higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1200**(E)**(J6)H

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

(21010086)

6 June 2019 (X-Paper)
09:00–12:00

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

1.1.1 Prescribes specific procedures and rules to be followed when keeping a municipal account

1.1.2 The policy documents, work programmes and control systems for all municipal expenses

1.1.3 Publications aimed at a specific type of job

1.1.4 The Act which compensates employees for disablement caused by occupational injuries or diseases.

1.1.5 Trains and employs low-skilled labour so that people can get jobs

1.1.6 Department responsible for labour relations, organisational transformation, training and staffing

1.1.7 Kind of taxation which is the municipality's main source of income and is only levied in urban areas

1.1.8 Function of which relations between the public and the municipality are maintained in a friendly and positive way

1.1.9 Official document in which the municipality publishes the valuation roll and other important council announcements

1.1.10 Function of collecting and recording information on the work to be done in a specific field

(10 × 1) (10)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 The Basic Conditions of Employment Act gives guidelines on how to deal with disputes between employers and employees.

1.2.2 Councillors may disclose privileged or confidential information, directly or indirectly.

1.2.3 An interview is a tool that can be used to survey the needs, perceptions, attitude and priorities within a locality.

1.2.4 Every official is responsible for the establishment of sound public relations, irrespective of his/her rank.

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1.2.5 A hierarchical structure refers to different levels consisting of a municipal manager, supervisors and then the workers.

1.2.6 Promotion is when local government popularises something.

1.2.7 The town secretary succeeds the mayor when the mayor's term has ended.

1.2.8 Under administration is when the provincial government takes over and supervises the running of a municipality.

1.2.9 Voluntary retirement is when a staff member loses his/her job, because the organisation is unable to continue employing him/her.

1.2.10 The National Treasury is not responsible for prescribing regulations that affect municipalities.

(10 × 1) (10)

1.3 Choose the correct word or words from the list below to match the following sentences. Write only the word or words next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

resources; Health Services; selection; operational budget; work programme; picket; external control; Administration Services; Corporate Services; Cultural Services

1.3.1 This department helps all other departments that deliver services.

1.3.2 The type of control over the financial activities of a municipality, which is exercised by the Auditor-General.

1.3.3 Depending on the size and kind of local authority, libraries, museums, theatres, parks and recreation are found.

1.3.4 The facilities to provide services, such as offices, transport and generators.

1.3.5 This department ensures that it keeps control of licences and other records.

1.3.6 Responsible for primary health care, sanitation services and refuse removal.

1.3.7 A part of the process in the appointment of a candidate for a post.

1.3.8 A source of income used to pay municipal employees.

1.3.9 The list of duties indicating to each worker what to do, how and when.

1.3.10 A group of people standing outside a place of work protesting against something or trying to persuade others not to enter during a strike.

(10 × 1) (10)

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1.4 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (1.4.1–1.4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.4.1	Money received to pay for items that last a long time	A	policies
1.4.2	Ideas or opinions on how to deal with issues	B	integrated development planning
1.4.3	Helps officers and employees to gain a clear picture of what is expected of them from an ethical point of view	C	merit rating
1.4.4	Assessment of the value of property	D	electorate
1.4.5	Establishes the most suitable method for promotion	E	capital income
1.4.6	Provides for employees forming unions	F	property rates
1.4.7	Voters who live in a specified area and elect a political representative	G	Council
1.4.8	Temporary transfer of an official or worker to another position or employment	H	Labour Relations Act
1.4.9	Planning process that municipalities go through to ensure that projects that they undertake are in the best interest of the community they serve	I	Code of Conduct
1.4.10	A group of elected councillors and officials who meet to discuss plans for service delivery in their area of jurisdiction	J	secondment

(10 × 1) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

Read the extract below and answer the questions.

