



Draft IDP/Budget/PMS Process Plan to
inform the Integrated Development Plan Review
2027/2028

ABBREVIATIONS

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
MTDP	: Medium Term Development Plan (2024-2029)
NSDF	: National Spatial Development Framework
PSDF	: Provincial Spatial Development Framework
NDP	: National Development Plan /Vision 2030
SDGs	: Sustainable Development Goals
PGDP	: Provincial Growth and Development Plan
DGDP	: District Growth and Development Plan
DDM	: District Development Model
WSDP	: Water Services Development Plan
CCA	: Climate Change Act
NCCAS	: National Climate Change Strategy
NIP 2050	: National Infrastructure Plan 2050
IGR	: Intergovernmental Relations
MISA	: Municipal Infrastructure Support Agent
DDM One Plan	: District Development Model One Plan
IDP	: Integrated Development Plan
SDF	: Spatial Development Framework
LED	: Local Economic Development
MEC	: Member of Executive Council
HOD	: Head of Department
SOEs	: State Owned Enterprises
OPMS	: Organizational Performance Management System
CIF	: Capital Investment Framework

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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.

In accordance with the KZN COGTA IDP Framework Guide and Annual IDP Circulars, this Process Plan further provides the methodology through which emerging national, provincial and district policy imperatives will be integrated into the IDP Review Process. The Municipality recognises that integrated development planning is a continuous planning and management process requiring alignment between legislation, policy, budgeting, sector planning, spatial planning, institutional development and performance management. Accordingly, all planning activities contained in this Process Plan shall ensure that national and provincial policy priorities are systematically incorporated into every phase of the IDP review.

a) Critical Phases in the Preparation of the IDP

The drafting of the IDP involves five (5) critical phases, namely,

- ✓ Phase 1: Research, Information Collection and Analysis;
- ✓ Phase 2: Vision, Objectives and Strategies;
- ✓ Phase 3: Development of Programmes and Projects;
- ✓ Phase 4: Integration and Consolidation; and
- ✓ Phase 5: Approval, Adoption and Publication

b) Annual IDP Review Focus on Implementation

In recent years, the IDP review process has been subject to interpretation and therefore creating a lot of gaps and creating extensive work which has taken away from the core focus of the plan during the annual review and this in essence has negatively impacted the performance and implementation of the integrated plans. The Process proposed below tries to address these challenges and give attention to what need to be done annually to ensure implementation and monitoring of the 5-year IDP priorities, programmes and projects.

Regulation 11;(1) A municipality must review its key performance indicators annually as part of the performance review process referred to in Regulation 13; (2) Whenever a municipality amends its integrated development plan in terms of section 34 of the Act, the municipality must, as part of the process referred to in Regulation 3; Review those key performance indicators that will be affected by such amendment. Regulation 12. (1) A municipality must, for each financial year, set performance targets for each of the key performance indicators set by it Regulation 13 (1) A municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it (3) (b) the extent to which the municipality's activities or processes produced outputs in accordance with the output indicators referred to in regulation 9. The IDP process can be reviewed on annual basis in the following way;

- ✓ Year 0 : Framework and Process Plans
- ✓ Year 1 : Full assessment on compliance, projects and programmes
- ✓ Year 2 : Progress made in IDP Implementation
- ✓ Year 3 : Mid-term IDP Analysis and Assessment
- ✓ Year 4 : Progress made in IDP Implementation
- ✓ Year 5 : Level of implementation of the 5-year IDP

