higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

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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. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Give a word or term for each of the following descriptions by writing it next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 The essential process of keeping track of money, both of the revenues received and the expenditure going out

1.1.2 The inspection of accounting records and testing of systems of internal control

1.1.3 Something given to officials in recognition of their efforts and as motivation for them to do better

1.1.4 Promotion of good relations between an organisation and the public

1.1.5 Money spent on operating and capital expenditure

1.1.6 Legislation providing for medical expenses of workers who have been injured while on duty

1.1.7 The official who normally handles the financial affairs of the municipality

1.1.8 Something that is structured from the most powerful to the least powerful

1.1.9 Money paid back to an employee over a few months, if he/she lost his/her job

1.1.10 These are laid down internal rules, which set out the procedure which employees must comply with when executing their duties

(10 × 1) (10)

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

1.2.1 A manager can perform all the functions in his directorate alone.

1.2.2 The national treasury is in charge of procuring goods and services from private sectors for the local municipality.

1.2.3 The council may terminate the services of officials who proved to be guilty of misconduct.

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1.2.4 Personnel maintenance is when managers of one department discuss employees with the managers of another section.

1.2.5 The mayor presides over meetings of the executive committee and performs functions assigned to him/her.

1.2.6 A councillor is the representative of the community in the municipal council.

1.2.7 Municipalities fall within the local government sphere.

1.2.8 The interview is part of the selection stage in the appointment of a candidate for a post.

1.2.9 Councillors may disclose confidential information, directly and indirectly.

1.2.10 Personnel training and development is a function of the municipal manager.

(10 × 1) (10)

1.3 Choose the correct term from those given in brackets. Write only the answer next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

1.3.1 Municipalities are allowed to levy taxes on (movable/immovable) property.

1.3.2 Promotion means that (horizontal/vertical) movement has taken place.

1.3.3 The practical preparation of drawing up the budget is done by the (executive mayor/chief financial officer).

1.3.4 The duty list, also known as the (work programme/skills inventory) indicates to each worker what to do and how and when.

1.3.5 The (Corporate/Administration) Services department helps all the other departments that deliver services.

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

1.3.7 The ability to show (sympathy/initiative) is one of the qualities required of a municipal manager.

1.3.8 The type of control which is exercised by the auditor general over the financial activities of a municipality is (internal/external).

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1.3.9 According to the (public relations/walk-in) approach, people can come in from the street and enquire about employment.

1.3.10 Control over the goods and services received in the local authorities is an example of (internal/external) control.

(10 × 1) (10)

1.4 Choose a term from COLUMN B that matches 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	impose fines
1.4.2	Regular assessment of property value	B	infrastructure
1.4.3	Facilities that provide services such as offices, transport, electricity and water	C	resources
		D	budget
1.4.4	Goods, skills and materials that are available in communities	E	assessment rate
1.4.5	Process of finding new people to work in a local authority	F	stock control
		G	interview
1.4.6	Forms part of the selection stage in the appointment of a candidate for a position	H	code of conduct
1.4.7	Way in which the local municipality uses its resources and capacity to include developmental goals	I	recruitment
		J	Employment Equity Act
1.4.8	Measures which include detail knowledge of items, materials and methods to store goods	K	public relation
		L	valuation
1.4.9	Helps officers and employees to gain a clear picture of what is expected of them from an ethical point of view		
1.4.10	Result of breaking municipal by-laws or regulations such as littering		

(10 × 1) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

Read the following extract and answer questions.

RESIDENTS DEMAND BETTER MUNICIPAL SERVICES



Some of the residents who marched to the Greater Letaba Municipality offices to demand better services

Some of residents marched to the Greater Letaba Municipality offices to demand better services on Thursday July 5. The marchers also accused the municipality of employing 52 general workers without following proper procedure. Some of the marchers' grievances included shortages of clean running water, proper sanitation and failure by the municipality to make land available for cemeteries especially at Ga-Kgapane township. They accused the municipality of billing the communities for the services, which were not rendered, failing to fix potholes and to regravel dusty roads in the villages.

