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**TO: DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
CHIEF DIRECTORS: DISTRICT OPERATIONS
DIRECTORS
DISTRICT DIRECTORS
MANAGERS**

KZN CIRCULAR NO: 70 OF 2025

SUBJECT: STRATEGIC PLANNING PROCESS TOWARD THE DEVELOPMENT OF THE ANNUAL PERFORMANCE PLAN 2026/27

1. Strategic Management Monitoring and Evaluation will be engaging all Branches on the strategic management support process in preparation of the Annual Performance Plan 2025/2026. The exercise will involve a reflection on the Strategic Plan 2025-2030 and the Annual Performance Plan 2025/2026 to inform the planning process for 2026-27. National and Provincial Policy Mandates will guide the planning processes for 2026-27.
2. Branch consultation through branch meetings will be as follows:
 - 2.1. Budget meeting with Finance
 - 2.2. Review of Strategic Plan (Reflection) on 2025-2030 and Development of the Annual Performance Plan 2026/27, Operational Plan 2026/27 and MTDP 2026/27.
 - 2.3. Analysis of the Government of National Unity (GNU) priorities.
 - 2.4. **Alignment** to the NDP, MTDP /PGDS, SONA, SOPA, Lekgotla resolutions, One on One resolution by the premier with MEC and HOD, Strategic Plan and Sector Plans.
 - 2.5. Articulation of strategies to address Audit findings and the Audit Improvement Plan
3. Respective Directorates through Branch heads will be consulted during the process on an agreed upon reasonable timelines on the information as outlined above. (Please refer to the attached management plan)
4. Directorates are requested to consider financial implications for all programmes and projects planned for implementation.

No.	HIGH LEVEL ACTIVITIES
1.	Annual Performance Plan Review <ul style="list-style-type: none"> Performance indicators and targets for SOI, NSOI and MTDP
2.	Operational Plan Review <ul style="list-style-type: none"> Performance indicators and targets for SOI, NSOI and MTDP, MEC's Strategic Plan Resolutions.
3.	Cluster Plans
4.	Service Delivery Improvement Plans



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MANAGEMENT PLAN

NO.	ACTIVITIES	DATES	RESPONSIBILITY
1	<ul style="list-style-type: none"> Branch Consultation Meetings Preparatory work on draft Annual Performance Plan 2026/27 Plans focusing on updating Situational Analysis. 	1 -22 August 2025	SMME
2	First draft inputs for all plans will be due for Collation & Editing.	22 August 2025	All Branch Heads
3	First submission to OTP, PT, DPME and DBE	30 September 2025	SMME
4	Strategic Planning Session	February 2026	SMME & OHOD
5	Assessment reports of Draft Annual Performance Plan received from Oversight	1-10 February 2026	SMME
6	SOPA, SONA, Cabinet Lekgotla resolutions incorporation into plans	10-14 February 2026	SMME
7	Final Draft inputs for all 2026/27 plans due date	14 February 2026	SMME
8	Approval by MEC and HOD	15 March 2026	OHOD
9	Final submission to Legislature, OTP, PT, DPME and DBE	28 March 2026	OMEC & SMME
10	Vote 5 Tabling: Annual Performance Plan 2026/27	April/ May 2026	HOD & OMEC

Branch Heads and respective programme managers are hereby requested to co-operate with Directorate: Strategic Management Monitoring and Evaluation.

For all technical support related queries kindly contact the SMME officials listed below:

CONTACT PERSON	OFFICE	CELL	EMAIL
Dr Lutchman Chetty	033 392 1088	083 789 4938	Lutchman.Chetty@kzndoe.gov.za
Mr. Thobelani Hlongwane	033 392 1151	078 564 3371	Thobelani.Hlongwane@kzndoe.gov.za

Your co-operation during the planning process will be highly appreciated.

Yours Sincerely

MR GN NGCOBO
HEAD OF DEPARTMENT

DATE