

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE.

QUESTIONS FOR: HIGHER CERTIFICATE – MANAGEMENT & ADMINISTRATION 100 (MNG100)

1. REQUIRED STUDY MATERIAL:

- Success Study Material – Management & Administration 100 Book 1/1
- Fire Brigade Services Act, 99 of 1987
- Occupational Health and Safety Act, 85 of 1993 and its Regulations

2. ADDITIONAL STUDY MATERIAL

- None

3. QUESTIONS

- Questions **MUST** be read carefully to ensure clear understanding of the concept and/or content and apply them as such in your answers, for example:

◆	Describe:	Name the characteristics of something (a happening, object, method or subject).
◆	Define:	Give a concise description of the subject.
◆	Discuss:	Give a complete description of the subject.
◆	Give:	Write down names, facts, items, advantages and/or disadvantages. <u>Do not discuss.</u>
◆	List:	Write down names, facts, items, etc. In a specific order or according to specified categories.
◆	Name:	Write down names, characteristics, dates, items, components or facts.
◆	Draw:	Dot out, draw lines, sketch or formulate in graphic form (e.g. a drawing).
◆	Explain:	Make something more clearly for example by using illustrations, descriptions, examples and/or comparisons.

4. Study material and revision questions contained in the Success Manuals and SABS Codes of Practice (Relevant edition) is of vital importance, as it contributes to 100% of the questions.
5. Question paper is a three (3) hour paper and consisting of Six (6) and ALL of them must be answered.
6. All questions add to a total of twenty (20) marks per question with a total of hundred and twenty marks (120) marks for the whole paper.
7. Students are advised to attempt all assignments and questions in the study material to obtain more knowledge on the subject.
8. Please indicate on the front cover of your answer book the questions answered. Ensure that you have answered the correct number of questions. If there is questions that must not be marked, please put a line through such answer.
9. There is no required length or limit for your answers, unless it is stated so e.g. “an acceptable format”. Questions can be sufficiently answered in less space, and it is okay to go over, if you think it improves the response. Keep in mind, however, that a lengthier answer is not necessarily a better one.
10. You have an average of thirty (30) minutes for each question. Though grammar and style will not be a major factor in your grade, there should be a reasonable degree of organization and clarity. It is advisable to spend a few minutes planning your response, possibly even jotting down a very simple outline, rather than simply writing off the top of your head. (You may write notes on your answer book)

TAKE NOTE THAT THE "QUESTION GENERATOR" WILL RANDOMLY SELECT SIX (6) QUESTIONS OUT OF THIS FOURTY SIX (46) TO GENERATE THE RESPECTIVE QUESTION PAPER.

QUESTIONS

1. (a) Draw and label a diagram of Maslow's hierarchical model needs. (10)
- (b) Name five various elements (functions) of the management process. (5)
- (c) Name any 5 (five) specific methods and techniques which may be applied during the planning process. (5)
-
2. (a) Define direction as an element of management. (4)
- (b) List and describe the five (5) basic requirement of effective Direction (16)
-
3. (a) Name four (4) important aspects to be taken into consideration when issuing instructions. (4)
- (b) List the basic rules that facilitate direction (7)
- (c) List and describe three (3) basic types of skills managers should have. (9)
-
4. (a) Define the concept of leadership. (4)
- (b) List and describe three (3) leadership styles. (6)
- (c) List and describe five (5) forms of a leader's power. (10)
-
5. (a) Define the concept of the following leadership styles.
- (i) Task – centred leadership style (5)
- (ii) Work – centred leadership style (5)
- (b) Name and explain the four (4) factors of leadership approach as stated by Bowers and Seashore. (10)
-
6. (a) Provide the detailed definition of planning as described in the study material. (4)
- (b) List and describe ten (10) principles of planning. (16)
-
7. (a) Define the following terms:
- (i) Responsibility (2)
- (ii) Delegation (2)

