



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
NOVEMBER EXAMINATION
MUNICIPAL ADMINISTRATION N5**

22 NOVEMBER 2016

This marking guideline consists of 7 pages.

SECTION A**QUESTION 1**

1.1	1.1.1	Cape Town 1652		
	1.1.2	Need arises		
	1.1.3	Hamlet Village		
	1.1.4	Newspaper Inspection		
	1.1.5	3 years 5 years		
	1.1.6	1982		
	1.1.7	50 100		
			(7 × 2)	(14)
1.2	1.2.1	True		
	1.2.2	False		
	1.2.3	True		
	1.2.4	False		
	1.2.5	True		
	1.2.6	True		
	1.2.7	False		
	1.2.8	True		
	1.2.9	True		
	1.2.10	True		
	1.2.11	False		
	1.2.12	False		
			(12 × 1)	(12)
1.3	1.3.1	C		
	1.3.2	D		
	1.3.3	A		
	1.3.4	F		
	1.3.5	G		
	1.3.6	J		
	1.3.7	K		
			(7 × 2)	(14)
				[40]

TOTAL SECTION A: 40

SECTION B**QUESTION 2**

- 2.1
- South African Act was passed in 1909.
 - It established the Union of SA on 31 May 1910.
 - All four provinces of the Union developed the municipal system that was used in Cape Town.
 - Local authorities were not autonomous.
 - In 1948 a system of segregation based on race was practiced.
 - Apartheid policies such as the Group Areas Act, Act 41 of 1950, were introduced.
 - Its aim was to move black townships.
 - In 1960 coloured and Indian management committees were established.
 - Act 102 of 1982 was passed to establish the first black municipalities
 - In 1983 the United Democratic Front (UDF) was launched. (Any 5 × 2) (10)
- 2.2
- To ensure the principle of public administration.
 - Because higher authorities cannot render a variety of services.
 - To use money economically.
 - Services can be rendered cheaper.
 - To lighten the burden of the central government.
 - Because different cities have different needs.
 - To improve interest in the administration.
 - Because different needs require specialisation.
 - Because policies can be implemented faster.
 - To get inhabitants to have an interest in their own environment.
 - Because local initiative can be stimulated.
 - It is better situated to execute national policy.
 - Higher authorities cannot utilise resources effectively.
 - To help formulate national policy.
 - Inhabitants can participate in public activities. (Any 10 × 2) (20)
- 2.3
- If the person:
- Has fraudulently applied for registration.
 - Is not an SA citizen.
 - Is declared by court to be of unsound mind.
 - Is detained under the Mental Health Act.
 - Is not a resident in the voting district where they applied.
 - Is detained under the Prevention and Treatment of Drug Dependency Act of 1992. (Any 5 × 2) (10)
- [40]**

QUESTION 3

- 3.1 A South African citizen with the following qualifications or knowledge:
- Development economics
 - 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 affecting local government
 - Land survey, cartography and geographic systems
 - Public health care
 - Transport planning
- (Any 10 × 1) (10)
- 3.2
- Local authorities are judicial entities.
 - There are laws that regulate gatherings.
 - There are laws pertaining to local authorities.
 - Through the law-making process, the needs of the population can be satisfied.
 - Sound development and rendering of services.
 - Local authorities can summon and/or be summoned.
 - The council has executive and legislative authority.
 - The council has power to govern their own initiatives in accordance with the constitution.
 - If they act unconstitutionally they cannot rely on section 4 for protection.
- (Any 5 × 2) (10)
- 3.3
- 3.3.1
- Head of state
 - Can appoint ministers and deputy ministers
 - Can make laws
- (3 × 1) (3)
- 3.3.2
- Can make laws
 - Laws on electricity, water and housing
 - They are not totally autonomous in municipalities.
 - Together they are the political and administrative machinery.
 - They ensure that the minimum standards are adhered to.
 - They are interdependent on each other.
 - The superior-subordinate relationship is for control.
- (7 × 1) (7)

- 3.4
- Provide a democratic and accountable government.
 - Provision of services to the communities.
 - Promote social and economic development.
 - Promote a safe and healthy environment.
 - Encourage community involvement in local government.
- (5 × 2) (10)
[40]

QUESTION 4

- 4.1
- Render services for local nature.
 - Promote the welfare of the community.
 - The services rendered influences residents.
 - They are not forced to render any services.
 - No standards were set for services.
 - They are autonomous on local level.
 - They decide on the nature, scope and timing for services.
 - Service rendering develops the municipality.
 - The needs determine the services.
 - Services are rendered if funds are available.
 - Inhabitants must pay for the services.
- (Any 5 × 2) (10)
- 4.2
- Manage the elections to ensure that they are free and fair.
 - Manage the entire process.
 - Declare the results.
 - Compile and maintain the voters' role.
 - Compile and maintain a register of the parties.
 - Promote voter education.
 - Appoint officials to conduct elections.
- (Any 5 × 2) (10)
- 4.3
- Representing the council during a time of disaster.
 - Acting as 'first citizen' of the town/city.
 - Acting as patron for local organisations.
 - Leading campaigns initiated by the council or major.
 - Representing the council at civil events.
 - Opening of projects, civil functions, events and new buildings.
 - Advocating council policies.
 - Hosting and welcoming dignitaries to the municipality.
- (Any 5 × 2) (10)

- 4.4
- 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 the amount of time to be allocated to the 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 × 2) (10)
[40]

QUESTION 5

- 5.1
- Advise councillors on policy matters.
 - Identify needs and challenges of wards.
 - Get participation from the community.
 - Informs communities on budget proposals.
 - Receives complaints from residents about municipal service delivery.
 - Ensures effective communication between the council and the community.
 - Assists ward councillor with consultations and reporting back to the community.
- (Any 5 × 2) (10)
- 5.2
- Exchanging and evaluating information
 - Solving problems
 - Resolving conflicts
 - Disseminating information
 - Exchanging ideas and experiences
 - Inspiring and developing teamwork
- (Any 5 × 2) (10)
- 5.3
- It is the official record of the decisions taken at a meeting.
 - To prevent future disagreements on decisions taken.
 - To report back at the next meeting on the result achieved.
 - They are legally binding and must be kept on record for future use.
 - They are approved at the follow-up meeting if all members agree with the content.
 - Together with the budget they are seen as the declaration of policy to be executed.
- (Any 5 × 2) (10)

- 5.4
- Convening the meeting
 - Starting the meeting on time
 - Ensuring the quorum is present
 - Declaring the meeting open
 - Signing minutes after adoption
 - Dealing with items as they appear on agenda
 - Announcing important matters
 - Deciding on the order of speakers
 - Ensuring discussions stay on appropriate subject
 - Receives motions and submit it for discussion
 - Prevent debates from becoming irrelevant
 - Keeping order during meetings
 - Ask members to leave the room if they disturb the order
 - Giving rulings on point of order
 - Adjourning meetings if there is no sufficient quorum or it becomes disorderly.
 - Exercising casting vote in case of a tie
- (Any 5 × 2) (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200