They further say that the population of Greater Letaba is dominated by youth however the municipality does not initiate projects to provide employment for the youth. They demanded that the council of Greater Letaba Municipality review the Integrated Development Planning (IDP) and prioritise essential services as well as develop strategies to address unemployment. They threatened to unleash a revolution if the municipality fails to adhere to their demands.

Before handing a memorandum to the Mayor, Peter Matlou, march convener Sello Sodi said residents demand better service delivery from their municipality. Peter Matlou said he will consult all stakeholders in the municipality and will communicate the development with the public accordingly within the given time frame.

Municipal manager, Innocent Sirovha, said the employment of 52 general workers who applied for work in November last year was done to save the costs of readvertising the positions. 'We shortlisted and appointed the workers following consultations with the unions. This was done after the auditor general's report raised serious concerned about the high vacancy rate in the municipality which hampers service delivery,' said Sirovha.

[Adapted from: *Letaba Herald,* 12 July 2018]

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2.1 State THREE development needs that Greater Letaba Municipality demanded, as mentioned in the case study. (3)

2.2 State FOUR ways in which the local municipality can minimise the backlog in the infrastructure and service delivery. (4)

2.3 State FOUR activities of voter control. (4)

2.4 Name FOUR qualities that municipal manager, Innocent Sirovha, should have to fulfil his role properly. (4)

2.5 Name TWO external control measures which can be used by Greater Letaba municipality. (2)

2.6 State THREE reasons for fair dismissal from the local municipality. (3 × 2) (6)

2.7 State NINE elements that Greater Letaba Municipality should include in the IDP process. (9)

2.8 State FOUR factors to ensure that a well-motivated workforce is in place at Greater Letaba municipality. (4 × 2) (8)

[40]

QUESTION 3

3.1 Name FIVE methods that Greater Letaba municipality can use to recruit internally. (5)

3.2 State THREE minimum qualifications required for municipal employees in terms of municipal regulations. (3)

3.3 State TWO Integrated Development Planning (IDP) strategic approaches to deal with the service delivery needs of the community. (2)

3.4 State FIVE problems that might be experienced by Greater Letaba municipality if municipal manager, Innocent Sirovha, neglects his duties by not following the proper screening of candidates or the correct procedure when filling a vacancy. (5 × 2) (10)

3.5 State FOUR responsibilities that the municipal manager should consider when utilising the personnel. (4 × 2) (8)

3.6 State SIX functions of the public relations officer in the Greater Letaba municipality. (6 × 2) (12)

[40]

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QUESTION 4

4.1 Define *financial control*. (2)

4.2 State FIVE objectives of internal control. (5 × 2) (10)

4.3 Name TWO types of intervention in a municipality's finances. (2)

4.4 Give FOUR reasons why proper financial management is important. (4)

4.5 Give FOUR reasons why it is necessary to have control measures in a local authority. (4)

4.6 State SIX areas covered by the Basic Conditions of Employment Act, No. 75 of 1997, as amended in 2002. (6)

4.7 State SIX aspects which are expected of the municipal manager, with regard to the performance of his/her duties as stipulated in the code of conduct. (6 × 2) (12)

[40]

QUESTION 5

5.1 What is a *policy*? (2)

5.2 Who is responsible for the policy making in a municipality? (2)

5.3 Describe TWO guidelines for the personnel policy that can be established by a municipal council to prevent favouring of individual candidates. (2 × 2) (4)

5.4 Training is one of the personnel functions, which will ensure efficient personnel in the Greater Letaba municipality.

5.4.1 Name FOUR types of training that can be done by the Greater Letaba municipality. (4)

5.4.2 State FIVE responsibilities of the municipal manager with regard to the training and development of officials. (5 × 2) (10)

5.5 State THREE ways of funding the capital budget. (3 × 2) (6)

5.6 State SIX aspects that the Greater Letaba municipality should keep in mind when an opinion survey is used to determine public opinion. (6 × 2) (12)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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