higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N6

10 JUNE 2016

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	Councillors		
	1.1.2	Delegating authority		
	1.1.3	Ordinance		
	1.1.4	Integrated development planning		
	1.1.5	Tender		
	1.1.6	Hierarchical structure		
	1.1.7	Rates		
	1.1.8	Occupational Health and Safety Act		
	1.1.9	Fiscal powers		
	1.1.10	Policy		
			(10 × 1)	(10)
1.2	1.2.1	True		
	1.2.2	True		
	1.2.3	True		
	1.2.4	True		
	1.2.5	False		
			(5 × 1)	(5)
1.3	1.3.1	Decision-making		
	1.3.2	Initiative		
	1.3.3	Walk-ins		
	1.3.4	Corporate services		
	1.3.5	Sensitivity training		
			(5 × 1)	(5)
1.4	1.4.1	J		
	1.4.2	F		
	1.4.3	L		
	1.4.4	A		
	1.4.5	D		
	1.4.6	B		
	1.4.7	K		
	1.4.8	C		
	1.4.9	I		
	1.4.10	E		
			(10 × 1)	(10)
				[30]

TOTAL SECTION A: 30

SECTION B

QUESTION 2

2.1
- To provide democratic and accountable governments for local communities.
- To encourage the involvement of communities and community organisations in matters of local government. (2)

2.2
- In order to serve the public.
- To communicate with the public.
- To ensure that the interests of the public are taken into account. (3)

2.3
- Inform the community.
- Convince the community to accept policies.
- Determine the needs of the community.
- Determine what the opinion of the community is.
- Analyse the results of the opinions.
- Make contact with media and other role-players.
- Construct a work programme. (7)

2.4
- Information or reception desk.
- Press release to the media.
- Determine who gives out specific information. (3)

2.5
- Some issues are political of nature and facts are hidden.
- It is difficult to determine the success of public relations.
- Public relations must not be used as a technique of persuasion.
- The primary duty of chief or senior officials is to promote the department.

(4 × 2) (8)

2.6
- Written reports
- Personal inspections
- Auditing
- Statistical reports
- Keeping of daily files (Any 2 × 1) (2)

2.7 An agreement between an employer and a trade union or between two or more unions acting jointly and an employer's organisation for democracy for the workers. (3)

2.8
- Direct her actions and decisions to achieve the objectives of her organisation in the interest of the public.
- Devote her undivided attention to the tasks that must be performed.
- Use the resources of the institution efficiently and effectively.
- Be punctual in the performance of her duties.
- Not be absent from work without permission or a valid reason.
- Execute her duties in a competent manner.
- Not to get involved in any transaction that is in conflict with the execution of her duties.
- Must be willing to declare her interest in any decision-making process.
- Accept the responsibility to equip herself for her career. (6 × 2) (12)

[40]

QUESTION 3

3.1
- Maturity
- Initiative
- Judgement
- Coordination
- Decision-making
- Cooperation
- Expression (Any 5 × 1) (5)

3.2 Municipal Property Rates Act No. 6 of 2004 (2)

3.3
- The registered or other description of the property.
- The determined category in which the property falls.
- The physical address of the property.
- The extent of the property.
- The market value of the property if the property was valued.
- The name of the owner.
- Other prescribed particulars. (7)

3.4
- The use of the property.
- The permitted use of the property.
- The geographical area in which the property is situated. (3)

3.5

COUNCIL CONTROL	VOTER CONTROL
• Issue of enforceable decision statements.	• Issue decision statements.
• Demand regular feedback and accountability.	• Demand for feedback and accountability.
• Ratification of executive proposals and decisions.	• Ratification of council decisions.
• Carrying out of inspections.	• Monitoring of services and council decisions.

(Any appropriate 4 × 2) (8)

3.6
- Use of sports fields.
- Entrance fee at the public swimming pools.
- Rent for municipal buildings.
- Parking fees.
- Removal of refuse and night soil.
- Pound and ambulance fees.
- Market and abattoir charges.
- Sewer fees. (Any 5 × 1) (5)

3.7
- Foster the unity of the South African nation in the execution of duties.
- Act in a 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.
- Have regard for the circumstances and concerns of communities.
- Not discriminate unfairly against any member.
- Be polite and helpful.
- Not use their position for promotion or prejudice.
- Recognise that every citizen has a right of access to all information.
- Recognise the right of every citizen to equality. (Any 5 × 2) (10)

[40]

QUESTION 4

4.1
- Newspaper advertising
- Professional journals
- Tertiary educational facilities
- Public relation approaches
- Personnel approaches
- Walk-ins
- Recruitment agencies
- Internet searches (Any 6 × 1) (6)

