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higher education & training

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REPUBLIC OF SOUTH AFRICA

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NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

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13:00–16:00

This question paper consists of 9 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 Something that we give people to motivate them to do better

1.1.2 Information that only specific people are allowed to see or hear about

1.1.3 The removal of waste matter from homes

1.1.4 The extent to which councilors respond to their constituents' needs

1.1.5 Something an official should have done in a certain way, but leads to inefficiency, waste or dishonesty

1.1.6 A group of elected councilors and some officials who meet to discuss plans for service delivery in the area of jurisdiction

1.1.7 The budget that reflects the council's future development proposals

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

1.1.9 Money paid back to you over a few months, if you happen to lose your job

1.1.10 The collection and recording of information on the work to be done in a specific field

(10 × 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 A referendum is a way of finding out what members of community feel about issues affecting them.

1.2.2 A promotion is when the local government is making something popular.

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

1.2.4 Valuation is a process of regular assessments of property values.

1.2.5 The treasury is responsible for planning the expenditure and preparing the budget.

(5 × 1) (5)

1.3 Choose the correct term from those given in the list below. Write only the term next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

cultural services; planning services; health services; administration services; corporate services

1.3.1 The department responsible for keeping control of licences and other records

1.3.2 The department responsible for primary health care, sanitation service and refuse removal

1.3.3 The department responsible for helping all other departments that deliver services

1.3.4 The department responsible for planning of the area and is involved in the planning of transport and land surveys

1.3.5 The department responsible for libraries, museums, theatres, parks and recreation services

(5 × 1) (5)

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1.4 Choose a/an word/item 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	The money received to pay for items that last a long time	A	interest on investment
1.4.2	Ensure proper and ethical behaviour by employees within the workplace	B	misconduct
1.4.3	Unacceptable or inappropriate behaviour at work	C	stock control
1.4.4	Try to agree on how to behave and to try to conform to it	D	employment contract
1.4.5	The process of finding new people to work in a local authority	E	dispute
1.4.6	The money that investments earn over time	F	co-ordination
1.4.7	Disagreement between the employer and employees and their union with regard to any matter of common interest	G	recruitment
1.4.8	Involves structuring the organisation and its department and co-ordinating work	H	organising
1.4.9	Control measures which include space and methods to store goods	I	code of conduct
1.4.10	Statements of the employee's salary, bonuses, agreed increases, expected performance or productivity and working times	J	value system
		K	capital income
		L	grievance

(10 × 1) (10)
[30]

TOTAL SECTION A: 30

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SECTION B

Answer ALL the questions from this section.

QUESTION 2

Bra Joe's spot



Mr Moloi runs a small business in Ekurhuleni local municipality. He is always quick to spot opportunities to make fast money. Recently, his sister's son, Mr Khoza, was elected to the local government as a councilor. Mr Moloi thought, Aha! Now that we've got a government official in the family, our business will do very well. The officials at municipality are always spending money on new furniture for their offices and computers.

Mr Moloi arranges to meet his nephew at the local shebeen called 'Bra Joe's spot' so that he can tell him about the plan that will make them rich. 'Tell me, my boy, 'says Mr Moloi, 'how much do they pay you as councilor?' 'Not much,' says Mr Khoza.

Mr Moloi sees his chance. 'Now listen to me, young man,' he says. If you do what I tell you, we can both make a lot of money. You must look after yourself, don't expect somebody else to look after you.'

Mr Moloi tells his nephew about his plan. Mr Khoza must tell Mr Moloi about all government projects before anyone else gets to hear of them. Mr Khoza must then make sure that he sits on the committees that buy goods needed for these projects. Mr Khoza must make sure that committees buy them from Mr Moloi. He will give Mr Khoza 20% of all the money he makes from selling goods in this way to the local municipality.

2.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (2.1.1–2.1.3) in the ANSWER BOOK.

