



IDP-BUDGET-OPMS PROCESS PLAN

2027/2028

This IDP-Budget-PMS Process Plan has been developed in consultation with various stakeholders i.e. Amakhosi, Richmond Communities, Organised Community Organisations, Provincial Government, Parastatal Organisations, Non-government Organisations, etc. This plan is therefore presented to interested and affected parties interested to participate in the review process of the Municipal IDP and inform the adoption of the 2027-2028 Municipal IDP at the various strategic phases of the review process as documented.

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CIF	: Capital Investment Framework
DDM	: District Development Model
DGDP	: District Growth and Development Plan
IDP	: Integrated Development Plan
IGR	: Intergovernmental Relations
MEC	: Member of Executive Council
MFMA	: Municipal Finance Management Act, 56 of 2003
MISA	: Municipal Infrastructure Support Agent
MSA	: Municipal Systems Act, 32 of 2000
MStrA	: Municipal Structures Act, 117 of 1998
MTDP	: Medium Term Development Plan (2024-2029)
NCCAS	: National Climate Change Strategy
NDP	: National Development Plan Vision 2030
NIP 2050	: National Infrastructure Plan 2050
NSDF	: National Spatial Development Framework
OPMS	: Organizational Performance Management System
PGDP	: Provincial Growth and Development Plan
PSDF	: Provincial Spatial Development Framework
SDF	: Spatial Development Framework
SDGs	: Sustainable Development Goals
SOEs	: State Owned Enterprises
SPLUMA	: Spatial Planning and Land-use Management Act 2013
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
UMDM	: Umgungundlovu District Municipality
WSDP	: Water Services Development Plan

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1. Introduction

The 2026 Local Government Elections are set to take place on the 4 November 2026 as determined by the President of South Africa. This marks the end of term of office for the current Municipal Council and Year 0 of the Integrated Development Planning process. Year 0 is a formal transition and preparatory phase, particularly for the 2026–2027 local government transition. One important qualification is that **“Year 0” is not a term expressly defined in the Municipal Systems Act**; it is a practical planning designation for the period preceding Year 1 of the new five-year IDP cycle. The statutory requirements arise mainly from sections 25, 28, 29 and 34 of the Municipal Systems Act (MSA), section 21 of the MFMA, and the IDP Regulations.

In response to the above, the Richmond Municipal IDP-Budget-OPMS Process Plan is prepared in response to the legislative provisions of the Municipal Systems Act (Act no. 32 of 2000) and 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 need 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 need 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 and timeframe** - 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 vertical and horizontal alignment and 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 and binding processes and/or planning requirements 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.

There are various phases in the development of a credible municipal Integrated Development Plan. Attached to the credibility of the document is the active involvement of various stakeholders i.e. Government Sector Departments both National and Provincial, State-Owned Entities, Traditional Council, communities, various organisations, etc. The development of the municipal IDP has been guided by developed guidelines, which to an extent have been utilised with a mix of tried and tested experiences with an aim of improving the quality of the document.

The critical phases of developing a credible IDP can be summarised below:

Phases of developing a credible IDP:

