

ENTERPRISE iLembe 2013-2014 SDBIP (EXCO SUBMISSION)

DEPARTMENT : ENTERPRISE iLEMBE

ACTING CEO: MR Z GUMEDE

NATIONAL KPAS	IDP OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	1ST QUARTER TARGET END SEPT 2013	2ND QUARTER TARGET END DEC 2013	3RD QUARTER TARGET END MARCH 2014	4TH QUARTER TARGET END JUNE 2014	PORTFOLIO EVIDENCE REQUIRED
SOCIO-ECONOMIC SERVICES	To identify competitive advantage	To drive local economic development in the District	Local Economic Development	Number of LED Projects directly developed by EI	Number	2	4	Salaries	1	2	3	4	Approved Business Plans, copy of signed MOU and/or approval letter from funders
	To upscale farming capacity within iLembe District	To ensure local produce is sourced 100% from iLembe District	Local Economic Development - School Nutritions Programme	Increase in Number of new Open Fields Projects	Number	18	22	R2 000 000(idm)	1	2	3	4	Minutes of LED Meetings, Signed Application Form signed off by co-op and approved by EI
	To identify SMME groups and assist with infmal economy	To facilitate for job creation opportunities	Local Economic Development	Number of co-operatives registered to increase new job opportunities	Number	?	4	Salaries	1	2	3	4	Copy of registration documents
	To identify competitive advantage	To coordinate government LED support and programmes in the District	Local Economic Development	Number of Feasibility Studies for entry into economic sector approved by deadline	Number	New Measure	2 by end June 2014	R770 000(idc)	Source funding	Appointment of service provider	Draft feasibility studies	2 feasibility studies approved	Proof of SP appointment, Approved feasibility studies
	To identify competitive advantage	To coordinate government LED support and programmes in the District	Local Economic Development	Percentage implementation of Broadband Project by deadline (3 year project)	Percentage & Date	New Measure	30% by June 2014	R1 000 000(idc)	5%	10%	20%	30%	Implementation Plan with percentage milestones per quarter
	To improve the number of tourists in iLembe District	To promote and attract trade and investment into the District	Trade and Investment Promotion	Number of intelligence reports developed on trade and investment market <i>(Trade and Investment market intelligence)</i>	Number	4	1	R300 000 (mktg)	N/A	N/A	1	N/A	Actual Intelligence Report
	To establish a shared service for LED	To promote business retention and expansion in the District	Trade and Investment Promotion	Percentage implementation in 1 LM of the Business Retention & Expansion Visitation Programme by deadline <i>(Business retention)</i>	Percentage & Date	1 Local Municipality done - Mandeni	100% by end June 2014	R100 000 (mktg)	20%	40%	80%	100%	Programme Implementation Plan with milestones per quarter.
	To improve the number of tourists in iLembe District	To promote business retention and expansion and attract new investment	Tourism, Marketing & Promotions	Number of exhibitions attended	Number	3	3	R1 000 000(idm)	N/A	2	N/A	3	Proof of exhibitions attended, exhibitor badges/name tags, correspondence received from organisers, contract
	To improve the number of tourists in iLembe District	To promote business retention and expansion and attract new investment	Tourism, Marketing & Promotions	Number of adverts/advertorials in relevant publications	Number	3	3		N/A	1	2	3	Copy of adverts, advertorials
	To improve the number of tourists in iLembe District	To promote business retention and expansion and attract new investment	Tourism, Marketing & Promotions	Number of Official Tourism Travel Guide for 2014/2015 developed by deadline	Date & Number	1	1 by end May 2014		N/A	N/A	N/A	1 by end May 2014	Actual Tourism Guide
To improve the number of tourists in iLembe District	To promote business retention and expansion and attract new investment	Tourism, Marketing & Promotions	Support Events to increase visitors to District	Number	2	2		n/a	1	n/a	2	Proof of Events Supported	
Institutional Transformation & Development	To improve the accountability and transparency through credible information from the IDP to the public	To implement Performance Management Systems within EI	Performance Management	Number of review sessions of employees' performance conducted timeously	Number	4	4	Salaries	1	2	3	4	Copy of PDP Review Documents
	To have an updated, approved and populated organogram in all critical need areas of the IDP	To manage the staff component of the enterprise	Well resourced management capacity (Organogram)	a) Reviewed organogram by the board by deadline b) Percentage of posts filled on the organogram	Date & Percentage	a) March 2013 b) 95%	a) Sept 2013 b) 5%	Salaries	a) N/A b) 5%	a) By Dec 2013 b) N/A	a) N/A b) N/A	a) N/A b) N/A	a) Minutes of Board meeting b) Copy of reviewed organogram showing vacant and filled posts.
	To improve the accountability and transparency through credible information from the IDP to public	To improve the capacity of staff to deliver services	Implementation of a Personal Development Plan	Percentage of employees trained in accordance with their Personal Development Plan	Percentage	50%	10%	R25 000(idm)	5%	N/A	10%	N/A	Registration Documents, attendance register and/or copy of certificate
Financial Viability management & Organisational capacity	To increase financial viability	To ensure adequate financial management	Obtain Clean Audit for 2012/13	a) Clean audit report by the AG for 2012/13 b) % decrease in AGs findings c) No repeat findings	a) AG Report b) Percentage c) Number	a) Unqualified audit report 2011/2012 b) 21% c) 0	a) Clean audit report by the AG for 2012/13 b) 25% c) 0	R1160 000 (idm)	a) Submission of AFS by 30 August 2013 for IDM. Consolidated AFS by 30 Sept 2013 b) N/A c) N/A	a) Clean audit report b) 25% c) 0	a) N/A b) N/A c) N/A	a) N/A b) N/A c) N/A	AG Report indicating Clean Audit

