



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N5

7 JUNE 2016

This marking guideline consists of 8 pages.

SECTION A**QUESTION 1**

1.1	1.1.1	Plenary		
	1.1.2	1682		
	1.1.3	A		
	1.1.4	Reports		
	1.1.5	Speaker		
			(5 x 2)	(10)
1.2	1.2.1	True		
	1.2.2	True		
	1.2.3	False		
	1.2.4	False		
	1.2.5	True		
			(5 x 2)	(10)
1.3	1.3.1	21:00		
	1.3.2	Executive mayor		
	1.3.3	Agenda		
	1.3.4	1960		
	1.3.5	Fourteen		
			(5 x 2)	(10)
1.4	1.4.1	D Inter-municipality forum		
	1.4.2	C Municipal manager / CEO		
	1.4.3	B Premier		
	1.4.4	A President		
	1.4.5	F Town planner		
			(5 x 2)	(10)
				[40]

TOTAL SECTION A: 40

SECTION B**QUESTION 2**

- 2.1
- During 1984 the unhappiness on social and living conditions of blacks resulted in uprising.
 - Government tried to diffuse the situation by intergovernmental grants to townships
 - Regional Service Council was established in 1985
 - Aim was to provide source of income and to allow joint decision-making
 - In 1992 SAMCO began talks with the NP
 - It led to the establishment of LGMF in March 1993
 - LGTA 209 of 1993 was established to facilitate transformation in local government
 - It provided three phases
 - Pre-interim phase that was in place until the first local elections in 1995
 - Interim phase after the first local elections to December 2000
 - Final phase after elections in 2000 (Any 5 x 2) (10)
- 2.2
- The Demarcation Board may consider determination of a municipal boundary when: a request is received from Minister of provincial affairs and local government from MEC for local government or the initiative of the board
 - They must determine boundaries for RSA and any municipal boundaries
 - They must publish the information to provincial gazette
 - 30 days must be allowed for submission of objections by any aggrieved person
 - Must consider all objections and either confirm, change or withdraw the determination
 - If requested by board have to give reasons for its decision
 - The information must be submitted to IEC who has 60 days to publish its views in the gazette. (Any 5 x 2) (10)
- 2.3
- Deals with scarce resources (money)
 - Determined by the government activities
 - Policy of the government determines economic factors
 - Money on municipality affect services
 - Economic conditions be created for investors
 - It also affect rendering of services
 - Revenue from community is necessary for services (Any 5 x 2) (10)

- 2.4
- For every district municipality there must be a DIF to promote and facilitate relations
 - It consists of the mayors of the district municipalities
 - Mayors of municipalities in the district
 - Councillors designated by the municipality if there are no mayors
 - The administrators of any of those municipalities
 - They draft national and provincial policy
 - Implement the policy
 - Deal with matters arising from the premier's forum affecting local authorities
 - Mutual support and provision of service in the district together with planning and development of such
 - Co-ordinate plans and priorities of municipalities in the district
 - Perform any matter of strategic importance affecting municipalities in the district.
- (Any 5 x 2) (10)
[40]

QUESTION 3

- 3.1
- To make by-laws
 - Exercise control over town or city
 - Render services
 - Levy taxes within prescribed limit
 - Determine tariffs for services
 - Can appoint and dismiss officials
 - Can enter into contracts
 - Raise loans to render services
- (Any 5 x 2) (10)
- 3.2
- Initially fountains, streams, boreholes and wells were sufficient
 - Due to population increase communal water supply become essential
 - Aim is to prevent diseases
 - Reticulation system, reservoirs and purification were built
 - Water is important for life
 - Water Act prescribed requirements for water schemes
 - There are also subsidies from the government
 - Buy water in bulk
 - Sell to consumer in small units
 - Salt, fluorine, chlorine used to purify it
 - Must be suitable for drinking
 - Installed meter to determine consumption
 - Readings are read to prepare bills
- (Any 5 x 2) (10)

- 3.3
- Empty ballot boxes before opening voting stations
 - Ensures the availability of the required stationary
 - Ensures the layout of voting station is effective
 - Ensures voting station open and close on prescribed times
 - Ensures voters vote secretly
 - Issue ballot papers and keep record of it
 - Keep order at polling station
 - Seal ballot boxes
 - Deliver ballot boxes and material to presiding officer
- (Any 10 x 1) (10)

- 3.4 A municipal council may fine a councillor for:
- Not attending a meeting he has to attend
 - Failing to remain in attendance at such meeting
 - Is absenting himself/herself for three or more consecutive meetings without permission

They must withdraw from the meeting if:

- The councillor or the spouse or business associate has direct or indirect financial gain they or any of the mentioned above has a financial interest.