- | | | | |
|-------|-----|--|------|
| | (b) | List the advantages of Delegation | (16) |
| <hr/> | | | |
| 8. | (a) | Briefly discuss a master plan in conjunction with a partial plan. | (10) |
| | (b) | Provide a labelled diagram depicting the simple leadership styles as contained in the study material. | (10) |
| <hr/> | | | |
| 9. | (a) | List the five requirements that are set for effective co-ordination. | (5) |
| | (b) | List and describe five methods to promote co-ordination. | (15) |
| <hr/> | | | |
| 10. | (a) | Provide a comprehensive definition of control as described in the study guide. | (5) |
| | (b) | List the ten (10) requirements for effective control. | (10) |
| | (c) | Briefly discuss economy as one of the factors that may affect the future under the environment. | (5) |
| <hr/> | | | |
| 11. | (a) | Provide a detailed definition of management. | (5) |
| | (b) | Differentiate between single and multi-management and list the advantages and disadvantages of both. | (15) |
| <hr/> | | | |
| 12. | (a) | Provide a detailed definition of organizing as describe in the study material. | (8) |
| | (b) | Name the advantages and disadvantages of the functional organization system. | (12) |
| <hr/> | | | |
| 13. | | McGregor's theory of assumption is divided into two groups. Differentiate between the two groups and list the key factors. | (20) |
| <hr/> | | | |
| 14. | (a) | List six (6) factors to be taken into account for effective participation. | (10) |
| | (b) | Provide a comprehensive labelled diagram of a matrix organisational Structure and list the advantages and disadvantages of such structure. | (10) |
| <hr/> | | | |
| 15. | (a) | With reference to establishing standards of control, explain the factors that contribute to good performance. | (7) |
| | (b) | Provide a labelled diagram depicting the different levels of Management as well as a short explanation of each level as contained in the study material. | (13) |
| <hr/> | | | |
| 16. | | List and describe six (6) steps concerning decision-making processes. | (20) |
| <hr/> | | | |

17. Discuss the implementation of management by objectives under the following headings:
- (i) The learning phase (9)
 - (ii) The implementation phase (6)
 - (iii) The follow up phase (5)
-
18. (a) Define the following terms:
- i. Discipline (5)
 - ii. Authority (5)
- (b) Discuss the difference between positive and negative discipline. (10)
-
19. (a) List the five (5) requirements that are set for effective co-ordination. (5)
- (b) List and describe five (5) methods to promote co-ordination. (15)
-
20. (a) Draw and label the linear organizational structure. (12)
- (b) List four (4) advantages of linear structure. (8)
-
21. (a) With reference to Human needs and motivation, define the following;
- (i) Self – actualisation (1)
 - (ii) Attitude (1)
 - (iii) Motivation (1)
 - (iv) Job motivation (1)
 - (v) Job values (1)
 - (vi) Job satisfaction (1)
 - (vii) Needs (1)
 - (viii) Incentive (1)
 - (ix) Aggression (1)
 - (x) Hierarchy (1)
- (b) Briefly discuss the importance of motivation in an organisation. (10)
-
22. (a) Human needs can mainly be classified into three categories. Briefly list and describe the three categories. (20)
-
23. List and describe ten (10) objectives and advantages of budgetary control. (20)
-
24. (a) Provide the detailed definition of communication as described in the study material. (4)
- (b) List eight (8) ways of improving communication in the organization. (8)
- (c) List and describe four (4) main direction of communication. (8)
-

