



**IDP/Budget/PMS Process Plan to
inform the Integrated Development
Plan Review 2026/2027**

SPLUMA	: Spatial Planning and Land-use Management Act 2013
MSA	: Municipal Systems Act, 32 of 2000
MFMA	: Municipal Finance Management Act, 56 of 2003
MStrA	: Municipal Structures Act, 117 of 1998
NDP	: National Development Plan /Vision 2030
PGDP	: Provincial Growth and Development Plan
DGDP	: District Growth and Development Plan
DDM	: District Development Model
WSDP	: Water Services Development Plan
IDP	: Integrated Development Plan
SDF	: Spatial Development Framework
LED	: Local Economic Development
M.E.C	: Member of Executive Council
HOD	: Head of Department
S54 Manager	: Manager appointed in terms of Section 54 of the Municipal Systems Amendment Act, 2011 / the municipal manager
S56 Manager	: Manager appointed in terms of Section 54 of the Municipal Systems Amendment Act, 2011 /senior manager reporting to the municipal manager
SOEs	: State Owned Enterprises
OPMS	: Organizational Performance Management System
CIF	: Capital Investment Framework

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1. Introduction

The Richmond Municipal IDP/Budget/PMS Process Plan is prepared in response to the legislative requirements of Section 28 of the Municipal Systems Act (Act no. 32 of 2000) and Section 21 (1) of the Municipal Finance Management Act (Act no. 56 of 2003). The process plan is a plan in writing that articulates the events and activities that needs to be undertaken in the process of developing a credible IDP and in accordance to the KZN COGTA IDP Guidelines, it is described as a plan about planning for planning. It is a short rationale for the preparation process, explaining what needs to be prepared and why. The process plan can be typically described as a business plan that includes information on:

- ✓ **Roles and responsibilities** - which needs to be clarified from the onset and the allocation of internal human resources must be done accordingly.
- ✓ **Organisational arrangement** - that must be established and decisions on the membership of teams, committees or forums must be made.
- ✓ **Programme** - that needs to be worked out setting out the envisaged planning activities, timeframes and the resource requirements for the planning process. The detailed programme of the planning process is a crucial element of the review process as such will enable the municipality to appropriately monitor and evaluate the entire review process and afford relevant stakeholders to attentively engage in the process.
- ✓ **Mechanisms and procedures for community and stakeholder participation** during the planning process, where special attention must be given in response to community's preferences and/or needs; Who has to be involved, consulted and informed in which stage of the process by which means? This has to be decided in advance in order to inform people in time and to allocate required resources in time.
- ✓ **Mechanisms and procedures for alignment with external stakeholders**, where such alignment activities have to be decided on a mutually binding basis, through a joint process for the interactive planning process, which requires preparation well in advance.
- ✓ **Relevant documents/information** for inclusion on the IDP must be known and made available from the onset. This applies especially to legal documents and guidelines, plans and strategies from the provincial and national sphere and corporate service providers.
- ✓ Based on all these preparation steps a **cost estimate** has to be made for the whole planning process.

This plan includes the following:

- A Programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state and other role players in the IDP drafting Process;
- An indication of the organisational arrangements for the IDP Process;
- Binding Process and Planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