(Any 5 x 2) (10)
[40]

QUESTION 4

- 4.1
- Opening of projects, civic functions and new buildings
 - Hosting and welcoming dignitaries to the municipality
 - Advocating council policy
 - Representing the council at civic events
 - Leading campaigns initiated by mayor or council
 - Representing the council during disasters
 - Acting as the first citizen of the town / city
 - Acting as patron for local organisations
- (Any 5 x 2) (10)

- 4.2
- Decision-making is faster
 - Priority is given to basic needs
 - Emphasis is placed on developing the community
 - Deals with policy formulating, financial control and personnel matter
 - Effort is made to get community involved
 - Accountability can be pinned on an individual
- (Any 5 x 2) (10)
- 4.3
- Convening the meeting
 - Starting the meeting on time
 - Ensuring quorum is present
 - Declaring meeting open
 - Signing minutes after adoption
 - Dealing with the items as they appear on an agenda
 - Announcing important matters
 - Deciding on the order of speakers
 - Ensuring discussions stay on appropriate subject
 - Receives motions and submit it for discussion
 - Prevent debate from becoming irrelevant
 - Keeping order during meetings
 - Asking members to leave the room if they disturb order
 - Giving rulings on point of order
 - Exercising a casting vote in case of a tie
 - Adjourning the meeting if there is no sufficient quorum or it become disorderly
 - Introducing urgent matters
- (Any 10 x 1) (10)
- 4.4
- Ensure principle of public administration
 - Higher authorities cannot render variety of services
 - Use money economically
 - Services are rendered cheaper
 - Lightened the burden of central government
 - Different cities have different needs
 - Improve interest in administration
 - Different needs require specialisation
 - Policies are implemented faster
 - Inhabitants have interest in own environment
 - Local initiative can be stimulated
 - Better situated to execute national policy
 - Higher authorities cannot utilise resources effectively
 - Formulate national policy
 - Inhabitants participate in public activities
- (Any 10 x 1) (10)
[40]

QUESTION 5

- 5.1
- Be a South African citizen
 - Have the following qualifications and experience:
 - local government in general or
 - Development economic
 - Integrated development planning
 - Community development
 - Traditional leadership and traditional communities
 - local government and municipal administration
 - Municipal finance
 - Municipal services
 - Social or economic geography
 - Town and regional planning
 - Legal and constitutional matters on local government
 - land survey, geographic information
 - Public health
 - Transport planning
- (Any 5 x 2) (10)

- 5.2
- Manage elections at local government
 - Ensure that those elections are free and fair
 - Declare the results of elections
 - Compile and maintain a voter's roll
 - Compile and maintain a register at parties
 - Promote voter education
 - Appoint officials on all levels of government to conduct elections
- (Any 5 x 2) (10)

5.3 REPRESENTATION

- Represent voters to the municipal council
- Must be informed of the needs of the voters
- Determine needs of community
- Represent wards in council meetings by taking part in decision-making

PARTICIPATION IN COMMITTEE MEETINGS

- Be willing to be a member of committees
 - Be informed with committee proceedings
 - Put more energy to committee meetings than council
 - Discuss matters in detail in committees
 - No matter will be on council agenda unless it has been discussed fully on committees
- (Any 5 x 2) (10)

- 5.4
- Managing council and committee meetings
 - Informing councillors of meetings called by the speaker
 - Ensuring that the quorum is there
 - Informing councillors of important matters on the relevant agenda
 - Advising the speaker on amount of time to be allocated to a speaker
 - Ensuring that councillors' motions are prepared
 - Assisting the speaker in the counting of votes
 - Advising the speaker and mayor on urgent matters
 - Advising the speaker and mayor on how to deal with important items not disposed of at a council meeting
- (Any 5 x 2) (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200