



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Local Government Planning Functions Explained

Business, Commerce and Management Studies / Public Administration

Unit Standard 244302 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course provides a comprehensive understanding of the planning functions of local government in South Africa. Participants will explore the legislative framework, institutional structures, and processes that guide municipal planning, including integrated development plans (IDPs), spatial planning, and sectoral planning. The course equips learners with the knowledge to contribute effectively to municipal planning processes and to understand the role of planning in promoting sustainable local development.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244302
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the legislative and policy framework governing local government planning in South Africa.
- Describe the key components of an Integrated Development Plan (IDP) and its role in municipal planning.
- Analyze the relationship between spatial planning, land use management, and sectoral planning within local government.
- Apply the principles of cooperative governance and public participation in the planning process.
- Evaluate the role of performance management and monitoring in achieving planning objectives.
- Demonstrate an understanding of the financial and resource implications of municipal planning.

WHO SHOULD ATTEND

- This course is designed for municipal officials, councillors, community development workers, and professionals in the public sector who are involved in or affected by local government planning.
- It is also suitable for individuals seeking to understand the planning framework of South African municipalities.

COURSE OUTLINE

Day 1: Introduction to Local Government Planning

- Overview of the South African local government system.
- Constitutional mandate for local government planning.
- Key legislation: Municipal Systems Act, Municipal Structures Act, Spatial Planning and Land Use Management Act.
- Roles of municipal councils, officials, and communities.
- Types of planning: strategic, spatial, sectoral, and operational.
- Introduction to the Integrated Development Plan (IDP).
- Intergovernmental relations in planning.

Day 2: Integrated Development Planning Process

- The IDP cycle: analysis, strategies, projects, integration, and approval.
- Community participation: IDP representative forums, ward committees, public hearings.
- Alignment with National Development Plan and Provincial Growth and Development Strategies.
- Key IDP components: situational analysis, vision, objectives, strategies, projects.
- IDP review and amendment processes.
- Linking IDP to budgeting and performance management.

Day 3: Spatial Planning and Land Use Management

- Spatial Planning and Land Use Management Act (SPLUMA) principles.
- Development of Municipal Spatial Development Frameworks.
- Land use schemes: zoning, land use rights, and development controls.
- Land use management applications and appeals.
- Integration of spatial planning with IDP.
- Informal settlements upgrading and land reform.

Day 4: Sectoral and Operational Planning

- Sectoral plans: Housing, Water Services, Transport, Disaster Management, Environmental Management.
- Integration of sectoral plans into IDP.
- Operational plans: departmental business plans, service delivery plans.
- Performance management: Service Delivery and Budget Implementation Plan (SDBIP).
- Monitoring and evaluation of plans.
- Reporting on planning outcomes.

Day 5: Planning Implementation, Monitoring, and Review

- Implementation of IDP projects and programmes.
- Monitoring: performance indicators, dashboards, and reporting.
- Evaluation: impact assessment and lessons learned.
- Annual review of IDP and budget alignment.
- Challenges in local government planning: capacity, funding, political interference.
- Case studies: best practices and lessons from South African municipalities.
- Future trends: smart cities, climate change adaptation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244302) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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