



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
JUNE EXAMINATION
MUNICIPAL ADMINISTRATION N5
12 JUNE 2013**

This marking guideline consists of 7 pages.

SECTION A**QUESTION 1**

- | | | | |
|-----|--------|-------|---------------|
| 1.1 | 1.1.1 | False | |
| | 1.1.2 | True | |
| | 1.1.3 | False | |
| | 1.1.4 | False | |
| | 1.1.5 | False | |
| | 1.1.6 | False | |
| | 1.1.7 | True | |
| | 1.1.8 | True | |
| | 1.1.9 | True | |
| | 1.1.10 | False | (10 × 1) (10) |
- 1.2
- To execute the principles of public administration more successful
 - Higher authorities cannot render variety of services
 - Money must be used sparingly
 - Services rendered cheaper
 - Burden of central administration lighter
 - Different size cities have different needs
 - Interest in administration improved/people influenced directly
 - Needs differ – require specialisation
 - Policies implemented faster
 - Local inhabitants have interest in own environment
 - Local initiative can be stimulated
 - Local authorities in better position to execute national policy
 - Higher authorities do not utilize resources effectively
 - Local authorities play important role in formulating national policy
 - Local inhabitants participate in public activities e.g. elections. (Any 8 × 2) (16)
- 1.3
- Initially fountains, streams, boreholes and wells were sufficient
 - Due to population increase communal water supply become essential
 - Reticulation system, reservoirs and purification were built
 - The aim is to prevent diseases
 - Water is important to life
 - Water Act prescribes the requirements for water schemes
 - There are also subsidies from the government
 - It is bought in bulk from Rand Water Board

- It is then sold to households
 - Must be suitable for drinking and washing
 - Salt fluorine chlorine used to purify it
 - Meters installed measure consumptions
 - Meter readings are taken to prepare bills
- (Any 7 × 2) (14)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

- 2.1
- Deals with scarce resources (money)
 - Determine by the government activities
 - Policy of the government determine economic factors in municipalities
 - Money available affect municipal services
 - Economic conditions influences investments
 - It also affect rendering of services
 - Revenue from community is necessary for services
- (6 × 2) (12)
- 2.2
- Issue commercial licences
 - Exercise control over licenses
 - Ensure premises do not create health hazards
 - Issue control certificates
 - Health Inspectors inspects business premises
 - Can take actions if legislations are not adhered to
 - Can refuse to grant licenses to protect community
 - Licenses committee to deal with licences issues
- (6 × 2) (12)
- 2.3
- Reflect variety of plants, animals, fish species and birds in a specific area
 - Municipalities has moral obligations of protecting fauna and flora in that area
 - Establish nature conservation of fauna and flora
 - Such areas can create opportunities
 - Animals, plants, shrubs and trees of specific area to be protected
 - It can attract visitors and tourists
- (6 × 2) (12)
- 2.4
- Hamlet
 - Village
 - Town
 - City
- (4 × 1) (4)
[40]

QUESTION 3

- 3.1
- Member of parliament
 - Is un-rehabilitated insolvent
 - Declare ineligible to become councillor
 - Guilty without option of a fine
 - Is in arrears with payments of municipal services
 - His/her spouse is employed by the council
 - Declared unfit by court to hold public office
 - Declared mentally unsound by court
- (10 × 1) (10)
- 3.2
- Any number of committees can be appointed
 - Only council members may serve on these committees
 - In KwaZulu-Natal there must be a finance committee
 - Each committee must elect its own chairperson and vice chairperson
 - In the province of KwaZulu-Natal the mayor is a member of every committee
 - A committee may be dissolved by the majority vote at any time or may be modified by the council at any time
 - The quorum for the meetings is determined by the council
 - In the Western Cape the minimum number of committee members is prescribed
- (5 × 2) (10)
- 3.3
- Elected by majority of the council
 - Elected on a meeting convened by the town clerk
 - Meeting takes place on the first month or a month after elections
 - Elector mayor occupies his office immediately
 - He holds office for the term of one year
 - Should he vacate his office, a successor be elected for the remaining term
 - He is elected chairperson of different committees
- (5 × 2) (10)
- 3.4
- Regular removal is essential
 - If it piles up, it causes health hazards
 - It is collected on certain days
 - Bins are supplied
 - Bucket systems are used
 - Today mainly water-bone sewerage systems is in use
 - Chemical toilets and pit latrines are used
- (5 × 2) (10)
- [40]**

