6.2			Implement property development opportunities									USCDA		

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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	NOT ACHIEVED	Feasibility Study disapproved this project as service provider produced an unacceptable report	Obtain resolution on discontinuation of the project from Project Development Committee	Q3	Operational	M:Dev PD	Proof of engagement or Attendance register	Not Achieved
SO 6.2.5	3	3,7,6	KwaXolo Caves	Advertise for the construction of KwaXolo Caves walkway	Advertisement for the construction of KwaXolo Caves walkway	1	Achieved	None	None	None	R5,000	M:Dev PD/CEO	Copy of the advert on newspaper /online	✓
SO 6.2.12	3	3,7,6	Hibberdene Mixed Use	Conclude the agreement with the developer	Agreement with the developer	1	Not Achieved	BAC could not sit as the Agency has a vacant post for Finance Manager who is a Chairperson of the Adjudication Committee	Appointment of the Finance Manager	Q4		M:Dev PD/CEO	Signed MoU / Proof of engagement	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	1	Achieved	None	None	None	R 10,000	M:Dev SP	Attendance register	✓
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	Achieved	None	None	None	Operational	M:Dev SP	proof of engagement or Attendance register	✓
SO 7.1.4	3	3.7.6	Multi Trails Network	Engage the cycling team to test URT route from Phungashe Dam to Indian Ocean	number of epic cycling conducted	1	NOT ACHIEVED	Arial route scanning and photos proved this activity to be dangerous, as there areas that are prone to cliffs .	Further investigations will be conducted	30 May 2018	R 10,000	M:Dev SP	Proof of engagement with the cycling team	Not Achieved
SO 7.1.5	3	3.7.6	Scottburgh beach front	Present the concept of Scottburgh beach front to the Development Committee	Concept of Scottburgh Beach Front presented	1	Achieved	None	None	None	Operational	M:Dev SP	Attendance register/ Development Committee Resolution	✓
SO 7.1.7	3	3.7.6	Turton Beach Front	Present the concept of Turton beach front to the Development Committee	Concept of Turton Beach Front presented	1	Achieved	None	None	None	Operational	M:Dev SP	Attendance register/ Development Committee Resolution	✓
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	Achieved	None	None	None	Operational	M:Dev Agric	Board minutes	✓
SO 7.2.4	3	3.7.5	Fish Farming	Link DAFF aquaculture assessed sites with Provincial Aqua Related Programmes	Nummber sites linked	1	Achieved	None	None	None	Operational	M:Dev Agric	Feasibility report	✓
SO 7.3	3		Participate in the production of the Ugu District Maritime											

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SO 7.3.1	3	3.7.5	Maritime Strategy	Participate in Ugu South Coast Boat Manufacturing Cluster	Progress reports	1	Achieved	None	None	None	Operational	M:Dev Agric	Progress reports	✓
SO 8	3		Facilitate catalytic projects within the Ugu District									USCDA		
SO 8.1	3	3,7,6	Catalytic Project	Finalise the application for the Release of Agricultural land for Industrial Development(IFafa)	Final Decision from DoA	1	Not Achieved	The National Department of Agriculture and Rural Development (DARD)process in issuing the release certificate takes longer than	Follow up with DARD on the status of the application for the release of agricultural land	Q4	Operational	M:Dev SP	Final decision from DoA/ Proof of Engagement/ Progress Report	Not Achieved
SO 8.4	3	3,7,6	Catalytic Project	Update Polar on Ifafa Industrial Pak progress (EIA and Rezoning)	Update Polar	1	Achieved	None	None	None	Operaional	M:Dev SP	Progress report and Proof of communication	✓
SO 8.6	3	3,7,6	Catalytic Project	Finalize the concept to expand the Regional Airport	concept of the regional airport	1	N/A	Withdrawn	Remove from APP	February 2018	R 25,000	CEO	Proof of concept document	N/A
SO 8.7	3	3,7,6	Catalytic Project	Secure land suitable for the establishment of the South Coast Film Studio within Port Shepstone Techno Park	Secure land for South Coast Film Studio	1	Achieved	None	None	None	Operational	M:Dev SP	Letter of appointment to the Techno Park	✓
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	Achieved	None	None	None	Operational	M:Dev SP	Copy of quarterly report	✓
			TOTAL BUDGET								R 4,249,356			
						Q2								
						ACHIEVED	0							
						NOT ACHIEVED	0							
						TOTAL	29	0		0				
						% ACHIEVED	0.0%							
											R 5,826,501			
											R 4,249,356			
											R 1,577,145			