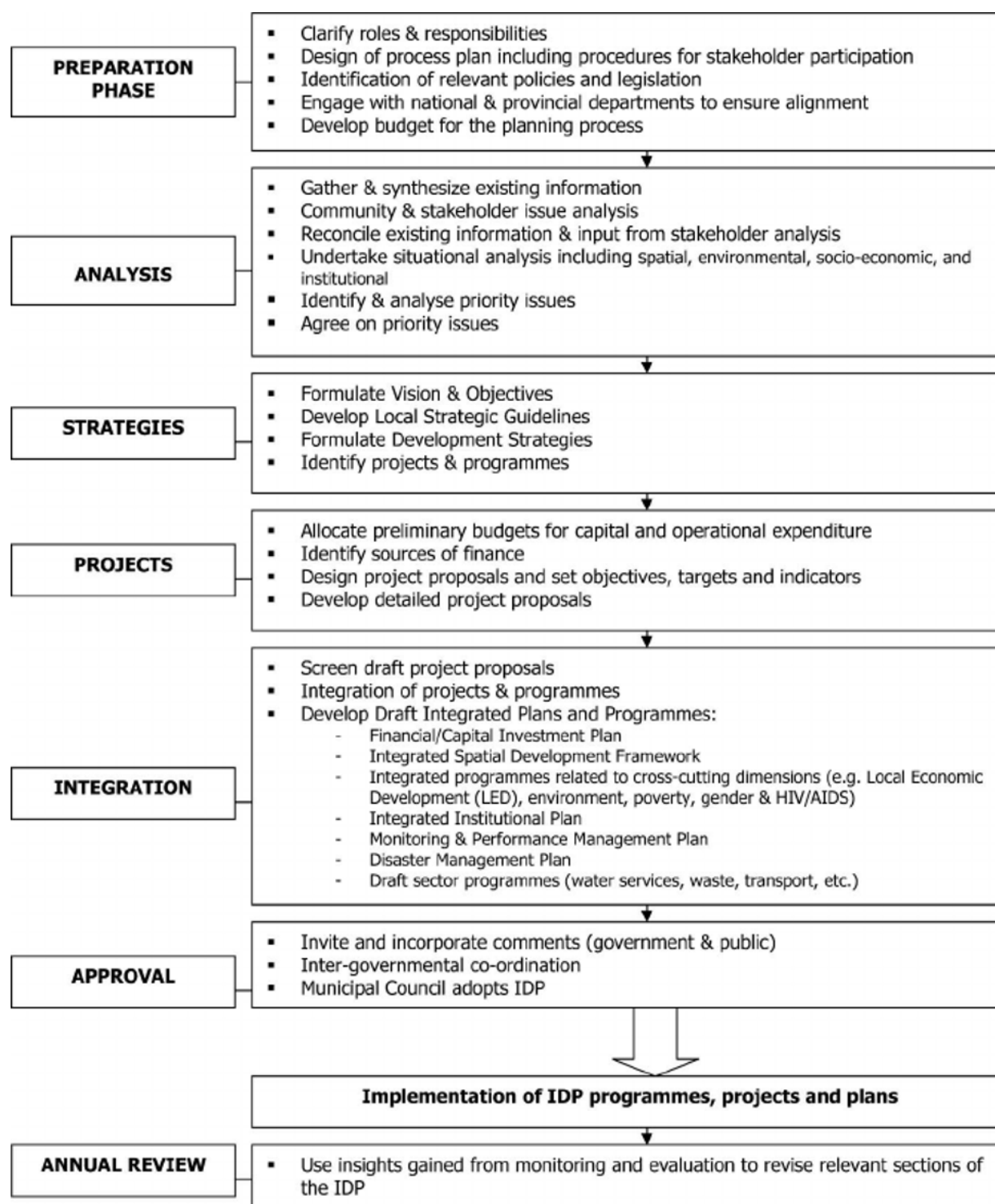


Figure 1: IDP Process

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 to ensure the successful implementation of the IDP and OPMS.

1. 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:

- 1.1. 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.

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

- I. 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.
- II. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- III. A municipality must give notice to the local community of particulars of the process it intends to follow.

- 1.3. 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.

1.3.1. Key Elements to be considered during the Planning Process

The annual review of the Richmond Local Municipality Integrated Development Plan shall be informed by current National, Provincial and District Development priorities, including alignment of Municipal Infrastructure Grant (MIG) project identification, registration, business planning, implementation and reporting with the IDP, Budget, SDF, Capital Investment Framework and OPMS.

- ✓ Comments received from previous IDP assessments.
- ✓ Auditor-General findings.
- ✓ MEC assessment letters.
- ✓ Municipal self-assessment outcomes.
- ✓ Community priorities identified through public participation.
- ✓ Council strategic priorities.
- ✓ National Development Plan Vision 2030.
- ✓ Medium-Term Development Plan (2024–2029).
- ✓ KwaZulu-Natal Provincial Medium-Term Development Plan.
- ✓ District Development Model (One Plan).
- ✓ National Spatial Development Framework.
- ✓ Provincial Spatial Development Framework.
- ✓ Climate Change Act and Climate Change Adaptation Strategy.
- ✓ National Infrastructure Plan 2050.
- ✓ Sustainable Development Goals.
- ✓ Disaster Risk Reduction Framework.
- ✓ Spatial Planning and Land Use Management Act of 2013.
- ✓ Municipal Financial Sustainability.
- ✓ Infrastructure Asset Management.
- ✓ Digital Transformation.
- ✓ Circular Economy and Green Economy.
- ✓ Municipal institutional reform initiatives.
- ✓ Annual KZN COGTA IDP Framework Guide.
- ✓ Annual KZN COGTA IDP Circulars.
- ✓ New legislation, regulations and policy directives issued by National and Provincial Government.

1.3.2. In undertaking the Review, Council must 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, Medium Term Development Plan 2024-2029, District Development Model, Climate Resilience, Infrastructure Investment, Energy Security, Digital Transformation, Municipal Reform and Disaster Resilience):
- ✓ 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 2025/26 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.