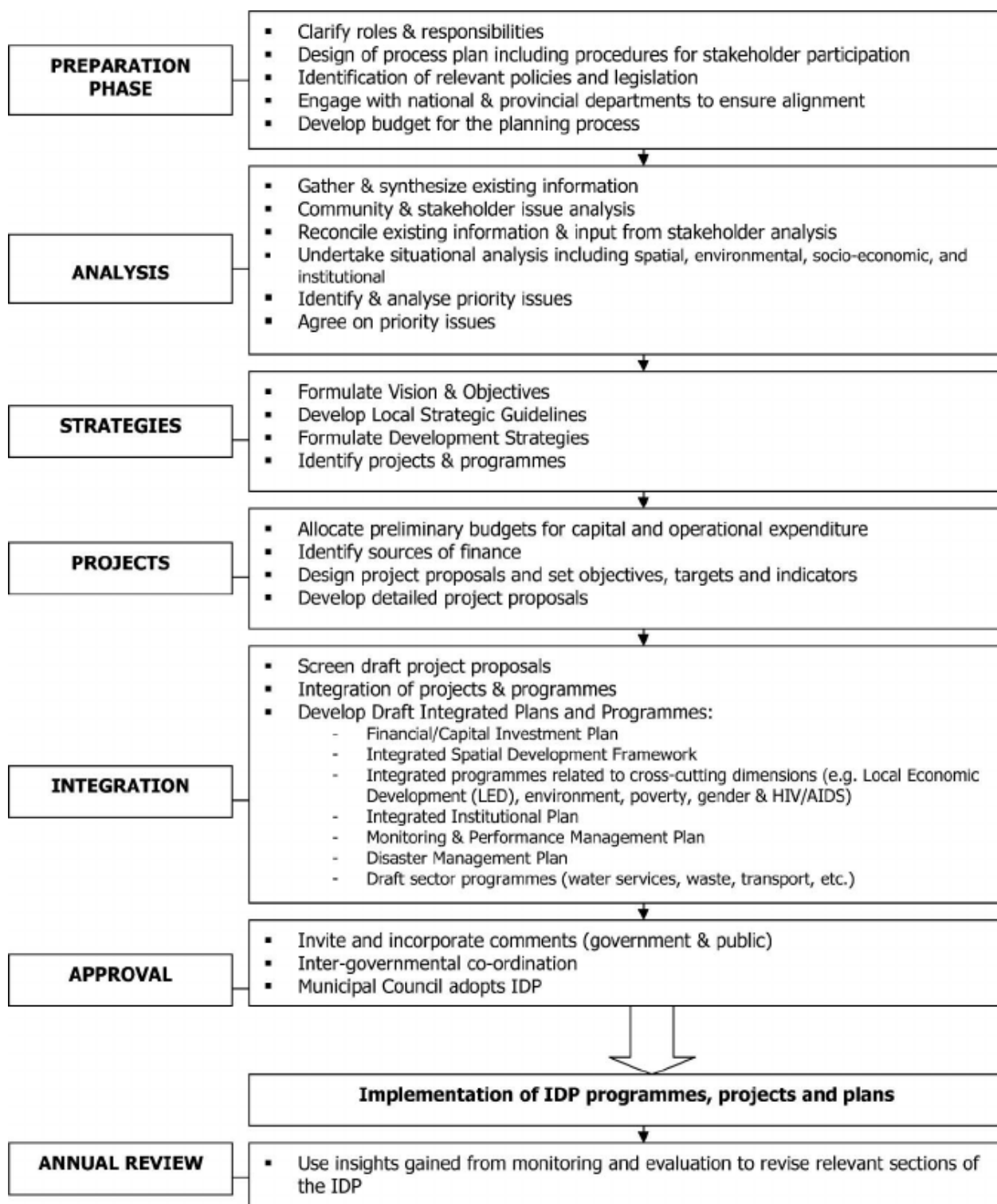


Figure 1: IDP Process

The IDP process to be followed by the Richmond Municipality is summarized in the above figure and is further expounded in IDP/Budget/PMS Process Plan, which provides specific dates for the required activities in the review of the IDP. The successful implementation of the IDP is paramount for community development and the provision of access to basic services, hence the municipality has developed monitoring and evaluation plans in order to ensure the successful implementation of the IDP and OPMS.

2. Legislative Requirements

The IDP and IDP/Budget Process Plan is guided by legislations, which have been aligned to in the process of developing this plan and are summarized below:

2.1 Section 26 of the Municipal Systems Act 2000 (Act no. 32 of 2000) provides for the core components of integrated development plans and which reads as follows:

26 Core components of integrated development plans

An integrated development plan must reflect –

- a) The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national or provincial Sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- f) The council's operational strategies;
- g) Applicable disaster management plans;
- h) A financial plan, which must include a budget projection for at least the next three years; and
- i) The key performance indicators and performance targets determined in terms of section 41.

2.2 In terms of Section 28 of the Municipal Systems Act (Act no. 32 of 2000):

- 1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process plan set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- 2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- 3) A municipality must give notice to the local community of particulars of the process it intends to follow.

2.3 Section 34 of the Municipal Systems Act 2000 read in conjunction with the provisions of **Section 53 (1) (b) of the Municipal Finance Management Act (Act no. 56 of 2003)**, Municipalities are required to undertake an annual review of its Integrated Development Plan.

The process and the content of the annual review are set out in the National Department of Provincial and Local Government IDP Guide Pack VI.

Further in terms of **Section 34** of the **Municipal Systems Act 2000**:

A municipal council –

- a) must review its integrated development plan –
 - i. annually in accordance with an assessment of its performance measurements
 - ii. to the extent that changing circumstances so demand; and
- b) may amend its IDP in accordance with a prescribed process.

2.3.1 Key Elements to be considered during the planning process

- a) Comments received through IDP Assessments
- b) Review of the Spatial Development Framework
- c) MEC Letter
- d) Self -Assessment
- e) New National Priorities
- f) New Policies
- g) New Council priorities-including the long-term i.e. 20-30 years
- h) New policies (e.g. Rural Development) and legislation (e.g. SPLUMA); and
- i) Inclusion of new information (e.g. War on Poverty, Covid-19, mainstreaming HIV/ AIDS etc.)
- j) Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, Sustainable Development Goal (SDGs), NSDF, PGDS, PGDP, PGDF, PSEDS, DGDP, DDM (One Plan), 14 National Outcomes, IUDF, Back to basics and Climate Change
- k) The Sukuma Sakhe/War on Poverty and War Rooms.
- l) The review/updating of the SDF to ensure that the IDP and SDF preparation processes are adequately aligned.

