



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE MUNICIPAL ADMINISTRATION N5

1 June 2021

This marking guideline consists of 7 pages.

SECTION A**QUESTION 1**

- 1.1 False
- 1.2 False
- 1.3 False
- 1.4 False
- 1.5 False

(5 × 2) [10]

QUESTION 2

- 2.1 C
- 2.2 D
- 2.3 B
- 2.4 D
- 2.5 I
- 2.6 A
- 2.7 F
- 2.8 G
- 2.9 B
- 2.10 E

(10 × 2) [20]

QUESTION 3

- 3.1 President
- 3.2 Municipal Manager
- 3.3 Union
- 3.4 Republic.
- 3.5 7

(5 × 2) [10]

TOTAL SECTION A: 40

QUESTION 5

- 5.1 No (2)
- 5.2
- Municipalities make by-laws in consultation with the citizens.
 - They cannot take out loans without the permission of higher authorities.
 - They are accountable to the citizens and higher authorities.
 - They can be forced by the premier to do things in a certain way if that is going to benefit the community. (4 × 2) (8)
- 5.3
- The premier may advise a municipality to act in specific manner.
 - The premier may intervene if things get out of hand.
 - The premier may impose conditions on the municipality when authorising activities.
 - The premier may restrain a municipality from hasty actions by withholding his or her approval.
 - The premier may stimulate action by putting pressure on the municipality. (5 × 2) (10)
- 5.4
- Municipalities are allowed to run private business.
 - The income of the municipality will determine the services.
 - National and local economic conditions will determine the activities.
 - Municipalities must provide services to private businesses so that they invest in the municipality.
 - Policies can only be implemented if funds are available. (Any 5 × 2) (10)
- 5.5
- To provide democratic and accountable government to communities.
 - To ensure sustainable provision of services to communities.
 - To promote social and economic development.
 - To promote a safe and healthy environment.
 - To encourage communities and organisations to participate in local government affairs. (Any 5 × 2) (10)

QUESTION 6

- 6.1 Local (2)
- 6.2
- Municipalities ensure that principles of public administration are carried out.
 - Citizens are closer to municipalities than higher authorities.
 - Higher authorities cannot render all services to the inhabitants.
 - Municipalities generate their own income.
 - They lighten the burden of central government.
 - Different municipalities have different needs and they know best how to satisfy them.
 - Interest increases in administration because inhabitants pay and can demand better services.
 - Inhabitants can participate in public affairs.
 - They help to formulate central policy.
 - Municipalities are better situated to implement central policies. (10)
- 6.3
- The board consults with the IEC to determine the number of voters.
 - The MEC of local government in the province determine the number of councillors for each municipality.
 - The MEC then publish the information in the government gazette.
 - The number of voters then will determine the number of wards. (4 × 2) (8)
- 6.4
- All needs cannot be met; therefore, council must determine priorities.
 - If some needs are met and others not, this may lead to unrest.
 - Councillors are elected on political basis.
 - Unions put pressure on council to satisfy their political needs through strikes and marches.
 - Municipalities' powers are limited to what is spelled out in constitution and legislation. (Any 5 × 2) (10)
- 6.5
- The municipality loses revenue when people move to cities.
 - Those left behind also want to move to cities.
 - Anti-social behaviour like drug abuse occurs.
 - People invade land illegally.
 - Municipalities have to render services to illegal invaders (Any 4 × 2) (8)
- 6.6
- Municipalities ensure that the principles of public administration are carried out
 - Citizens are closer to municipalities than to higher authorities.
 - They generate their own funds and uses it economically.
 - Services are rendered cheaply.
 - They lighten the burden of higher authorities.
 - Different municipalities know best how to satisfy their different needs.
 - They are better situated to implement central policy.
 - They help with the formulation of central policy
 - Policies are implemented faster
 - Higher authorities cannot utilise resources economically. (Any 2 × 1) (2)

[40]

QUESTION 7

- 7.1
- The committee meet in secret and does not disclose their business to public; that may lead to dishonesty and not openness.
 - If the committee adopt a relaxed and formal atmosphere, it could lead to sloppy thinking.
 - Councillors are not expert administrators.
 - Corporate decision-making does not guarantee good decisions.
 - The system can hamper co-ordination and forward thinking if they don't stick to the matter.
 - The system can lead to attempts to interfere in the administration. (6 × 2) (12)
- 7.2
- To advise councillors on policy matters affecting the ward.
 - To identify needs and challenges wards are facing.
 - To get better participation from the community.
 - To inform communities of budget proposal, IDP and services delivery.
 - To receive complaints from residents about municipal service delivery.
 - To ensure effective communication between the council and the community. (6 × 2) (12)
- 7.3
- Minutes are legally binding.
 - Councillors may not vote or take part in discussions of minutes of meetings that they did not attend.
 - After minutes have been approved and signed by the chairperson, no amendments or deletions can be made.
 - A councillor may not request that the division of voters must be recorded in the minutes.
 - A councillor may not request that his/her objections against a resolution be noted.
 - Minutes can be used as source of information in a court of law. (6 × 2) (12)
- 7.4
- Convene a meeting.
 - Start the meeting at the agreed time.
 - Ensure that a quorum is present.
 - Declare the meeting open. (4)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200