1.3.3. Incorporation of Emerging National and Provincial Policy Imperatives into the IDP Review Process

In accordance with Section 25, 26, 27, 28 and 34 of the Municipal Systems Act (Act 32 of 2000), the Municipal Planning and Performance Management Regulations (2001), the KZN COGTA IDP Framework Guide and annual IDP Circulars, the Richmond Municipality shall ensure that all emerging national and provincial policy directives are systematically incorporated throughout the IDP Review Process.

The incorporation of policy imperatives will not be limited to legislative compliance but will inform the situational analysis, strategic planning, project identification, budgeting, implementation planning, performance management and monitoring processes.

The municipality will mainstream policy priorities through the following planning methodology:

Phase 1: Status Quo Analysis

During the analysis phase the municipality will:

- ✓ Review all new national and provincial legislation, regulations, circulars and policy frameworks;
- ✓ Analyse implications of new policy directives on municipal powers and functions;
- ✓ Assess the municipality's readiness to implement new legislative requirements;
- ✓ Undertake a gap analysis against KZN COGTA assessment framework requirements;
- ✓ Identify service delivery, governance, environmental and infrastructure risks arising from policy changes;
- ✓ Review demographic, socio-economic, climate, environmental and infrastructure datasets to determine emerging development challenges.

Phase 2: Strategic Review

- ✓ The municipality will align its strategic objectives with:
- ✓ National Development Plan 2030;
- ✓ Medium-Term Development Plan (2024–2029);
- ✓ Provincial Growth and Development Strategy;
- ✓ District Development Model One Plan;

- ✓ National Spatial Development Framework;
- ✓ Provincial Spatial Development Framework;
- ✓ Integrated Urban Development Framework;
- ✓ Sustainable Development Goals;
- ✓ Climate Change Act;
- ✓ Provincial Climate Change Strategy;
- ✓ Disaster Risk Reduction Framework;
- ✓ National Infrastructure Plan 2050.
- ✓ This alignment will ensure that municipal development priorities support national, provincial and district outcomes.

Phase 3 : Sector Planning

- ✓ Each municipal sector plan shall be reviewed to determine compliance with current policy requirements.
- ✓ Sector plans shall specifically demonstrate alignment with:
- ✓ District One Plan
- ✓ Provincial MTDP
- ✓ Climate Change Strategy
- ✓ Disaster Risk Management Framework
- ✓ Infrastructure Investment Priorities
- ✓ SPLUMA
- ✓ Municipal Financial Recovery initiatives
- ✓ Circular Economy and Green Economy principles
- ✓ Municipal Energy Resilience initiatives

Phase 4 : Project Planning

- ✓ Projects will be prioritised using the following criteria:
- ✓ Alignment with the Municipal Vision
- ✓ Contribution to MTDP Outcomes
- ✓ Consistency with the District Development Model One Plan
- ✓ Contribution to climate resilience
- ✓ Disaster risk reduction
- ✓ Infrastructure sustainability
- ✓ Economic impact
- ✓ Financial affordability
- ✓ Spatial transformation
- ✓ Social inclusion
- ✓ Implementation readiness

Phase 5: Budget Alignment

- ✓ The Budget and Reporting Unit will ensure that:
- ✓ Projects funded through the MTREF are directly linked to IDP priorities
- ✓ Capital budgets support DDM catalytic projects
- ✓ Climate-responsive budgeting principles are applied where appropriate
- ✓ Grant-funded projects are aligned to sector department commitments
- ✓ Performance indicators are adequately funded
- ✓ Phase 6: Performance Management

- ✓ Originate from the approved IDP
- ✓ Measure implementation of strategic priorities
- ✓ Support DDM implementation
- ✓ Include climate resilience indicators where applicable
- ✓ Include infrastructure delivery indicators
- ✓ Include governance and institutional reform indicators
- ✓ Comply with Municipal Planning and Performance Management Regulations

Phase 6: Performance Management

- ✓ Originate from the approved IDP
- ✓ Measure implementation of strategic priorities
- ✓ Support DDM implementation
- ✓ Include climate resilience indicators where applicable
- ✓ Include infrastructure delivery indicators
- ✓ Include governance and institutional reform indicators
- ✓ Comply with Municipal Planning and Performance Management Regulations

1.4. Internal Alignment in terms of Legislation

1.4.1. Performance Management

In terms of the Municipal Systems Act, municipalities are required to prepare organisational 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 2027 - 2028 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:

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

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.

2. Core Legislative Framework

2.1. Constitution of the Republic of South Africa (1996)

Lays the foundation for cooperative governance, performance accountability, community participation, and transparent budgeting. It underpins all local government performance obligations. Section 40 states; “in the Republic, government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated.” Section 153 (a) states; “A municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community”. Section 156 (6) states; Each provincial government must establish municipalities in its province in a manner consistent with the legislation enacted in terms of subsections (2) and (3) and, by legislative or other measures, must—(a) provide for the monitoring and support of local government in the province; and(b) promote the development of local government capacity to enable municipalities to perform their functions and manage their own affairs.