2.3.2 In undertaking the Review, Council has to ensure that the process is:

- ✓ Implementation orientated
- ✓ Strategic
- ✓ Integrated
- ✓ Participatory

and in addressing the above, the IDP Review will address (*inter alia*) the following:

- ✓ comments received from the various role-players in the IDP Preparation Process, including the comments as received from the Honourable MEC, Local Government and, Traditional Affairs.
- ✓ areas requiring additional attention in terms of legislative requirements:
- ✓ areas identified through self-assessment.
- ✓ new information and policy and legislative developments e.g. Land Reform and National Youth Agency etc.
- ✓ the update of the 5-year Financial Plan as well as the list of projects.

- ✓ the preparation of Operational and Sector Plans.
- ✓ Outcome based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, State of the Nation Address, State of the Province Address, PGDS and PDP, Outcome 9, and COP17):
 - The Sukuma Sakhe/War on Poverty and War Rooms;
 - The preparation of Operational and Sector Plans;
 - The Budget Process;
 - The review of Organizational Performance Management System (OPMS); and
 - The review of the Spatial Development Framework to ensure that the IDP and SDF processes are adequately aligned.

The Review Process must be guided by the Process Plan which needs to be adopted by Council, advertised for public comment and submitted to the IDP Representative Forum.

The process for the Richmond Municipal IDP 2026/27 financial year will be based on extensive public consultation, where comments and feedback from each stakeholder engagements/consultations will be included in the final IDP and Budgeting requirements.

2.3.3 Performance Management

In terms of Chapter 6 Section 38 of the Municipal Systems Act, municipalities are required to establish, implement and review a performance management system that must be linked to the IDP. Progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS).

All efforts will be made over the 2026/27 cycle to fully link and integrate these three processes to an even greater extent through the Process Plan. It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

The PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes;
- Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process.

The following legislation documents governs the Performance Management System:

2.3.3.1 Constitution of the Republic of South Africa (1996)

The Constitution of the Republic is the supreme law of the country and lays the foundation for cooperative governance, performance accountability, community participation, and transparent budgeting. It underpins all local government performance obligations.

2.3.3.2 Local Government: Municipal Systems Act (MSA), Act 32 of 2000 (as amended)

The MSA mandates for the establishment of a municipal PMS, aligning indicators with IDP priorities. Requires annual performance monitoring, community involvement in setting KPIs, and regular performance reporting.

2.3.3.3 Local Government: Municipal Finance Management Act (MFMA), Act 56 of 2003

Requires the inclusion of service delivery and budget implementation plans (SDBIPs) with measurable targets. Ensures publication of key documents (IDP, budgets, performance agreements) on municipal websites.

2.3.3.4 Supporting Regulations & National Guidelines:

Municipal Planning & Performance Management Regulations, 2001

Defines what a PMS should entail, its alignment with the IDP, roles, timelines, and the requirement for performance audit committees.

Municipal Performance Regulations (2006)

Set rules for performance agreements with Section 57 managers, including KPI weighting (e.g., 80% KPA, 20% core competencies) and linkage to IDP objectives.

National Treasury Framework for Managing Programme Performance Information (2007)

Guides how PMS data is captured, analysed, and reported for programme performance.

MFMA Circulars

- **Circular 13:** Guidance on SDBIPs integration with budget.
- **Circular 32:** Oversight reports.
- **Circular 63:** Annual reporting guidelines.

These Circulars help with standardising the PMS processes and reporting.

Chapter 6 of the Municipal Systems Act (Act no 32 of 2000) sets out the legal framework for performance management. The purpose of performance management is to provide the means by which the implementation of the IDP can be measured, reported and evaluated. To this end the performance of the municipality as a whole and also the departments and units within it need to be monitored, as does the performance of individual employees, in specific, Section 57 employees. This is provided for in the following sections of the Municipal Systems Act:

Sections 38 to 49 provide the legislative mandates for organisational performance management, which are required to measure and report on the progress in implementing the

IDP in all components within the organisational hierarchy such as departments and units and the Municipality as a whole. Each of these components needs to have a Service Delivery and Budget Implementation Plan (SDBIP) containing a comprehensive set of performance targets with budget allocations that it should achieve over the next financial year.

Section 57 of the aforementioned act requires that the Municipal Manager and those officials reporting directly to the Municipal Manager (Section 57 employees) to sign annual performance agreements. An individual performance plan must be attached to the performance agreement and it must include a set of performance measures that will enable actual performance of individuals to be assessed against planned performance. These individual performance plans must be aligned with SDBIPs as discussed above.

2.3.3.5 Municipal Finance Management Act (Act No 56 of 2003)

Section 53 (1) (c) requires the Mayor to approve a Service Delivery and Budget Implementation Plan (SDBIP) within 28 days after the approval of the budget. In performance management terminology the SDBIP for the Municipality as a whole is the Strategic Municipal Scorecard and the departmental SDBIPs are nothing other than the departmental scorecards.