25. (a) Provide a labelled diagram depicting the communication model of Gibson et al, as well as a short explanation thereof. (10)
- (b) List the ten (10) limitations preventing effective communication in the organisation. (10)
-
26. List and describe the main causes of poor communication. (20)
-
27. (a) Provide a detailed definition of the following elements of the management process:
- (i) Budget (5)
- (ii) Budgetary Control (5)
- (b) Discuss in detail budgets as an aid in exercising control. (10)
-
28. List and describe the ten (10) ways of improving communication in the organisation. (20)
-
29. List ten (10) requirements for effective Control. (20)
-
30. Briefly discuss steps in the control process under the following headings:
- (i) The design and introduction of a control system (10)
- (ii) Observation and measurement of actual performance and reporting on this aspect (10)
-
31. (a) What is the purpose of the Fire Brigade Services Act, Act 99 of 1987? (6)
- (b) Define the following terms as contemplated by section 1 of the Fire Brigade Services Act, Act 99 of 1987 as amended.
- (i) Prescribed. (4)
- (ii) Administrator (4)
- (c) What does Section 3 of the Fire Brigade Services Act, Act 99 of 1987 as amended determine in terms of the Services of Local Authorities? (6)
-
32. Define the following terms as contemplated by section 1 of the Fire Brigade Services Act 99 of 1987 as amended.
- (i) Area (4)
- (ii) Chief Fire Officer (2)
- (iii) Equipment (3)
- (iv) Material (3)
- (v) Controlling authority (2)
- (vi) Designated service (2)
- (vii) Local authority (4)
-

33. (a) With reference to a Fire Brigade Reserve Force, describe in detail the provisions of Section 6A of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
- (b) With reference to Designated services, describe in detail the provisions of Section 4 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
-
34. (a) Describe in detail the provision of Section 8 of the Fire brigade Services Act, Act 99 of 1998 which reference to “Powers of members of service” (12)
- (b) What does section 5 of the Fire Brigade Services Act, Act 99 of 1987 determine in terms of the appointment of a Chief Fire Officer? (8)
-
35. (a) What does Section 3 of the Fire Brigade Services Act 99 of 1987 determine in terms of Services of Local Authorities? (10)
- (b) With reference to a Member of service, describe in detail the provisions of Section 6 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
-
36. With reference to Designated services, describe in detail the provisions of Section 4 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (20)
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37. Describe in detail the provision of Section 18 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to “enforcement of provision. (20)
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38. Describe in detail the provision of Section 11 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to Grants-in-aid. (20)
-
39. Define the following terms as contemplated by Section 1 of the Occupational Health and Safety Act, Act 85 of 1993 as amended.
- (i) Explosives (4)
 - (ii) Health and Safety Equipment (4)
 - (iii) Health and Safety Standard (4)
 - (iv) Major Hazard Installation (4)
 - (v) Inspector authority (4)
-
40. Describe in detail the provisions of Section 8 of the Occupational Health and Safety Act, Act 85 of 1993, as amended, in respect of general duties of employers to their employees. (20)
-
41. (a) Explain the purpose of the Occupational Health and Safety Act, Act 85 of 1993, as amended? (5)
- (b) Discuss the two (2) responsibilities of a health and safety committee. (4)

- (c) Describe in detail the provisions of Section 12 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of general duties of employers regarding listed work (11)
-
42. Describe in detail the provisions of Section 20 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of the Functions of Health and Safety Committees. (20)
-
43. (a) Define the following terms as contemplated by Section 1 of the Occupational Health and Safety Act, Act 85 of 1993 as amended:
- (i) Work (3)
 - (ii) Workplace (2)
 - (iii) Danger (1)
 - (iv) Employee (2)
 - (v) Employer (2)
- (b) What does section 7 of the Occupational Health and Safety Act, Act 85 of 1993, as amended, determine in terms of a Health and Safety Policy? (10)
-
44. (a) Define “reasonably practicable” as contemplated by Section 1 of the Occupational Health and Safety Act, Act 85 of 1993, as amended. (8)
- (b) What does Section 14 of the Occupational Health and Safety Act, Act 85 of 1993, as amended, determine in terms of “General duties of employees at work”. (12)
-
45. Describe in detail the provision of Section 17 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Health and Safety Representatives. (20)
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46. Describe in detail the provisions of Section 20 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of the Functions of Health and Safety Committees. (20)
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SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE.

