



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

Key Municipal Processes for Council Functions

Business, Commerce and Management Studies / Public Administration

Unit Standard 244185 · NQF Level 3 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips council members and municipal officials with the practical skills to apply key municipal processes effectively. It focuses on understanding legislative frameworks, procedural compliance, and decision-making within council functions to enhance governance and service delivery.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244185
Accreditation	SAQA Accredited · NQF Level 3 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legislative and procedural requirements for council meetings and resolutions.
- Analyze municipal policies and by-laws to ensure alignment with council functions.
- Implement effective communication and reporting mechanisms within council structures.
- Evaluate council decisions for compliance with relevant regulations and codes of conduct.
- Demonstrate the ability to manage council records and documentation according to standards.
- Facilitate participatory governance by engaging stakeholders in council processes.

WHO SHOULD ATTEND

- This course is designed for municipal councillors, council committee members, and senior administrative staff who participate in or support council meetings and decision-making processes.

COURSE OUTLINE

Day 1: Introduction to Municipal Governance and Legislative Framework

- Overview of the South African local government system.
- The Constitution, Municipal Structures Act, and Municipal Systems Act.
- Roles and responsibilities of council, mayor, and officials.
- Council committees and their functions.
- Principles of cooperative governance and intergovernmental relations.
- Public participation mechanisms and the IDP process.
- Ethical conduct and code of conduct for councillors.
- Case studies on municipal governance challenges.

Day 2: Integrated Development Planning (IDP) Process

- Legal requirements for IDP (Municipal Systems Act).
- The IDP cycle: analysis, strategies, projects, integration, approval.
- Stakeholder engagement and public participation in IDP.
- Alignment of IDP with national and provincial plans.
- IDP review and amendment processes.
- Linking IDP to the budget and service delivery.
- Performance management and IDP outcomes.
- Practical exercise: Reviewing a municipal IDP.

Day 3: Municipal Budgeting and Financial Planning

- Legal framework: MFMA, Municipal Budget and Reporting Regulations.
- The budget cycle: planning, drafting, consultation, approval.
- Revenue management: property rates, user charges, grants.
- Expenditure categories: operating vs. capital budgets.
- Budget consultation and public hearings.
- Role of council and committees in budget oversight.
- Budget implementation and monitoring.
- Practical exercise: Analysing a municipal budget.

Day 4: Supply Chain Management and Procurement

- Legal framework: MFMA, PPPFA, SCM Regulations.
- SCM policy components: demand, acquisition, logistics, disposal.
- Procurement methods: quotations, competitive bidding, limited bids.
- Bid committees: specification, evaluation, adjudication.
- Contract management and performance.
- Ethics, conflicts of interest, and fraud prevention.
- Practical exercise: Evaluating a tender process.

Day 5: Performance Management and Reporting

- Legal basis: Municipal Systems Act, Performance Management Regulations.
- Performance management cycle: planning, monitoring, evaluation, reporting.
- Developing KPIs and performance targets.
- Role of council and audit committees.
- Quarterly and annual performance reports.
- Non-financial performance indicators.

- Corrective actions and improvement plans.
- Practical exercise: Reviewing a performance report.

Day 6: Oversight and Accountability Mechanisms

- Council oversight role and responsibilities.
- Oversight committees: rules, powers, reporting.
- The audit process: internal audit, audit committee, AGSA.
- Audit findings and remedial actions.
- Accountability of councillors: code of conduct, disciplinary processes.
- Public accountability and petitions.
- Case study: Lessons from municipal oversight failures.
- Group discussion on improving accountability.

Day 7: Public Participation and Community Engagement

- Legal framework: Municipal Systems Act, Chapter 4.
- Mechanisms: ward committees, public meetings, IDP forums.
- The role of ward committees in representation.
- Public participation in IDP and budget.
- Communication strategies for engagement.
- Challenges: apathy, capacity, inclusivity.
- Best practices from successful municipalities.
- Practical exercise: Designing a participation plan.

Day 8: Municipal By-laws and Enforcement

- Legal basis: Municipal Systems Act, Local Government: Municipal Property Act.
- Process: drafting, public consultation, council adoption, publication.
- Enforcement: law enforcement officers, fines, court orders.
- Common by-law areas: noise, waste, building, traffic.
- By-law review and amendment.
- Role of council in by-law oversight.
- Case study: Enforcement challenges.
- Practical exercise: Drafting a simple by-law.

Day 9: Integration, Ethics, and Capstone Exercise

- Recap of key municipal processes.
- Ethics in council functions: conflicts of interest, accountability.
- The role of leadership in good governance.
- Capstone exercise: Simulated council meeting on a budget or by-law.
- Feedback and reflection.
- Continuous professional development resources.
- Assessment preparation.
- Course evaluation and closure.

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 **12 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Mauritius
12 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa

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 244185) 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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