NEWCASTLE LOCAL MUNICIPALITY NOTICE

CS16/2017

Proposed IDP/Budget/PMS 2017/2018 Public Consultation Meetings

Notice is hereby given in terms of section 22 of the Municipal Finance Management Act, 2003 (Act No 56 of 2003) and Chapter 4 of the Municipal Systems Act, 2000 (Act No 32 of 2000) that His Worship, The Mayor, Cllr E.M. Nkosi, invites all community members and stakeholders to the following budget roadshows in order to obtain the public's opinion.

The Budget and Treasury Office is responsible for the financial administration, financial control and financial reporting of the municipality with the following directorates: Revenue, Valuations and Debt Management, Supply Chain Management, Budget and Financial Reforms, and Administrative Support.

[Source: *www.* April 25, 2017/in News, Notices /by Newcastle Local Municipality]

2.1 Identify TWO Acts of Parliament that will positively influence the Budget and Treasury Office of the Newcastle Local Municipality. (2)

2.2 Why is budgeting important in local government? (4)

2.3 Briefly outline FOUR aspects that should be kept in mind when an opinion survey is used to determine the public's opinion. (4 × 2) (8)

2.4 Voters are afforded the opportunity to give their opinions by means of elections.

State FOUR aspects of voters' control. (4)

2.5 List FIVE internal control measures of the Newcastle Local Municipality aimed at the sensible spending of money and rendering an effective service. (5)

2.6 State THREE restrictions to be kept in mind when permanent officials are appointed as valuers in the Newcastle Local Municipality. (3)

2.7 Explain TWO duties that the Chief Financial Officer of the Budget and Treasury Office should perform as the financial officer of the Newcastle Local Municipality.

(2 × 2) (4)

2.8 Briefly describe FIVE ways in which the municipal manager of the Newcastle Local Municipality contributes towards policy-making. (5 × 2) (10)

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QUESTION 3

3.1 State FIVE problems that the Newcastle Local Municipality encounter with regards to their sources of income? (5 × 2) (10)

3.2 Identify THREE methods that the Newcastle Local Municipality use to enforce external control. (3)

3.3 Give FOUR problems that the Newcastle Local Municipality encounters with regards to public relations. (4 × 2) (8)

3.4 State FOUR roles that the municipal manager plays in terms of work procedures and methods? (4)

3.5 Identify SIX methods that are used to teach a specific skill in the Newcastle Local Municipality. (6)

3.6 Training is one of the functions that will ensure an efficient personnel corps.

Answer the following questions with regards to personnel training.

3.6.1 Name FIVE different types of training that the Newcastle Local Municipality offers. (5)

3.6.2 Give FOUR reasons why training interventions are attended. (4)

[40]

QUESTION 4

4.1 Give FOUR problems that the Newcastle Local Municipality could encounter if the chief officials neglect their duties with regards to personnel administration. (4 × 2) (8)

4.2 Give FOUR advantages of the Newcastle Local Municipality deciding to use a united or unified personnel system. (4 × 2) (8)

4.3 List SIX sources of revenue for capital budget. (6)

4.4 Explain TWO functions that the Chief Financial Officer must perform to ensure that there is financial control over money spent. (2 × 2) (4)

4.5 Explain briefly why a control measure regarding human resources is necessary? (4)

4.6 State FIVE points that are included in the Code of Conduct of the Newcastle Local Municipality regarding the relationship between an official and the community. (5 × 2) (10)

[40]

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QUESTION 5

5.1 Subsidies form an important part of the income of the Newcastle Local Municipality.

Give TWO examples of direct subsidies received from central government. (2 × 2) (4)

5.2 List the THREE sources of income of the operational budget and explain each one? (3 × 2) (6)

5.3 Give FIVE advantages of the Newcastle Local Municipality implementing internal auditing measures. (5 × 2) (10)

5.4 Briefly describe FIVE duties that the municipal manager should perform with regards to ensuring the effective functioning of the departments. (5 × 2) (10)

5.5 Describe FIVE aspects that must be considered when communicating through the press. (5 × 2) (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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