QUESTIONS FOR: DIPLOMA – MANAGEMENT & ADMINISTRATION 200 (MNG200)

1. REQUIRED STUDY MATERIAL:

- Success Study Material – Management & Administration 1 Book 1/1
- Success Study Material – Management & Administration 2 Book 1/1
- Fire Brigade Services Act, 99 of 1987
- Occupational Health and Safety Act, 85 of 1993 and its Regulations

2. ADDITIONAL STUDY MATERIAL

- SANS 10090: 2003

3. QUESTIONS

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◆	Discuss:	Give a complete description of the subject.
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QUESTIONS

1. Describe the relationship between authority, responsibility and delegation. (20)

2. (a) Discuss the factors that may influence the span of management. (12)
(b) List 4 (four) possible disadvantages of greater depth of management. (8)

3. Distinguish between management and leadership. (20)

4. (a) Define the following terms:
(i) Responsibility (3)
(ii) Delegation (5)
(iii) Authority (3)
(b) With reference to authority relationship in an organization, discuss the following:
(i) Line authority (3)
(ii) Staff authority (3)
(iii) Functional authority (3)

5. Provide a labeled diagram depicting the six (6) steps concerning the decision making process, with a short explanation of each step. (20)

6. List and describe three (3) primary elements that have a bearing on the future opportunities of an organisation. (20)

7. List and describe the factors to be taken into account for effective participation. (20)

8. Diagrammatically illustrate the variables that influence leadership and briefly describe the process (20)

9. Discuss the social structure of groups within the organisation as contained within the study material. (20)

10. Analyse the essence of management by examining the principles and characteristics of Management. (20)

11. (a) Differentiate between single and multiple management. (4)

- (b) List the advantages and disadvantages of single and multiple management. (16)
-
12. Define and explain the following:
- (i) Career planning. (10)
 - (ii) Career path. (4)
 - (iii) Career development. (6)
-
13. (a) List and describe the advantages and disadvantages of internal and external recruitment. (12)
- (b) Discuss alternatives to recruitment. (8)
-
14. (a) List the advantage of effective training. (10)
- (b) List the obstacles that must be avoided in order to ensure a successful training programme. (10)
-
15. Describe the reasons why career management is applied in enterprises. (20)
-
16. Illustrate the organisation as a system diagrammatically and briefly describe the nature of a system. (20)
-
17. (a) Provide the definition of Placement as contained in the study material. (5)
- (b) Provide a labeled diagram depicting the Placement process. (15)
-
18. List and describe the relevant steps of the recruitment process. (20)
-
19. Describe the phases of Affirmative Action in detail. (20)
-
20. Discuss the concepts Management vs Leadership as contained in the study material. (20)
-
21. Describe the psychological contract between man as employee and the organisation as employer. (20)
-
22. (a) Explain in detail the purpose of induction. (10)
- (b) Describe basic guidelines that an induction programme should follow. (10)
-
23. Diagrammatically illustrate the variables that influence leadership and briefly describe the process. (20)
-

24. Explain in detail the following:
- | | | | |
|--|-------|------------------------|------|
| | (i) | Education | (3) |
| | (ii) | Management development | (7) |
| | (iii) | Training | (10) |
-
25. List and describe eight (8) advantages of effective training. (20)
-
26. (a) Draw, label and discuss the pyramid form of an organisational structure. (14)
- (b) List and describe the basic types of management skills. (6)
-
27. Emergency services personnel are gradually losing their fitness. As an operational officer you feel it is necessary for operational personnel to undergo a physical fitness programme at a university.
- Submit a fully motivated report to your Chief Fire Officer that draws references from supporting legislative and/or any other internal or external policy requirements. (20)
-
28. The amalgamation of Municipalities and the resultant increase of your Municipal area have a negative effect on Fire Service delivery. Successful control and extinguishing of fires depends largely on having adequate resources. As a newly appointed Chief Fire Officer, write a detailed report to your Municipal Manager highlighting your concerns regarding your resources and make recommendation on how it could possibly be remedied.
- Make use of an acceptable format. (20)
-
29. As newly appointed Station Commander, submit a report to the Chief Fire Officer motivating for an increase in the daily subsistence allowance when attending training courses.
- Make use of an acceptable format. (20)
-
30. As a newly appointed Station Commander, you feel it is necessary to revise the daily work programme for operational personnel. Submit a fully motivated and revised program to your Senior Officer that draws references from supporting legislative or any other internal or external requirements.
- Make use of an acceptable format. (20)
-
31. List and describe the ways of improving communication in the organisation, as contained within the study material. (20)
-
32. (a) Provide a detailed definition of the following elements of the management process:
- | | | | |
|--|------|-------------------|-----|
| | (i) | Budget | (5) |
| | (ii) | Budgetary Control | (5) |