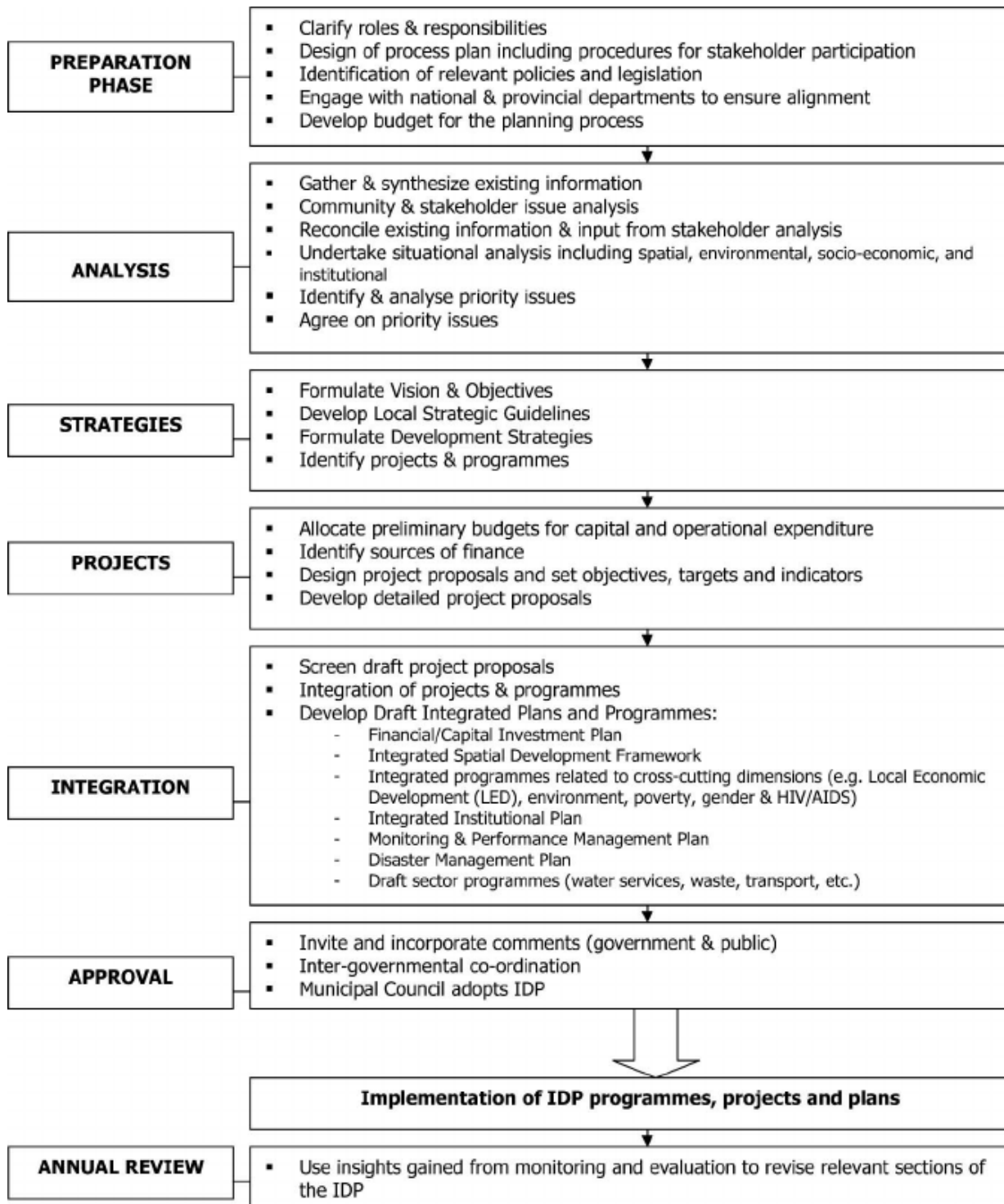


Figure 1: IDP Process

The IDP process to be followed by the Richmond Municipality is summarized in the above figure and further details of the activities to be undertaken are provided in the table in the below sections. The table provides specific timelines for the required activities that informs the development of the municipal IDP document. 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.

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 the IDP 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.

2. Legislative Requirements

The development of an IDP document is a legislative requirement guided by Section 25 of the Municipal Systems Act (Act no. 32 of 2000), which requires each Council to develop a single, inclusive and strategic plan for the development of the municipality. As part of ensuring that the requirements of Section 25 of the MSA are met, Section 28 of the MSA makes provision for the development of a process setting out, in writing, a guide for the planning, drafting, adoption and review of the IDP. Section 21 of the Municipal Finance Management Act (Act no. 56 of 2002) also makes pronouncements of a time schedule (process plan) outlining deadlines associated with the preparation, tabling and approval of the annual budget.

In addition to the above, the below provides details on the overall legislative requirements and extracts from the relevant legislative documents, which the IDP process is aligned to:

2.1. Alignment with Legislative Provisions

2.1.1 The Constitution of the Republic of South Africa 1996

The Constitution lays the foundation for cooperative governance, performance accountability, community participation, and transparent budgeting. It underpins all local government performance obligations. The following sections are worth noting from the Constitution of SA:

- (i). **Section 40** states that; *“in the Republic, government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated.”*
- (ii). **Section 153 (a)** states that; *“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”.*

(iii). **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.

The development of a process plan is therefore prudent in creating a system of ensuring appropriate planning, budgeting, administration and community involvement are addressed in the process of developing the IDP, budget and prioritization of community needs.

2.1.2 Intergovernmental Relations (IGR) Framework Act 13 of 2005

The Municipal IDP/Budget/OPMS Process Plan seeks alignment with the **IGR Framework Act** by ensuring that the process plan establishes mechanisms for cooperation, coordination, consultation and alignment between the three spheres of government; municipality, district municipality, provincial government and national government.

