higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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JUNE EXAMINATION

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

(21010086)

9 June 2014 (Y-Paper)
13:00–16:00

This question paper consists of 8 pages.

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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 or body responsible for the examination of the council's statements, books and accounts

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

1.1.3 The test employed to assess the ability of the applicant to master a specific skill

1.1.4 A method whereby a newcomer to a company/organisation is trained by an experienced instructor to do a specific job in the workplace

1.1.5 The person who leads and presides over all council gatherings/meetings in a municipality

1.1.6 A method which helps one to accept one's own faults and make one aware of other people's behaviour

1.1.7 What is decided as the worth and/or price of some property or building in the municipality

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

1.1.9 The principles and guidelines used to run, control and manage the affairs of a local and/or provincial government

1.1.10 The body used by the national government to allocate work to outside businesses, for work that need to be done by using tax payers money.

(10 x 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 Councillors are restricted to the length of time they speak to allow for maximum participation.

1.2.2 Citizens are the residents of the ward within a community.

1.2.3 The Public Relations Officer may not interact with any party structures at local and provincial levels.

1.2.4 An induction programme addresses the key areas of expertise and the values expected to be displayed by the newly appointed official.

1.2.5 The municipality consists of the political structures, administration and the community of that area.

(5 x 1) (5)

1.3 Choose the correct answer from those listed below. Write down only the correct answer next to the corresponding question (1.3.1–1.3.5) in the ANSWER BOOK.

- Municipal Structures Act, No. 117 of 1998
- Municipal Systems Act, No. 32 of 2000
- Municipal Finance Management Act, No. 56 of 2003
- Promotion of Administrative Justice Act, No. 3 of 2000
- Promotion of Access to Information Act, No. 2 of 2000
- White Paper on Local Government, 1998

1.3.1 It clarifies the status of municipalities and provides the framework for the establishment of municipalities in accordance with the requirements.

1.3.2 It is intended to give effect to the constitutional right of access to any information held by the State.

1.3.3 It provides for specific procedures to ensure that any administrative action is lawful, reasonable and procedurally fair.

1.3.4 It sets out the internal systems of municipalities that enable municipalities to operate in such a way that they move progressively towards the social and economic upliftment of local communities.

1.3.5 It regulates financial management and provides uniform treasury norms and standards for the local sphere of government.

(5 x 1) (5)

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1.4 Choose a word/phrase from COLUMN B to match a description/expression 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	The source of income which covers a wide field from central and provincial government	A internal control B municipal manager
1.4.2	The essential process of keeping track of money, both of the revenue received and the expenditure going out	C budget D accounting E capital assets
1.4.3	The inspection of accounting records and the testing of systems of internal control	F rates
1.4.4	These are internal rules laid down to spell out the procedures which employees must comply with when they carry out their duties	G Compensation for Occupational Injuries and Diseases Act H revenue
1.4.5	Taxes based on the market value of property	I fruitless expenditure J audit
1.4.6	It records the value of land, building and every property within the municipal area	K subsidies L valuation rolls
1.4.7	The local authority's financial plan of action for a multi-financial cycle	
1.4.8	The moneys raised by the local authorities	
1.4.9	The act which compensates for disablement caused by job related injury or diseases	
1.4.10	He/She is the most senior official in a municipality	

(10 x 1) (10)

TOTAL SECTION A: 30

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SECTION B

QUESTION 2

Read the case study given below and answer the questions.

LOW SATISFACTION OVER SERVICE DELIVERY



Johannesburg - Residents of Bekkersdal, in the Westonaria municipality, have taken to the streets demanding better service delivery. The protesters blockaded with rocks and burning tyres the major roads leading into and within the township. The residents were complaining that the municipality is not serious about responding to their cry for the provision of services, particularly housing, water taps and ablution facilities.

Some of the protestors were shouting about the failure of the municipality to engage ordinary people in governance and local political processes. They complained that the channels of communication with the municipal manager were blocked, and that officials and councillors were mostly unresponsive to the residents.

They called for the resignation of some councillors and employees of the municipality. As they protested, they demanded that the municipality officials should come and address them and receive their residents' memorandum of grievances.

On receiving the memorandum, the municipal manager Mr Manyoni, commented that the municipality was making progress in implementing government's policies and programmes. He added that the council was in the process of reviewing the local municipality budget.

Mr Manyoni further explained that the municipality is operating in a space where finances are tight because of the global economic crisis, and the rapid pace of urbanisation. 'The municipality is experiencing the problem of limited human resources and the majority of people cannot sustain themselves financially and cannot pay for the given services. This has resulted in the municipality battling to remain sustainable because this same municipality does not receive the expected funds through charging for services in rates and taxes,' he told the protestors.

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QUESTION 2

2.1 From the above case study, identify FIVE development needs that residents of the Westonaria municipality residents are demanding. (5)

2.2 List SIX services that are chargeable by the Westonaria municipality. (6)

2.3 Name FOUR other ways that Mr Manyoni can use to communicate local information to the community and larger public. (4)

2.4 What are the THREE functions of public relations in the Westonaria municipality? (6)

2.5 State FOUR aspects of voters control. (4)

2.6 Name THREE tasks that the municipal manager can perform to contribute towards better financing. (3)

2.7 Briefly explain FIVE acts of Parliament that can be applied by the Westonaria municipality to control the financial affairs. (10)

2.8 How can the Treasury/Treasurer contribute towards the Westonaria municipality if he undertakes the duties of a financial advisor? (6 x 2) (12)

[50]

QUESTION 3

3.1 Name THREE sources of income at the Westonaria municipality. (3)

3.2 Identify TWO Acts of Parliament that will positively influence the directorate of budget and treasury for the Westonaria municipality. (4)

3.3 Why is the budget important in local government? (3)

3.4 What roles does a municipal manager play with regard to finances of the local municipality? (3 x 2) (6)

3.5 Briefly discuss SIX aspects that the Westonaria municipality should keep in mind when an opinion survey is used to determine public opinion. (12)

3.6 Briefly describe FIVE ways in which the municipal manager can contribute towards policy-making. (10)

3.7 Explain FIVE advantages should the Westonaria municipality decide to use the United or Unified personnel system. (12)

[50]

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QUESTION 4

4.1 List SIX methods that the Westonaria municipality can use to recruit externally. (6)

4.2 Identify SIX types of information which must be included in the advertisement to recruit an official for the Westonaria municipality. (6)

4.3 Give THREE restrictions to keep in mind when permanent officials are appointed as valuers. (6)

4.4 Briefly describe FOUR activities of council control. (4)

4.5 What are the SIX specific skills a municipal manager should possess to run a municipality effectively? (6)

4.6 Briefly discuss SEVEN aspects of performance expected of a municipal manager, especially with regard to his/her duties, as stipulated in the Code of Conduct. (14)

4.7 Explain FOUR responsibilities that the municipal manager should apply in terms of personnel utilization. (8)
[50]

QUESTION 5

5.1 Briefly discuss FOUR problems that the Westonaria municipality could experience with regard to their sources of revenue. (12)

5.2 Explain FOUR duties to be carried out by the municipal manager regarding organisation to ensure the effective functioning of departments. (8)
[20]

TOTAL SECTION B: 170
GRAND TOTAL: 200

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