- (b) Discuss in detail budgets as an aid in exercising control. (10)
-
33. List and describe ten (10) objectives and advantages of budgetary control. (20)
-
34. Describe in detail the provisions of Section 16 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to “Promulgation of By-laws”. (20)
-
35. Describe in detail the provision of Section 18 of the Fire Brigade Services Act, 99 of 1987 as amended, with reference to enforcement of provisions. (20)
-
36. (a) In order for the fire safety section to perform their duties, regulations and by-laws needs to be enforced. Briefly discuss the by-laws and regulations in terms of the Fire Brigade Services Act, Act 99 of 1987, as amended that will enhance the smooth operation of the fire safety section in general. (8)
- (b) Describe in detail the provisions of Section 9 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to “Salvaging of movable property”. (12)
-
37. Describe in detail the provisions of the following sections of the Fire Brigade Services Act, Act 99 of 1987 as amended:
- (i) Section 6A: Fire Brigade Reserve Force (10)
- (ii) Section 6B: Decorations, Medals and Certificates (10)
-
38. Describe in detail the provisions of Section 10 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to “Fees”. (20)
-
39. (a) With reference to Urgent cases, describe in detail the provisions of Section 14 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
- (b) With reference to Delegation, describe in detail the provisions of Section 19 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
-
40. With reference to Grand-in-aid, describe in detail the provisions of Section 11 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (20)
-
41. Describe in detail the provisions of Section 2 of Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to the “Establishment of Fire Brigade Board”. (20)
-

42. Describe in detail the provisions of Section 8 of the Occupational Health and Safety Act Act 85 of 1993, as amended, in respect of the General duties of Employer to their Employees. (20)
-
43. Describe in detail the provisions of Section 17 of the occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Health and Safety Representatives. (20)
-
44. Describe in detail the provisions of Section 18 of the occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Functions of Health and Safety Representatives. (20)
-
45. Describe in detail the provisions of Section 19 of the occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Health and Safety Committees. (20)
-
46. Describe in detail the provisions of Section 20 of the occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Functions of Health and Safety Committees. (20)
-
47. Describe in detail the provisions of Section 21 of the occupational Health and Safety Act, Act 85 of 1993, as amended in respect of General prohibitions. (20)
-
48. Describe in detail the provisions of Section 24 of the Occupational Health and Safety Act , 85 of 1993, as amended, in respect of the reporting to the Inspector regarding certain incidents. (20)
-
49. Describe in detail the provisions of Section 29 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of the functions of Inspector according to the Act (20)
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SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE.

QUESTIONS FOR: HIGHER DIPLOMA – MANAGEMENT & ADMINISTRATION 500 (MNG500)

1. REQUIRED STUDY MATERIAL:

- Success Study Material – Management & Administration 1 Book 1/1
- Success Study Material – Management & Administration 2 Book 1/1
- Success Study Material – Labour Law 100
- Fire Brigade Services Act, 99 of 1987
- Occupational Health and Safety Act, 85 of 1993 and its Regulations
- SANS 10090: 2003

2. ADDITIONAL STUDY MATERIAL

- None

3. QUESTIONS

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TAKE NOTE THAT THE "QUESTION GENERATOR" WILL RANDOMLY SELECT SIX (6) QUESTIONS OUT OF THIS SIXTY SEVEN (67) TO GENERATE THE RESPECTIVE QUESTION PAPER.

