



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

Councillor Roles and Responsibilities

Business, Commerce and Management Studies / Public Administration

Unit Standard 244183 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to effectively fulfil the roles and responsibilities of a councillor in local government. It covers the legislative framework, ethical conduct, community engagement, and decision-making processes essential for accountable and transparent governance.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244183
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legislative and policy framework governing the roles and responsibilities of a councillor.
- Demonstrate ethical conduct and accountability in executing councillor duties.
- Analyze community needs and facilitate participatory governance processes.
- Evaluate municipal budgets and service delivery plans to ensure alignment with community priorities.
- Implement effective communication strategies to engage with constituents and stakeholders.
- Design mechanisms for monitoring and evaluating council performance and compliance.

WHO SHOULD ATTEND

- This course is designed for newly elected or aspiring councillors, as well as municipal officials and community leaders seeking to understand the scope and duties of a councillor in South Africa.

COURSE OUTLINE

Day 1: Understanding the Legislative and Governance Framework

- Overview of the Constitution and municipal legislative framework.
- Key legislation: Municipal Structures Act, Municipal Systems Act, Code of Conduct.
- The role of the council, mayor, and executive committee.
- Councillor responsibilities: representation, oversight, policy-making, and community engagement.
- Ethical governance and conflict of interest management.
- Understanding the IDP and budget processes.

Day 2: Practical Governance and Community Engagement

- Council meetings: agendas, minutes, motions, and voting procedures.
- Public participation mechanisms: ward committees, IDP forums, and petitions.
- Oversight role: monitoring municipal performance and financial management.
- Communication strategies for councillors: media, community liaison, and reporting.
- Conflict resolution and negotiation skills.
- Case studies on ethical dilemmas and accountability failures.

Day 3: Advanced Applications and Integrated Practice

- Ward planning and priority setting aligned with IDP.
- Intergovernmental relations and liaison with provincial/national departments.
- Managing municipal resources: human, financial, and infrastructure.
- Crisis management and responding to community emergencies.
- Performance evaluation and continuous improvement for councillors.
- Developing a personal councillor action plan.

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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE

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 244183) 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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