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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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JUNE EXAMINATION

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

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5 June 2013 (Y-Paper)
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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
MUNICIPAL ADMINISTRATION N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 The person who presides over all council meetings

1.1.2 A person responsible for the examination of the council's statements, books and accounts

1.1.3 The big overall, plans of the government under which smaller (micro) plans are made

1.1.4 The test used to assess the ability of the applicant to master a specific skill

1.1.5 The body used by the national government to get work done by business for the government using the tax payers' money

1.1.6 The cost of running the local government in terms of salaries, wages and petrol

1.1.7 A set of rules that indicates to people in a particular profession how they should behave

1.1.8 A legal permission granted in advance to a person to be excused from a compulsory event

1.1.9 A method used where the newcomer is trained by an experienced instructor to do a specific job in the workplace

1.1.10 A method which helps to accept your own faults and make you aware of other people's behaviour

(10 × 1) (10)

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1.2 Indicate whether the following statements are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 The provincial tender boards are in charge of procuring goods and services from private sectors for the entire provincial department such as the department of education.

1.2.2 Council may not terminate the services of officials found guilty of misconduct.

1.2.3 If the council treat the community as 'rubber stamp' then it means that it is not taking their opinion seriously.

1.2.4 The town clerk ensures that voter's rolls and lists are compiled,

1.2.5 Skill inventory is when managers from one department holds discussions with the managers from another department.

(5 × 1) (5)

1.3 Choose the correct word(s) from those given in brackets. Write only the word(s) next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 This department helps all the other departments that deliver services (Corporate services/Administration services).

1.3.2 Municipal employees are paid from (an operational/a capital) budget.

1.3.3 The ability to show (sympathy/initiative) is one of the qualities required of a town clerk.

1.3.4 When people come from the street and enquire about employment, it is known as (personal/walk-in) approach.

1.3.5 Control over the legislation of local authorities is an example of (internal/external) control.

(5 × 1) (5)

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1.4 Choose an item/word from COLUMN B to match a description in COLUMN A. Write only the letter (A–L) next to the question number (1.4.1–1.4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.4.1	Promotes respect for gender equality	A	infrastructure
1.4.2	Promotes good relations between an organisation and the public	B	interview
1.4.3	Process of regular assessments of property values	C	incentives
1.4.4	The facilities to provide services such as offices, transport and generators	D	merit rating
1.4.5	The goods, skills and facilities that are available in communities	E	budget
1.4.6	Something that is given to officials in recognition of their efforts and to motivate them to do better	F	property rates
1.4.7	Form part of the selection stage in the appointment of a candidate for a position	G	resources
1.4.8	The way in which the local municipality uses its resources and capacity to include developmental goals	H	public relation
1.4.9	The act which compensates for disablement caused by occupational injuries or diseases	I	compensation for occupational injuries and disease Act
1.4.10	Control measures which include space and methods to store goods	J	Employment Equity Act
		K	stock control
		L	valuation

(10 × 1) (10)

TOTAL SECTION A: 30

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SECTION B

QUESTION 2

THE CODE OF CONDUCT

Thomas is a business man. He owns many businesses in Albert Luthuli local municipality and wants to open a shopping centre in the area where he lives. Today he is very frustrated because the council has refused his application.

The reason for this is that the council had zoned this area for a children's playground. It is a nice piece of land with lots of trees and green grass and is away from the busy road. Even though the playground is not yet developed, lots of children play there in the afternoons after school.

Even though the council has not approved his request, Thomas is not giving up. He thinks about how the shopping centre will draw lots of customers and make him a lot of money. Later, he telephones Zakhithi Mngomezulu who is the council member for his ward. Zakhithi arrives in a council car. Thomas tells Zakhithi that the council turned down his application for the shopping centre.

Thomas offers Zakhikhi R10 000 if she convinces the council members that the residents of her ward prefer a shopping centre and that the park is not really used.

Because this is more than a month's pay Zakhithi accepts the bribe. She goes further and says to Thomas: 'For another thousand rand, I can sell you a secret that was discussed at the last council meeting. Did you know that the council accepted a tender for extra construction to widen the road to the park area?

Albert Luthuli local municipality faces serious challenges. They lose public support because of a lack of service delivery. Zakhithi accepts bribes and there is concern about the capacity and sustainability when it comes to service delivery for their people. There are also signs of maladministration.

It is obvious that the local municipality has to employ more staff to meet the ever increasing complaints.

2.1 Explain the term a *code of conduct.* (3)

2.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (2.2.1–2.2.4) in the ANSWER BOOK.

2.2.1 Zakhithi should not accept money from residents for favours.

2.2.2 It was fine for Zakhithi to use the council car to visit Thomas.

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2.2.3 It is fine for Zakhithi to tell the council that the residents want the shopping centre because they will benefit by it.

2.2.4 Zakhithi should not have told Thomas about the proposal to widen the road to the park.

(4 × 1) (4)

2.3 Do you think that her behaviour was appropriate for a councillor? Motivate the answer. (3)

2.4 What criteria prevent a person from being elected as a council member? (6)

2.5 Give FOUR sources of revenue available to the local municipality. (4)

2.6 State FIVE points which must be included in the code of conduct for local authorities regarding the relation between officials and the community. (10)

2.7 What powers do the officials have who are responsible for the tendering system in the local municipality? (8)

2.8 Briefly explain SIX aspects that should be kept in mind when an opinion pole is used to determine whether the residents in Albert Luthuli local municipality ward want the shopping centre. (12)

[50]

QUESTION 3

3.1 Name FIVE methods that can be used to recruit candidates externally. (5)

3.2 List FOUR types of tests which can be used for the selection of candidates. (4)

3.3 Which FOUR interviewing techniques can local municipalities use to interview prospective candidates? (4)

3.4 How will the Employment Equity Act influence the choice of staff? (2 × 2) (4)

3.5 What must be done if the candidate has been placed incorrectly? (1)

3.6 Councillors sometimes question the need for training when funds are requested.

What are the FOUR goals for training? (8)

3.7 Briefly describe the methods that can be used by local municipality officials to acquire the necessary experience, management skills and attitudes.

3.7.1 Job knowledge

3.7.2 Organisation knowledge

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3.7.3 General knowledge

(3 × 4) (12)

3.8 State FOUR problems that can occur when staff/officials do not deliver proper services. (4)

3.9 Give FOUR reasons why it is necessary for control measures in a local government. (8)

[50]

QUESTION 4

4.1 Name FOUR acts of parliament that can be used to control the local government financial affairs. (4)

4.2 State FOUR objections which was raised with regard to assessment rates. (4)

4.3 Briefly describe FOUR duties the town clerk/municipal manager has to perform to ensure the effective functioning of all departments. (8)

4.4 Briefly explain various techniques for exercising departmental control. (8)

4.5 Briefly describe FIVE ways in which the town clerk can contribute towards policy making. (10)

4.6 Explain FOUR aspects that should be kept in mind when an opinion pole is used to determine public opinion. (8)

4.7 Describe FOUR external ways which can be used by higher authorities to take control over local authorities. (8)

[50]

QUESTION 5

5.1 The town treasure has different functions it has to perform as the financial expert.

Discuss these functions when the treasury acts in the following capacity:

5.1.1 Financial advisor

5.1.2 Accountant

5.1.3 Financial Control

5.1.4 Co-ordinater of financial operations **[20]**

TOTAL SECTION B: 170
GRAND TOTAL: 200

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