Section 53 (1) (c) also requires the Mayor to ensure that the performance agreements of Section 57 employees comply with the requirements of the MSA, that they promote sound financial management and that they are linked to measurable performance objectives approved with the budget and included in the SDBIP.

Section 53 (3) requires that both the SDBIP and the performance agreements be made public fourteen days after approval.

Section 69 states that it is the Accounting Officer's (Municipal Manager's) responsibility to implement the approved budget and, within fourteen days after the approval of the budget to:

- Submit a draft SDBIP to the Mayor; and
- Drafts of the annual performance agreements for all Section 57 employees.

3 Organizational/Institutional Arrangements

In order to manage the IDP Review Process, and to provide effective public participation therein, it is proposed that the following organisational arrangements continue to function:

3.1 Internal Role-players

- Council and the Executive Committee
- Ward Councillors and Ward Committees
- Mayor
- Municipal Manager
- IDP Manager

- Heads of Departments and Officials
- IDP Technical Committee (Management)

3.2 External Role-players

- UMgungundlovu District Municipality (Economic Development and Planning Cluster)
- District Development Model
- Department of Local Government and Traditional Affairs
- Amakhosi
- Government Departments
- IDP Representative Forum
- Ward Committees

3.3 Roles and Responsibilities

3.3.1 Richmond Local Council

The Council will be responsible for adopting the Process Plan, managing and coordinating the IDP Review Process by:

- Ensuring alignment of the local municipality's IDP with that of the District Municipality
- Ensuring that business plans and budget decisions are based on the IDP
- Ensuring that Key Performance Indicators and Targets as outlined in the IDP are realistic and achievable
- Ensuring that the IDP is tied to the budget
- Ensuring that there is a linkage between the IDP, the Performance Management Systems (PMS) and the Budget Process
- Monitoring the implementation of the IDP
- Ensuring that the review process complies with the prescribed legislation
- Approving and adopting the revised IDP

3.3.2 Council's Executive Committee:

- Decision making body throughout the review process
- Monitoring of the IDP Review Process
- Overall management and co-ordination of the review process
- Submission of IDP to Council for adoption

3.3.3 Ward Councilors/Ward Committees

- Linking of the IDP Review Process to their constituencies
- Facilitating public consultation and participation
- Ensuring transparency in the review process

3.3.4 IDP Manager

The IDP Manager, has the following responsibilities allocated to the office:

- Prepare the Process Plan
- Undertake the overall management and co-ordination of the planning process
- Ensure that all relevant role players are identified and involved
- Nominate persons in charge of different roles
- Be responsible for the day-to-day management of the drafting process
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements
- Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council
- Ensure proper documentation of the results of the planning of the IDP document:
- That conditions for participation are provided
- That all outcomes are being documented
- Ensuring the alignment of the IDP with other IDP's within the District Municipality area and the District's IDP
- Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP Documentation
- Adjust the IDP in accordance with the MEC for Local Government's proposals
- the Process Plan is finalized and adopted by Council
- Submitting the reviewed IDP to the relevant authorities

3.3.5 Project Team

The Richmond Municipality will, if deemed necessary, establish a Project Team to deal with project planning and implementation. Such team will comprise municipal officials, public/private sector agencies and relevant portfolio Councillors.

3.3.6 IDP Representative Forum

The IDP Representative Forum will continue to meet during this IDP Review Process. In order to encourage the continued participation of Forum members in the IDP Review Process, as well as to encourage additional organisations to become members of the Forum, it is proposed that notices informing the community members of the IDP Review Process be placed in the local press and on notice boards.

The main function of the IDP Representative Forum is to ensure the participation of various interested and affected organisations, groups and individuals. The general Terms of Reference of the Forum, in accordance with the IDP Guidelines, are as follows:

- Represent the interest of constituents in the IDP Process
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government
- Ensure communication between all stakeholders' representatives, including municipal government
- Monitor performance of the planning and implementation process

3.3.7 uMgungundlovu District Municipality

Co-ordination role for local municipalities, ensuring horizontal alignment of the IDP's of the municipalities in the district council area, ensuring vertical alignment between the district and local planning. Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. Provide events for joint strategy workshops with local municipalities, provincial and notional role-players and other subject matter specialists.

3.3.8 District Development Model (DDM)

The District Development Model is benchmark for the uMgungundlovu District Municipality which serves as a baseline and priorities for developing a One Plan for the District. This model is anchored in the current legislation and policies and brings to action the Khawuleza approach which is a call for acceleration service delivery. Under this model, district municipalities will be properly supported and adequately resourced to speed up service delivery.

The DDM approach consists of a process by which joint and collaborative planning is undertaken at Local, District and Metropolitan levels by all three spheres of government resulting in a single strategically focused One Plan for each of the 44 districts and 8 metropolitan geographic spaces in the country, wherein the district is seen as the 'landing strip'.

Alignment of the Richmond IDP with the District, Local Municipalities, Sector Departments and the Private Sector will be undertaken through the District Development Model Cluster meetings.

