

**Specialist Programme Outline:
Effective Government: Legal compliance by
Political Representatives**
Training duration: 80 contact hours

***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 delegates are required to attend all training days for the duration of the course.

Training delivery

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

Course outline

- Kindly note a more detailed outline for each of the modules can be provided on request from the project office.
- The Specialist Programme comprises 10 modules (see next page) however each can be run as a separate stand-alone short learning programme. Delegates completing these 10 modules will receive credits on to the Municipal Management Development Diploma Programme (MDP) offered by the Nelson Mandela University's Business School, should they wish to further their studies.

Name of Module	Purpose
1) The Role of the Speaker and Mayor in Local Government	The purpose of this short learning programme is to provide an overview for councillors/officials of the legal role of the speaker as the chairperson and enforcer of the Code of Conduct for councillors and of the role of the Executive Mayor in an Executive Mayoral system.
2) Oversight in Local Government: Guidelines for Councillors	This short learning programme is designed to provide councillors/officials with an overview of the various oversight duties within the municipal environment, in order to enable the council to govern without interfering with the administration.
3) The Law Governing Decisions & Decision Making in Local Government	This short learning programme is designed to give councillors/officials an overview of the legal requirements for taking valid and lawful decisions in order to minimise the risk of legal action being taken against the municipality
4) Code of Conduct for Councillors: Procedures for Disciplinary Hearings & Investigations	The purpose of this short learning programme is to establish a uniform and common procedure for investigations into the breach of the Code of Conduct for Councillors.
5) Rules of Procedure: Conduct at Meetings of a Municipal Council	To train councillors/officials on the legal rules pertaining to the conduct of meetings, the procedural requirements and the consequences of non-compliance.
6) The Role of the Councillor in Supply Chain Management (SCM)	The short learning programme is designed to offer councillors/officials a legal overview of supply chain management in local government in order to enable them to act within the limits of the laws applicable to them.
7) Delegation of Powers in Local Government	This short learning programme offers councillors/officials a brief overview of the requirements for valid and lawful delegation and its operation in the municipal environment and explains the principle of legality with regard to the exercise of public power in order to ensure that municipalities comply with the law.
8) The Constitutional Mandate of Local Government	The purpose of this short learning programme is to enable councillors/officials to understand the status, objectives and place of local government within the constitutional framework, the extent of its powers and functions and its relationships with national and provincial government.

9) The Roles and Responsibilities of Municipal Councillors in Terms of the MFMA	To provide the newly elected municipal councillors/officials with a high level legal overview of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and to inform councillors of their: <ul style="list-style-type: none"> ○ Roles and responsibilities in Terms of the MFMA; and ○ Specific roles with regard to fiscal and financial processes as set out in the MFMA.
10) The Legal Rules Governing the Roles & Responsibilities of Political Structures, Political Office Bearers & the Municipal Manager	This 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.

Assessment practice (optional)

- Formative and summative assessments will be undertaken. The formative assessment will consist of various assessment opportunities created for the students, where it will be expected of them to do case studies and group work during the contact session. The formative assessment is used to give regular feedback to monitor their progress and also to ensure they are mastering the work.
- Should students enrol for the entire specialist programme then only 3 integrated summative assessments will need to be submitted, however those completing 3 or less as stand-alone short learning programmes will be required to complete a summative assessment per module.
- Students need to obtain a 50% pass mark overall in order to be issued with a university Certificate of Compliance.

Contact details

For further information and to request quotations, please contact:

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