QUESTIONS

1. (a) Define the term decision making. (4)
- (b) Describe important factors derived from the definition of decision making. (6)
- (c) List and describe important guidelines with the application of discipline. (10)
-
2. Discuss the guidelines for the effective functioning of committees. (20)
-
3. Describe the concept of management by objectives, as contained within the study material, with reference to:
- (i) The nature of management by objectives (8)
- (ii) The implementation of management by objectives (12)
4. (a) Discuss Argyris's maturity/immaturity Theory. (10)
- (b) Discuss the relationship between Maslow and Alderfer's theories. (10)
-
5. List and explain the factors to be taken into consideration for effective participation. (20)
-
6. Discuss the divisions, creation of functions and tasks under the following headings:
- (i) The department (10)
- (ii) Individual position - the person (5)
- (iii) Balance in the organization (5)
-
7. (a) Discuss the importance of motivation in an organization. (10)
- (b) List ten (10) main causes of poor co-ordination in an organisation. (10)
-
8. Briefly discuss the three methods that may be used when conducting interviews. (20)
-
9. List and describe 3 (three) primary elements that have a bearing on the future opportunities of an organization with regards to planning. (20)
-
10. Illustrate the variables that influence Leadership diagrammatically and briefly describe the process. (20)
-

11. Differentiate between job description and job specification as contained within the study material. (20)
-
12. Explain the difference between training, management development and education as contained within the study material. (20)
-
13. Describe the concept incentive remuneration with reference to the following key aspects:
- (i) Individual incentives. (6)
 - (ii) Group incentives. (4)
 - (iii) Organisation-wide incentives. (10)
-
14. Discuss the relationship between motivation, satisfaction and productivity as contained within the study material. (20)
-
15. List and explain eight (8) categories of the “quality of work – life”. (20)
-
16. Discuss the guidelines for the effective functioning of committees (20)
-
17. (a) Discuss the importance of motivation in an organization. (10)
- (b) Discuss the concept of career development for retirement. (10)
-
18. (a) Discuss the job analysis methods that may be applied to gather information. (6)
- (b) Clearly distinguish between the narrow- and wide concepts of affirmative action. (14)
-
19. Discuss performance appraisal under the following headings:
- (i) Application of Performance Appraisal (5)
 - (ii) Problems related to Performance Appraisal (7)
 - (iii) The ability to appraise performance is a critical administrative skill. List and describe the four (4) skills required to make good performance appraisals. (4)
 - (vi) List and describe the three (3) criteria which must be considered in the construction of performance appraisal system. (4)
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20. Explain the difference between training, management development and education as contained within the study material. (20)
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21. Discuss group functioning under the following headings:
- (i) Group leadership (4)
 - (ii) Interaction in the group (6)
 - (iii) Group norms (10)
-
22. (a) Define the following concepts:
- (i) Designated employer (5)
 - (ii) People with disabilities (4)
- (b) Discuss the common law remedies of parties in cases where the contract of employment is breached. (11)
-
23. Political interventions at emergency incidents remain a major concern to the Operational staff. As a newly appointed Chief Fire Officer you received continuous complaints regarding the matter. Submit a report to the Municipal Manager clearly highlighting the concerns and request his intervention to amicably resolve the matter.
- Make use of an acceptable format. (20)
-
24. As the appointed Chief Fire Officer, training and development of junior officers are important. Write a detailed report to your Executive Director outlining the content and importance of such training, indicating specific areas you want to see in this development programme.
- Make use of an acceptable format. (20)
-
25. As an Operational Officer you are requested to submit proposals together with a motivation for new items of operational firefighting equipment to be placed on the Capital Budget for approval in the new financial year.
- Submit a detailed report making use of an acceptable format. (20)
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26. As newly appointed Station Commander, submit a report to the Chief Fire Officer motivating for an increase in the daily subsistence allowance when attending training courses.
- Make use of an acceptable format. (20)
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27. As a newly appointed operational commander write a detailed report to your Chief Fire Officer discussing the need to revise your current rank structure.
- Make use of an acceptable format. (20)
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28. As a newly appointed Chief Fire Officer you are requested to draft a detailed report to your Municipal Manager discussing the importance of an employee's assistance programme for all emergency services personnel.
- Make use of an acceptable format. (20)

