



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1190(E)(J14)H

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

(21010086)

14 June 2018 (X-Paper)
09:00–12:00

This question paper consists of 6 pages.

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 (1.1.1–1.1.5) in the ANSWER BOOK.

- 1.1.1 The members of a municipal council
- 1.1.2 A form of taxation system that is used to fund local government
- 1.1.3 An official government publication in which all legislation (acts) and their regulations are published
- 1.1.4 The plan, rules, strategies or actions of a government, municipality or political party
- 1.1.5 A chart that shows the structure of an organisation and the different position or posts in it

(5 × 2) (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 Integrated development planning must comply with the financial resource framework.
- 1.2.2 Control activities are specific actions municipalities can take to prevent or mitigate certain risks.
- 1.2.3 An employee who wishes to raise a grievance may first raise it verbally with the director of the human resources department.
- 1.2.4 The municipal officials should adhere to the white paper on service delivery and treat the community as customers.
- 1.2.5 Personnel training and development is not a function of the municipal manager.

(5 × 2) (10)

1.3 Choose the correct word(s) from those given in brackets. Write only the word(s) next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 The (National Treasury/Parliament) normally prescribes specific procedures and rules to be followed in the keeping of municipal accounts.

1.3.2 (Provincial government/National government) is closer to municipalities and in a better position to provide capacity building and other support.

1.3.3 (Municipalities/Provinces) are the third level of government.

1.3.4 The (municipal manager/council) is directly responsible for ensuring that senior managers are utilised and maintained effectively.

1.3.5 The (Municipal Manager/Chief Financial Officer) is the administrative head of the municipality.

(5 × 2) (10)

1.4 Choose an item or a word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–E) next to the question number (1.4.1–1.4.5) in the ANSWER BOOK.

COLUMN A		COLUMN B
1.4.1	The action of making new or secret information known	A probation
1.4.2	An action or policy that favours those who are victims of past discrimination	B compensation
1.4.3	The process or period of testing or observing the character or abilities of a person, such as a new employee, in a certain position or job	C redeployment
1.4.4	The total remuneration package that an employee will receive	D affirmative action
1.4.5	Moved to a new place to do the same work	E disclosure

(5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B**QUESTION 2**

- 2.1 List FOUR characteristics of a municipal manager. (4)
- 2.2 Identify THREE ways in which municipalities can use information to communicate with the public. (3)
- 2.3 What does a code of conduct contain? (3)
- 2.4 What contribution does the municipality manager have in work methods and procedures? (5)
- 2.5 What are the FIVE functions performed by National Treasury? (5)
- 2.6 Give TWO reasons why financial management is important in a municipality. (2)
- 2.7 Which pieces of legislation make up the legislative environment for municipal financial management? (6)
- 2.8 In what ways do the codes of conduct for public servants and public relations influence a municipality's relationship with the community? (12)
- [40]**

QUESTION 3

- 3.1 Explain the following aspects of utilising personnel:
- 3.1.1 Job description
 - 3.1.2 Supervision
 - 3.1.3 Compensation
- (3 × 2) (6)
- 3.2 Briefly explain THREE sources of income of the operational budget. (6)
- 3.3 Give FIVE objectives of internal financial control measures in a municipality. (5)
- 3.4 How does council control work as a type of control? (3)
- 3.5 Explain how the chief financial officer can coordinate financial operations. (6)
- 3.6 Briefly describe THREE structures that a municipal council can use as public relations mechanisms. (6)
- 3.7 Explain FOUR aspects that a local municipality must consider if it wants to communicate challenges through the press. (8)
- [40]**

QUESTION 4

- 4.1 Explain the procedure of recruitment of candidates in detail. (5)
- 4.2 What is the procedure used for promotion and transfer of employees? (4)
- 4.3 List SIX ways in which councillors can engage with the community. (6)
- 4.4 Identify TWO different types of external control. (2)
- 4.5 Give THREE reasons why control over municipal authorities is necessary. (6)
- 4.6 How does the municipal manager contribute to determining the administrative policy? (5)
- 4.7 What is *integrated development planning*? (2)
- 4.8 Explain FIVE elements of integrated development planning (IDP) when preparing a budget. (10)
- [40]**

QUESTION 5

- 5.1 Define the term *municipal management*. (3)
- 5.2 Identify the FOUR levels of management. (4)
- 5.3 What is *financial control*? (3)
- 5.4 List FIVE elements of internal control over the delivery of municipal services. (5)
- 5.5 What are the SEVEN steps in the budgeting process? (7)
- 5.6 Name FOUR personnel systems of a local municipality. (4)
- 5.7 What is the role of the municipal manager in the following functional activities:
- 5.7.1 Personnel provision
- 5.7.2 Personnel maintenance (2 × 3) (6)
- 5.8 Give FOUR reasons for public participation in government affairs. (8)
- [40]**

TOTAL SECTION B: 160
GRAND TOTAL: 200