The municipality will ensure that the IDP and Budget preparation process is undertaken in accordance with the principles of cooperative government and intergovernmental relations as contemplated in the Constitution and the Intergovernmental Relations Framework Act, 13 of 2005. The Process Plan will provide for structured engagement and coordination with the District Municipality, Provincial Government, Provincial Treasury, relevant national and provincial sector departments and other organs of state. These engagements will seek to promote the alignment of municipal priorities, programmes, projects and budgets with national, provincial and district priorities, while identifying opportunities for integrated planning, infrastructure investment, resource mobilisation and coordinated service delivery.

Summary of IGR focus areas:

Relevant IGR stakeholders

- ✓ District Municipality
- ✓ Provincial COGTA
- ✓ Provincial Treasury
- ✓ Provincial sector departments
- ✓ National departments and entities
- ✓ Traditional leadership structures, where applicable
- ✓ Other organs of state involved in municipal programmes

IGR engagement points

- ✓ Review of the previous IDP;
- ✓ Analysis of national and provincial priorities;
- ✓ Strategic planning session;
- ✓ Drafting of IDP priorities;
- ✓ Budget preparation;
- ✓ Infrastructure and capital investment planning;
- ✓ Draft IDP and budget consultation;

- ✓ Finalisation and adoption;
- ✓ Implementation monitoring and review.

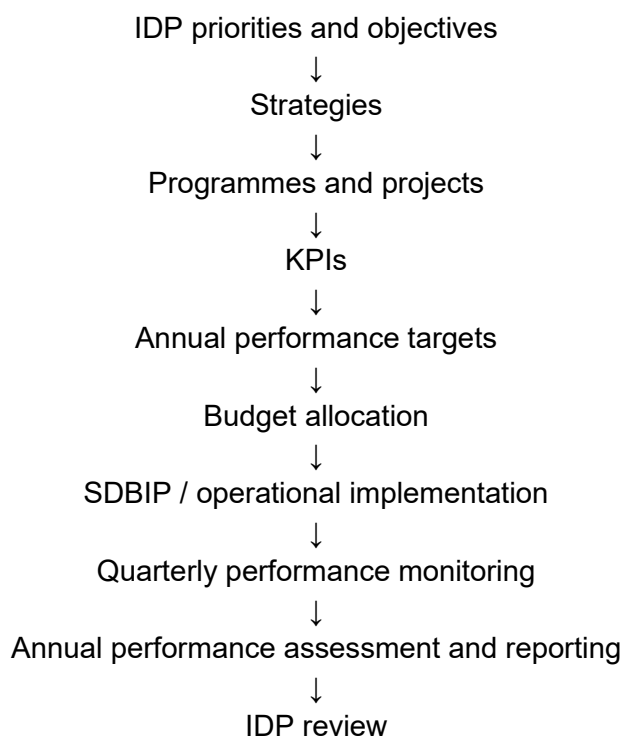
Expected outputs

- ✓ Alignment of municipal priorities with government priorities;
- ✓ Identification of intergovernmental projects;
- ✓ Confirmation of funding opportunities;
- ✓ Identification of areas requiring provincial/national intervention;
- ✓ Alignment of infrastructure programmes;
- ✓ Resolution of overlapping mandates;
- ✓ Improved coordination of service-delivery.

2.1.3 Municipal Planning and Performance Regulations 2001

The Municipal Planning and Performance Management Regulations, 2001 provide an important regulatory basis for assessing whether a municipality's IDP-Budget-OPMS Process Plan adequately integrates development planning and performance management.

Key alignment that should be reflected in the Process Plan must include a clear relationship between:



In summary, the IDP–Budget–OPMS Process Plan should provide for an integrated planning and performance management cycle in which municipal development priorities, objectives and strategies inform budget allocations, organisational performance objectives, key performance indicators and annual performance targets. The Process Plan should further provide for appropriate community participation, performance monitoring, periodic review and reporting, ensuring that performance information is utilised to inform subsequent IDP reviews and budget processes.