The DDM approach is seen as a practical Intergovernmental Relations (IGR) mechanism to enable all three spheres of government and State Owned Entities (SOEs) to work together, with communities and stakeholders in order to plan, budget and implement efficiently and effectively.

The Umgungundlovu District One Plan process was initiated in 2019 with the development of the DDM Profile which has been updated on a number of occasions as and when new and updated data becomes available. The profile is a *Status Quo* Analysis and a Short-Term Action Plan identifying immediate service delivery actions, and catalytic activities aimed at unlocking developmental projects (Stabilisation Phase). A workshop of key role-players was held on 10 June 2021 where the development of the First Generation One Plan was discussed.

3.3.9 Sector Departments, Parastatals, Business Community and NGOs

Provide data, projects, budget guidelines and professional and technical support. Ensure alignment of budgets allocation with the IDP.

3.3.10 IDP Steering Committee

The IDP Steering Committee will act as a support to the IDP Representative Forum and the IDP coordinator. The members will comprise of the Municipal Management Committee,

Umgungundlovu District Municipality and IDP support from the Department of Co-operative Governance and Traditional Affairs. The committee will be tasked with the following activities:

- a) To provide the terms of reference for various planning activities.
- b) To commission research studies or any other information collection activity.
- c) To assess proposals and make recommendations with regard to improvements/ amendments.
- d) To process, summarize and document outputs.
- e) To make content recommendations to the IDP Representative Forum and Council.
- f) To prepare, facilitate and document meetings.
- g) To provide technical input.
- h) To assess and comment on inputs from the Representatives Forum.

4 Public Participation

4.1 Functions and context for public participation

Four major functions can be aligned with the public participation process, namely:

- Appropriateness of solutions
- Needs orientation
- Community ownership, and
- Empowerment

As with the preparation of the IDP, the public participation process in the IDP Review Process has to be institutionalized in order to ensure that all residents have equal right to participate.

4.2 Mechanisms for Participation

The following participation mechanisms are proposed:

4.2.1 IDP Representative Forum

The Forum will represent all stakeholders and will be as inclusive as possible. Additional organisations will be encouraged to participate in the Forum throughout the process.

4.2.2 Izimbizo/Roadshows

IDP/Budget road shows will be held in all seven (7) municipal wards. The communication material for these meetings will be in both English and IsiZulu in order to ensure full community participation and that information is received by every community member.

4.2.3 Media and Municipal Website

The local press and social media such as Facebook will be used to inform the community on the progress with respect to the IDP Review process. The IDP will also be accessible on the municipal website: www.richmond.gov.za as well as at municipal offices

4.2.4 Notices

Notices on the IDP Review will be placed on the Municipal Notice Boards and public buildings (e.g. schools, clinics, tribal/magistrate's court, etc.). The municipality will also use the Municipalities Facebook page to disseminate information.

4.2.5 Ward level IDP meetings

Rather than the annual IDP meetings (Izimbizo) held in each of the seven (7) wards, the municipality will print pamphlet both in IsiZulu as well as English for the ward Councillors and Communication Office to distribute to the communities. The municipality's social media pages will be used as a platform for public commenting.

4.2.6 Ward Committees

The municipality has fully functional Ward Committees within all the seven (7) municipal wards and will utilize these structures in disseminating IDP related information. The ward committee members will assist the municipality in information collection and sharing of relevant information with the communities in order to ensure the municipality achieves maximum participation from the community members. The Committees will be tasked with liaising with residents in each Ward, providing feedback and facilitating public participation.

5 Alignment of the IDP, Budget and Performance Management processes

It should be noted that in terms of the Action Plan set out below, the SDBIP has been approved by the Mayor of the Richmond Municipality within 28 days after the approval of the budget; and KPIs that have been developed form part of the Section 56/57 employees Performance Plans which have been signed within 14 days after the approval of the SDBIP.

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working forward to achieve it)	Milestone 1 (IDP Preparation phase): Submission of 2025 /2026 IDP Framework and Process Plans to CoGTA and Treasury	29 August 2024	All Municipalities to CoGTA and Treasury	Submitted Framework and Process plans