2.1.1 Mr Khoza should not accept 20% of the money from Mr Moloi for favours.

2.1.2 Mr Khoza should tell the committees to buy goods needed for the projects from his family member.

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2.1.3 It is fine for Messrs Khoza and Moloi to enrich themselves using public money.

(3 × 1) (3)

2.2 In your own words, explain what is the *tender process*. (2)

2.3 State FIVE qualities required in order for Mr Khoza as the municipal official to fulfil his role properly. (5)

2.4 Explain FIVE steps that must be followed in the tender process if the local municipality wants to buy goods and services from private business. (5 × 2) (10)

2.5 Briefly describe FOUR problems that the Ekurhuleni local municipality would experience with regard to sources of income. (4 × 2) (8)

2.6 Explain FIVE functions to be performed by the town treasury to ensure that there is financial control over money spent. (5 × 2) (10)

2.7 Briefly explain SIX aspects which are expected from Mr Khoza as the municipal official, with regard to the performance of his duties as stipulated in the code of conduct (6 × 2) (12)

[50]

QUESTION 3

Breede Valley local municipality is seeking for a person to be appointed as a valuer in the most cost-effective way of attracting the right applicant. It is expensive to advertise on television and radio and in some magazines, but sometimes this is necessary to ensure the right type of people get to learn about the vacancies.

Breede Valley local municipality first looks at its internal talent plan to fill a vacancy. This is a process that lists current employees looking for a move, either at the same level or on promotion. If there are no suitable people in this talent plan or developing on the internal management development programme, Breede Valley local municipality opts to advertise the post both externally and internally for two weeks.

3.1 Answer the following questions relating to the above case study.

3.1.1 Name FOUR methods that can be used to recruit candidates internally. (4)

3.1.2 Name THREE types of tests which can be used for selection of candidates (3)

3.1.3 Give THREE types of interviews that can be used during the interviewing stage. (3)

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3.1.4 State THREE restrictions to be kept in mind when permanent officials are appointed as valuers. (3)

3.1.5 State THREE powers of the valuers to enable them to do a proper evaluation. (3)

3.2 How will Basic Condition of Employment Act guide the local municipality to apply the minimum conditions of employment? (4 × 2) (8)

3.3 Explain FOUR aspects that Breede Valley local municipality must consider when communicating through the press. (4 × 2) (8)

3.4 Briefly explain FOUR factors to ensure well motivated workforce are in place at Breede Valley local municipality. (4 × 2) (8)

3.5 Breede Valley local municipality cannot ignore the attitudes of the public when formulating policies.

Describe FIVE ways in which the councilor can determine the attitude of the public. (5 × 2) (10)
[50]

QUESTION 4

4.1 What roles does the municipal manager have in terms of the following?

4.1.1 Personnel provision (3)

4.1.2 Work procedures and methods (3)

4.2 State FOUR problems that might be experienced if the chief officials neglect their duties with regard to personnel administration. (4)

4.3 Briefly explain FOUR duties carried out by the municipal manager with regard to organising of the departments. (4 × 2) (8)

4.4 Tabulate FOUR differences between *council control* and *voter control*. (4 × 2) (8)

4.5 What are the TWO major provisions for ensuring that municipal manager receives proper service benefits according to Remuneration of Town Clerks Act? (2 × 2) (4)

4.6 Briefly describe FIVE ways in which the municipal manager can contribute towards policy making. (5 × 2) (10)

4.7 Briefly explain FIVE advantages of implementing internal auditing measures in the local municipality. (5 × 2) (10)
[50]

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QUESTION 5

5.1 Councillors' sometimes question the need for training when funds are being requested. Training is one of the personnel functions which will ensure an efficient personnel service.

Answer the following questions with regard to personnel training.

5.1.1 Name FOUR different types of training. (4)

5.1.2 Explain FOUR purposes for which training is done. (4 × 2) (8)

5.1.3 Explain the FOUR roles of municipal manager with regard to training and development of an official. (4 × 2) (8)

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TOTAL SECTION B: 170
GRAND TOTAL: 200

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