

**Short Learning Programme Outline:**  
**Principles of Advanced Law Enforcement for Professional  
Municipal Staff**  
**24 contact hours (3 days)**

**Purpose of Short Learning Programme (SLP)**

The main purpose of this SLP is:

- To provide theoretical knowledge required for professional staff of municipalities such as Town Planners, Building Control Officers, Fire Chiefs and Environmental Managers
- To ensure compliance with the National, Provincial and Municipal legislation applicable to their functions as well as the implementation of administrative, civil and criminal enforcement measures available.

**Entrance Requirements**

An NQF level 5 qualification is necessary and at least 3 years working experience in local government. Applicants will be required to go through a selection process.

**Assessment Practice**

- Assessment of students comprises a written knowledge test and a written practical assessment which requires the identification of empowering provisions, offences and enforcement measures in terms of relevant legislation and the completion of applicable notices and statements in terms of given scenarios.
- Students must obtain 50% pass rate for the theory part and 70% pass rate for the practical part in order to comply with the assessment requirements of the SLP.

**Attendance Requirements**

Kindly note students are required to attend **all training days** for the duration of the course.

## **Course Outline**

### **1. Local Government and law enforcement**

- The constitutional mandate
- The legislative and executive authority of municipalities
- The doctrine of municipalities
- Compliance and enforcement
- What is compliance?
- Enforcement options

### **2. Administrative and civil enforcement**

- Enforcement powers
- Objectives of administrative enforcement
- What is administrative action?
- The legal requirements for administrative justice
  - Lawfulness
  - Fair procedures
  - Reasonableness
  - The right to written reasons
- Administrative enforcement tools
- Withdrawal of authorisations or cancellation of permits/ licences

### **3. Administrative fines in terms of section 24G of NEMA**

- Amnesty
- Civil remedies
- Interdicts

### **4. Criminal enforcement**

- The powers and functions of the peace officer
  - Area of jurisdiction
  - Laws that may be applied
  - Legislative actions
- The investigation and prosecution
  - Action by professional staff member
  - Delegation of powers
- The statement

## 5. Interpretation of legislation

- Rules that govern behaviour
- The format of a by-law
- The rules of interpretation
- The reading of legislation
- Analysis of a situation
- Vicarious and corporate liability

## 6. The powers & functions, empowering provisions and most common transgressions in respect of the following officials:

- Town Planners;
- Building control officers;
- Chief fire officers;
- Environmental managers

### Training delivery

- Training can take place at the Nelson Mandela University's Bird Street campus in PE or on-site.

#### Contact details

For further information and to request quotations, please contact:

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