

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 facilitate and stimulate local economic growth in the District | To drive local economic development in the District | Local Economic Development | Number of LED Projects directly developed by EI | Number | 2 | 4 | TBD (grant funding) | 1 | 2 | 3 | 4 | Approved Business Plans, copy of signed MOU and/or approval letter from funders |
| | | 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 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 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 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 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 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 2013 | R100 000 (mktg) | 20% | 40% | 80% | 100% | Programme Implementation Plan with milestones per quarter. |
| | | 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 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 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 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 service delivery through implementation of performance management | 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 promote an institution that is representative, participative and empowered to improve the institutional capabilities for service delivery | 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) ? | a) December 2013 b) | Salaries | a) N/A b) | a) By Dec 2013 b) ? | a) N/A b) ? | a) N/A b) ? | 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 | 5% | 10% | Registration Documents, attendance register and/or copy of certificate |
| Financial Viability management & Organisational capacity | To promote an institution that is representative, participative and empowered to improve the institutional capabilities for service delivery | 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 |

ENTERPRISE iLembe 2013-2014 SDBIP (1st draft)

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|--|--|---|---|--|-----------------|------------------------|--|---------------|--|--|--|--|---|--|
| Financial Viability and Organisational capacity | To promote an institution that is representative, participative and empowered to improve the institutional capabilities for service delivery | 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 achieve a clean audit | 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 ensure long-term financial viability and sustainability of Enterprise iLembe | 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 | 1.0 : 1.0 | Proof of Ratio Calculation |
| | To ensure compliance with the SCM policy & regulations | 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 | 30 days | Proof of Calculation |
| GOOD GOVERNANCE | To ensure long-term financial viability and sustainability of Enterprise iLembe | 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 | |
| | To ensure long-term financial viability and sustainability of Enterprise iLembe | 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 | 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 | 10th day of each month | Actual Report and proof of submission to IDM by deadline (email, memo etc) |
| | | To ensure good governance and provide Mandate aligned strategic direction | Operation Clean Administration | Performance Report with accurate & complete POEs submitted by deadline monthly | Date | 12 | 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 | 10th day of each month | Actual Report and proof of submission to IDM by deadline (email) |
| | 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 | N/A | Actual Document and proof of approval by Board. | |