



# higher education & training

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

N1190(E)(N23)H

NATIONAL CERTIFICATE

**MUNICIPAL ADMINISTRATION N6**

(21010086)

**23 November 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

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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 (1.1.1–1.1.5) in the ANSWER BOOK.
- 1.1.1 The highly qualified official who is responsible for the examination of the financial statements and accounts of all public institutions
- 1.1.2 The kind of taxation which is the main source of income of the municipality and is levied only in urban areas
- 1.1.3 The function which maintains relations between the public and the municipality in a friendly and positive way
- 1.1.4 The official document in which the municipality publishes the valuation roll and other important council announcements
- 1.1.5 The function of collecting and recording information on work to be done in a specific field
- (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 Under administration means the running of the municipality is taken over and supervised by the provincial government.
- 1.2.2 Fiscus is the revenue received by the three levels of government in the form of rates, taxes and other tariffs.
- 1.2.3 Voluntary retirement is when a staff member loses his/her job because the organisation is unable to continue employing him/her.
- 1.2.4 Supervisors include all the people appointed to manage different sections in the municipality.
- 1.2.5 The National Treasury is not responsible for prescribing regulations that affect municipalities.
- (5 × 2) (10)

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

- 1.3.1 The interview is part of the (recruitment/selection) process in the appointment of a candidate for a post.
- 1.3.2 Municipal employees are paid from (an operational/a capital) budget.
- 1.3.3 The duty list, also known as the (work programme/skills inventory) is a list indicating to each worker what to do, how and when.
- 1.3.4 It is the responsibility of the (treasurer/finance committee) to collect all the monies owed to the municipality.
- 1.3.5 A (picket/lockout) is a group of people standing outside a place of work, protesting something or trying to persuade others not to enter during a strike.

(5 × 2) (10)

1.4 Choose a word from COLUMN B to match 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 A person who lives in a specified area and may vote to elect a political representative	A integrated development planning
1.4.2 All the people in a country or area who are entitled to vote in an election	B secondment
1.4.3 The temporary transfer of an official or worker to another position or employment	C council
1.4.4 A grouping of elected councillors and officials who meet to discuss plans for service delivery in their area of jurisdiction	D constituents
1.4.5 A planning process that municipalities go through to ensure the projects that the municipality undertakes are in the interest of the community they serve	E electorate

(5 × 2) (10)  
[40]

**TOTAL SECTION A: 40**

**SECTION B****QUESTION 2**

- 2.1 List FIVE components of internal control undertaken to allow the municipality to function smoothly. (5)
- 2.2 As part of its main projects for the 2015/2016 financial year, the Makhado Local Municipality resolved to tar the internal streets of all its main villages. However, with the ever-rising costs, an additional R2 billion is required to finish the project and the municipal council has decided to loan this money.
- 2.2.1 Give FOUR reasons why central government will exercise control over this loan agreement. (8)
- 2.2.2 What are the FIVE steps the Makhado Local Municipality must follow to obtain the loan? (5)
- 2.3 What are the key principles of effective financial management? (4)
- 2.4 Explain THREE functions performed by National Treasury as authorised by the Municipal Finance Management Act, No 56 of 2003. (6)
- 2.5 Briefly explain THREE financial control functions of the chief financial officer. (6)
- 2.6 Briefly describe THREE roles of the municipal manager regarding the training and development of officials. (6)
- [40]**

**QUESTION 3**

- 3.1 Name THREE managerial roles of a municipal manager. (3)
- 3.2 Different countries use different personnel systems at local government level.
- 3.2.1 Briefly describe TWO advantages of the unified personnel system. (4)
- 3.2.2 Briefly describe TWO advantages of the integrated personnel system. (4)
- 3.2.3 Name TWO other personnel systems except those named in QUESTION 3.2.1 and 3.2.2 above. (2)
- 3.3 Briefly explain FIVE responsibilities of the municipal manager to ensure that a well-motivated workforce is in place at the local municipality. (10)
- 3.4 What is the relationship between municipal councillors and administrative officials? (4)
- 3.5 What is the procedure used for promotion and transfer of employees? (5)
- 3.6 In what ways does the Code of Conduct for the Public Service impact on municipal employees' performance of duties? (8)
- [40]**

**QUESTION 4**

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|-----|--|--------------|
| 4.1 | What is a municipal budget?  | (3)          |
| 4.2 | List FIVE sources of income for a local municipality.  | (5)          |
| 4.3 | Give TWO reasons why it is important for municipalities to have an effective public relations officer.                   | (2 × 2) (4)  |
| 4.4 | Explain THREE functions performed by the chief financial officer to ensure the smooth running of the local municipality. | (3 × 2) (6)  |
| 4.5 | Briefly describe FIVE ways in which the municipal manager can contribute towards policy making.                          | (5 × 2) (10) |
| 4.6 | Give FOUR reasons for citizen participation.   | (4 × 2) (8)  |
| 4.7 | Name FOUR ways in which citizens can participate in municipal matters.   | (4)          |
|     |  | <b>[40]</b>  |

**QUESTION 5**

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|-----|---|--------------|
| 5.1 | What issues in the workplace need to be regulated by human resource policies?   | (6 × 1) (6)  |
| 5.2 | Briefly explain FIVE problems that might be experienced if the chief officials neglect their duties.                                      | (5 × 2) (10) |
| 5.3 | Explain THREE internal departmental controls within a municipality.   | (3 × 2) (6)  |
| 5.4 | What role does provincial authorities have in municipal finances?   | (2)          |
| 5.5 | Briefly describe the benefit of an Integrated Development Plan (IDP) for the community and a municipality.                                | (4 × 2) (8)  |
| 5.6 | Explain FOUR aspects that a local municipality must consider if it wants to communicate matters that affect the public through the press. | (4 × 2) (8)  |
|     |   | <b>[40]</b>  |

<b>TOTAL SECTION B:</b>	<b>160</b>
<b>GRAND TOTAL:</b>	<b>200</b>