



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N6

(21010086)

26 November 2019 (X-Paper)

09:00–12:00




This question paper consists of 9 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 (1.1.1–1.1.10) in the ANSWER BOOK.
- 1.1.1 Something that is structured from the most powerful to the least powerful 
- 1.1.2 Money paid back to you over a few months, if you happen to lose your job
- 1.1.3 The collection and recording of information on the work to be done in a specific field
- 1.1.4 Elected councillors and some officials who meet to discuss plans for service delivery in the area of jurisdiction
- 1.1.5 The way people work, behave, interact and manage in a particular workplace or organisation 
- 1.1.6 The budget that reflects the council's future development proposals
- 1.1.7 Official who normally handles the financial affairs of the municipality
- 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 local government to raise taxes and to spend them
- 1.1.10 Set of rules that ensures that the interests of various groups in the local municipality are recognised and considered
- (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 (1.2.1–1.2.10) in the ANSWER BOOK.
- 1.2.1 Leave of absence is a legal permission granted to a person or a group of people to be absent from something at which they are supposed to be present.
- 1.2.2 Operating expenditure refers to the costs of running the local government. 
- 1.2.3 A tender is an offer to supply something for free in your own time.
- 1.2.4 A policy is a big, overall plan by the government under which smaller plans are made.


- 1.2.5 The municipal manager is the employing authority of a local authority. 
- 1.2.6 The public relations officer has the responsibility to ensure that relations between the public and municipality remain friendly.
- 1.2.7 Role playing is a method that helps one accept one's own faults and makes one more aware of other people's behaviour.
- 1.2.8 The Employment Equity Act promotes respect for gender equality.
- 1.2.9 An interview is part of the selection stage in the appointment of a candidate for a post.
- 1.2.10 If the council treats the community as a 'rubber stamp', it means that it does not take the community's opinion seriously.

(10 × 1) (10)

1.3 Give ONE term for each of the following descriptions by choosing a word or a term from the list below. Write only the word or term next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.






incentive; contract; accountability; gazette; personality tests; valuation roll; confidential; sewerage; maladministration; vertical

- 1.3.1 The extent to which councillors respond to their constituents' needs and explain their actions to the constituents
- 1.3.2 When both parties formally agree to do something for money
- 1.3.3 Something official should have been done in a certain way, but leads to inefficiency, waste or dishonesty
- 1.3.4 Something we give people to motivate them to do better
- 1.3.5 Information that only specific people are allowed to see or hear about
- 1.3.6 The removal of waste matter from homes
- 1.3.7 Promotion means that this movement has taken place 
- 1.3.8 An official government publication in which all legislation and corresponding regulations are published
- 1.3.9 Show how a candidate can handle a specific work situation
- 1.3.10 A document with a list of all properties in the municipality

(10 × 1) (10)

- 1.4 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (1.4.1–1.4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.4.1	Structuring the organisation and its departments, and coordinating work	A	misconduct
1.4.2	Making sure that certain standards and levels of quality are achieved	B	Employment Equity Act
1.4.3	Training to improve skills or to introduce new skills 	C	Municipal Finance Management Act
1.4.4	Process of finding new people to work in a local authority	D	controlling
1.4.5	Addresses differences in the amount of money paid to employees performing the same job	E	property rates
1.4.6	Unacceptable or inappropriate behaviour at work	F	recruitment
1.4.7	Parliament has passed this law to empower local authorities to efficiently control their own financial matters	G	infrastructure 
1.4.8	A form of tax that municipalities can place on the value of properties	H	by-laws
1.4.9	Facilities to provide services, such as offices, transport and generators 	I	organising
1.4.10	Local laws and regulations about any of the functions they are responsible for	J	development training

(10 × 1)

(10)
[40]**TOTAL SECTION A: 40**

SECTION B**QUESTION 2**

Read the extract below and answer the questions.

**NEWCASTLE MUNICIPALITY
VACANCIES
CS38/2017**



The following vacancy exists in the following department:

MUNICIPAL MANAGER: POST ID: MM1 (Fixed term performance contract for a period of five years)

Remuneration: R1 276 174,00 – R1 528 351,00 – R1 780 530,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.



The appointment made will be subject to the signing of an employment contract, a performance agreement and disclosure of financial interest. Appointment will be done according to the regulations on appointment and Conditions of Employment of Senior Managers. The Candidate will be required to disclose all financial interests and will be subjected to competency assessment.