2.1.4 Local Government Acts:

2.1.4.1 Section 26 of the Municipal Systems Act 2000 (Act no. 32 of 2000)

This sections makes provision for the core components of an Integrated Development Plan and is crucial in understanding the various aspects that needs to be addressed within the plan for it to be reflective to the needs of communities and for it to be credible. Below provides details of the core components as extracted from the Act:

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.*

2.1.4.2 Section 28 of the Municipal Systems Act (Act no. 32 of 2000)

The adoption of a process plan is legislative requirement through Section 28 of the MSA, which provisions requires that:

- 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.*

2.1.4.3 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)

In terms of the legislative provisions of these sections, 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.

Furthermore, 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.**
- b) may amend its IDP in accordance with a prescribed process.*

The review of the Municipal IDP has to be guided and as such the following provides some of the various factors for consideration:

2.1.4.4 Key Elements to be considered during the planning process

- a) MEC Letter from COGTA
- b) Comments received through the IDP Assessments
- c) Self-assessment of the IDP
- d) Review of the Spatial Development Framework/Plan
- e) New National Priorities
- f) New Policies/Plans
- g) New Council priorities-including the long-term i.e. 20-30 years
- h) New available information (e.g. War on Poverty, Covid-19, mainstreaming HIV/AIDS etc.)
- i) 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
- j) The Sukuma Sakhe/War on Poverty and War Rooms.
- k) The integration of Sector Plan information and project alignment.

2.1.4.5 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,
- ✓ 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 2027/28 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.

2.1.5 Organisational/Individual Performance Management

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 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.

2.1.6 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.

2.1.7 Summary of Legislative Provisions

Framework	Relevance to IDP–Budget–OPMS Process Plan	Implication for the Municipality
Constitution of the Republic of South Africa, 1996	Provides the foundation for developmental local government, public participation, accountability, cooperative government and the constitutional functions of municipalities.	Is the overriding legislation that forms the basis for all legislations of the Republic which the municipal IDP must form alignment with the set provisions.
White Paper on Local Government, 1998	Incorporate developmental local government reforms, institutional strengthening and service delivery innovation into municipal strategies.	Is a foundational policy document that shaped SA's democratic local government system and remains the basis for municipal planning, service delivery, Integrated Development Planning (IDP), and community participation.
Municipal Systems Act 32 of 2000 (MSA)	The principal legislation governing the IDP, community participation, performance management and municipal planning processes.	Guides the development of the Municipal IDP and public participation process along with the Performance Management.
Municipal Finance Management Act 56 of 2003 (MFMA)	Governs municipal financial management, annual budgets, budget preparation, approval, implementation, reporting and alignment with the IDP.	Budget process is guided with the legislative provisions of the Act and financial management must form its grassroot on the legal provisions.
Intergovernmental Relations Framework Act 13 of 2005 (IGRFA)	Provides the framework for coordination and alignment between national, provincial, district and local government.	Calls for collaborative planning amongst spheres of government. Supports IDP Rep. Forum and other related forums
Municipal Structures Act 117 of 1998	Establishes municipal structures and defines roles and responsibilities relevant to Council, Executive structures and committees involved in planning and oversight.	Roles and responsibilities of the municipality are defined and structures to see oversee their fulfillment are set to monitor.

Municipal Property Rates Act 6 of 2004	Relevant where municipal revenue and property-rating policies inform the budget process.	Informs the budget process of the municipality; revenue generation through property rates.
Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA)	Provides the framework for spatial planning and requires integration of spatial planning with municipal development planning.	Aligns municipal planning with the objectives of the act and guides spatial planning and land use management systems.

2.1.8 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.
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.
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.

3 Organizational/Institutional Arrangements

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

3.1 Internal Role-players

- a) Council and the Executive Committee
- b) Ward Councillors
- c) Mayor
- d) Municipal Manager
- e) IDP Manager
- f) Heads of Departments and Officials
- g) IDP Technical Committee (Management)

3.1.1 Organisational and Capacity Building of New Council on the following:

- a) Integrated Development Planning process;
- b) Municipal Systems Act and MFMA requirements;
- c) Governance and Oversight responsibilities;
- d) Budget and OPMS alignment;
- e) District Development Model principles; and
- f) the Municipality's strategic priorities.