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-BUDGET-OPMS	Prepare 2026 /2027 IDP / Budget /OPMS Process Plans	15 July – 25 August 2024	Richmond Municipality	Drafts FP-PPs completed
IDP	Meeting with Local Municipalities/ Extended Planning sub cluster on IDP- Budget-OPMS	12 July 2024	Richmond Municipality	Attendance register
IDP	Circulate the draft Process or framework plan internally for preliminary comments and inputs	July 2024	District municipality- IDP office, Richmond Municipality	Circulated draft
DDM	Planning meeting with LMs to ensure required information has been obtained for input into the One Plan document	29 July 2024	District Municipality	Attendance register
IDP	Submit Draft Framework/Process Plans to COGTA	31 July 2024	Richmond Municipality	Letter of acknowledge
IDP	MEC Panel assesses submitted 2026/2027 IDPs Draft Process Plan comments	08 July and 02 August 2024	MEC Panel	Results of the assessment and response
IDP- INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	01 – 13 August 2024	Richmond Municipality	Updated table indicating status of reviewed strategies, sector plans and policies
IDP	Collect data to review Status Quo of the Municipality	05 August 2024	Richmond Municipality	Verified data
OPMS	Draft 2024/2025 Annual Performance Report – S46 MSA	30 July 2025	MM / PMS Manager	Draft 2024/2025 Annual Performance Report – S46 MSA
OPMS	Signed S54 and 56 Manager's Performance Agreements – S53 MFMA and S57 MSA	11 August 2025	Richmond Municipality	Signed performance agreements and place on website within 14 days
Critical milestone (below is working backwards to achieve it)	Milestone 2: IDP Phase 1 Analysis /Status Quo analysis	25 September –end October 2024	Richmond Municipality	Status quo analysis reports
IDP	Final Process Plans	29 October 2024 or per CoGTA	Richmond Municipality	Letter of acknowledgement
IDP	Sustainable Living Exhibition	TBA	MEC COGTA, Sector Departments, Municipal representatives	Attendance
IDP	IDP Indaba	October 2024	COGTA, Sector Departments, Municipal representatives	Final IDP assessment results

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-INCORPORATING BUDGET AND OPMS	Submission and adoption of final Draft Process Plan /FP to all relevant Council Committees	1-23 August 2024	Richmond Municipality	Final drafts submitted and adopted
BUDGET	2025 / 2026 First Quarter Budget Review	14 October 2024–Internal 22 October 2025-Treasury (3 rd wk. after end of Quarter)	Finance	Budget review report
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Advertise Process Plans	01-23 August 2024	Richmond Municipality	Copies of adverts
IDP	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on status quo of the district-one-on-one and Ward-based engagements	August – September 2024	Richmond Municipality	Schedule of consultations
IDP	Update Report on alignment for this Phase to MMs Forum	Per District calendar	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	Per District calendar	District Municipality	Phase Update reports
IDP	Status Quo Report to Exco – to Full Council as from next month	30 September 2024	District Municipality/Richmond Municipality	Status Quo Report to Exco /Council
IDP	Rep Forum meeting	30 September 2024	Local Municipality	Phase update report
Critical milestone (below is working backwards to achieve it)	Milestone 3 Phase 2 &3 of the IDP: Review Strategies & projects	29 November 2024	Richmond Municipality	Reviewed strategies report
IDP	Review municipal strategies	1– 15 November 2024	Richmond Municipality	Report on reviewed strategies
IDP-BUDGET	First community consultative process (Imbizos)	November-December 2025	Municipality (Mayor)	Attendance registers and minutes
IDP	IDP Alignment session for UMgungundlovu and Harry Gwala District	04 November 2024	CoGTA	Attendance
World Planning Day Event	Attend the event	08 November 2024	CoGTA, stakeholders and municipalities	Attendance
IDP-OPMS-BUDGET	Develop the measurable objectives for the next	20 November 2025	Internal Departments	Reports /inputs in required format

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
	financial year and include the required budget for achieving those objectives			
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Meeting with local municipalities to discuss strategies reports /sub cluster	17 November 2024	Richmond Municipality	Alignment of strategies report (progress on mSCOA requirements)
IDP	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on strategies and priorities of the district- IDP Representative Forum	23 November 2024	District municipality (joint engagement of Richmond Municipality, registered stakeholders and service providers)	Aligned Programmes reports
IDP	Provincial IDP Best Practice Conference	29 November 2024	CoGTA	Attendance
IDP	Submit adopted IDP Framework and Process Plan to COGTA	30 September 2024	Richmond Municipality	Letter of acknowledgement
IDP	Feedback and Sector – Municipal Alignment sessions coordinated with COGTA-uMgungundlovu District	04 November 2024	COGTA, Municipal Representatives-all managers, Sector Departments and State- Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets
IDP	Update Report on alignment for this Phase to MMs Forum	10 October 2024	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	25 October 2024	District Municipality	Phase Update reports
IDP	Strategies Report to Exco Full Council	19 December 2024 13 December 2024	District / Municipality Municipality per Council calendars	Item: reviewed strategies report for approval
IDP	Prioritization of IDP projects	December 2024/ January 2025	Richmond Municipality	Projects prioritization lists integrated into the IDP
BUDGET	2023/24 Budget Performance Assessment –S72 MFMA	23 January 2026	Finance	Budget Performance report
IDP/OPMS/BUDGET	Council Strategic Planning Session	Between end of January - February 2026	Richmond Municipality	Review of Vision, Mission, Strategies etc.
BUDGET	Bi-lateral Treasury engagement for 2024/25 Budget Performance Assessment –S72 MFMA	10 February 2026	Finance and Treasury	Bilateral meeting and Treasury report
IDP	2024/25 budget Adjustment	14 February	Finance Committee	Adjustment Budget