Minimum Qualifications: A Bachelor's Degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent. Must have a valid unendorsed driver's license, 5 years' relevant experience at a senior management level and proven successful institutional transformation within the public or private sector.

Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.



Knowledge: Advanced knowledge and understanding of relevant policy and legislation. Advanced understanding of institutional governance systems and performance management. Advanced understanding of council operations and delegation of powers. Good governance. Audit and risk management establishment and functionality. Budget and finance management.

Key Responsibilities: To comply with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000. Equipped to carry out the task of implementing the Municipality's integrated development plan in accordance with Chapter 5 of the Systems Act. Operating in accordance with the Municipality's Performance Management System in accordance with Chapter 6 of the Systems Act. Responsive to the needs of the local community to participate in the affairs of the Municipality.

Detailed CVs as well as the completed 'Annexure C' application form referred to above can be forwarded to Mr A Masondo at the Office of the Mayor, Civic Centre, Scott Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Mayor, Councillor EM Nkosi at 034 328 7737.

Please note: Candidates are required to complete the prescribed 'Annexure C' application form as per Government Gazette 37245 of 17 January 2014, which is obtainable from all municipalities as well as the internet at www.gpwonline.co.za (failure to do so will result in the candidate being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.



The municipality reserves the right not to make any appointment. Newcastle municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment.



CLOSING DATE: 22 SEPTEMBER 2017

[Source: <http://newcastle.gov.za/services/vacancies/>]



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|-----|---|-------------|
| 2.1 | Identify the types of information that has been included in the advertisement above, and illustrate your answers with practical examples. | (10) |
| 2.2 | List FOUR qualities required in order for the municipal manager to fulfil his/her leadership role properly. | (4) |
| 2.3 | Briefly describe FOUR responsibilities of the municipal manager in terms of personnel utilisation. | (8) |
| 2.4 | Briefly explain THREE functions performed by local authorities to ascertain the view of the public. | (6) |
| 2.5 | Name FOUR activities of council control. | (4) |
| 2.6 | What are the FOUR objections that can be raised with regard to assessment rates? | (8) |
| | | [40] |





QUESTION 3

- 3.1 Name THREE methods that can be used by Newcastle Municipality should it recruit internally.  (3)
- 3.2 Identify at least FOUR qualifications needed to appoint a municipal manager as a permanent official at Newcastle municipality. (4)
- 3.3 Indicate FIVE provisions imposed by provincial regulations regarding personnel matters. (10)
- 3.4 Name FOUR functions of personnel provisions. (4)
- 3.5 Briefly discuss FIVE things that are expected from the municipal manager with regard to the performance of his/her duties as stipulated in the code of conduct.  (10)
- 3.6 The valuers play an important role in the generating of income for the local authorities. Answer the following questions regarding the position of the valuer:
- 3.6.1 State THREE restrictions to be kept in mind when permanent officials are appointed as valuers. (3)
- 3.6.2 Explain THREE powers of the valuers that enable them to do a proper evaluation. (6)
- [40]**

QUESTION 4

- 4.1 Briefly describe how the following Acts of Parliament will influence personnel administration of local authorities:  (3)
- 4.1.1 Employment Equity Act, No. 55 of 1998 (3)
- 4.1.2 Basic Conditions of Employment Act, No. 75 of 1997, as amended in 2002 (3)
- 4.2 List FOUR types of control exercised by the municipal manager. (4)
- 4.3 Briefly describe FIVE benefits of Integrated Development Planning (IDP) in the local municipality. (10)
- 4.4 What are the FOUR factors that will ensure a well-motivated workforce is in place at Newcastle municipality? (8)
- 4.5 Explain SIX functions performed by the public relations officers in a local authority.  (12)
- [40]**

QUESTION 5

- 5.1 State FOUR requirements that local government must adhere to when tendering for goods or services, or when entering into a contract. (4)
- 5.2 Identify TWO external financial control measures in a municipality. (2)
- 5.3 Name FOUR techniques for exercising departmental control.  (4)
- 5.4 Give FOUR objectives of internal financial control measures in a municipality. (8)
- 5.5 List FOUR types of interviews that can be used during the interviewing stage. (4)
- 5.6 Describe FIVE ways in which the councillors can determine the attitude of the public when formulating policies.  (10)
- 5.7 Explain FOUR aspects that a local municipality must consider if it wants to communicate challenges in the press. (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200