



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

8 October 2020

This marking guideline consists of 6 pages.

SECTION A**QUESTION 1**

- 1.1 B
- 1.2 C
- 1.3 D
- 1.4 A
- 1.5 A
- 1.6 A
- 1.7 B
- 1.8 A
- 1.9 A
- 1.10 A

(10 × 1) [10]

QUESTION 2

- 2.1 True
- 2.2 False
- 2.3 False
- 2.4 False
- 2.5 False
- 2.6 True

(6 × 2) [12]

QUESTION 3

- 3.1
 - 3.1.1 Laws made by municipalities
 - 3.1.2 Ultimate law that governs the country
 - 3.1.3 System of law and court that administer justice
 - 3.1.4 Appointed by the president to examine financial records of state institutions
 - 3.1.5 Metropolitan which is the largest local municipality
 - 3.1.6 System used in small municipalities with no more than nine members where the full council is the executive authority

(6 × 2) (12)

- 3.2
- The board first consults with the IEC to obtain the number of voters.
 - The minister responsible uses the number of registered voters to determine the formula for the number of councillors for each municipality.
 - After the number of councillors is determined, the board determines the number of wards.
 - The board then consults with stakeholders and communities before wards are finalised.
 - After finalisation the board publishes its delimitation of wards for the relevant provinces in the provincial gazette.
 - The MEC's determination is also published in the government gazette and notices are published in the provincial gazette.
- (6)
[18]
- TOTAL SECTION A: 40**

SECTION B

QUESTION 4

- 4.1
- Yes she qualifies.
 - She had to serve a cooling-off period of three months to be eligible.
 - She must meet all qualifications to be a councillor. (3 × 2) (6)
- 4.2
- If the candidate is in service and receives remuneration from the municipality
 - If the candidate has been disqualified from voting in the National Assembly
 - If the candidate is a member of another municipality
 - If the candidate was declared unfit to hold public office by a court of law
 - If the candidate owes money to the municipality concerned for longer than three months
 - If the candidate has a spouse who is an employee of the council concerned (6 × 2) (12)
- 4.3 The voter's roll is a list of names of all the people who are registered to vote. (2)
- 4.4
- Voters show their ID to the electoral officers.
 - Electoral officers verify voters' names on the voter's roll.
 - Voters' names are marked on the voter's roll as proof that they have voted.
 - Voters' left thumbs are marked with indelible ink as proof that they have voted.
 - The reverse side of ballot papers are stamped for authentication.
 - Voters receive ballot papers and vote.
 - At voting booths voters vote for parties or people in secret.
 - After voting, voters fold their ballot papers and deposit it in ballot boxes.
 - Voters then leave the voting station. (9 × 2) (18)
- 4.5 Independent Electoral Commission (2)
[40]

QUESTION 5

- 5.1
- When a request is received from the minister of Cooperative Governance and Traditional Affairs
 - When a request is received from the MEC responsible for local government in the province
 - When a request is received from the municipality concerned
 - If other municipalities in the area that might be affected agree
 - If the Demarcation Board initiates the request
 - Any other institution with the power to request
- (6 × 2) (12)
- 5.2
- 5.2.1 The board must investigate people and communities to determine their interdependence.
- 5.2.2 The board will try to ensure the sharing and distribution of finances and administrative resources to achieve development goals.
- 5.2.3 The board will consider traditional rural communities when demarcating a municipal area and outer boundaries.
- (3 × 2) (6)
- 5.3
- Municipalities ensure that the principles of public administration are followed.
 - Citizens are closer to municipalities than to higher authorities.
 - Municipalities generate their own funds and use it economically.
 - Services are rendered cheaply.
 - Municipalities lighten the burden of higher authorities.
 - Different municipalities have different needs and know best how to satisfy it.
 - Municipalities are better situated to implement central policy.
 - Municipalities help with the formulation of central policy.
 - Policies are implemented faster.
 - Higher authorities cannot utilise resources economically.
- (10)
- 5.4
- 5.4.1 It is the duty of the municipality to consider the climate cities and towns experience, ✓✓ for example floods, earthquakes, etc. to determine the type of development needed. ✓✓
- 5.4.2 Fauna and flora are various plants, animals, fish species, birds and all living organisms ✓✓ which the municipal must preserve for future generations. ✓✓
- 5.4.3 Most towns and cities have historical buildings ✓✓ or areas that municipalities must preserve for future generations. ✓✓
- (3 × 4) (12)
- [40]**