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

Mandates 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. 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.

2.4. Intergovernmental Relations Framework Act 13 of 2005

The Intergovernmental Relations Framework Act 13 of 2005 intends; to establish a framework for the national government, provincial governments and local governments to promote and facilitate intergovernmental relations; to provide for mechanisms and procedures to facilitate the settlement of intergovernmental disputes; and to provide for matters connected therewith.

Regulations Framing the Institutionalisation of District Development Model in terms of Section 47(1)(b) of the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005).

Regulation 10(4) A One Plan may not replace the national, provincial and local development plans, the sectoral plans and any legally prescribed development or strategic plan or a departmental or entity annual performance plan in operation in any of the three spheres of government.

Regulation 10(5) states that A One Plan must be aligned with national, provincial and local development plans, the sectoral plans and any legally prescribed development or strategic plan or a departmental or entity annual performance plan in operation in any of the three spheres of government.

Regulation 10(6) states that A One Plan may influence the review of existing legally prescribed development or strategic plan or a departmental or entity annual performance plan in operation in any of the three spheres of government.

Regulation 10(7) states that A One Plan must take into consideration policy, planning and budgeting priorities and plans, including spatial development frameworks at national, provincial and local government level and the priorities of social partners.

Regulation 10(8) states that A One Plan may influence more strategic and impact-orientated budgeting and reprioritization of budgets across the three spheres of government, utilizing and strengthening current legislative levers and must be developed jointly by all spheres of government, state owned entities, the private sector and civil society

2.5. White Paper on Local Government of 1998

The White Paper on Local Government introduced the IDP as one of the critical tools that municipalities could employ to drive the realisation of a 'Developmental Local Government'.

2.6. Spatial Planning and Land Use Management Act of 2013

Section 21 (b) and (c) of SPLUMA requires municipal spatial development frameworks to include statements that demonstrate the short term (5 year) plan for the spatial form of a municipality as well as more strategically show a longer-term vision statement for the desired spatial growth and development pattern of the municipality for the next 10 to 20 years.

2.7. National Transport Act, Act 5 of 2009

Section 31 of the National Transport Act requires that land transport planning must be integrated with the land development and land use planning processes. The integrated transport plans required by this Act are designed to provide structure to the function of municipal planning mentioned in Part B of Schedule 4 of the Constitution and must be accommodated in and form an essential part of integrated development plans.

2.8. Climate Change Act 2024

The Climate Change Act 22, 2024, places a legal obligation on local government, as organs of state entrusted with environmental powers and duties, to integrate climate change considerations into their planning and implementation processes. Municipalities are required to coordinate and harmonise plans for functions that affect, or are affected by, climate change, to give effect to the national adaptation and mitigation objectives outlined in the Act. This includes conducting climate change risk and vulnerability assessments, preparing and implementing climate response strategies that address both mitigation and adaptation, and mainstreaming these into Integrated Development Plans (IDPs), Spatial Development Frameworks (SDFs), and sector plans. Furthermore, municipalities are required to align their climate change responses with provincial and national frameworks and to report on progress through established monitoring and evaluation systems. Given the varying levels of municipal capacity, technical and institutional support from provincial and national departments remains critical for effective implementation.

3. Supporting Regulations & National Guidelines

3.1. 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.

3.2. 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.

3.3. 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.

3.4. 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

4. International Development Frameworks

- ✓ Sustainable Development Goals (SDGs)
- ✓ African Union Agenda 2063
- ✓ New Urban Agenda
- ✓ Paris Climate Agreement

