higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N6

29 MAY 2013

This marking guideline consists of 10 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1	1.1.1	Mayor✓		
	1.1.2	Town treasurer✓		
	1.1.3	Policy✓		
	1.1.4	Trade test ✓		
	1.1.5	State tender board✓		
	1.1.6	Operating budget ✓		
	1.1.7	Code of conduct✓		
	1.1.8	Leave of absence✓		
	1.1.9	In-service training ✓		
	1.1.10	Sensitivity training✓	(10 × 1)	(10)
1.2	1.2.1	False✓		
	1.2.2	True✓		
	1.2.3	False✓		
	1.2.4	True✓		
	1.2.5	True✓	(5 × 1)	(5)
1.3	1.3.1	corporate services✓		
	1.3.2	an operational✓		
	1.3.3	initiative✓		
	1.3.4	walk-in✓		
	1.3.5	external✓	(5 × 1)	(5)

Copyright reserved

1.4 1.4.1 J✓

1.4.2 H✓

1.4.3 L✓

1.4.4 A✓

1.4.5 G✓

1.4.6 C✓

1.4.7 B✓

1.4.8 E✓

1.4.9 I✓

1.4.10 K✓

(10 × 1) (10)

TOTAL SECTION A: 30

SECTION B

QUESTION 2

2.1 Is a set of rules which prescribe professional people like councillors how to behave.✓ Councillors should pay attention to their code of conduct;✓ if a councillor fails to do so, his/her membership on the council may be terminated.✓ (3)

2.2 2.2.1 True✓

2.2.2 False✓

2.2.3 False✓

2.2.4 True✓

(4 × 1) (4)

2.3 No,✓Zakhithi was misusing the council's car.✓ Accepted a payment for a favour✓and gave confidential information about the widening of the road. (3)

Copyright reserved

2.4 If you …

- are not a South African Citizen✓
- have not paid your rent or rates or services charges for more than three months✓
- are mentally ill✓
- have been detained for drug dependency✓
- have been imposed for certain crimes like rape or murder✓
- wish to be a ward councillor and you do not live in the ward that you will represent✓
- are a member of Parliament or you are employed by a municipality or local authority (6)

2.5

- Property rates or assessment rates✓
- Service charges✓
- Revenue from trading undertaking✓
- Subsidies✓
- Loans (4)

2.6

- Foster the unity of the South African nation in the execution of duties✓✓
- Act in manner that will promote the trust of the public in the local authority✓✓
- Be open and fully accountable to the public✓ ✓
- Have regard for the circumstances and concerns of communities✓✓
- Be committed to the development and upliftment of all the citizens of South Africa✓✓
- Not take part in maladministration or corruption
- Not discriminate unfairly against any member of society
- Be polite and helpful
- Not use his position to promote or prejudice
- Recognise that every citizens has a right and access to all information
- Recognise the right of every citizen to equality (Any 10 × 1) (10)

2.7

- Invite tenders✓
- Accept or reject the tender offers which are submitted✓
- Draw up contracts for goods and services✓
- Inspect and test the quality of the goods services✓
- Enforce the agreements to ensure quality delivery✓
- Claim damages, where necessary, if a company cannot, or does not fulfil its contract after the tender has been awarded✓
- Release any supplier of goods and services from the tender agreement✓
- Renegotiate tender agreements or settlements if necessary✓ (8)

Copyright reserved

2.8
- The opinion pole must have a goal if it is to be of any use✓✓
- Questions should relate to the type of information required✓✓
- Questions should not be confusing or misleading but simple✓✓
- Make the sample as representative as possible✓✓
- Decide which method will be used to do the opinion pole✓✓
- Use experts in the field of marketing surveying and analysis✓✓ (6 × 2) (12)

[50]

QUESTION 3

3.1
- Newspaper advertising✓
- Professional journals✓
- Visits to tertiary educational institutions✓
- Public relations approach ✓
- Personal approaches ✓
- Walk- ins
- Recruitment agencies (Any 5 × 1) (5)

3.2
- Aptitude test✓
- Trade test✓
- Personality test✓
- Interest test✓ (4)

3.3
- Planned or structured interviews✓
- Unplanned or unstructured interviews✓
- Standardised interviews✓
- Tension interviews✓ (4)

3.4
- By governing the unfair discrimination of an employee✓for any of these reasons: race, gender, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, belief, political opinion culture language and birth✓
- By governing the medical and psychological testing,✓ when and how these types of tests may be administered to an employee and the type of test that may be used.✓
- By governing differences in the amount of money paid to employees performing the same job. (Any 2 × 2) (4)

3.5
- The personnel should be transferred to another post✓ (1)

Copyright reserved

3.6
- Training complements and completes the selection process✓✓
- Is a motivational factor✓✓
- Improves skills of officials✓✓
- Eliminates trial and error✓✓ (4 × 2) (8)

3.7 3.7.1
- In-service experiences✓ person interacts and negotiates with his colleagues.✓
- Coaching or counselling✓ subordinate is guided on a daily basis by a superior for development.✓
- Understudy method; official is assigned to a senior official so that he/she can be exposed to a broader perspective of the managerial task. (4)

3.7.2
- Job rotation:✓the trainee is allowed to work in the different department to obtain good background knowledge of all the activities of that department✓
- Multiple management: ✓gives promising managers the opportunity to analyse the overall problems experienced by local authority.✓ They get the experience to investigate the problems and propose solutions to top management. (4)

3.7.3
- Special courses✓ could be attended to improve a specific skill✓
- Special meeting of seminars✓ can be attended to gain knowledge on a specific topic.✓ (4)