3.2 External Role-players

- a) UMgungundlovu District Municipality (IDP Sub-Cluster)
- b) District Development Model
- c) Department of Local Government and Traditional Affairs
- d) Amakhosi and Izinduna
- e) Government Departments
- f) IDP Representative Forum
- g) Ward Committees

3.3 Vulnerable Groups

- a) Women
- b) Youth
- c) Persons with Disabilities
- d) Older Persons
- e) Child-headed households
- f) Informal settlement residents
- g) Farm dwellers

3.4 Roles and Responsibilities

3.4.1 Richmond Local Council

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

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

3.4.2 Council's Executive Committee:

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

3.4.3 Ward Councilors/Ward Committees

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

3.4.4 IDP Manager

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

- a) Prepare the Process Plan
- b) Undertake the overall management and co-ordination of the planning process
- c) Ensure that all relevant role players are identified and involved
- d) Nominate persons in charge of different roles
- e) Be responsible for the day-to-day management of the drafting process
- f) Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements
- g) Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council
- h) Ensure proper documentation of the results of the planning of the IDP document; that conditions for participation are provided, and that all outcomes are being documented.

- i) Ensuring the alignment of the IDP with other IDP's within the District Municipality area and the District's IDP.
- j) Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP Documentation.
- k) Adjust the IDP in accordance with the MEC for Local Government's proposals.
- l) The Process Plan is finalized and adopted by Council.
- m) Submitting the reviewed IDP to the relevant authorities.
- n) Monitor new legislation and policy directives.
- o) Maintain the municipal legislative compliance register.
- p) Coordinate policy alignment with sector departments.
- q) Facilitate DDM alignment.
- r) Coordinate annual policy gap assessments.
- s) Ensure climate change is mainstreamed throughout municipal planning.

3.4.5 PMU Manager

- a) Prepare annual MIG Business Plans.
- b) Coordinate MIG project registration.
- c) Manage MBPAC submissions.
- d) Monitor implementation of approved MIG projects.
- e) Submit monthly expenditure and commitment reports.
- f) Coordinate project readiness assessments.

3.4.6 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.

3.4.7 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:

- a) Represent the interest of constituents in the IDP Process
- b) Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government

- c) Ensure communication between all stakeholders' representatives, including municipal government
- d) Monitor performance of the planning and implementation process

3.4.8 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.

3.4.9 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.

3.4.10 Sector Departments, Parastatals, Business Community and NGOs

Provide data, projects, budget guidelines and professional and technical support to the review process of the municipal IDP. These sectors also need to ensure that budgets allocated to the sectors are aligned with the IDP.

3.4.11 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.
- i) Review emerging legislation
- j) Assess policy implications
- k) Verify alignment with MTDP
- l) Monitor implementation of DDM priorities
- m) Coordinate climate change mainstreaming
- n) Oversee policy compliance before submission of the draft

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 Amakhosi

Amakhosi and Izinduna of Richmond continues to participate in the IDP process through various engagement sessions and Council Meetings. The process of engaging the Traditional Council of Richmond Municipality through the Local Housing Traditional Leadership/ Traditional Council will continue as the municipality currently sends out invites through the Cogta section. The Traditional Council will continue to be invited to monthly Council Meetings and the bi-annual IDP/Budget roadshows which take place in November and April. Further sessions of engaging the Traditional Councils individually will be undertaken during the review process and such sessions are identified to be undertaken prior to engaging Communities.

4.2.3 Izimbizo/Roadshows

IDP/Budget road shows will be held for all the 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 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

As part of the requirements of the Public Participation Office led by Ward Councillors through the Office of the Speaker, ward community meetings are a must. These meetings are called frequently by the Ward Councillor to ensure the dissemination of Council information to communities and for Council through the Ward Councillor to register new priorities affecting the communities. In addition to the annual IDP meetings (Izimbizo) to be held for the seven (7) wards, the municipality will print pamphlet both in IsiZulu and 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.

Table 1: IDP-Budget-OPMS Review 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-Budget-OPMS Process Plans to CoGTA and Treasury	31 August 2026	All Municipalities submission to CoGTA and Treasury	Submitted Framework and Process plans
IDP-BUDGET-OPMS	Prepare 2027/2028 IDP / Budget /OPMS Draft Process Plans	01 - 31 July 2026	Richmond Municipality	Drafts FP-PPs completed
IDP	Circulate the draft Process Plan internally for preliminary comments and inputs	01 - 07 July 2026	District municipality- IDP office, Richmond Municipality	Circulated draft
IDP	Meeting with District Municipality and Local Municipalities in the IDP sub cluster Meeting Preparation of Process Plan readiness	24 July 2026	Richmond Municipality	Alignment with District Municipalities
DDM	Planning meeting with District and LMs to ensure required information has been obtained for input into the One Plan document	28 July 2026	District Municipality	Review of DDM One Plan and incorporation of municipal projects
IDP	Advertise Draft Process Plan for public comments	29 July 2026	Richmond Municipality	Copy of advert
OPMS	Draft 2025/2026 Annual Performance Report – S46 MSA	30 July 2026	MM/PMS Manager	Draft 2025/2026 Annual Performance Report – S46 MSA
IDP	Submit Draft 2027/2028 Framework/Process Plans to COGTA	31 July 2026	Richmond Municipality	Letter of acknowledge
IDP-MIG	Submit Technical Reports to Sector Departments	31 July 2026	Technical Services	Technical Reports Submission