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29. A fire fighter employed for 4 years in a local Fire and Rescue Service, sustained an injury to the left eye whilst off duty. Surgery was performed on the eye but unfortunately lost complete use of the eye. The fire fighter was employed in the Operational Division and before the accident was also an appointed brigade driver of major pumpers and specialized vehicles such as hydraulic platforms.
- Refer to relevant Labour legislation, submit a report to your Chief Fire Officer recommending how best to address this situation. (20)
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30. As a newly appointed Chief Fire Officer you discovered a number of fire fighters being overweight and unfit. Submit a detailed report to your Executive Director that draws references from supporting legislative or any other internal or external requirements to effectively address the matter.
- Make use of an acceptable format. (20)
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31. In terms of Section 84(1)(j) of the Municipal Structures Act, 117 of 1998, as amended, the Fire Services outside metropolitan areas has a split function, namely, the Local Municipality (B Municipality) is responsible for structural fires and rescue; and the District Municipality (C Municipality) responsible for bush, grass, mountain fires, chemical fires and the training of fire officials as well as the regulation, coordination and standardization of Fire Services.
- Discuss the possible impacts that this determination could have on service delivery and community fire protection. (20)
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32. Submit a report to the Municipal Manager, motivating the need for additional fire fighting vehicles. Make use of an acceptable format. (20)
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33. Submit a report to the Chief Executive Officer, motivating the importance of fire protection. Make use of an acceptable format. (20)
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34. Submit a report to the Municipal Manager, motivating the importance of Fire and Life Safety Education to the community. Make use of an acceptable format. (20)
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35. Describe in detail the provision of Section 4 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to designated services. (20)
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36. Describe in detail the provisions of Section 9 of the Fire Brigade Services Act, Act 99 of 1987 as amended, with reference to the establishment of a Salvaging of movable property. (20)
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37. Describe in detail the provisions of Section 10 of the Fire Brigade Services Act, with reference to fees being charged for services rendered. (20)
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38. Describe in detail the provision of Section 12 of the Fire Brigade Services Act, 99 of 1987, as amended, with reference to agreements that may be concluded with other controlling authorities or persons. (20)
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39. Describe in detail the provisions of Section 15 of the Fire Brigade Services Act, Act 99 of 1987 as amended with reference to the making of Regulations. (20)
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40. With reference to the establishment of Fire Brigade Board, describe in detail the provisions of Section 2 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (20)
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41. (a) With reference to By-laws and regulations, describe in detail the provisions of Section 16 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
- (b) With reference to Failure to comply with requirements, describe in detail the provisions of Section 17 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
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42. (a) With reference to Indemnity, describe in detail the provisions of Section 20 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
- (b) With reference to Offences, describe in detail the provisions of Section 21 of the Fire Brigade Services Act, Act 99 of 1987 as amended. (10)
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43. Describe in detail the provisions of Section 10 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of General duties of manufacturers and others regarding articles and substances for use at work. (20)
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44. Describe in detail the provisions of Section 20 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of the functions of Health and Safety Committees. (20)
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45. Describe in detail the provisions of Section 29 of the Occupational Health and Safety Act, 85 of 1993, as amended in respect of the functions of Inspectors. (20)
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46. Describe in detail the provisions of Section 24 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of the report to the inspector regarding certain incidents. (20)
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47. Describe in detail the provision of Section 30 of the Occupational Health and Safety Act, Act 85 of 1993 as amended in respect of Special powers of inspectors. (20)
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48. Describe Formal Inquiries in detail as contemplated in Section 32 of the Occupational Health and Safety Act, Act 85 of 1993 as amended. (20)
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49. Describe in detail the provisions of Section 34 of the Occupational Health and Safety Act Act 85 of 1993, as amended in respect of obstruction of Investigation or failure to render Assistance. (20)
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50. (a) Describe in detail the provision of Section 35 of the Occupational Health and Safety Act, Act 85 of 1993 as amended in respect of Appeal against decision of inspector. (10)
- (b) Describe in detail the provisions of Section 31 of the Occupational Health and Safety Act, Act 85 of 1993, as amended in respect of Investigation. (10)
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51. Discuss the following terms with regard to the concept of vehicle and or equipment availability and maintenance, as contained in clause 5.3 of SANS 10090 – 2003.
- (i) Replacement of Vehicles. (10)
- (ii) Procurement of additional vehicles. (10)
-
52. Successful control and extinguishing of fires depends on sufficient appliances responding with adequate manpower and arriving within a reasonable time. Discuss the following terms as contained within clause 5.2.2 of SANS 10090-2003
- (I) Weight of response (12)
- (II) Speed of response. (8)
-
53. Discuss in detail the key components of an Incident Management System as contained in SANS 10090–2003. (20)
-
54. Discuss the following headings in terms of section 8 as contained in SANS 10090–2003 with regard to fire safety:
- (i) Fire safety inspections. (8)
- (ii) Regulation of hazardous activities. (6)
- (iii) Reviewing building plans. (6)
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55. Discuss the concept of fire protection in terms of the guidelines contained in clause 4 of SANS 10090–2003. (20)
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56. Discuss in detail the classification of Fire Services as contained in SANS 10090–2003. (20)
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57. With reference to SANS 10090-2003, discuss the following headings:
- (i) Section 4.2: Fire risk category (10)
- (ii) Section 5.3.5: Vehicle maintenance programme (10)

