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UGU SOUTH COAST DEVELOPMENT AGENCY															
ANNUAL PERFORMANCE PLAN - 2018/2019															
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				YEAR UNDER REVIEW 2018/2019											
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							TARGET	ACTUAL	POE	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE			
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 Risk Register by 30 November	1 Risk Register by 30 November	1 Risk Register compiled in Q1	Yes	Not Achieved in Q1	N/A	N/A	Operational	M:Fin	Register & proof of compilation date
SO 1.2	4	3.7	Risk Management	Risk Policy Review	Date Risk Management reviewed	Policy reviewed by 2018/12/31	Policy reviewed by 2018/12/31	No review	None	Not Achieved	The review was not presented to the relevant committee for consideration	The process to be followed for the review through committees for approval by Q4	Operational	M:Fin	Copy of approved policy by December 2018
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	Not Achieved	None	N/A	Operational	M:Fin	Quarterly Corrective Actions Summation/ Internal Audit Reports
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	None	N/A	Operational	Board/CEO	Record of evaluations completed by end of each quarter
SO 1.5	4	3.7	Municipal Entity Website	Legislated SCM notices publication	Percentage of notifications uploaded	100%	100%	100%	Yes	Achieved	None	N/A	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	3	Yes	Achieved	None	N/A	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	None	N/A	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	None	N/A	Operational	M:Fin	Reports & Proof of submission to parent
SO 1.12	4	3.7	Annual Report	Draft Annual Report produced by 30 December 2018	Annual Report Adoption by 31 December	Draft Annual Report produced by 31/12/2018	Draft Annual Report produced by 31/12/2018	Draft Annual Report produced by 31/12/2018	Yes	Not Achieved	N/A	N/A	Operational	M:Fin	Draft Annual Report

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SO 1.13	4	3.7	Annual Financial Statements	Draft AFS & Performance Report to AG	AFS and Annual PMS report by 31 August	31/08/2018	N/A	N/A	N/A	N/A	N/A	N/A	R 126,000.00	M:Fin	Submission & confirmation from AG
SO 1.14	4	3.7	Audit Compliance	AG Report	Unqualified Audit Opinion	1	1	Unqualified Audit Opinion	Yes	Achieved	N/A	N/A	Operational	M:Fin	AG Audit Report
SO 1.15	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	Operational	M:Fin	Board Reports
SO 1.17	4	3.7	MSCOA Implementation	Actively participate in MSCOA steering committee	Compliance with MSCOA targets	4	1	0	None	Not Achieved	No steering committee meeting convened for the quarter	Attend meetings convened in the subsequent quarters	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	4	1	0	None	Not Achieved	The training plan was approved in Q2	The approved training plan will be achieved in Q3 and Q4	R 50,000.00	M:Fin/CEO	Proof of attendance
SO 2.2	1	3.7	Corporate Identity	Update USCDA website and maintainance	12 updates to websites	12	3	4	Yes	Achieved	N/A	N/A	R 50,000.00	M:IPM/CEO	Screen Shot of the updated website
SO 2.3	1	3.7	Corporate Identity	Ensure all brand & marketing material compliant with USCDA	Review & produce brand & marketing material	1	1	1	Yes	Achieved	N/A	N/A	R 50,000.00	M:IPM/CEO	Branded material in stock
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	Table progress reports to Municipal Councils on GDS Implementation Plan	no of progress reports to Municipalities	10	5	0	None	Not Achieved			R 10,000.00	CEO	Council resolutions / minutes of Council meetings

