higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N6

9 JUNE 2014

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	Treasurer/City or Town Treasury ✓		
	1.1.2	Code of Conduct ✓		
	1.1.3	Trade test ✓		
	1.1.4	In-service training ✓		
	1.1.5	Speaker ✓		
	1.1.6	Sensitivity training ✓		
	1.1.7	Valuation ✓		
	1.1.8	Operating budget ✓		
	1.1.9	Policy ✓		
	1.1.10	State Tender Board ✓	(10 x 1)	(10)
1.2	1.2.1	True ✓		
	1.2.2	True ✓		
	1.2.3	False ✓		
	1.2.4	True ✓		
	1.2.5	True ✓	(5 x 1)	(5)

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1.3	1.3.1	Municipal Structures Act, No. 117 of 1998✓		
	1.3.2	Promotion of Access to Information Act, No. 2 of 2000✓		
	1.3.3	Promotion of Administrative Justice Act, No. 3 of 2000 ✓		
	1.3.4	Municipal Systems Act, No. 32 of 2000✓		
	1.3.5	Municipal Finance Management Act, No. 56 of 2003 ✓	(5 x 1)	(5)
1.4	1.4.1	J (Subsidies)✓		
	1.4.2	C (Accounting) ✓		
	1.4.3	I (Audit)✓		
	1.4.4	A (Internal Control)✓		
	1.4.5	E (Rates)✓		
	1.4.6	K (Valuation rolls) ✓		
	1.4.7	B (Budget)✓		
	1.4.8	G (Revenue)✓		
	1.4.9	F (Unemployment Insurance Fund)✓		
	1.4.10	L (municipal manager)✓	(10 x 1)	(10)
				[30]
			TOTAL SECTION A:	**30**

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SECTION B

QUESTION 2

2.1
- Housing ✓
- Water taps ✓
- Ablution facilities ✓
- Engaging ordinary people in political processes ✓
- Channels of communication ✓ (5)

2.2
- The use of sport fields ✓
- Entrance fees for the swimming pools or baths ✓
- Renting municipal building ✓
- Parking fees ✓
- The removal of refuse, ash, rubbish and night soil ✓
- Impounding charges ✓
- Clinic and ambulance fees ✓
- Market and abattoir charges ✓
- Sewer and sewerage fees ✓

(Any 6 x 1) (6)

2.3
- opinion survey ✓
- public relations ✓
- information services ✓
- the press and press liaison ✓ (4)

2.4
- To ensure that the needs and expectations of the people are relayed or sent through to be met by the local authority/authorities ✓✓
- To ensure that the existing and intended activities of the local authority are communicated and met ✓✓
- To ensure that the attitudes of the public towards the local authority and its activities are known and dealt with. ✓✓ (Any relevant 3 x 2) (6)

2.5
- The demand for feedback and accountability. ✓
- The ratification of council decisions ✓
- The issuance of decisions and related statements ✓
- The monitoring of services and council decision ✓ (4)

2.6
- Study budget proposals ✓
- Consult with department heads and councillors on budgetary aspects ✓
- Consult with parties outside organisational structure ✓ (3)

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2.7
- Local Authorities Loans Fund Act, No. 98 of 1997 ✓- making provision for local authorities to can obtain loans or loan funds for running their municipalities ✓
- Auditor-General Act, No. 12 of 1995 - prescribing control measures for financial activities of local authorities.
- Health Act✓- can compel authorities to perform specific health functions✓
- Rating of State Property Act✓- compelling local authorities to undertake specific functions without subsidies✓
- Workmen's Compensation Amendment Act, No. 40 of 1990 ✓- compelling local authorities to shoulder specific responsibilities ✓
- Housing Act, No. 107 of 1997✓- allowing local authorities to raise loans to provide housing and relevant facilities to local residents ✓ (5 x 2) (10)

2.8
- By attending all council/committee meetings to give financial advice ✓✓
- By forming part of the Town Clerk's management team ✓✓
- By giving advice on financial policy especially on the procedures to be followed to finance capital projects ✓✓
- By advising heads of departments about bookkeeping and the costing system ✓✓
- By doing the short and long term planning for his local authority ✓✓
- By playing an important role in compiling the final concept budget ✓✓ (12)

[50]

QUESTION 3

3.1
- Services charges✓
- Subsidies from provincial government ✓
- Subsidies from national government✓ (3)

3.2
- Local Government Municipal Finance Management Act, No. 56 of 2003 ✓✓
- Public Finance Management Act, No. 1 of 1999 (as amended by Act No. 29 of 1999) ✓✓ (2 x 2) (4)

3.3 Budgeting is important in any local government because without a financial plan; ✓ it will be impossible to implement development projects without a budget; ✓ and/or it is hard to deliver services when money is not be available to cover costs. ✓ (Any relevant 3 x 1) (3)

3.4
- He/She can study and assess the budget proposals ✓✓
- He/She can consult with heads of departments, the chairman of committees and councillors regarding budgetary aspects ✓✓
- He/She can consult and/or communicate with interest groups to be informed and to share ideas about the effects of the budget on the lives of residents and the rendering of services. ✓✓ (3 x 2) (6)

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3.5
- The opinion survey must have a goal, if it is to be of any use. ✓✓
- The questions should relate to the type of information required. ✓✓
- The questions in the survey should not be confusing or misleading but rather be simple. ✓✓
- The sample should be made as representative as possible ✓✓
- Decisions should be made about which method will be used to conduct/do opinion survey. ✓✓
- The use of experts in the field of marketing surveying and analysis is important. ✓✓ (Any relevant 6 x 2) (12)