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Financial Viability management & Organisational capacity	To increase financial viability	To ensure prudent financial management and reporting, ito MFMA	Financial Management	Percentage variance of both under and over spending	Percentage	10%	Remain within 10% variance for both under and over expenditure	Salaries	Remain within 10% variance for both under and over expenditure	Remain within 10% variance for both under and over expenditure	Remain within 10% variance for both under and over expenditure	Remain within 10% variance for both under and over expenditure	Actual expenditure breakdown for reporting period
	To ensure compliance with SCM policy and regulations	To ensure prudent financial management and reporting, ito MFMA	Management of service providers/ Contract Management	Number of Quarterly reports on performance of service providers submitted to the board by the deadline	Number	2	4	Salaries	1	2	3	4	Actual Report with proof of submission to the Board
	To increase financial viability	To ensure prudent financial management and reporting, ito MFMA	Cost Coverage	Cost Coverage ratio (All available cash + investments/monthly fixed operating expenditure)	Ratio	4.0 : 1.0	1.0 : 1.0	Salaries	1.0 : 1.0	1.0 : 1.0	1.0 : 1.0	1.0 : 1.0	Proof of Ratio Calculation
	To increase financial viability	To ensure prudent financial management and reporting, ito MFMA	Management of cashflow	Cashflow Management (Ability of EI to meet its financial obligations)	Number	30 days	30 days	Salaries	30 days	30 days	30 days	30 days	Proof of Calculation
GOOD GOVERNANCE	Functionality of oversight role	To ensure good governance and provide Mandate aligned strategic direction	Good Governance	Number of board meetings held to ensure effectiveness of Board of Directors	Number	6	4	R600 000(idm)	1	2	3	4	Notice of Meeting, Agenda, Minutes of Meeting and attendance register
	Functionality of oversight role	To ensure good governance and provide Mandate aligned strategic direction		Number of Audit Committee reports submitted to the Board and the District	Number	2	2		N/A	N/A	1	2	Actual Report and proof of submission of report to Board and IDM
	To achieve a clean audit report	To ensure good governance and provide Mandate aligned strategic direction	Operation Clean Administration	Monthly financial information reports (MFMA Section 71) submitted to the District by deadline	Date	10th day of each month	10th day of each month	Salaries	10th day of each month	10th day of each month	10th day of each month	10th day of each month	Actual Report and proof of submission to IDM by deadline (email, memo etc)
	To achieve a clean audit report	To ensure good governance and provide Mandate aligned strategic direction	Operation Clean Administration	Performance Report with accurate & complete POEs submitted by deadline monthly & quarterly	Date	10th day of each month	10th day of each month	Salaries	10th day of each month	10th day of each month	10th day of each month	10th day of each month	Actual Report and proof of submission to IDM by deadline (email)
	To facilitate and stimulate economic growth in the District	To ensure good governance and provide Mandate aligned strategic direction	Multi year strategic plan	Strategic plan for EI with clear measurable targets developed and approved by the board by deadline	Date	Draft Plan	End March 2014	Salaries	N/A	N/A	Strategic plan approved by the Board by end March 2014	N/A	Actual Document and proof of approval by Board.