



# higher education & training

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

## **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**  
**NOVEMBER EXAMINATION**  
**MUNICIPAL ADMINISTRATION N5**

**21 NOVEMBER 2014**

**This marking guideline consists of 6 pages.**

**SECTION A****QUESTION 1**

1.1	1.1.1	True		
	1.1.2	True		
	1.1.3	True		
	1.1.4	False		
	1.1.5	False		
	1.1.6	True		
			(6 × 2)	(12)
1.2	1.2.1	Management		
	1.2.2	Municipal Manager		
	1.2.3	Slums		
	1.2.4	Climate		
	1.2.5	Advantages		
	1.2.6	Wards		
	1.2.7	Pretoria		
			(7 × 2)	(14)
1.3	1.3.1	D Weak		
	1.3.2	E Mayor		
	1.3.3	F Parliament		
	1.3.4	G President		
	1.3.5	I Town Planner		
	1.3.6	J Protection services		
	1.3.7	B Recreational services		
			(7 × 2)	(14)
				<b>[40]</b>
			<b>TOTAL SECTION A:</b>	<b>40</b>

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

- 2.1
- There must be provision for supply of water and electricity
  - Provision for entry to streets and stands
  - Land is set-aside for public purposes, e.g. schools, parks, cemeteries.
  - Fees for development be paid
  - Business stands be on main street with parking space
  - Stands for hotels, garages and industries be away from residential area.
  - Stands for flats be larger than residential ones
  - Provision for flow of traffic
  - Meet all the regulations stipulated in ordinances and Acts of Parliament
- (Any 6 × 2) (12)
- 2.2
- Protect the environment
  - Keep it clean and free from litter
  - Compelled by Acts of parliament
  - Authorities appointed health inspectors
  - Authorities are located best for environmental protection
  - Teach citizens to protect it
  - Punish those who pollute it
- (Any 6 × 2) (12)
- 2.3
- Render service to 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
- (Any 6 × 2) (12)
- 2.4
- He is the head of State
  - He is link to the relationship between central and local
  - Appoint ministers and deputy ministers
  - He is involved in making of laws
- (4 × 1) (4)
- [40]**

**QUESTION 3**

- 3.1
- Implements council's decisions
  - Consider any matter entrusted to them
  - Prepare the budget
  - Supervise finances
  - Appoint and dismisses personnel
  - Perform functions delegated to them
  - Reports monthly to the council
- (Any 5 × 2) (10)
- 3.2
- Chairperson of the council
  - Member of each committee
  - Has a casting vote
  - Convene special meeting
  - Sign minutes of council
  - Summon public meeting when necessary
  - May authenticate documents
  - Receives the auditors report
  - Represents his town or city
  - Is a ceremonial head of his town
- (Any 8 × 1) (8)
- 3.3
- Councillors learn from officials
  - Advice and information is available during meetings
  - Councillors make contribution in areas of interest
  - Councillors serve in committee
  - It allow enforcement of policies
  - Heads of department can ask councillors to explain policies
- (6 × 2) (12)
- 3.4
- Parks and sport grounds
  - Individual residents can't satisfy this need
  - Land be reserved for this services
  - It is expensive to establish and maintain
  - It should be services that are used
  - Gardens and trees can attract people to towns and cities
  - It is where exercises can be done
  - It should be used in a proper way
  - It should be controlled
- (Any 5 × 2) (10)
- [40]**

**QUESTION 4**

- 4.1
- People move to towns and cities
  - Municipalities in rural cannot develop
  - Deprive revenue for development
  - Those who stay behind will move for better opportunities
  - Those who flock cities cannot find jobs
  - Burden to local authorities in cities
  - Crime and health risk be prevented
  - Policy decisions on urbanization must be made in time
- (Any 5 × 2) (10)
- 4.2
- He is the head of the Province
  - He is associated with municipal activities
  - Play an important role in local government and administration
  - May counsel a local authority to follow a particular line
  - May restrain local authorities from certain activities
  - He may intervene in local affairs
  - He approves/rejects matters of local authorities
  - Shapes municipal policies
  - He may impose conditions
- (Any 5 × 2) (10)
- 4.3
- Chairperson of the council
  - *Ex officio* member of each committee
  - Has a casting vote
  - Convene special meeting
  - Signs minutes of council
  - Summons public meeting when necessary
  - May authenticate documents
  - Received the auditors reports
  - Represents his town or city
  - Is a ceremonial head of his town
  - Heads delegations to Provincial or Central
  - Initiates sponsors or act as patron for welfare causes
- (Any 10 × 1) (10)
- 4.4
- Problem to reconcile with interest groups
  - Municipalities cannot satisfy increasing needs
  - Only selected needs can be satisfied
  - If demands are not met it result in confrontation
  - Local authorities are third tier governments
  - Have limited legislative powers
  - Big and small local authorities differ in structure
  - Councillors are elected on party political basis
  - Groups give pressure to local authorities
  - Do not use formal channels of communication
  - Unions put pressure by go slows and strikes
  - Properties are damaged during protests
- (Any 10 × 1) (10)

**[40]**

**QUESTION 5**

- 5.1
- The number is prescribed
  - Members are elected after the Mayor and Deputy Mayor have been elected
  - The committee must elect chairperson and deputy
  - Can be dissolved by the council
  - Vacancies are filled by electing members for the remaining period
  - Term of office is five years
  - Get extra allowances for serving in the committee. (Any 5 × 2) (10)
- 5.2
- Has collection of books and magazines
  - Is a place to study
  - A member must be registered
  - Books and CDs can be loaned
  - Equipment can be used for prescribed period
  - Fine is imposed if expiry date is exceeded
  - Exist for the spiritual welfare of the public
  - A number of books is available (8 × 1) (8)
- 5.3
- Issue commercial licences
  - Exercise control over licences
  - Ensure premises do not create health hazards
  - Issue control certificates
  - Health Inspectors inspect business premises
  - Can take action if legislations are not adhered to
  - Can refuse to grant licences to protect community
  - Licences committee to deal with licence issues (Any 6 × 2) (12)
- 5.4
- Encourages more voters to vote
  - Formulate constructive policies
  - Discipline candidates
  - Allow potential candidates to stand for elections
  - Allow municipalities to account to tax payers
  - Prevent candidates from promoting their own interests (5 × 2) (10)
- [40]**

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