4.1. Methodology for Incorporating Policy Imperatives

Table 1: Methodology for Incorporating Policy Imperatives

Policy Imperatives	Incorporation into the Richmond Local Municipality IDP
National Development Plan 2030	Develop and implement the IDP in the context of the strategic objectives to eliminate poverty and reduce inequality by 2030.
Integrated Urban Development Framework	Align Spatial Development plans and development projects to ensure development of a resilient, inclusive and liveable town as stated by the Municipal vision
District Development Model	Align municipal priorities, sector plans, budgets and catalytic projects with the District One Plan through district alignment sessions and technical working groups.
Municipal Systems Act Amendments	Review governance arrangements, institutional planning, performance management and public participation processes to ensure legislative compliance.
White Paper on Local Government Review	Incorporate developmental local government reforms, institutional strengthening and service delivery innovation into municipal strategies.
National Medium-Term Development Plan	Align municipal objectives, projects and KPIs with national outcomes and priorities.
KZN Provincial MTDP	Align municipal development priorities, infrastructure investment and service delivery programmes with provincial priorities.
Climate Change Strategy	Mainstream climate adaptation and mitigation measures into infrastructure planning, disaster management, environmental management and budgeting.
Paris Climate Agreement	To meet the national goal of lowering emissions and building climate resilience, the municipality focuses on upgrading vulnerable informal settlements, constructing stormwater drainage to prevent flash floods, and supporting climate-resilient agriculture.
National Infrastructure Plan 2050	Prioritise strategic infrastructure projects supporting economic development and service delivery.
Provincial Climate Change Strategy	Incorporate climate resilience measures into sector plans and municipal capital investment planning.
Disaster Risk Reduction Framework	Integrate disaster risk assessments into project planning and municipal infrastructure design.
SPLUMA	Ensure all spatial planning, land use management and capital investment decisions are consistent with the SDF and Land Use Scheme.
Sustainable Development Goals (SDGs)	Integrating goals into the Integrated Development Plan (IDP) and service delivery mandates. Ensure these goals are localized through direct infrastructural and community development projects.
African Union Agenda 2063	Align our service delivery, economic development, and infrastructure projects with this continental framework.

5. Organizational/Institutional Arrangements

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

5.1. 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)

5.2. 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

5.2.1. Vulnerable Groups;

- ✓ Women
- ✓ Youth
- ✓ Persons with Disabilities
- ✓ Older Persons
- ✓ Child-headed households
- ✓ Informal settlement residents
- ✓ Farm dwellers

5.3. Roles and Responsibilities

5.3.1. 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

5.3.2. 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

5.3.3. Ward Councilors/Ward Committees

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

5.3.4. Organisational and Capacity Building of Councillors

- ✓ Integrated Development Planning process;
- ✓ Municipal Systems Act and MFMA requirements;
- ✓ Governance and Oversight responsibilities;
- ✓ Budget and OPMS alignment;
- ✓ District Development Model principles; and
- ✓ the Municipality's strategic priorities.

5.3.5. 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 proposal
- ✓ The Process Plan is finalized and adopted by Council
- ✓ Submitting the reviewed IDP to the relevant authorities
- ✓ Monitor new legislation and policy directives
- ✓ Maintain the municipal legislative compliance register
- ✓ Coordinate policy alignment with sector departments
- ✓ Facilitate DDM alignment
- ✓ Coordinate annual policy gap assessments
- ✓ Ensure climate change is mainstreamed throughout municipal planning

5.3.6. PMU

- ✓ Prepare annual MIG Business Plans.
- ✓ Coordinate MIG project registration.
- ✓ Manage MBPAC submissions.
- ✓ Monitor implementation of approved MIG projects.
- ✓ Submit monthly expenditure and commitment reports.
- ✓ Coordinate project readiness assessments.

5.3.7. 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.

5.3.8. 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

5.3.9. 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.

5.3.10. 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.

Richmond Municipality shall ensure that all sector plans, capital projects, municipal budgeting, performance indicators and infrastructure investment are aligned to the uMgungundlovu District One Plan through the District Development Model planning and budgeting process. All municipal programmes shall demonstrate spatial, financial and institutional alignment with Provincial and National priorities

5.3.11. 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.

5.3.12. 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:

- ✓ To provide the terms of reference for various planning activities.
- ✓ To commission research studies or any other information collection activity.
- ✓ To assess proposals and make recommendations with regard to improvements/ amendments.
- ✓ To process, summarize and document outputs.
- ✓ To make content recommendations to the IDP Representative Forum and Council.
- ✓ To prepare, facilitate and document meetings.
- ✓ To provide technical input.
- ✓ To assess and comment on inputs from the Representatives Forum.
- ✓ Review emerging legislation
- ✓ Assess policy implications
- ✓ Verify alignment with MTDP
- ✓ Monitor implementation of DDM priorities
- ✓ Coordinate climate change mainstreaming
- ✓ Oversee policy compliance before submission of the draft

6. Public Participation

6.1. 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 to ensure that all residents have equal right to participate.

6.2. Mechanisms for Participation

The following participation mechanisms are proposed:

6.2.1. 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. The IDP Representative Forum will convene at least once every quarter, with additional meetings where required during key planning milestones.

6.2.2. 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 to ensure full community participation and that information is received by every community member.

6.2.3. 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.

6.2.4. 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.

6.2.5. 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.

6.2.6. 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 relevant information with the communities 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.

7. 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.

In accordance with the Municipal Infrastructure Grant Framework, the Municipality shall ensure that all infrastructure projects funded through the Municipal Infrastructure Grant (MIG) originate from the approved Integrated Development Plan (IDP), are aligned to the Spatial Development Framework (SDF), Capital Investment Framework (CIF), Medium-Term Revenue and Expenditure Framework (MTREF), and the District Development Model (DDM) One Plan.