QUESTION 6

- 6.1
- Services such as water, refuse removal, sewerage and night-soil removal as delegated by national legislation
 - Preventative services as set out in the Health Act such as family planning, care for the aged and health counselling
 - Prevention of AIDS and tuberculosis
 - Primary health services as delegated to local authorities (4 × 2) (8)
- 6.2 Urbanisation is a phenomenon whereby people move from rural areas to urban areas in search of jobs, education, etc. (2)
- 6.3
- The president is the head of state and advises the cabinet.
 - Bills of parliament are signed by the president before they become law.
 - The president approves laws that authorise municipalities to make bylaws.
 - The president appoints the minister and deputy minister of Cooperative Governance and Traditional Affairs. (4 × 2) (8)
- 6.4
- Councillors who are not members of the committee lose interest in the administration of the municipality.
 - Council tends to be a rubber stamp for the executive committee's recommendations.
 - Members of the executive committee tend to dominate council meetings.
 - Most matters brought before the council are in a final form and nonmembers do not have much to say.
 - The term of office for executive members is too long.
 - The executive committee did not succeed in coordinating activities of the departments as anticipated. (Any 3 × 2) (6)
- 6.5
- Agenda
 - Meeting
 - Decisions
 - Minutes
 - Action
 - Report back (6)
- 6.6
- Chairs council meetings
 - Performs duties and exercises powers delegated in terms of the Municipal Structures Act
 - Ensures that councillors receive adequate notice of meetings
 - Ensures that council meets at least quarterly
 - Maintains order during meetings
 - Allocates speaking times in accordance with the council's policy
 - Responsible for the implementation of the code of conduct
 - Implements voting procedures in accordance with rules of order and subject to the Municipal Structures Act
 - Ensures implementation of procedures regarding quorums and compliance with the Municipal Structures Act
 - Regarded as the head of the house (10)

[40]

QUESTION 7

- 7.1
- Mountains, hills, valleys, rivers are established which influence the development of a town or city.
 - People manipulate physical factors through development.
 - More areas must be used for development to improve the welfare of the people.
 - Balance must always be maintained between conservation and development.
 - Geographical characteristics are used to attract tourists, e.g. Table Mountain.
 - Tourism will generate income and stimulate economic growth in the area.
- (Any 3 × 2) (6)
- 7.2 Nkosazana Dlamini-Zuma (2)
- 7.3
- To exchange and evaluate information
 - To resolve problems
 - To resolve conflicts
 - To disseminate information
- (4 × 2) (8)
- 7.4
- Municipalities must be allowed to run private businesses.
 - 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 only if funds are available.
 - People have needs and expectations that must be satisfied with the scarce resource which is money.
- (6 × 2) (12)
- 7.5
- Municipalities render services of a local nature.
 - Services differ from one municipality to another.
 - Municipalities cannot be forced to render services.
 - Municipalities aim to improve the welfare of the community.
 - Municipalities decide the scope and time to render services.
 - The needs of the inhabitants determine the type of services.
 - Residents must make their needs known to councillors.
 - Councillors must also be aware of the needs of the community.
 - Municipalities make autonomous decisions on delegated services.
 - Residents must pay for their services.
- (10)
- 7.6
- Religious marriages must be recognised by municipalities.
 - People belonging to a religious community must be allowed to practice their religion with other members of the community.
- (2)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200