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	MEC Panel assesses submitted 2026/2027 IDPs Draft Process Plan comments	31 July and 14 August 2026	MEC Panel	MEC comments
IDP-MIG	Sector Department Evaluation of projects	August - September 2026	Sector Departments	Sector Recommendation
IDP-INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	03 - 14 August 2026	Richmond Municipality	Updated table indicating status of reviewed strategies, sector plans and policies
IDP	Collect data to review Status Quo of the Municipality	07 August 2026	Richmond Municipality	Verified data
OPMS	Signed S54 and 56 Manager's Performance Agreements – S53 MFMA and S57 MSA	13 August 2026	Richmond Municipality	Signed performance agreements and placed on municipal website within 14 days
IDP-INCORPORATING BUDGET AND OPMS	Submission and adoption of final Process Plan to all relevant Council Committees	01 - 28 August 2026	Richmond Municipality	Final Process Plan and Council Resolution
IDP	Submit adopted IDP Process Plan to COGTA and Treasury	31 August 2026	Richmond Municipality	Letter of acknowledgement
Critical milestone (below is working backwards to achieve it)	Milestone 2: IDP Phase 1 Analysis /Status Quo analysis	September – end October 2026	Richmond Municipality	Status quo analysis reports
IDP	Sustainable Living Exhibition	TBA	MEC COGTA, Sector Departments, Municipal representatives	Alignment of municipal IDP
UMDM	District IDP Representative Forum	03 September 2026	UMDM	Alignment of municipal IDP with District and Sector Departments
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	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 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	Meeting with Local Municipalities/ Planning sub cluster on IDP: Cross-border alignment.	TBC September 2026	All municipalities and Departments of Social Development-Population Unit, KZN Treasury and	Draft status Quo reports and data alignment

