



# higher education & training

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

**N1140(E)(J7)H**  
**JUNE EXAMINATION**  
**NATIONAL CERTIFICATE**  
**MUNICIPAL ADMINISTRATION N5**

(21010055)

**7 June 2016 (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 N5  
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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**QUESTION 1: COMPULSORY**

- 1.1 Choose the correct word(s) from those given in brackets. Write only the word(s) next to the question number (1.1.1–1.1.5) in the ANSWER BOOK.
- 1.1.1 In the (collective-executive/plenary) system, the municipal council is the only organ that has executive authority.
- 1.1.2 In (1657/1682) the governor appointed four of the free burghers as Heemraden in Stellenbosch.
- 1.1.3 Category (A/B) has exclusive authority to make rules in its own area of jurisdiction.
- 1.1.4 Most of the items to be discussed at council and committee meeting are submitted in the form of (reports/agendas).
- 1.1.5 Every town or city must have a (whip/speaker) who is the chairperson of the council.
- (5 x 2) (10)
- 1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.
- 1.2.1 The South African Act that established the Union of South Africa was passed on 31 May 1910.
- 1.2.2 If a person is aggrieved by the delimitation he/she may object to the Demarcation Board within fourteen days of the publication.
- 1.2.3 Municipalities have legislative authority; they can make laws which can affect the functioning of the province.
- 1.2.4 The hours prescribed in legislation for voting are from 07:00 to 22:00.
- 1.2.5 Councillors must withdraw from a meeting in which they will discuss matters where a business associate has financial gain.
- (5 x 2) (10)

1.3 Complete the following sentences by filling in the missing word(s). Write only the word(s) next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

- 1.3.1 The voting stations close at ... if not extended by IEC.
- 1.3.2 The majority of municipal council in South Africa have a/an ... who is elected by the full council.
- 1.3.3 A/An ... is a list of items to be discussed at a meeting.
- 1.3.4 Coloured and Indians management committees were established as advisory bodies to government in ...
- 1.3.5 Executive mayoral system may elect a mayor from council members at a meeting within ... days after the council's election.

(5 x 2) (10)

1.4 Choose a/an item/word(s) from COLUMN B that matches the description in COLUMN A. Write only the letter (A–I) next to the question number (1.4.1–1.4.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.4.1	They play a role of information sharing on best practices and capacity building	A	president
		B	premier
1.4.2	The official responsible for the management of the municipality	C	municipal manager/CEO
		D	inter-municipal forum
1.4.3	Must ensure that municipal by-laws stay within the parameters of national policy and the constitution	E	cabinet
		F	town planner
1.4.4	He appoints the cabinet, ministers and deputy ministers dealing with local government	G	health inspector
		H	presiding officer
1.4.5	The official responsible for town and city planning	I	council

(5 x 2) (10)  
[40]

**TOTAL SECTION A: 40**

## SECTION B

### QUESTION 2

- 2.1 Explain the social, economic and administrative development of South Africa from 1984 to 1994. (5 x 2) (10)
- 2.2 Explain the term *demarcation* with reference to the determination of boundaries. (5 x 2) (10)
- 2.3 The functioning of municipalities is influenced by many factors surrounding municipalities.  
Explain how the economic factor is affecting them and the solution to it. (5 x 2) (10)
- 2.4 Explain how cooperation between different municipalities is enhanced with reference to district intergovernmental forum (DIF). (5 x 2) (10)
- [40]**

### QUESTION 3

- 3.1 The Constitution (Act 108 of 1996) describes powers and functions of municipalities.  
Advise the municipal manager on the powers and functions of the municipality. (5 x 2) (10)
- 3.2 Explain how water is provided by different municipalities and how legislations want them to render this service. (5 x 2) (10)
- 3.3 What are the duties of officials at the voting stations on the municipal election day? (10 x 1) (10)
- 3.4 Councillor Cecil Mpolayeng has not attended a single meeting since he was elected into office this year.  
As a knowledgeable person in the field, explain to him the code of conduct regulating the behaviour of councillors with regard to sanctions for non-attendance of meetings and withdrawal from meetings. (5 x 2) (10)
- [40]**

### QUESTION 4

- 4.1 The municipal council which is divided into two executive and non-executive mayors must elect a mayor.  
Distinguish between *executive* and *non-executive mayors* by describing ceremonial powers delegated to a non-executive mayor. (5 x 2) (10)
- 4.2 Councillors serve in different committees.  
When training the municipal councillors on types of committees, explain to them the advantages of collective executive committee. (5 x 2) (10)

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|-----|--|----------|-------------|
| 4.3 | State TEN duties of the chairperson during meetings.     | (10 x 1) | (10)        |
| 4.4 | Give TEN reasons for the existence of local authorities. | (10 x 1) | (10)        |
|     |  |          | <b>[40]</b> |

**QUESTION 5**

- 5.1 Dibuseng heard about the establishment of a Demarcation Board. She would like to be a member.
- Explain to her the qualifications she needs before she can be considered becoming a member. (5 x 2) (10)
- 5.2 What is the role played by Independent Electoral Commission (IEC) at local government elections. (5 x 2) (10)
- 5.3 Explain the functions of councillors with emphasis to role of representation and participation in committees. (5 x 2) (10)
- 5.4 One of the councillors, Tshepo cannot distinguish between the speaker and the whip.
- Explain to him the functions of the whip. (5 x 2) (10)
- [40]**

**TOTAL SECTION B: 160**  
**GRAND TOTAL: 200**