4.2
- The name of the council concerned.
- Job title, salary and fringe benefits offered.
- What the job entails.
- Qualifications that are required.
- Name and telephone number of contact person.
- Closing date for applications. (6)

4.3
- Ensure that officials who are carrying out the training and development programmes are well equipped for the task.
- Give advice and guidance so that the necessary arrangements can be made to implement the training programme.
- Make it possible for subordinates to have necessary skills so that they can be utilised effectively.
- Try to establish a positive attitude towards training and development by heads of departments and chief officials.
- Ensure that heads of departments are trained for their positions and that they are developed to accept the responsibility required of their positions.

(Any appropriate 5 × 2) (10)

4.4
- Do periodic revision of the organisational structures of the different departments.
- Check, investigate and analyse the proposals from the heads the departments.
- Consult with officials from the provincial departments.
- Coordinate the activities of the different departments.
- Continuously revise the process of delegation to subordinates.

(Any 4 × 2) (8)

4.5 4.5.1 The CFO is responsible for all financial records of their local authority and must ensure that a proper accounting system is implemented.✓ The CFO must assist the town clerk and councillors in the interpretations of the bookkeeping system✓ and at the end of each financial year to draw up financial statements and make it available for auditing.✓
The CFO is responsible for the efficient and effective recording of the council's financial transactions, following up any financial administrative irregularities reported to the municipal manager by the external auditors and to inform all local municipality stakeholders of the financial position from time to time.

4.5.2 The CFO's primary function is to see that proper control measures are implemented so that all income and expenses are properly accounted for.✓ To ensure that the procedures prescribed in financial regulations are strictly followed.✓ Advise the policymakers when they make financial regulations.✓ Exercise budget control to ensure that money approved by the council is only used for the purpose for which it was granted. Make sure that internal auditing takes place in a local authority and implement control measures which will eliminate theft and fraud.

(2 × 3) (6)

4.6
- Press
- Radio
- Media liaison
- Advertisements
- Publications (Any 4 × 1) (4)

[40]

QUESTION 5

5.1
- Discretionary intervention
- Mandatory intervention (2)

5.2
- Can compel authorities to perform specific health functions. – Health Act
- Compelling local authorities to undertake specific functions without subsidies. – Rating of State Property Act
- Compelling local authorities to shoulder specific responsibilities. – Workmen's Compensation Act
- Making provision for local authorities' loan funds from which local authorities can obtain loans. – Local Authorities Loan Funds Act
- Allowing local authorities to raise loans to provide housing and relevant facilities. – Housing Act
- Prescribing control measures for financial activities of local authorities. – Auditor-General Act (Any 4 × 2) (8)

5.3
- 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 their municipalities.

(5 × 2) (10)

5.4
- Local authorities have little freedom to expand their sources of income.
- Sometimes local authorities find it difficult to make ends meet.
- Local authorities experience increasing costs of materials and labour.
- Affordability should be considered when rates and service levies are increased.
- Refusal to pay for services by service consumers. (5 × 2) (10)

[30]

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QUESTION 6

6.1 Broadly defined as a process performed and designed by managers or staff to provide reasonable assurance regarding the achievement of objectives. (2)

6.2 Internal auditing as a control measure✓
Internal auditing is an independent investigation of activities in a business to obtain an overview of activities as a service to the management of a business.✓

Audit evidence✓
Audit evidence comprises all source documents and accounting records that were used to record financial information and all other information relevant to the auditors investigation.✓

Compliance procedures✓
Compliance procedures are methods designed to obtain the assurance that internal control systems are effective.✓
Compliance test controls are performed to measure the likelihood of errors occurring and going undetected and to reduce the amount of substantive testing.

Substantive procedures✓
A substantive procedure is a test of the accounting system and is normally designed to test for money errors.✓ (8)

6.3
- Improves transparency, accountability and efficiency.
- Enhances service delivery.
- Discourages fraud and corruption.
- Continuous evaluation and independent advice on risk.
- Management, internal control and governance processes.
- In-house consulting. (Any 4 × 1) (4)

6.4
- Revenue is measured and collected more effectively.
- Reasonable steps will be taken to prevent irregular, wasteful or fruitless expenditure.
- Acceptable accounting standards are complied with, which make the financial statements more credible.
- A complete fixed asset register is kept with better control over fixed assets.

(Any appropriate 3 × 2) (6)
[20]

TOTAL SECTION B: 170
GRAND TOTAL: 200

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