

Ward Committee Governance & Roles

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to understand the constitutional, legislative, and policy framework governing Ward Committees and local government in South Africa. Participants will develop the ability to effectively participate in municipal processes, perform Ward Committee functions, facilitate community participation, communicate with stakeholders, and interpret information from a variety of written sources to support informed decision-making.

2. Programme Outcome:

- Explain the constitutional and legislative framework governing local government and Ward Committees
- Describe the structure, composition, roles, and responsibilities of Ward Committees
- Explain the nomination and election processes for Ward Committee members
- Demonstrate an understanding of participatory governance and public participation
- Apply the principles of effective Ward Committee administration
- Support and participate in key municipal planning and decision-making processes
- Apply communication, facilitation, conflict management, and diversity management skills within community engagement activities
- Read, interpret, and use information from a variety of written texts relevant to local government
- Analyse written information to support informed decisions and effective communication

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0270

SAQA US:

242892, 242893, 242896, 119463

NQF Level:

2

Credits:

27

Entry Requirements:

Basic Literacy & Communication skills

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(242892 US):** Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members
- **(242893 US):** Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning
- **(242896 US):** Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes
- **(119463 US):** Access and use information from texts

4. Topics

Module 1: Constitution and Ward Committee Structures

- Introduction to Local Government in South Africa
- Constitutional principles of local government
- Legislative framework governing Ward Committees
- Establishment and purpose of Ward Committees
- Structure and composition of Ward Committees
- Roles and responsibilities of Ward Committee members
- Roles of Ward Councillors and municipal officials
- Nomination and election procedures
- Code of conduct and ethical responsibilities
- Accountability and transparency in Ward Committees

Module 2: Policy and Legal Framework for Ward Committees

- Principles of participatory governance
- Public participation in local government
- Constitutional provisions relating to municipalities
- Local Government: Municipal Structures Act
- Local Government: Municipal Systems Act
- White Paper on Local Government
- Policy framework guiding Ward Committees
- Roles of municipalities in community participation
- Legislative compliance and governance
- Strengthening community representation

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Ward Committee Operations and Municipal Participation

- Principles of effective Ward Committee functioning
- Ward Committee administration
- Planning and organising committee meetings
- Record keeping and documentation
- Community consultation processes
- Municipal planning and Integrated Development Plans (IDPs)
- Public participation in municipal decision-making
- Stakeholder engagement
- Communication and facilitation techniques
- Conflict management
- Diversity and inclusion within communities
- Building partnerships between municipalities and communities

Module 4: Accessing and Using Information from Texts

- Reading strategies for workplace documents
- Understanding municipal policies and legislation
- Identifying key information in reports and official documents
- Analysing different types of written texts
- Interpreting notices, circulars, and policy documents
- Responding appropriately to written information
- Critical reading and evaluation of information
- Understanding language and communication styles
- Using written information to support decision-making
- Communicating information clearly to stakeholders

5. Target Market

This programme is suitable for:

- Ward Committee Members
- Ward Councillors
- Municipal Officials
- Community Development Workers
- Public Participation Officers
- Local Government Administrators
- Community Liaison Officers
- Traditional Leaders
- Civil Society and NGO Representatives
- Community-Based Organisation Leaders
- Municipal Committee Secretaries
- Individuals seeking a career in Local Government and Public Administration

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6. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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