



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

Municipal Processes and Ward Committee Participation

Business, Commerce and Management Studies / Public Administration

Unit Standard 242890 · NQF Level 3 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with a practical understanding of core municipal processes and the role of Ward Committees in participatory governance. Participants will explore the legislative framework, committee functions, and how community engagement influences municipal decision-making. The course empowers ward committee members and community leaders to contribute effectively to local development.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242890
Accreditation	SAQA Accredited · NQF Level 3 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the legislative and policy framework governing municipal processes in South Africa.
- Demonstrate the role and functions of Ward Committees in local governance.
- Analyze the relationship between Ward Committees and municipal councils.
- Apply principles of community participation to enhance municipal service delivery.
- Evaluate the effectiveness of Ward Committee participation in core municipal processes.

WHO SHOULD ATTEND

- This course is designed for ward committee members, community development workers, municipal officials, and any individual seeking to understand and participate in municipal processes within South Africa.

COURSE OUTLINE

Day 1: Introduction to Municipal Governance and Legislative Framework

- Overview of the South African local government system.
- The Constitution and the Municipal Structures Act.
- Municipal functions: service delivery, planning, and governance.
- The role of ward committees in bridging community and council.
- Principles of cooperative governance and stakeholder engagement.
- Legal framework for public participation.
- Case studies of successful ward committee operations.

Day 2: Ward Committee Establishment and Composition

- Steps for establishing a ward committee: nomination, election, and appointment.
- Composition: proportional representation and sectoral interests.
- Criteria for membership: residency, eligibility, and diversity.
- Term of office and vacancy procedures.
- Code of conduct: ethics, confidentiality, and conflict of interest.
- Roles of the ward councillor and committee chairperson.
- Administrative support and resources for ward committees.

Day 3: Municipal Planning and Budget Processes

- The IDP framework: vision, objectives, and projects.
- Municipal budget cycle: preparation, approval, and implementation.
- Service Delivery and Budget Implementation Plan (SDBIP).
- Role of ward committees in IDP consultation and prioritisation.
- Participatory budgeting: community needs assessment.
- Monitoring and evaluation of municipal performance.
- Annual report and oversight role of ward committees.

Day 4: Communication and Community Engagement Strategies

- Communication models and barriers.
- Techniques for public speaking and presentations.
- Organising community meetings: agenda, logistics, and minutes.
- Using media: newsletters, social media, and notice boards.
- Feedback mechanisms: reporting back to the community.
- Conflict resolution and mediation skills.
- Handling complaints and grievances: procedures and documentation.
- Building trust and transparency with stakeholders.

Day 5: Oversight and Accountability in Municipal Governance

- The oversight function: monitoring projects and budgets.
- Performance indicators and service standards.
- Reporting irregularities: fraud, corruption, and maladministration.
- Petitions process: submission, tracking, and response.
- Questions to council: procedures and follow-up.
- Access to information: PAIA and municipal records.
- Role of the Auditor-General and oversight committees.
- Case studies: holding municipalities accountable.

Day 6: Advanced Participation and Advocacy Skills

- Advocacy strategies: lobbying, campaigns, and coalitions.
- Participating in council committee meetings.
- Input into by-laws and policies: drafting and comment.
- Networking with sector departments and NGOs.
- Data collection and analysis for community profiling.
- Writing motivation letters and business cases.
- Media relations and public statements.

Day 7: Integration, Reflection, and Action Planning

- Recap of key concepts and skills.
- Group discussion: challenges and best practices.
- Developing an action plan: goals, activities, and timelines.
- Project proposal: outline for a community initiative.
- Presentation and peer feedback.
- Resources and support for ongoing learning.
- Course evaluation and certification.

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 **10 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius
12 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Shenzhen, China

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 242890) 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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