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
			StatsSA	
IDP	IDP Steering Committee meeting	28 September 2026	Local Municipality	Preparation for IDP Rep. Forum
IDP-MIG	Register MIG1 Business Plans	30 September 2026	Richmond PMU	MIG1 Registration
IDP	IDP Assessment Feedback Session	October 2026	COGTA, Sector Departments, Municipal representatives	Final IDP assessment results
IDP	IDP Representative Forum	01 October 2026	Richmond Municipality, UMDM, Sector Departments, SoEs, NGOs, Traditional Councils, etc.	Alignment of municipal IDP with Sector Departments, SoEs and relevant stakeholders.
BUDGET	2026/2027 First Quarter Budget Review	14 October 2026–Internal 22 October 2025-Treasury (3 rd wk. after end of Quarter)	Richmond Finance	Budget review report
IDP	Status Quo Report to Portfolio, EXCO and to Full Council	30 October 2026	Richmond Municipality	Status Quo Report to Portfolio, EXCO & Council
IDP-MIG	MBPAC Evaluation and Recommendations	October - December 2026	KZN COGTA Richmond PMU	Approved Projects
IDP	First community consultative process (Imbizo)	By end October 2026	Richmond Municipality (Speakers Forum)	Consultation with community / source community priorities
Critical milestone (below is working backwards to achieve it)	Milestone 3 Phase 2 & 3 of the IDP: Review Strategies & projects	End of November 2026	Richmond Municipality	Reviewed strategies report
IDP	Review municipal strategies	02 - 13 November 2026	Richmond Municipality	Report on reviewed strategies
IDP	IDP Alignment session for UMgungundlovu and Harry Gwala District	November 2026	CoGTA	Attendance
IDP	Feedback and Sector - Municipal Alignment sessions coordinated with COGTA - uMgungundlovu District	November 2026	COGTA, Municipal Representatives-all managers, Sector Departments and State-owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets
World Planning Day Event	Attend the event	08 November 2026	CoGTA, stakeholders and municipalities	Attendance register
IDP	Meeting with local municipalities to discuss strategies reports/sub cluster	17 November 2026	UMDM and Local Municipalities	Alignment of strategies report (progress on mSCOA requirements)
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
	Reg 14 PPMR			
IDP	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on strategies and priorities of the district- IDP Representative Forum	23 November 2026	UMDM (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-OPMS-BUDGET	Develop 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
IDP	Strategies Report to Portfolio, EXCO and Full Council	TBC	Richmond Municipality	Item: reviewed strategies report for approval
IDP	Prioritization of IDP projects	December 2026 / January 2027	Richmond Municipality	Projects prioritization lists integrated into the IDP
BUDGET-IDP OPMS	Receive and consider proposed budget from the board of Directors from Development Agency	January 2027	Mayor/MM/CFO	Development agency Draft Budget Submitted
BUDGET	2026/27 Budget Performance Assessment –S72 MFMA	23 January 2027	Finance	Budget Performance report
BUDGET-IDP	2027/28 Interdepartmental Budget Inputs	25 January– 01 February 2027	Internal Departments	Completed templates aligned to IDP format
IDP/OPMS/BUDGET	Council Strategic Planning Session	January 2027	Richmond Municipality	Review of municipal strategic objectives and alignment
OPMS	Schedule Performance Audit Committee meetings at least twice a year – Reg 14 PPMR	As per calendar of meetings	MM / Internal Audit / PAC	Performance Audit Committee recommendations
IDP-MIG	Submit Project Implementation Plans for outer-year projects	30 January 2027	PMU	Implementation Plans
IDP	Meeting - COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2027/28	February 2027	COGTA, Sector Departments and Richmond Municipality	Assessment process for the 2027/2028 Financial Year
BUDGET	Bilateral engagements with Provincial Treasury on the mid-year budget and performance assessment. S72 MFMA	10 February 2027	Richmond Finance	Bilateral meeting and Treasury report
IDP-MIG	Contractor Procurement Process	February-June 2027	SCM/PMU	Appointment of Contractors
IDP	IDP Steering Committee and IDP Forum Meeting	22 February 2027	Richmond Municipality	Preparation for IDP Rep. Forum

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
BUDGET-IDP OPMS	Finalisation of Budget related Policies	26 February 2027	Full Council	Budget Policies Review
OPMS-BUDGET	Mid-year budget review/adjustment and performance assessment	By end of February 2027	MM / CFO / S57 Managers / PMS Manager	Budget adjustment and manager's performance report
IDP	IDP Representative Forum	03 March 2027	Richmond Municipality, UMDM, Sector Departments, SoEs, NGOs, Traditional Councils, etc.	Alignment of municipal IDP with Sector Departments, SoEs and relevant stakeholders.
Critical milestone (below is working backwards to achieve it)	Milestone 4 Phase 4 & 5 of the IDP: Integration and Approval / Adoption and submission of Draft 2027/2028 IDP to COGTA and Budget to Treasury	31 March 2027	Richmond Municipality DCOGTA AND TREASURY	Submission of Draft IDP and Budget to Cogta and Treasury
BUDGET	Grants Notification to Local Municipalities	March 2027	District Municipality	Grants Notification report circulated
BUDGET-IDP OPMS	Finalisation of proposed 2027/28 service Tariffs	30 March 2027	Richmond Finance	Tariff Review
IDP-BUDGET-OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	31 March 2027	Richmond Municipality	Response-table
BUDGET	Submission of the Draft 2027/2028 IDP and Draft Budget for Council Approval/Adoption	By 31 March 2027	Richmond Municipality	Council Resolutions for adopted Draft plans
IDP	Submission of Draft 2027/2028 IDP and Draft Budget to Cogta and Treasury	By 31 March 2027	Richmond Municipality	Proof of submission
SDBIP	Municipalities submit draft 2027/28 SDBIP to Treasury and CoGTA	By 31 March 2027	Treasury and Richmond Municipality	Proof of submission of draft reviewed SDBIP
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	By 12 March 2027	Richmond Municipality / Departments	Completed templates aligned to IDP format
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, BUDGET & PMS	Advertise draft IDP, Budget and SDBIP for Public Comments	By 09 April 2027	Richmond Municipality	Copies of adverts calling for public comments
Critical milestone (below is working backwards to achieve it)	Milestone 5: Assessment of Draft 2027/2028 IDPs and Draft Budget	31 May 2027	All Municipalities DCOGTA Sector Depts and Treasury	Feedback assessment on Draft IDP and Draft Budget to inform final plans