The Project Management Unit (PMU), Budget Office, Technical Services and IDP Unit shall jointly coordinate the annual planning, prioritisation, registration, implementation and monitoring of MIG-funded projects to ensure compliance with National and Provincial MIG requirements. The Municipality shall further ensure that:

- ✓ All proposed MIG projects are informed by ward-based planning and community consultation;
- ✓ Projects are reflected in the approved IDP before registration;
- ✓ Sector department comments are incorporated prior to submission;
- ✓ Project registration and business plans comply with KZN COGTA requirements;
- ✓ Capital budgeting is aligned with the approved MIG programme; and
- ✓ Implementation progress is monitored through the OPMS and quarterly performance reporting.

Table 2: Alignment of the IDP/Budget/PMS Process

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 2027/2028 IDP Framework and Process Plans to CoGTA and Treasury	30 August 2026	All Municipalities to CoGTA and Treasury	Submitted Framework and Process plans
IDP-MIG	Identify and prioritise infrastructure projects from Ward-Based Plans and IDP	May-June 2026	PMU / IDP Unit / Technical Services	Draft Project List
IDP-MIG	Prepare MIG Project Planning documentation	May- June 2026	PMU	Project Preparation Reports
IDP-MIG	Submit Technical Reports to Sector Departments	31 July 2026	Technical Services	Technical Reports Submission
IDP-MIG	Sector Department Evaluation of projects	August-September 2026	Sector Departments	Sector Recommendation

IDP-BUDGET-OPMS	Prepare 2027/2028 IDP / Budget /OPMS Process Plans	15July – 25 August 2026	Richmond Municipality	Drafts FP-PPs completed
IDP	Meeting with Local Municipalities/ Extended Planning sub cluster on IDP-Budget-OPMS	12 July 2026	Richmond Municipality	Attendance register
IDP	Circulate the draft Process or framework plan internally for preliminary comments and inputs	July 2026	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 2026	District Municipality	Attendance register
IDP	Submit Draft Framework/Process Plans to COGTA	31 July 2026	Richmond Municipality	Letter of acknowledge
IDP	MEC Panel assesses submitted 2027/2028 IDPs Draft Process Plan comments	08 July and 02 August 2026	MEC Panel	Results of the assessment and response
IDP-INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	01 – 13 August 2026	Richmond Municipality	Updated table indicating status of reviewed strategies, sector plans and policies

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Collect data to review Status Quo of the Municipality	05 August 2026	Richmond Municipality	Verified data
OPMS	Draft 2027/2028 Annual Performance Report – S46 MSA		MM / PMS Manager	Draft 2025/ 2026 Annual Performance Report – S46 MSA
OPMS	Signed S54 and 56 Manager's Performance Agreements – S53 MFMA and S57 MSA	13 August 2026	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 2026	Richmond Municipality	Status quo analysis reports
IDP-MIG	Register MIG1 Business Plans	30 September 2026	PMU	MIG1 Registration
IDP	IDP Representative Forum Meeting	7 October 2026	Richmond Municipality	Engagement with key stakeholders

IDP	Final Process Plans	30 October 2026 or per CoGTA	Richmond Municipality	Letter of acknowledgement
IDP	Sustainable Living Exhibition	TBA	MEC COGTA, Sector Departments, Municipal representatives	Attendance
IDP	IDP Indaba	October 2026	COGTA, Sector Departments, Municipal representatives	Final IDP assessment results
IDP- INCORPORATING BUDGET AND OPMS	Submission and adoption of final Draft Process Plan /FP to all relevant Council Committees	1-21 August 2026	Richmond Municipality	Final drafts submitted and adopted
BUDGET	2027/2028 First Quarter Budget Review	14 October 2026–Internal 22 October 2026-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	03-23 August 2026	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 2026	Richmond Municipality	Schedule of consultations
IDP	Update Report on alignment for this Phase to MMs	Per District calendar	District Municipality	Phase Update reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
	Forum			
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 2026	District Municipality/Richmond Municipality	Status Quo Report to Exco /Council
IDP	IDP Steering Committee meeting	28 September 2026	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	30 November 2026	Richmond Municipality	Reviewed strategies report

