



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# MARKING GUIDELINE

## NATIONAL CERTIFICATE MUNICIPAL ADMINISTRATION N5

20 NOVEMBER 2018

This marking guideline consists of 6 pages.

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

1.1	1.1.1	six		
	1.1.2	parliament		
	1.1.3	report		
	1.1.4	Kimberley		
	1.1.5	local/municipal government		
	1.1.6	Cape Town		
	1.1.7	one		
			(7 × 2)	(14)
1.2	1.2.1	E		
	1.2.2	H		
	1.2.3	A		
	1.2.4	B		
	1.2.5	J		
	1.2.6	D		
	1.2.7	F		
			(7 × 2)	(14)
1.3	1.3.1	False		
	1.3.2	False		
	1.3.3	False		
	1.3.4	True		
	1.3.5	True		
	1.3.6	False		
			(6 × 2)	(12)
				<b>[40]</b>
			<b>TOTAL SECTION A:</b>	<b>40</b>

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

- 2.1
- To provide a democratic and accountable government for SA
  - To provide sustainable services
  - To promote social and economic development
  - To promote a safe and healthy environment
  - To encourage the involvement of all stakeholders in local government affairs
- (5 × 2) (10)
- 2.2
- To ensure the principle of public administration
  - To render a variety of services which higher authorities cannot render
  - To use money economically
  - To render services at a cheaper rate
  - To lighten the burden of central government
  - To attend to the different needs of different cities
  - To improve interest in the administration
  - To provide specialisation for different needs
  - To implement policies faster
  - To stimulate inhabitants' interest in their own environment
  - To stimulate local initiative
  - To take advantage of being better situated to execute national policy
  - To utilise resources more effectively than higher authorities
  - To formulate the national policy
  - To let inhabitants participate in public activities
- (Any 10 × 1) (10)
- 2.3
- Housing can be houses or flats.
  - A list of people who need houses is compiled.
  - Houses are allocated according to the list.
  - Rent is paid for houses or flats.
  - If people are unable to pay, a solution must be found.
  - A deposit must first be paid.
  - The deposit is used to repair damages.
  - Houses must be inspected regularly.
  - Defects must be repaired.
  - Tenants are liable for damages.
  - Stands are made available.
- (Any 5 × 2) (10)

- 2.4
- There is a set time for the completion of the voters' roll.
  - A person is appointed to prepare the voters' roll.
  - Registration forms are made available.
  - After the closing date, a list is compiled.
  - The list is divided into wards.
  - The list is advertised for inspection.
  - People can claim to be included or excluded.
  - A revision court makes the final decision.
  - The voters' roll is certified as valid.

(10)  
[40]

### QUESTION 3

- 3.1
- It is problematic to reconcile interest groups.
  - Municipalities cannot satisfy increasing needs.
  - Only selected needs can be satisfied.
  - If demands are not met it results in confrontation.
  - Local authorities are third-tier governments.
  - They have limited legislative powers.
  - Big and small local authorities differ in structure.
  - Councillors are elected on a party-political basis.
  - Groups pressurise local authorities.
  - Formal channels of communication are not used.
  - Unions exert pressure by means of go-slows and strikes.
  - Properties are damaged during protests.
- (Any 5 × 2) (10)
- 3.2
- The number of members is prescribed.
  - Members are elected after election of the mayor and deputy mayor.
  - The committee must elect a chairperson and a deputy.
  - The committee can be dissolved by the council.
  - Vacancies are filled by electing members for the remaining period.
  - The term of office is five years.
  - Members get extra allowances for serving on the committee.
- (Any 5 × 2) (10)
- 3.3
- It exercises control over licences when issuing commercial licences.
  - It ensures that premises do not create health hazards.
  - It issues control certificates.
  - Health inspectors inspect business premises.
  - It can take action if legislation is not adhered to.
  - It can refuse to grant licences to protect the community.
  - A licences committee deals with licence issues.
- (Any 5 × 2) (10)

- 3.4
- He/She is the chairperson of the council.
  - He/She is an ex officio member of each committee.
  - He/She has a casting vote.
  - He/She can convene special meetings.
  - He/She signs the minutes of the council.
  - He/She summons a public meeting when necessary.
  - He/She may authenticate documents.
  - He/She receives auditor reports.
  - He/She represents his/her town or city.
  - He/She is the ceremonial head of his/her town.
  - He/She heads delegations to provincial or central government.
  - He/She initiates sponsors or acts as patron for welfare causes.
- (Any 10 × 1) (10)  
**[40]**

#### QUESTION 4

- 4.1
- Future needs are identified and satisfied.
  - A decision is made about where future schools/churches will be.
  - Surveying must be done systematically.
  - It must be done according to legislation.
  - Private surveyors may be used.
  - Surveyors must meet a high standard.
  - Comprehensive planning is required.
  - City planning is linked to regional planning.
  - Teamwork is required.
- (Any 5 × 2) (10)
- 4.2
- Urbanisation means that people move to towns and cities.
  - This results in municipalities in rural areas being unable to develop.
  - Rural areas are deprived of revenue for development.
  - Those who stay behind will move for better opportunities.
  - Those who flock to the cities cannot find jobs.
  - This becomes a burden to the local authorities in the cities.
  - Preventative measures must be taken regarding crime and health risks.
  - Policy decisions on urbanisation must be made in time.
- (Any 5 × 2) (10)
- 4.3
- Committees handle affairs in isolation, coordinating with the department.
  - Close contact results in unwanted interference.
  - Each committee handles activities in isolation, resulting in an imbalance with regard to activities.
  - Town clerks are bypassed and heads of departments are regarded as the chief officials.
  - This results in the town clerk being embarrassed at council meetings.
  - It is too complicated to be understood.
- (Any 5 × 2) (10)

- 4.4
- Voters are encouraged to vote.
  - Constructive policies are formulated.
  - Candidates can be disciplined.
  - Allows potential candidates to stand for elections.
  - Allows municipalities to account to tax payers.
  - Prevent candidates from promoting their own interests.
- (Any 5 × 2) (10)  
**[40]**

**QUESTION 5**

- 5.1
- To implement council decisions
  - To consider any matter entrusted to them
  - To prepare the budget
  - To supervise finances
  - To appoint and dismiss personnel
  - To perform the functions delegated to them
  - To report to the council on a monthly basis
- (Any 5 × 2) (10)
- 5.2
- To make bylaws
  - To exercise control over a town/city
  - To render services
  - To levy taxes within the prescribed limits
  - To determine tariffs for the rendering of services
  - To appoint and dismiss officials
  - To enter into contracts
  - To raise loans to render services
- (Any 5 × 2) (10)
- 5.3
- Can consist of mountains, hills, valleys
  - Will influence the development of towns and cities
  - Can be suitable or unsuitable for buildings
  - Human beings can either change or be submissive to the environment
  - Balance should be struck between conservation and usage
  - Can attract tourists and generate an income
  - Can be developed to promote the welfare of people
  - Examples: Table Mountain and the Big Hole
- (Any 5 × 2) (10)
- 5.4
- Head of the province
  - Associated with municipal activities
  - Plays 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
  - May intervene in local affairs
  - Approves/Rejects matters of local authorities
  - Shapes municipal policies
  - May impose conditions
- (Any 5 × 2) (10)  
**[40]**

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