



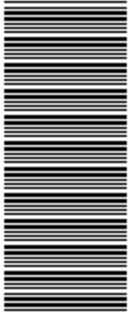
## N6 Municipal Administration June 2016

Human Resource Management and practise support (Tshwane South TVET College)



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# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**N1150(E)(J10)H  
JUNE EXAMINATION**

**NATIONAL CERTIFICATE**

**MUNICIPAL ADMINISTRATION N6**

**(21010086)**

**10 June 2016 (X-Paper)  
09:00–12:00**

**This question paper consists of 8 pages.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
MUNICIPAL ADMINISTRATION N6  
TIME: 3 HOURS  
MARKS: 200

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**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 Members of a municipal council
- 1.1.2 When one person gives another person authority to act on their behalf
- 1.1.3 A rule or piece of legislation made by a province
- 1.1.4 A planning process that municipalities go through to ensure that the projects the municipality undertake are in the best interest of the community they serve
- 1.1.5 An offer to supply or do something
- 1.1.6 This refers to something being structured from the most powerful to the least powerful
- 1.1.7 A form of taxation that is used to fund local government
- 1.1.8 The purpose of this act is to provide for the health and safety of persons at work
- 1.1.9 The power of government to raise taxes and to spend it
- 1.1.10 An overall and big plan of the government under which small plans are made

(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 (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 The Employment Equity Act promotes respect for gender equality.

1.2.2 An interview is part of the selection stage in the appointment of a candidate for a post.

1.2.3 If the council treats the community as rubber stamp then it means that it is not taking their opinion seriously.

1.2.4 Skill inventory is when managers from a department have a discussion with the manager's from other sections.

1.2.5 Council may not terminate the services of officials found to be guilty of misconduct.

(5 × 1) (5)

1.3 Give ONE term for each of the following descriptions by choosing a term from the list below. Write only the term next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

initiative; walk-ins; sensitivity training; corporate services; decision making
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1.3.1 The selection process which is based on criteria of one's behaviour

1.3.2 The ability to show one of the qualities required of a town clerk

1.3.3 When people come from the street and enquire about employment

1.3.4 This department helps other departments to deliver services

1.3.5 A method which helps one to accept one's own faults and make one aware of other people's behaviour

(5 × 1) (5)

- 1.4 Choose an item from COLUMN B to match 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 essential process of keeping track of money, both revenues and expenditures	A	capital budget
		B	valuation
1.4.2	These are internal rules which set out the procedures that employees must comply with when executing their duties	C	operating budget
		D	public relations
		E	resources
1.4.3	Parliament has passed this law to empower local authorities to efficiently control their own financial matters	F	internal control
		G	fruitless expenditure
1.4.4	The costs and money received for items that will last a long time such as land and buildings	H	audit
		I	recruitment
1.4.5	Promotes good relations between an organisation and the public	J	stock control
		K	compensation for occupational injuries and diseases act
1.4.6	A process of regular assessment of property values		
1.4.7	Compensation for injuries sustained by employees in the course of their employment	L	municipal finance management act
1.4.8	The costs of running the local government, such as salaries, wages and petrol		
1.4.9	The process of finding new people to work at a local authority		
1.4.10	The goods, skills and facilities that are available in a community		

(10 × 1)

(10)  
[30]**TOTAL SECTION A: 30**

**SECTION B**

Study the passage below and answer the questions.

**PUBLIC PARTICIPATION IN LOCAL MUNICIPALITY**

The Local Government Municipal Finance Management Act (2005) requires municipalities to consult with communities on the budget process, annual reports and service delivery issues. Among the aims of local government set out in the Constitution are the aims to provide democratic and accountable governments for local communities and to encourage the involvement of communities and community organisations in matters of local government. Section 164 (4) (b) provides that no bylaw may be passed unless it has been published for public comment.

**QUESTION 2**

- 2.1 What are the aims of local government with regard to public participation? (2)
- 2.2 Give THREE reasons why local municipalities are classified as public bodies. (3)
- 2.3 State SEVEN tasks the public relations department can utilise to ensure that good relations with the public are maintained. (7)
- 2.4 Name THREE methods which are related to public relations but more about relaying facts than moulding opinions. (3)
- 2.5 Briefly explain FOUR problems experienced by local council when it comes to public relations. (8)
- 2.6 Give TWO formal control measures to evaluate the performance levels of the officials in local municipalities. (2)
- 2.7 Explain the term *collective bargaining*. (3)
- 2.8 Describe SIX aspects that are expected from Mrs Peterson as the municipal manager with regard to the performance of her duties as stipulated in the code of conduct. (12)

**[40]**

**QUESTION 3**

- 3.1 State FIVE qualities required of a municipal manager to fulfil their leadership role properly. (5)
- 3.2 Which act of parliament regulates rates on property? (2)
- 3.3 What is the information that must be listed in the valuation of each property? (7)
- 3.4 Give the THREE rate categories used to calculate rates. (3)
- 3.5 Tabulate FOUR differences between council control and voter control? (8)
- 3.6 State FIVE services that are chargeable by local municipality. (5)
- 3.7 Briefly describe FIVE ways in which the municipal manager should contribute towards policy making to ensure the success of the local authority. (10)
- [40]**

**QUESTION 4**

- 4.1 State SIX methods that can be used by local municipalities to recruit externally. (6)
- 4.2 Identify SIX types of information which must be included in the advertisement to recruit an official in local municipality. (6)
- 4.3 Briefly describe FIVE roles of the municipal manager with regard to training and development of officials. (10)
- 4.4 Briefly describe FOUR duties to be carried out by the municipal manager with regard to organising to ensure effective functioning of the departments. (8)
- 4.5 Discuss the following functions to be performed by the chief financial officer as one of the executive officers who poses the expertise on matters of finances:
- 4.5.1 Accountant
- 4.5.2 Financial control (2 × 3) (6)
- 4.6 Name FOUR types of media used by municipalities to communicate information. (4)
- [40]**



**QUESTION 5**

- 5.1 Name TWO types of interventions into a municipality's finances. (2)
- 5.2 How can an act from parliament control the local government's financial affairs? Give an example of such an act. (8)
- 5.3 Briefly describe FIVE possible ways in which the municipal manager can contribute towards policymaking. (10)
- 5.4 Briefly describe FIVE problems that the municipal manager would experience with regard to sources of income. (10)
- [30]**

**QUESTION 6**

Briefly discuss internal control under the following heading:

- 6.1 The definition of the term *internal control*. (2)
- 6.2 Internal audit as a control measures. (8)
- 6.3 The benefits of having an internal audit unit. (4)
- 6.4 The importance of proper financial management. (6)
- [20]**

**TOTAL SECTION B: 170**  
**GRAND TOTAL: 200**