IDP	Review municipal strategies	1– 15 November 2026	Richmond Municipality	Report on reviewed strategies
IDP-MIG	MBPAC Evaluation and Recommendations	October-December 2026	KZN COGTA, PMU	Approved Projects
IDP	Present Final IDP to the community (Izimbizo) and all stakeholders	26-30 October 2026 and 2-13 November 2026	Richmond Municipality jointly- (Speakers Forum)	Approved and published schedule of dates for Izimbizo
IDP-BUDGET	First community consultative process (Imbizos)	November-December 2026	Municipality (Mayor)	Attendance registers and minutes
IDP	IDP Alignment session for UMgungundlovu and Harry Gwala District	November 2026	CoGTA	Attendance
World Planning Day Event	Attend the event	November 2026	CoGTA, stakeholders and municipalities	Attendance
IDP-OPMS-BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those objectives	30 November 2026	Internal Departments	Reports /inputs in required format
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 2026	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 2026	District municipality (joint engagement of Richmond Municipality, registered stakeholders and service providers)	Aligned Programmes reports
IDP	Provincial IDP Best Practice Conference	30 November 2026	CoGTA	Attendance
IDP	Submit adopted IDP Framework and Process Plan to COGTA	30 September 2026	Richmond Municipality	Letter of acknowledgement

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Feedback and Sector – Municipal Alignment sessions coordinated with COGTA- uMgungundlovu District	04 November 2026	COGTA, Municipal Representatives-all managers, Sector Departments and State- Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets
IDP/OPMS/BUDGET	Council Strategic Planning Session	August 2026	Richmond Municipality	Review of Vision, Mission, Strategies etc.

IDP	Update Report on alignment for this Phase to MMs Forum	9 October 2026	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	23 October 2026	District Municipality	Phase Update reports
IDP	Strategies Report to Exco Full Council	18 December 2026 11 December 2026	District / Municipality per Council calendars	Item: reviewed strategies report for approval
IDP	Prioritization of IDP projects	December 2026/ January 2027	Richmond Municipality	Projects prioritization lists integrated into the IDP
IDP-MIG	Submit Project Implementation Plans for outer-year projects	30 January 2027	PMU	Implementation Plans
IDP-MIG	Contractor Procurement Process	February-June 2027	SCM/PMU	Awarded Contracts
BUDGET	2027/2028 Budget Performance Assessment – S72 MFMA	23 January 2027	Finance	Budget Performance Report
BUDGET	Bi-lateral Treasury engagement for 2027/2028 Budget Performance Assessment –S72 MFMA	10 February 2027	Finance and Treasury	Bilateral meeting and Treasury report
IDP BUDGET	2027/2028 Budget Adjustment	14 February 2027 14 February 2027 28 February 2027	Finance Committee Executive Committee Full Council	Adjustment Budget
IDP BUDGET	Bi-lateral Treasury engagement 2027/2028 budget Adjustment	17 March 2027	Finance Committee and Treasury	Bilateral meeting and Treasury report
BUDGET-IDP OPMS	Finalisation of Budget related Policies 2027/2028	28 February 2027	Full Council	Budget Policies Review
BUDGET-IDP OPMS	Finalisation of Proposed 2027/2028 Service Tariffs	30 March 2027	Full Council	Tariff Review
BUDGET-IDP OPMS	Receive and consider proposed budget from the board of Directors from Development Agency	January 2027	Mayor/MM/CFO	Draft Budget Submitted
BUDGET-OPMS-MIG	Submit Municipal Expenditure and Commitment Reports and Claims	Monthly	PMU/Finance	Submitted MIG Claims
BUDGET-OPMS-MIG	Reconcile financial and non-financial reports	Monthly	PMU/Finance/KZN COGTA	Reports

BUDGET-OPMS-MIG	Attend District MIG Support Meetings	Monthly	PMU	Attendance and Action Reports
BUDGET-IDP	2027/2028 Interdepartmental Budget Inputs	25 January– 01 February 2027	Council Internal Departments	Completed templates aligned to IDP format
IDP	Meeting of COGTA, Sector Departments and Municipalities on IDP	06 February 2027	COGTA, Sector Departments and Richmond	Attendance

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	By 31 March 2027	Richmond Municipality / Departments	Completed templates aligned to IDP format
IDP	IDP Steering Committee Meeting	22 February 2027	Local Municipality	Phase update report
OPMS-BUDGET	Mid-year budget review/adjustment and performance assessment	31 January 2027	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	As per the approved Calander of meetings	MM / Internal Audit / PAC	Minutes of Committee meetings
IDP	IDP Representative Forum Meeting	3 March 2027	Richmond Municipality	Engagement with key stakeholders
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 2027/ 2028 IDPs to COGTA and Budget to Treasury	31 March 2027	Richmond Municipality DCOGTA AND TREASURY	
BUDGET	2027/2028 Draft Budget	17 March 2027 20 March 2027 31 March 2027	Finance Committee Exco Full Council	First Draft Budget report
BUDGET	Bi-lateral Treasury engagement 2027/2028 Draft Budget	05 May 2027	Finance Committee Exco Full Council	Bilateral meeting and Treasury report
IDP	Municipalities submit draft 2027/2028 IDPs to COGTA	20-31 March 2027	COGTA and Richmond municipality	Proof of submission of draft reviewed IDP
SDBIP	Municipalities submit draft 2027/2028 SDBIP to Treasury and CoGTA	31March 2027	Treasury and Richmond Municipality	Proof of submission of draft reviewed SDBIP

