

Short Learning Programme Course Outline: The Legal Rules Governing the Roles & Responsibilities of Political Structures, Political Office Bearers & the Municipal Manager

Training duration - 8 contact hours

Purpose of short learning programme (SLP)

This 1-day short learning programme is designed to clarify the roles and responsibilities of the most important role-players in the municipality, their lines of accountability and reporting, interaction with each other and how to resolve disputes.

***Admission/entrance requirements**

- A National Senior Certificate (NSC)
- A National Certificate (Vocational) Level 4 (NCV4) or
- An appropriate Further Education and Training Certificate or equivalent.
- Good reading and writing skills at NQF level 4 is recommended.

* Please note that the Entrance Requirements are only applicable, if the student chooses to be assessed.

Attendance requirements

Kindly note students are required to remain in class for the duration of the course.

Course outline

- Legislative requirements
- Format for defining roles

Role definition

- The municipal council
- The speaker
- Committees of the council
- Statutory committees
- The Executive mayor

- The Executive deputy mayor
- The Mayoral committee
- The Municipal councillor
- The Municipal manager
- The Accounting officer
- Disposal of capital assets
- Access to information

Relationships, accountability, interaction

- Council/Councillor
- Speaker/Council/Councillors
- Speaker/Executive mayor
- Executive mayor/Mayoral committee
- Executive mayor/Committees of council
- Council/Municipal manager
- Speaker/Municipal manager
- Executive mayor/Municipal manager
- Councillor/Municipal Manager/Official

Disputes

Assessment practice (Optional)

- Students need to obtain a 50% pass mark overall in order to be issued with a university Certificate of Compliance.

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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