**CHALIMBANA UNIVERSITY**

**SCHOOL OF LEADERSHIP AND BUSINESS MANAGEGEMENT**

**DEPARTMENT OF TRADITIONAL LEADERSHIP AND GOVERNANCE**

Course outline for Local Government Administration

**Course code DTL 3100**

**Background/Rationale**

Local government administration is the operations of corporations, municipalities, district boards in the Country, and other bodies that are entrusted with the execution of functions relating to and concerning the residents of a given locality. In short local government is bringing government closer to the people meaning that it claims that local authorities can move easily and identify people’s needs and well as supply the appropriate form and level of public services. Public Administration is the management of public affairs of government at national level as well as local level. It is that part of government by which the purposes and goals of government are realized.

**COURSE OBJECTIVES**:

At the end of the course, the student shall be able to:

* Be knowledgeable of political perspectives in approaching and understanding local governance issues and public Administration
* Facilitate capacity building and public administration development in order to promote and accelerate economic development,
* Empower students with public administration management skills and competencies necessary to function in and contribute to the advancement of private and public sector organizations
* Possess adequate knowledge of the development of local governance in Zambia, in comparison or contrast to its global neighbors;
* Know and understand the dynamics of local politics, including its political culture, structure and institutions in the context of political analysis;
* Relate the concepts of local politics and organization with the society as a whole;
* Corroborate socio-political concepts with current thrusts and development in local governance research.
* Utilizing existing knowledge to explore existing local government issues.

**Course content**

Unit 1 Introduction to local government Administration

* Nature and scope of local government Administration
* Scope of Local Government Administration
* Definition of local government Administration
* Rationale for Local Government Administration
* Special purpose bodies
* Role and importance of local Government Administration
* Principles of Administration

Unit 2 Centralization and Decentralization

* Centralization
* Decentralization
* Forms of Decentralization
* Benefits of Decentralization
* Realities of Decentralization

Unit 3 Democratic Theories of Local Government Administration

* Centralist theory
* Intermediate theory
* Utilitarian theory
* Decentralist theory
* Dual state theory
* Patterns of field administration and local government

Unit 4 Bureaucracy

* Principles of Bureaucracy
* Appraisal and criticism
* Max Webber’s contribution to the field of the state and Administration
* Decision making
* Authority

Unit 5 Participation in governance

* Definition of Participation
* Dimension of Participation
* Reasons for Participation
* Cost for Participation
* Obstacles of participation

Unit 6 Citizenship

* Definition of citizenship
* Qualification of a citizen
* Qualities of a good citizens
* Factors that hinder good citizenship
* Rights and freedoms of a citizen
* Duties and responsibilities of a citizen
* Identifying groups of people and citizens with special needs

Unit 6 Local government and national system

* Central local relationship
* Judicial control of local authority
* Administrative Control

Unit 7 Elections

* Definition of elections
* Importance of elections
* Types of elections
* Electro code of conduct
* Good governance

Unit 8 The role of traditional leaders in governance

* The house of chiefs
* Resolving civil disputes
* Allocating plots under customary law
* Participating in development projects
* Corruption
* Harmful effects of corruption

Unit 9 Sources of local government financing

* Taxation
* Personal levy
* Central government grant
* Voluntary contribution
* Borrowing
* Ethics and accountability in governance

Unit 10 Poverty Reduction in local government

* Causes and effects of poverty in Zambian local communities
* Poverty alleviation strategies
* Development plan
* Disaster management in local areas

Unit 11 Comparative local government Administration

* Zambian local government model
* Ugandan local government model
* The French local government model
* USA local government model

**Methods of delivering the course**

-lectures

-group discussion/class presentation

Continuous Assessment

2 assignments 30%

Test 20%

Total 50%

Examination 50%

Total 100%

**Recommended Readings**

Lolojih P.K (2001), Enhancing local government: the efficiency Bilateral cooperationjournal of Humanities Vol. 3 2000-2001

Charles K C (2009), Handbook of Urban service: Basic guide for local government, Routledge, USA

Raymond W C (2020), Public Administration in theory and practice, Routledge, USA