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
		2025 14 February 2025 28 February 2025	Executive Committee Full Council	
IDP BUDGET	Bi-lateral Treasury engagement 2025/26 budget Adjustment	17 March 2025	Finance Committee and Treasury	Bilateral meeting and Treasury report
BUDGET-IDP OPMS	Finalisation of Budget related Policies 2026/27	28 February 2025	Full Council	Budget Policies Review
BUDGET-IDP OPMS	Finalisation of proposed 2023/24 service Tariffs	28 February 2025	Full Council	Tariff Review
BUDGET-IDP OPMS	Receive and consider proposed budget from the board of Directors from Development Agency	January 2024	Mayor/MM/CFO	Development agency Draft Budget Submitted
BUDGET-IDP	2023/24 Interdepartmental Budget Inputs	25 January– 01 February 2025	Council Internal Departments	Completed templates aligned to IDP format
IDP	Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2023/24	06 February 2025	COGTA, Sector Departments and Richmond Municipality	Attendance
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	By 12 March 2025	Richmond Municipality / Departments	Completed templates aligned to IDP format
OPMS-BUDGET	Mid-year budget review/adjustment and performance assessment	25 January 2025	MM / CFO / S57 Managers / PMS Manager	Budget adjustment and manager's performance report
OPMS	Schedule Performance Audit Committee meetings at least twice a year – Reg 14 PPMR	31 January and 31 July 2025	MM / Internal Audit / PAC	Minutes of Committee meetings
Critical milestone (below is working backwards to achieve it)	Milestone 4 Phase 4 Milestone 4 Phase 4 & 5 of the IDP: Integration and approval/ Adoption and submission of Draft 2024/ 2025 IDPs to COGTA and Budget to Treasury	31 March 2024	Richmond Municipality DCOGTA AND TREASURY	
BUDGET	2026/2027 Draft Budget	17 March 2025 20 March 2025 28 March 2025	Finance Committee Exco Full Council	First Draft Budget report
IDP	Municipalities submit draft 2026/2027 IDPs to COGTA	21-31 March 2025	COGTA and Richmond municipality	Proof of submission of draft reviewed IDP
SDBIP	Municipalities submit draft 2026/27 SDBIP to Treasury and CoGTA	20-27 March 2026	Treasury and Richmond Municipality	Proof of submission of draft reviewed SDBIP

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Update Report on alignment for this Phase to MMs Forum	March 2025 (per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2025(per Calendar)	District Municipality	Phase Update reports
BUDGET	Grants Notification to Local Municipalities	12 March 2025	District Municipality	Grants Notification report circulated
IDP	Adoption of Draft IDP by Council	By 28 March 2025	Richmond Municipality	Council Resolution
IDP	Submission of adopted Draft IDPs to COGTA	31 March 2025	Richmond Municipality	Proof of submitting the draft IDP on time to CoGTA
IDP & BUDGET	Advertise Draft IDPs and draft Budget for Public Comments	10 April 2025	Richmond Municipality	Copies of adverts and directions
OPMS	Review OPMS Policy and prepare draft OPMS scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are aligned to IDP objectives)	Before end of June 2026	S56 Managers / IDP Manager / PMS Manager	Aligned process
Critical milestone (below is working backwards to achieve it)	Milestone 5: Assessment of Draft 2026/2027 IDPs and self-assessment	31 May 2025	All Municipalities DCOGTA Sector Depts.	
IDP	Meeting with local municipalities –planning sub-cluster on IDP for self-assessment and planning for joint izimbizo. Also prepare for assessments	03 April 2025	Richmond Municipality	Circulated self-assessment tool and draft izimbizo contents. Finalize allocated roles for assessments presentations.
IDP	Convening of decentralised IDP Assessment Forums	12 April 2025	COGTA, Municipal Representatives, Sector Departments and State-Owned Enterprises (SOEs)	Attendance and reports
IDP	IDP Assessment Feedback Session based on IDP Assessment Frameworks	09 May 2025	COGTA: IDP Coordination Business Unit, COGTA Sector Departments Municipal representatives and SOEs.	Attendance and reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April 2025 (actual dates to be published) (LMs in January 2024-DM to attend)	Richmond Municipality jointly- (Speakers Forum)	Approved and published schedule of dates for Izimbizo
Critical milestone (below is working backwards to achieve it)	Milestone 6: Adoption and Submission of final 2026/2027 IDPs to CoGTA	28 June 2025	All Municipalities CoGTA AND ALL	
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	April 2024	Richmond Municipality	Incorporated comments
IDP	Incorporate comments from the Assessment panel from COGTA	23 May 2024	Richmond Municipality	Response-table
BUDGET	Table Final Draft Budget	19 May 2024	Finance	Minutes
	Approve Final Budget 2026 /2027	23 May 2024 30 May 2024	Committee Executive Committee Full Council	Council Resolution
IDP-BUDGET-OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	30 March 2026	Richmond Municipality	Response-table
IDP	Update Report on alignment for this Phase to MMs Forum	March 2024 (per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2025(per Calendar)	District Municipality	Phase Update reports
IDP	Present Final Draft IDP to Exco	May 2025	Richmond Municipality	Item: final draft IDP
IDP-OPMS	Adoption of 2026/27 IDP and performance targets by Council	30 May 2025	Richmond Municipality	Council Resolution
OPMS	Approved Departmental SDBIPs / Scorecards 2026/2027– S53 MFMA	25 June 2026	Mayor /MM (PMS Manager)	Report
OPMS-IDP	Approved Municipal / Organisational Scorecard – S44 MSA	25 June 2026	PMS Manager &MM	Report
OPMS	Performance Reports twice a year – Reg 13 PPMR	Council:22 January 2024 PAC February 2024 and for APR 25 August 2024	Mayor / MM / PMS Manager / S56	Reports
IDP-BUDGET	Submit and publish adopted IDP/Budget to COGTA and Public	10 days after adoption date or latest 10 July 2024	Richmond Municipality and COGTA	Copies of adverts and directions
OPMS	Complete Datasheet and	25 August 2025	MM / CFO / S56	Portfolio of evidence

