



# higher education & training

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

## **MARKING GUIDELINE**

### **NATIONAL CERTIFICATE MUNICIPAL ADMINISTRATION N5**

**11 JUNE 2018**

**This marking guideline consists of 7 pages.**

## SECTION A

### QUESTION 1

1.1	1.1.1	1652		
	1.1.2	Free Burgers		
	1.1.3	Cape Town		
	1.1.4	1961		
	1.1.5	Council		
			(5 × 2)	(10)
1.2	1.2.1	False		
	1.2.2	False		
	1.2.3	True		
	1.2.4	False		
	1.2.5	True		
	1.2.6	True		
	1.2.7	True		
			(7 × 2)	(14)
1.3	1.3.1	D		
	1.3.2	G		
	1.3.3	A		
	1.3.4	H		
	1.3.5	B		
	1.3.6	J		
	1.3.7	I		
	1.3.8	E		
			(8 × 2)	(16)
				<b>[40]</b>
			<b>TOTAL SECTION A:</b>	<b>40</b>

**SECTION B****QUESTION 2**

- 2.1
- Interdependence
  - Cohesiveness and integration
  - Validity and capacity
  - Sharing and redistribution
  - Traditional rural communities
  - Existing and proposed functional boundaries
  - Land use, planning, etc.
  - Coordination of programmes and services
  - Characteristics of an area
  - Administration results
  - Rationalisation
- (Any 10 × 1) (10)
- 2.2
- Municipalities cannot develop in rural areas, as people are moving to cities.
  - Municipalities in rural areas lose revenue which is necessary for development.
  - People who stay behind in rural areas will later also move as rural municipalities cannot provide services.
  - People coming to cities cannot find jobs.
  - This leads to antisocial behaviour such as crime, alcohol abuse, drug abuse, etc.
  - Municipalities must provide more services due to the number of people moving to the cities.
  - Municipalities aim to prevent unemployment, crime and health risks caused by squatting.
- (Any 5 × 2) (10)
- 2.3 GENERAL CONDUCT OF COUNCILLORS
- Attendance at a meeting
  - Sanctions for nonattendance of a meeting
  - Withdrawal from a meeting
  - Vested interest in a council meeting
  - Unauthorised disclosure of information
  - Appointment as an official of a council
  - Personal gain
  - Declaration of interests
  - Councillors acting as agents
- (Any 5 × 2) (10)

- 2.4
- When in the service of a municipality and receives remuneration from that municipality
  - Is a public servant and receives remuneration from the state
  - Disqualified from voting
  - When declared an unrehabilitated insolvent
  - Disqualified from voting for the National Assembly.
  - Is a member of another municipality
  - Is already a councillor unless he/she seeks re-election
  - Has a spouse who is an employee of the council
  - Was declared unfit by a court of law to hold public office
  - Owes money to the municipality concerned for longer than three months
- (10)  
[40]

### QUESTION 3

- 3.1
- Municipalities ensure the principles of public administration is carried out.
  - Municipalities are closer to the people.
  - Municipalities generate their own funds and use money economically.
  - Services are rendered cheaper by the municipality in that area.
  - They lighten the burden of higher authority.
  - Different municipalities have different needs and know best how to satisfy them.
  - Municipal workers and councillors live in the area of service and need the same services which can lead to the improvement of services.
  - Municipalities help in the formulation of central policy.
  - Residents can participate in public affairs.
  - Municipalities cannot utilise resources effectively and efficiently.
  - Policies are implemented faster in municipalities. (Any 10 × 1) (10)
- 3.2
- The lists of nominees are submitted to the president who will then appoint members.
  - Members may be appointed when there is a vacancy for a new member.
  - The minister of provincial affairs and local governance advertise positions in the media, nationally and in provinces.
  - The term of office is 5 years.
  - There is no limitation on how many terms a member may serve. (5 × 2) (10)
- 3.3
- Keeping of animals, poultry and bees control bylaw
  - Building control bylaw
  - Cemetery bylaw
  - Electricity bylaw
  - Fire brigade bylaw
  - Fireworks bylaw
  - Property rates bylaw
  - Law enforcement bylaw
  - Street trading orders
  - Municipal taxi rank bylaw (10)