3.8
- The wrong person will be hired for the job✓
- High labour turnover will be experienced✓
- Workers will not always do their best✓
- Time will be wasted✓
- Municipality will end up in court
- Municipality can be sued (Any 4 × 1) (4)

Copyright reserved

3.9
- Local authorities are established on the initiative of the government for the need, demand and requirements of the community.✓✓
- Funds used by local authorities are public funds which are kept in trust until a specific purpose.✓✓
- The temptation of the human being to steal, to accept bribes and to do favours will always be present.✓✓
- To determine whether or not the actions of the municipal authority is justified, legal and in accordance with statutory policy.✓✓
- Prevent infringement of the democratic rights of individuals.
- To constantly determine whether the aim of local authority is being maintained.
- To ensure that account is given in public for everything the authorities do or neglect to do.
- To ensure that the executive authorities answer for their deeds during sessions of the legislatures. (Any 4 × 2) (8)

[50]

QUESTION 4

4.1
- Health Act✓
- Rating of State Property Act✓
- Workmen's Compensation Act✓
- Local Authorities Loans funds Act✓
- Housing Act
- Auditor-general Act (Any 4 × 1) (4)

4.2
- Properties are heterogeneous entities and it is unrealistic to apply general uniform rate✓
- Uniform rate leads to some properties being rated more heavily than others✓
- The valuation of properties is subjective because it is always concluded by estimates✓
- Values are expressed as percentages that leads to underevaluation✓
- Rates do not keep pace with the income or ability of the ratepayer
- Rating discourages enhancement of buildings (Any 4 × 1) (4)

4.3
- Do periodic revision of the organisational structures of the different departments.✓✓
- Check, investigate and analyse the proposals of the heads the department✓✓
- Consult with officials from the provincial departments✓✓
- Co-ordinate the activities of the different departments✓✓
- Continuously revise the process of delegation to subordinates. (Any 4 × 2) (8)

Copyright reserved

4.4
- When exercising departmental control, written codes of procedures and work describe the correct methods/procedure should be prescribed.✓
- Prescribed standards ensure that employee knows the standard of work acceptable✓and official must submit reports, statistics and accounts to superiors regularly.✓
- The record keeping of all activities should be kept,✓control financial transactions✓ and checking of all stock against the invoice before the accounts are settled.✓
- These inspections can take place at any time and can cover a wide range of activities✓ including the centralised units for domestic or auxiliary services✓. (8 × 1) (8)

4.5
- Attend meetings of the council and the committees✓✓
- Be in regular consultation with the mayor, chairman of committee and other councillors✓✓
- Attend meetings of interest groups and rate payers associations✓✓
- Be in consultation with officials from the central and provincial governments✓✓
- Consult with the heads of the departments in his municipality✓✓ (5 × 2) (10)

4.6
- Checking and analysing proposals on the revision of service benefit of the officials✓✓
- Attending conferences and seminars on personnel matters✓✓
- Introducing of training programmes✓✓
- Merit rating and counselling of subordinates✓✓
- Encourage self development of officials (Any 4 × 2) (8)

4.7
- Central and provincial governments still have the highest authority over policy making.✓✓
- The MEC can under certain circumstances advice the provincial government and they can in turn take control over executive departments.✓✓
- Provincial government often prescribes a specific procedure for the carrying out of activities.✓✓
- The appointment, remuneration and discharge of certain key officials is subject to the approval of the MEC in the province.✓✓
- Reports must be submitted to provincial government and officials of the provincial government can carry out inspections.
- Should the provincial government incur expenditure as result of negligence on part of local governments, it can claim the expenditure from the local government concerned. (Any 4 × 2) (8)

[50]

Copyright reserved

QUESTION 5

5.1 5.1.1

- The town treasurer should attend all council or committee meetings to give financial advice.✓
- They form part of the town clerk management team and gives advice on financial policy, especially on the procedure to be followed to finance capital projects.✓
- Give advice to heads of departments about the bookkeeping and the costing system.✓
- Do the short and long term planning for the local authority and plays an important role in compiling the final concept budget.✓
- Give advice to head of departments when they are preparing their respective budgets✓and ensure that the financial implication be considered on all levels before a final decisions is made.✓

5.1.2

- The town treasurer's is responsible for all financial records of the local authority and must ensure that a proper accounting system is implemented.✓
- The town treasurer must assist the town clerk and councilors in interpreting the bookkeeping system✓and at the end of each financial year draw up financial statements and make it available for auditing.✓
- The town treasurer is responsible for the efficient and effective recording of the council's financial transactions, follow-up any financial administrative irregularities reported to the town clerk by the external auditors✓
- From time to time informs all local municipality stakeholders of the financial position ✓

5.1.3

- The town treasurer primary function is to see that proper control measures are implemented so that all income and expenses are properly accounted for.✓
- Ensures that the procedures prescribed in financial regulations, are followed strictly.✓
- Advises the policy makers when they make financial regulations.✓
- Exercises budget control to ensure that money approved by the council, is only used for the purpose for which it was granted.✓
- Makes sure that internal auditing takes place in a local authority and implement control measures which will eliminate theft and fraud.✓

Copyright reserved

5.1.4
- The town treasurer co-ordinates all activities of the different departments.✓
- Co-ordinates the financial aspects of the executive duties by means of the budget✓
- Draws up a draft budget for the town clerk in consultation with the heads of departments✓
- Contributes to the effective coordination of the activities of the council when approved budget programmes are executed✓ **[20]**

TOTAL SECTION B: 170
GRAND TOTAL: 200

Copyright reserved