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SO 3.1.2	3	3.7.9	GDS	Date GDS Review completed	Adoption of Reviewed GDS by Ugu	1	N/A	1	Yes	Not Achieved	N/A	N/A	Operational	CEO	Resolution adopting GDS by 30 September 2018
SO 3.1.3	3	3.7.9	Reports on jobs created	Quarterly reports on jobs created by government departments within Ugu	Number of reports on jobs created	4	1	0	None	Not Achieved	Government Departments have not submitted the reports reflecting the jobs created..	The issue has been escalated to the Mayor	Operational	CEO	Quarterly reports to Board and Mayors Forum
SO 3.1.4	3	3.7.9	Expenditure on SMMEs in Ugu	All government departments reporting on jobs created	Number of report on 30% expenditure	4	1	0	None	Not Achieved	Government Departments have not submitted the reports reflecting the 30% Spend	The issue has been escalated to the Mayor	Operational	CEO	Quarterly reports to Board and Mayors Forum
SO 3.2	3		Implement an Investment Promotion & Facilitation Strategy for the Ugu District											UDM	
SO 3.2.3	3	3.7.9	Investment promotion	Promoting Ugu at Investment Conferences	Number of Investment conferences at which Ugu is promoted	1	0	1	Yes	Not Achieved	N/A	N/A	R 30,000.00	M:IPM	Reports to Board on outcome of each conference
SO 3.2.4	3	3.7.9	Investment promotion	Organize and host Ugu Investment Conference	Investment opportunities	1	1	0	None	Not Achieved	The national investment conference was delayed. This impacted on timelines for the Provincial KZN investment conference in which Ugu Investment conference is dependant on.	Continue to liaise with EDTEA on the date for the provincial investment conference which will make it possible for USCDA to set a date for the district investment conference	R 150,000.00	MIPM	Conference report/attendance register
3.2.5	3	3.7.9	Investment promotion	Attend local, provincial and national exhibitions for exposure and marketing the agency	Number of exhibitions	4	1	2	Yes	Achieved	N/A	N/A	R 50,000.00	MIPM	Attendance register
SO 3.2.6	3	3.7.9	Investment promotion	Rand value of investment into Ugu as a result of marketing and investment attraction initiatives	Rand value of inward investment to Ugu	R100m	0	N/A	N/A	N/A	N/A	N/A	R 30,000.00	IPM	Report presented to the Board?
SO 3.3	3		Establish a business support desk for big, small and emerging business											USCDA	

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SO 4.1.5	3	3.7.5	Agricultural support	Support farmers and schemes with machanisation	Number of farmers supported with mechanization	8	3	1	Yes	Not Achieved	Prices received through SCM for mechanisation are higher than the budget	Explore cheaper SCM processes i.e. RT57	R 100,000.00	M:Dev Agric	Acknowledgement letters
SO 4.1.6	3	3.7.5	Agricultural support	Provide training on commercial production	Trainings conducted	4	1	0	None	Not Achieved	No reply from the advert for accredited training provider	Explore other SCM processes to attract the targeted providers i.e. open tender	R 50,000.00	M:Dev Agric	Attendance register
SO 4.1.7	3	3.7.5	Agricultural support	Link farmers with potential markets and other government programmes	Linkages made	4	1	1	Yes	Achieved	N/A	N/A	Operational	M:Dev Agric	Proof of communication/report
SO 4.1.8	3	3.7.5	Agriculture support	Prepare and submit Business Plans for agriculture support	Number of applications	8	8	5	Yes	Not Achieved	Supported projects are still in a development stage	Follow up with the local agencies i.e. SEDA that are assisting projects	R -	M:Dev Agric	Business Plans approved by the Board
SO 4.1.10	3	3.7.5	Agri-processing	Link upskilled farmers with the markets and relevant departments for their products	Number of farmers linked	6	2	2	2	Achieved	N/A	N/A	R 50,000.00	M:Dev Agric	Proof of linkages created
SO 4.1.11	3	3.7.5	Agri-park	Participate in National & Provincial meeting and play a facilitation role in the implementation of Agri-Park	Attend DJOC (DAPPOT) quarterly meetings	4	1	1	1	Achieved	N/A	N/A	R -	M:Dev Agric	Attendance registers
SO 5			Enterpreneurship 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 5.2	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	Not Achieved	N/A	N/A	Operational	IPM	Attachment of discussed business issues

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SO 7.2	3		Establish an experimental terrestrial fish farm (Aquaculture & Aquaponics) within the Ugu District											USCDA	
SO 7.2.3	3	3.7.5	Fish Farming	Identify markets for fish and related products	Number of markets identified	1	1	0	None	Not Achieved	No businesses were ready that could be linked to markets	Develop a business plan for businesses and link with markets in Q3 and Q4	Operational	M:Dev Agric	Proof of engagement/ Attendance register
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	31/12/2018	1	0	No	Not Achieved		The DAFF was given a proof that Elysuim farm is not under claim, as per request. In their communication, this proof is important to make a final recommendation on the release of agriculture land . A follow up will be done during Q3 and Q4.	Operational	M:Dev SP	Final decision from DoA/ Proof of Engagement/ Progress Report
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	N/A	N/A	Operaional	M:Dev SP	Progress report and Proof of communication
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	N/A	N/A	Operational	M:Dev SP	Copy of quarterly report
SO 10			Black Industrialist												
			TOTAL BUDGET										R 3,627,500.00		

	ANNUAL	Q2				
ACHIEVED	0	0				
NOT ACHIEVED	0	0				
TOTAL	88	29	0	0	0	0
% ACHIEVED	0.0%	0.0%				

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