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
	submit to CoGTA – S47 MSA		Managers / PMS Manager	on submission
OPMS	Draft 2025/ 2026 Annual Performance Report – S46 MSA	25 August 2025	MM / PMS Manager	Report
OPMS	Prepare 2025/2026 Performance Working Paper File and submit to AG after necessary approvals	30 August 2025	MM / PMS Manager / Internal Audit	Report
IDP	MEC Panel assesses Reviewed IDPs	July 2024	COGTA-led panel	MEC letters

6 Alignment Mechanisms

6.1 Role players

While the IDP process is a local process it requires substantial input from other spheres of government, i.e. national and provincial departments (as well as service providers).

There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP Review Process are anticipated as follows:

- **National level:** The National sphere of government should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also co-ordinate and prioritizes programmes and budgets between sectors and the national sphere in line with the framework.
- **Provincial Level:** As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also needs to be co-ordinated and aligned.

The Richmond Municipality will initiate Integrated Development Plan Alignment Workshops with Sector Departments and meet with invited departments.

The following departments will be invited to the Alignment Workshop:

- Department of Economic Development
- Department of Trade and Investment
- Department of Arts, Culture and Tourism
- University of KwaZulu-Natal, School of Economics and Finance
- Department of Housing
- Regional Land Claims Commission
- Provincial Land Reform – Department of Land Affairs
- Department of Health
- Department of Water Affairs and Forestry

- Department of Agriculture and Environmental Affairs
- Department of Social Welfare
- Department of Public Works
- Department of Community Safety and Liaison

- ❖ **Local Government level:** Local Government has to review IDPs and prepare Sectoral Plans. In order to ensure that the IDP Review Process is undertaken in a holistic manner, it is essential that there is interaction between the uMgungundlovu District Municipality and the Local Municipalities located within the uMgungundlovu District Municipality.
- ❖ The uMgungundlovu District Municipality, in consultation with local municipalities of the district, has prepared a framework (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process. Through the IDP Manager, the District Municipality will also organize district level alignment meetings between all municipalities, as well as between municipalities and service providers.
- ❖ The Richmond Municipality will participate in district alignment events and will also attempt to draw individual service providers into the local planning process. The Richmond Municipality will also contribute strategies in addressing district level issues during alignment events.

7 Cost Estimates

7.1 Cost Allocation for the Review Process

The IDP Review will be undertaken internally and therefore there will be no expenditure towards the process, however the costs of associated with the preparation of the IDP are outlined below:

Description	Cost
To draw up a draft Process Plan detailing the process of review of the Richmond Municipality Integrated Development Plan. The Process Plan will be adopted by Council and advertised for public comment.	Internal
Input into preparation of a Background & Status Quo. Report Review objectives and municipal strategies. Summarizing community & other input, & recommended approach. Input into finalising report for adoption by Council.	Internal
Radio slots to inform the public about IDP processes and programmes by the Mayor	R35 000.00
IDP Road-shows by Mayor to present Draft IDP and Draft Budget in all seven wards.	R150 000.00
Performance Management Review	Internal
Spatial Development Framework/Plan Review currently being undertaken through an appointed Service Provider and budget from the current financial year has been set aside.	R300 000.00
Review of the Municipal Single Land Use Scheme	Internal
TOTAL	R185 000.00

The IDP is done in-house therefore all other costs will be internal staff costs. The above proposed budget will be included in the adjustment budget. The SDF is currently being prepared by a Service Provider and the cost was budget for during the last financial year, which was R600 000.00 all inclusive.

8 Conclusion

The IDP/Budget/PMS Process Plan has been aligned with the uMgungundlovu District Municipal process plan and seeks to meet the legislatives requirements of the Municipal Systems Act and the Municipal Finance Management Act. The process plan was advertised for public comments and is informed by received from the Department of Co-operative Governance and Traditional Affairs during the draft submission. The process has been submitted to the relevant stakeholders and have received Council's approval.