QUESTION 4

- 4.1
- Decisions are taken by councillors not always acceptable to voters.
 - Councillors have to convince voters about reasons, decisions and policies that are made.
 - Public can question councillors and must be up to date with progress made.
 - Determine needs of the community.
 - Evaluate the results of implemented decisions or policies. (5 × 2) (10)
- 4.2
- Try to protect and improve historical areas
 - Maintain the balance between conserving and development
 - This give rise to difficult decisions in factors such as economic and community factors
 - The aim is to maintain the character of town or city development
 - There is a need to better infrastructure and better roads and water supply
 - This makes it difficult to keep a balanced urbanised environment in place
 - Decisions have to be made to decide which buildings to keep and which ones to demolish. (5 × 2) (10)
- 4.3
- 4.3.1 A councillor may not be appointed as an official or civil servant unless his term of office ended six months before the appointment date. (2 × 2) (4)
- 4.3.2
- Councillor who have taken actions by virtue of their office.
 - On the instruction of the Council.
 - In good faith are freed from personal liability.
 - Any gain or claim which may derive from it by legislation.
 - Any expenses incurred by a council must be paid by the council concerned. (5 × 2) (10)
- 4.4
- The election of a meeting chairman
 - Reading of notice convening the meeting
 - Consideration of application for leave of absence from meeting
 - Confirmation of minutes of previous council meetings
 - Declarations, announcement or matters submitted by the chairman
 - Interviews or consultations with delegates or persons called to attend meetings
 - Statutory matters
 - Matters enjoying priority in terms of resolution
 - Reports of committees, officials or delegates
 - Considerations of reports
 - Notices of motions (6 × 1) (6)
- [40]**

QUESTION 5

- 5.1
- If necessary the election of a chairman
 - Reading of notices in a special meeting
 - Consider leave of absence for councillors
 - Read minutes of previous council meetings
 - Declarations, announcements by chairman
 - Interviews of consultations with delegates
 - Statutory matters e.g. motion on an item
 - Matters enjoying priority in terms of the resolution at the previous meeting
 - Matters deferred from previous meetings
 - Reports from committees, delegates and officials
 - Consideration of reports, announcements, petitions and applications dealing with matters of urgency
 - Notices of motions and questions on the agenda (5 × 2) (10)
- 5.2
- Render service of local nature
 - Promote welfare of community
 - Services rendered influences residents
 - Are not forced to render any services
 - No standards were set for services
 - Are autonomous on local level
 - Decide nature, scope and time for services
 - Service rendering develops municipality
 - Needs determine services
 - Services are rendered if funds are available
 - Inhabitants must pay for services (5 × 2) (10)
- 5.3
- Powers to make by-laws
 - Exercise control over the town/city
 - To render services
 - Levy taxes
 - Determine tariffs for services
 - Appoint and dismiss officials
 - Enter in to contracts
 - Raise loans for rendering services (6 × 2) (12)
- 5.4
- Water Was fetched from rivers, dams or boreholes
 - Lighting Candles and paraffin lamps were used
 - Heat energy Firewood, coal and paraffin stoves were used
 - Food and meat People dependent on slaughtering and hunting
 - Vegetables, fruit and maize were grown (4 × 2) (8)
- [40]**

QUESTION 6

- 6.1
- Municipalities in rural areas limited development – people move to towns and cities
 - Deprived from sufficient revenue for development
 - Those who stay behind will eventually move for better opportunities
 - Those who flock to cities cannot find jobs
 - Burden to local authorities in cities
 - Crime and health risks more prevalent – needs to be addressed
 - Policy decisions on urbanization must be made in time (5 × 2) (10)
- 6.2
- Is the statutory body
 - Form the political links between municipalities and parliament
 - Ministers are charged with administration of departments
 - Entrusted with governmental departments
 - Budget proposals submitted to parliament
 - Determine extent of work programme of departments (5 × 2) (10)
- 6.3 A Councillor:
- may not get into an agreement with his/her council
 - spouse or associates may not gain financially from his position
 - may not buy land on public auction without permission of the premier.
 - may not sell goods on public auction
 - may not ensure contracts for his sports club or members of his sport club.
 - may be forced to resign and not be re-elected if auditors find he has secured illegal contracts (5 × 2) (10)
- 6.4
- Can exclude certain good candidates
 - Puts municipalities in broader political sphere
 - Party political interests can be more important than those of the communities
 - Ruling parties can rule the town or city
 - Opposition parties can rule the town or city
 - Best candidate is not always elected (5 × 2) (10)
- [40]**

TOTAL SECTION B: 160
GRAND TOTAL: 200