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: 2 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 by writing it next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 Inspection of accounting records and testing of systems of internal control

1.1.2 Taxes based on market values of property

1.1.3 The official who ascertains that the interests of various groups in the local municipality are recognised and considered

1.1.4 A set of rules indicating how people in a particular profession should behave

1.1.5 The person who presides over all council meetings

1.1.6 Person who acts as chairperson when discussing disputes with employees

1.1.7 Money raised by local authorities

1.1.8 A way of empowering the public that is regarded as a vital aspect of democratic governance

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

1.1.10 A method used where an experienced instructor trains a newcomer to do a specific job in the workplace

(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 Council may terminate the services of officials who are found guilty of misconduct.

1.2.2 Citizens are the residents of a ward.

1.2.3 The Employment Equity Act favours one gender at the expense of the other.

1.2.4 If the council treats the community as a rubber stamp, it means that they do not take the community's opinions seriously.

1.2.5 Internal control is a process designed to achieve municipal objectives.

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1.2.6 A manager can perform all functions in his directorate by him-/herself.

1.2.7 A municipality consists of the political structures, administration and community of the municipality.

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

1.2.9 Integrated development planning is a way to ensure local corporate governance.

1.2.10 Valuation rolls record the value of land, buildings and every property within the municipal area.

(10 × 1) (10)

1.3 Choose ONE term from the list below for each of the following descriptions and write it next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

promotion; seven; eight; ethics; town secretary; chief financial officer; valuation; communication; capacity building; leave of absence; maladministration; referendum

1.3.1 A way of ascertaining what members of community feel about issues affecting them

1.3.2 When the local government makes something popular

1.3.3 The person responsible for compiling the minutes of a meeting

1.3.4 A process of regularly assessing property values

1.3.5 The person responsible for planning expenditure and preparing the budget

1.3.6 Number of hours an employee is allowed to work per day

1.3.7 Something an official has done in a certain way that instead led to inefficiency

1.3.8 The process by which people get to know the public and share their views and experiences

1.3.9 Training people to improve their job skills in order to do their jobs better

1.3.10 A legal permission granted in advance to a person to be absent from something at which he or she is supposed to be present

(10 × 1) (10)

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1.4 Choose a word/phrase 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 source of income that covers a wide field from central and provincial government	A	grievance policy
1.4.2	The total remuneration package an employee will receive	B	budgeting
1.4.3	The most senior official in a municipality	C	municipal manager
1.4.4	The realistic estimate of a municipality's income for a fiscal or financial period	D	accounting
1.4.5	Provides the municipal council with independent advice	E	compensation
1.4.6	The aim is to promote labour peace in the workplace	F	dispute
1.4.7	The essential process of keeping track of money, both of revenues received and expenditure	G	Labour Relations Act
1.4.8	Disagreement between the employer and employees and their union with regard to any matter of common interest	H	employment contract
1.4.9	Statement of an employee's salary, bonuses, agreed increase, expected performance or productivity and working times	I	audit committee
1.4.10	It ensures that all principles of natural justice are applied before an employee is dismissed	J	subsidies
		K	disciplinary policy
		L	Occupational Health and Safety Act

(10 × 1) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

Read the extract below and answer the questions.

PROPOSED 10% INCREASE TO MUNICIPAL RATES



POLOKWANE – The rates bill in the new municipal finance year, starting on 1 July, may see Polokwane residents having to face an increase of 10%.

The municipality tabled a draft budget last Thursday, 90 days before the new financial year, in terms of the Municipal Finance Management Act. The budget must be approved 30 days before the commencement of the new financial year on 1 July annually.

The proposed increase tabled was 10% for electricity, as per the guidelines issued by the National Energy Regulator of South Africa (NERSA), with water, sanitation, waste removal, and assessment rates all proposed to increase with 10% as well.

The budgeted estimate of receipts of the municipality for electricity is R1,027 billion, property rates will generate R400,714 million and water R284,895.

[Adapted from: *Review Online,* 07 April 2017]

2.1 Identify FOUR services from the above extract that the Polokwane municipality proposed to increase with effect from 1 July. (4)

2.2 Name THREE different categories of the income and expenditure budget that must be drawn up every year. (3)

2.3 Explain THREE sources of income of the operational budget. (3 × 2) (6)

2.4 What are the THREE different times at which financial control can occur? (3)

2.5 What is the difference between *internal control* and *internal audit*? (6)

2.6 State NINE steps that must be followed in drawing up a budget. (9 × 2) (18)

[40]

QUESTION 3

3.1 'The Chief financial officer is responsible for setting up the budget, treasury office and control of the municipality where the core financial functions are performed.'

3.1.1 What is the abbreviation for chief financial officer? (1)

3.1.2 Explain FOUR functions performed by the chief financial officer. (4)

3.1.3 To whom may the chief financial officer delegate core financial duties of the municipality? (2)

3.1.4 List THREE elements of internal control over the delivery of municipal services. (3)

3.1.5 Explain THREE advantages of implementing internal auditing measures at the Polokwane municipality. (3 × 2) (6)

3.2 What are the roles the municipal manager must perform in terms of work procedures and methods? (4)

3.3 Explain FOUR methods used to evaluate the performance of employees at a local municipality. (4 × 2) (8)

3.4 Explain how the code of conduct for public servant and public relations affect the relationships between public servants. (6 × 2) (12)

[40]

QUESTION 4

4.1 List SIX administrative functions that can be used in running the day-to-day activities of Polokwane municipality. (6)

4.2 What are the municipal manager's roles in terms of the following?

4.2.1 Work procedures and methods (4)

4.2.2 Personnel provision (4)

4.3 Briefly explain FIVE duties carried out by the municipal manager with regard to organising departments. (5 × 2) (10)

4.4 Give FOUR advantages for using United or Unified personnel system at the Polokwane municipality. (4)

4.5 Name FOUR ways the Polokwane municipality can use to communicate the new proposed increase of services to the public. (4)

4.6 Explain FOUR aspects the Polokwane municipality must consider when communicating by means of the press. (4 × 2) (8)

[40]

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QUESTION 5

5.1 Briefly explain strikes under the following headings:

5.1.1 Strikes (protected and unprotected strike) (4)

5.1.2 Protest action (2)

5.1.3 Stay way (2)

5.2 List FOUR problems a municipal manager would experience should he or she neglect his or her duties. (4)

5.3 Describe FOUR activities of council control. (4)

5.4 Briefly explain transfer under the following headings:

5.4.1 Definition (2)

5.4.2 FOUR reasons for transfer (4)

5.5 Discuss FIVE factors that should be taken into account to ensure a well-motivated workforce at the Polokwane municipality. (5 × 2) (10)

5.6 Briefly explain FOUR functions the Polokwane municipality performed to ascertain the public's views. (4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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