IDP	Update Report on alignment for this Phase to MMs Forum	March 2027(per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2027(per Calendar)	District Municipality	Phase Update reports
BUDGET	Grants Notification to Local Municipalities	March 2027	District Municipality	Grants Notification report circulated
IDP	Adoption of Draft IDP by Council	By 28 March 2027	Richmond Municipality	Council Resolution
IDP	Submission of adopted Draft IDPs to COGTA	31 March 2027	Richmond Municipality	Proof of submitting the draft IDP on time to CoGTA

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP & BUDGET	Advertise Draft IDPs and draft Budget for Public Comments	10 April 2027	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)	30 June 2027	S56 Managers / IDP Manager / PMS Manager	Aligned process
Critical milestone (below is working backwards to achieve it)	Milestone 5: Assessment of Draft 2027/2028 IDPs and self-assessment	31 May 2027	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	05 April 2027	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 2027	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 2027	COGTA: IDP Coordination Business Unit, COGTA Sector Departments Municipal representatives and SOEs.	Attendance and reports

IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	3 weeks in April 2027 (actual dates to be published) (LMs in January 2027-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 2027/2028 IDPs to CoGTA	28 June 2027	All Municipalities CoGTA AND ALL	
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	April 2027	Richmond Municipality	Incorporated comments
IDP	Incorporate comments from the Assessment panel from COGTA	23 May 2027	Richmond Municipality	Response-table
BUDGET	Adoption of the Final Budget 2027/2028	21 May 2027 24 May 2027 31 May 2027	Finance Committee Executive Committee Full Council	Minutes Council Resolution

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-BUDGET-OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	31 March 2027	Richmond Municipality	Audit Action Plan
IDP	Update Report on alignment for this Phase to MMs Forum	March 2027 (per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2027(per Calendar)	District Municipality	Phase Update reports
IDP	Present Final Draft IDP to Exco	May 2027	Richmond Municipality	Item: final draft IDP
IDP-OPMS	Adoption of 2026/27 IDP and performance targets by Council	31 May 2027	Richmond Municipality	Council Resolution
OPMS	Approved Departmental SDBIPs / Scorecards 2027/2028 – S53 MFMA	25 June 2027	Mayor /MM (PMS Manager)	Report
OPMS-IDP	Approved Municipal / Organisational Scorecard – S44 MSA	25 June 2027	PMS Manager & MM	Report
OPMS	Performance Reports twice a year – Reg 13 PPMR	Council:22 January 2027 PAC February 2027 and for APR 25 August 2027	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 09 July 2027	Richmond Municipality and COGTA	Copies of adverts and directions
OPMS	Complete Datasheet and submit to CoGTA – S47 MSA	25 August 2027	MM / CFO / S56 Managers / PMS Manager	Portfolio of evidence on submission
OPMS	Draft 2027/2028 Annual Performance Report – S46 MSA	25 August 2027	MM / PMS Manager	Report
OPMS	Prepare 2027/2028 Performance Working Paper File and submit to AG after necessary approvals	30 August 2027	MM / PMS Manager / Internal Audit	Report
IDP	MEC Panel assesses Reviewed IDPs	July 2027	COGTA-led panel	MEC letters

8. Alignment Mechanisms

8.1. 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
- ✓ National Treasury
- ✓ Provincial Treasury
- ✓ South African Local Government Association (SALGA)
- ✓ Municipal Infrastructure Support Agency (MISA)
- ✓ Department of Water and Sanitation (DWS)
- ✓ Eskom
- ✓ SANRAL
- ✓ Umgeni-uThukela Water

- ✓ 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.

9. Annual IDP Review

The IDP process can be reviewed on annual basis in the following way;

- ✓ Year 0 : Framework and Process Plans
- ✓ Year 1 : Full assessment on compliance, projects and programmes
- ✓ Year 2 : Progress made in IDP Implementation
- ✓ Year 3 : Mid-term IDP Analysis and Assessment
- ✓ Year 4 : Progress made in IDP Implementation
- ✓ Year 5 : Level of implementation of the 5-year IDP

The Assessment should look at the evaluation of projects and programs and just the monitoring aspect of it. The following items should be included in the annual review process;

- ✓ KPA Assessment Templates
- ✓ S72 Reports
- ✓ Grant Schedule
- ✓ MIG Reports
- ✓ 3 year Budget Financial Plan
- ✓ APR and Annual Report
- ✓ Financial Statements

10. Cost Estimates

10.1. 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:

Table 3: IDP Review

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.

11. 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.