## MUNICIPAL ADMINISTRATION N5

- 3.4      3.4.1      This Act makes provision to regulate internal structures and office bearers of municipalities.
- 3.4.2      This Act focuses on community participation, IDP, performance management, local administration, credit control and debt collection.
- 3.4.3      This Act secures sound and sustainable management of fiscal and financial affairs of municipalities by establishing norms and standards.
- 3.4.4      This Act makes provision for the procedures to determine boundaries.
- 3.4.5      This Act allows general elections and stipulates the functions and powers of local authorities in South Africa.
- (5 × 2)      (10)  
**[40]**

**QUESTION 4**

- 4.1      • Receives reports from committees and forwards the reports to the council with recommendations
- Identifies the needs of the municipality
- Reviews and evaluates those needs in order of priority
- Recommends the best methods to deliver these programmes and services to the public
- Reviews the performance of the municipality in order to improve
- Identifies and develops criteria to evaluate the progress of programmes and services
- (6 × 2)      (12)

- 4.2
- They advise the councillors on policy matters affecting the ward.
  - They identify the needs and challenges wards are facing.
  - They get better participation from the community.
  - They inform the communities of budget proposals, IDPs and service delivery.
  - They receive complaints from the residents about municipal service delivery.
  - They ensure effective communication between the council and the community.
  - They assist the ward councillor with consultation and report back to the community.
- (Any 5 × 2) (10)

- 4.3
- To exchange and evaluate information
  - To solve problems
  - To resolve conflict
  - To disseminate information
  - To exchange ideas
- (Any 4 × 2) (8)

4.4

FUNCTIONS OF MAYOR	FUNCTIONS OF EXECUTIVE MAYOR
<ul style="list-style-type: none"> <li>• Convenes council meetings</li> <li>• Signs minutes of council meetings</li> <li>• Is ceremonial head of the city</li> <li>• Calls public meetings</li> <li>• Has the casting vote in the council</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors administration of municipality</li> <li>• Ensures public view is taken into account</li> <li>• Oversees provision of services</li> <li>• Reviews reports from committees</li> <li>• Identifies the needs of the municipality</li> </ul>

(5 × 2) (10)  
**[40]**

**QUESTION 5**

- 5.1
- The IEC compiles the voter's roll.
  - The IEC appoints a Municipal Electoral Officer (MEO).
  - The IEC registers the political parties participating in the elections.
  - The IEC compiles the list of candidates.
  - They do voter education.
  - The IEC declares the results of the elections and it is independent.
- (6 × 2) (12)

- 5.2
- Many years ago rivers or boreholes provided enough water.
  - As the population increases, more communal water supply is needed.
  - Municipalities must supply water and prevent diseases.
  - Reticulation systems, reservoirs and purification works are constructed by municipalities.
  - Water must be suitable for drinking and washing purposes.
  - Water meter readings are taken to determine the use by residents and prepare bills.
- (Any 5 × 2) (10)

- 5.3
- Municipalities must make provision for places of worship in the planning of towns and cities.
  - Municipalities must respect practices and religious holidays of the different religions.
  - Municipalities must make provision for cemeteries and crematoria for the burial of people from different religions.
  - Municipalities must allow people belonging to a religious community to practice their religion together with other community members.
  - National legislation is enacted to prevent or prohibit discrimination also with regard to religion.
- (Any 4 × 2) (8)

- 5.4
- Convenes a meeting.
  - Starts meeting at agreed time
  - Ensures there is a quorum present at a meeting
  - Signs the minutes of the previous meeting.
  - Decides in which order the persons present can participate in the discussion
  - Ensures that debates do not get out of hand
  - Determines the order in which members should speak
  - Receives motions and submits them to the meeting for discussion
  - Ensures discussions stay with the appropriate subject
  - May adjourn a meeting if a quorum is not present or if a meeting becomes disorderly
- (10)  
**[40]**

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