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Convening of decentralised IDP Assessment Forums	12 April 2027	COGTA, Municipal Representatives, Sector Departments and State-Owned Enterprises (SOEs)	Assessment feedback and recommendations
BUDGET	Bilateral engagements with Provincial Treasury on the Draft Budget Assessment.	25 April 2027	Treasury and Richmond Finance	Assessment feedback and recommendations
IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April 2027 (actual dates to be published)	Richmond Municipality jointly (Speakers Forum)	Public participation process for the Draft IDP and Budget
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	By end of April 2027	Richmond Municipality	Incorporated comments
Critical milestone (below is working backwards to achieve it)	Milestone 6: Adoption and Submission of final 2027/2028 IDP and Budget to CoGTA and Treasury	31 May 2027	All Municipalities CoGTA AND ALL	Submission of Final IDP and Budget
IDP	Incorporate comments from the Assessment panel from COGTA in the Final IDP	By 31 May 2027	Richmond Municipality	Addressing of identified gaps and provide responses on the self assessment
BUDGET	Table Final 2027/2028 Budget for Adoption by Council	By 31 May 2027	Richmond Finance	Council Resolution
IDP-OPMS	Table Final 2027/28 IDP and performance targets for Adoption by Council	By 31 May 2027	Richmond Municipality	Council Resolution
OPMS	Review OPMS Policy and prepare draft OPMS scorecard for inclusion into IDP (Ensure draft scorecard indicators are aligned to IDP objectives)	By 31 May 2027	S56 Managers / IDP Manager / PMS Manager	Aligned process
IDP-BIDGET	Submission of Final 2027/2028 IDP and Budget to Cogta and Treasury	Within 10 calenda days after adoption date	Richmond Municipality	Submission of 2027/2028 IDP and Budget to Cogta and Treasury
IDP-BUDGT	Publication of the adopted IDP and Budget	Within 14 days of the adoption	Richmond Municipality	Public advert
IDP-MIG	Identify and prioritise infrastructure projects from Ward-Based Plans and IDP	May - June 2027	PMU / IDP Unit / Technical Services	Draft Project List
IDP-MIG	Prepare MIG Project Planning documentation	May - June 2027	PMU	Project Preparation Reports
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	Mayor / MM / PMS Manager / S56	Reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
		PAC February 2026 and for APR 25 August 2027		
IDP	MEC Panel assesses Reviewed IDPs	From July 2027	COGTA-led panel	Assessment Feedback and MEC Letters
OPMS	Schedule Performance Audit Committee meetings at least twice a year – Reg 14 PPMR	As per calendar of meetings	MM / Internal Audit / PAC	Performance Audit Committee recommendations
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 2025/2026 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

6 Alignment Mechanisms

In accordance with the Municipal Infrastructure Grant Framework, the Richmond Municipality will ensure that all infrastructure projects funded through the Municipal Infrastructure Grant (MIG) originate from the approved Integrated Development Plan (IDP) and are aligned with 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 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.

6.1 Role players

It is noted that the IDP process is a local process, however such process requires substantial input from other spheres of government, i.e. national and provincial departments (as well as service providers). It is the understanding of Richmond Municipality that alignment with the various role-players is of crucial importance. In essence, the roles of the various spheres of government in the IDP Review Process are anticipated as follows:

6.1.1 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.

6.1.2 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

6.1.3 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 Annual Review of IDP (Implementation focused)

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 needs to be done annually to ensure implementation and monitoring of the 5-year IDP priorities, programmes and projects.

As stated in **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

8 Cost Estimates

8.1 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 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	Internal

adopted by Council and advertised for public comment.	
Orientation and training of newly elected Ward Councillors and Ward Committees	Internal Cogta and SALGA
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 for the seven wards.	R100 000.00
To advertise, as per legislation, giving notice to residents of the IDP Representative Forum meeting date/s and to call for comment on the Process Plan and finally the Draft Integrated Development Plan before adoption by Council.	R50 000
Performance management review	Internal
TOTAL	R185 000.00

The IDP is done in-house therefore all other costs will be internal staff costs. The above proposed budget has been included in the current financial year under the various responsible departments.

9 Conclusion

The IDP-Budget-OPMS Process Plan has been aligned with the uMgungundlovu District Municipal process plan and seeks to meet the legislative 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 comments 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.