3.6
- Attending meetings of the council and the committees ✓✓
- Being in regular consultation with the Mayor, Chairman of Committees and other Councillors ✓✓
- Attending meetings of interest groups and rate payers association gatherings ✓✓
- Being in frequent communication with officials from the central and provincial governments ✓✓
- Consulting with the heads of the departments in his municipality ✓✓
- Giving clear instructions to subordinates about the preparation of policy documents of the municipality and council ✓✓
- Checking the policy proposals drafted by the heads of departments
- (Any relevant 5 x 2) (10)

3.7
- Advantages of the United or Unified Personnel System:
- It leads to the development of municipal personnel corps for the whole country. ✓✓
- Smaller municipalities could obtain qualified and competent personnel with this system ✓✓
- A country-wide training program could be introduced which contribute towards a uniform set of rules. ✓✓
- Competition for qualified personnel is unnecessary because members of such service could be transferred among the municipalities ✓✓
- Condition for service could be devised in such a manner that competition with other larger employers would be possible ✓✓
- The system can prevent personnel associations' from intimidating individual small local authorities. ✓✓ (Any relevant 6 x 2) (12)

[50]

QUESTION 4

4.1
- Newspaper advertising✓
- Professional journals✓
- Visits to tertiary education institutions ✓
- Public relations approach✓
- Personnel approaches✓
- Walk-ins✓
- Recruitment agencies
- Internet search (Any relevant 6 x 1) (6)

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4.2
- The name of the council concerned ✓
- Job title, salary and fringe benefit offered ✓
- What job entails ✓
- Qualification required ✓
- Name and telephone number of contact person ✓
- Closing date of application ✓ (6)

4.3
- Town clerk, town secretary, town treasury may not be a valuer ✓✓
- No councillor may serve as valuer ✓✓
- The valuer must be member of association of valuers ✓✓
- (3 x 2) (6)

4.4
- Issue of enforceable decisions statements ✓
- Demand for feedback and accountability ✓
- Ratification of executive proposals and decisions ✓
- Carrying out of inspections ✓ (4)

4.5
- Decision-making skills ✓
- Human relations and/or Interpersonal skills ✓
- Job knowledge ✓
- Organisational and/or managerial knowledge ✓
- General knowledge ✓
- Ability to identify specific community and individual needs ✓ (6)

4.6
- Directs his/her actions and decisions to achieve the objectives of his/her organisation in the interest of the public ✓✓
- Devotes his/ her undivided attention to the tasks to be performed ✓✓
- Uses the resources of the institution efficiently and effectively ✓✓
- Is punctual in the performance of his/her duties ✓✓
- Does NOT become absent from work without permission or a valid reasons✓✓
- Executes his/her duties in a competent manner ✓✓
- Does NOT to get involved in any transaction that is in conflict with execution of his/her duties ✓✓
- Must be willing to declare his/her interest(s) in any decision-making process (14)
- Accepts the responsibility to equip himself /herself for his/her career

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4.7
- He/she ensures that the goals/objectives of the council are met, attained and/or achieved ✓✓
- He/she ensures that subordinates are employed/utilized according to their capabilities and skills ✓✓
- Sets an example and provides/gives guidance in the functions and work of the council ✓✓
- Keeps himself informed about the procedures to be followed in case of disciplinary actions ✓✓
- Does performance appraisals and gives the necessary feedback
- Disciplines the chief officials and heads of departments if they do not perform
- Influences the heads of departments continuously to the interests of the municipality/community/residents, etc.
- Ensures that written procedures concerning the grievance procedure policy exits and is adhered to. (Any relevant 4 x 2) (8)

[50]

QUESTION 5

5.1 The local authority has little freedom to expand their sources of revenue because: Revenue capacity is determined by the local economic activity and demographic factors, ✓ such as, the proportion of people who are below the age of 65. ✓ A higher proportion of people above the pension age suggests that those individuals benefit from property tax rebates, as they cannot afford to pay for property rates. ✓

Sometimes local authorities find it difficult to make ends meet because of: High levels of unemployment having a negative effect on household livelihoods; ✓and on the ability to generate property rates in municipalities. ✓ Ultimately, the low levels of economic activity explain the limited tax base in those municipalities. ✓

Affordability should be considered when rates and service levies are increased:
The performance of municipalities in collecting revenues shows that local and social issues play an important role. ✓ Revenue collection is better in areas where local residents have higher levels of disposable income, ✓ this indicates that people who can pay, are willing to pay property rates. ✓

Refusal to pay for services by the community or consumers of services causes:
Municipalities which within their communities have high levels of income inequalities to experience an inability to collect revenues due, ✓ and have a low rate of payment for services or a low rate of collection. ✓This is likely because of social tensions that result in local communities when they cannot/are not willing to pay/or simply cannot afford paying taxes and fees for services. ✓

(4 x 3) (12)

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5.2
- He/She carries out the following duties:
- Does periodic revision of the organisational structures of the different departments. ✓✓
- Checks, investigates and analyses the proposals of the heads the department ✓✓
- Consults with officials from the provincial departments ✓✓
- Co-ordinates the activities of the different departments ✓✓
- Continuously revises the process of delegation of duties and/or responsibilities to subordinates. (Any relevant 4 x 2) (8) **[20]**

TOTAL SECTION B: 170
GRAND TOTAL: 200

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