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58. With reference to Training as contained in clause 6 of SANS 10090–2003: Community Protection against fire, discuss the following:
- (i) General (4)
 - (ii) Training components (4)
 - (iii) Fire Fighter and Officers Training phases (7)
-
59. (a) Discuss the purpose of the Labour Relation Act, Act 66 of 1995. (12)
- (b) Provide the statutory definitions of the following as described in the Labour Relation Act, Act 66 of 1995:
- (i) Employee (4)
 - (ii) Employer (4)
-
60. (a) Discuss the purpose of the Labour Relations Act (6)
- (b) List four (4) categories that fall within the broad definition of employee. (4)
- (c) Name six (6) possible steps that an employer can take in order to avoid retrenchment. (6)
- (d) List four (4) examples of serious misconduct that justifies dismissal. (4)
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61. (a) Discuss the purpose of the Labour Relation Act, Act 66 of 1995. (8)
- (b) Explain the importance of labour law in the South African legal context. (4)
- (c) Provide the statutory definitions of the following as described in the Labour Relation Act, Act 66 of 1995:
- (i) Employee (4)
 - (ii) Employer (4)
-
62. List and describe the requirements for a valid contract of employment. (20)
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63. (a) Discuss the general principle regarding the payment of remuneration. (6)
- (b) Distinguish between employment and providing work. (14)
-
64. In terms of the contract of employment between an employee and employer, list and discuss the factors that indicate the existence of a relationship of authority. (20)
-

65. (a) Define the following concepts:
- (i) Designated employer. (5)
 - (ii) People with disabilities. (4)
- (b) Discuss the common law remedies of parties in cases where the contract of employment is breached. (11)
-

66. In terms of the Basic Conditions of Employment Act:

- (i) Explain the scope of application (15)
 - (ii) List the conditions under which an employee would qualify for family responsibility (5)
-

67. Distinguish between:

- (i) Incompetence of an employee (10)
 - (ii) Incapacity of an employee (10)
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