higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N5

12 JUNE 2013

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1 1.1.1 False

1.1.2 True

1.1.3 False

1.1.4 False

1.1.5 False

1.1.6 False

1.1.7 True

1.1.8 True

1.1.9 True

1.1.10 False

(10 × 1) (10)

1.2
- To execute the principles of public administration more successful
- Higher authorities cannot render variety of services
- Money must be used sparingly
- Services rendered cheaper
- Burden of central administration lighter
- Different size cities have different needs
- Interest in administration improved/people influenced directly
- Needs differ – require specialisation
- Policies implemented faster
- Local inhabitants have interest in own environment
- Local initiative can be stimulated
- Local authorities in better position to execute national policy
- Higher authorities do not utilize resources effectively
- Local authorities play important role in formulating national policy
- Local inhabitants participate in public activities e.g. elections. (Any 8 × 2) (16)

1.3
- Initially fountains, streams, boreholes and wells were sufficient
- Due to population increase communal water supply become essential
- Reticulation system, reservoirs and purification were built
- The aim is to prevent diseases
- Water is important to life
- Water Act prescribes the requirements for water schemes
- There are also subsidies from the government
- It is bought in bulk from Rand Water Board

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- It is then sold to households
- Must be suitable for drinking and washing
- Salt fluorine chlorine used to purify it
- Metres installed measure consumptions
- Meter readings are taken to prepare bills (Any 7 × 2) (14)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1
- Deals with scarce resources (money)
- Determine by the government activities
- Policy of the government determine economic factors in municipalities
- Money available affect municipal services
- Economic conditions influences investments
- It also affect rendering of services
- Revenue from community is necessary for services (6 × 2) (12)

2.2
- Issue commercial licences
- Exercise control over licenses
- Ensure premises do not create health hazards
- Issue control certificates
- Health Inspectors inspects business premises
- Can take actions if legislations are not adhered to
- Can refuse to grant licenses to protect community
- Licenses committee to deal with licences issues (6 × 2) (12)

2.3
- Reflect variety of plants, animals, fish species and birds in a specific area
- Municipalities has moral obligations of protecting fauna and flora in that area
- Establish nature conservation of fauna and flora
- Such areas can create opportunities
- Animals, plants, shrubs and trees of specific area to be protected
- It can attract visitors and tourists (6 × 2) (12)

2.4
- Hamlet
- Village
- Town
- City (4 × 1) (4)

[40]

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QUESTION 3

3.1
- Member of parliament
- Is un-rehabilitated insolvent
- Declare ineligible to become councillor
- Guilty without option of a fine
- Is in arrears with payments of municipal services
- His/her spouse is employed by the council
- Declared unfit by court to hold public office
- Declared mentally unsound by court (10 × 1) (10)

3.2
- Any number of committees can be appointed
- Only council members may serve on these committees
- In KwaZulu-Natal there must be a finance committee
- Each committee must elect its own chairperson and vice chairperson
- In the province of KwaZulu-Natal the mayor is a member of every committee
- A committee may be dissolved by the majority vote at any time or may be modified by the council at any time
- The quorum for the meetings is determined by the council
- In the Western Cape the minimum number of committee members is prescribed (5 × 2) (10)

3.3
- Elected by majority of the council
- Elected on a meeting convened by the town clerk
- Meeting takes place on the first month or a month after elections
- Elector mayor occupies his office immediately
- He holds office for the term of one year
- Should he vacate his office, a successor be elected for the remaining term
- He is elected chairperson of different committees (5 × 2) (10)

3.4
- Regular removal is essential
- If it piles up, it causes health hazards
- It is collected on certain days
- Bins are supplied
- Bucket systems are used
- Today mainly water-bone sewerage systems is in use
- Chemical toilets and pit latrines are used (5 × 2) (10)

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QUESTION 4

4.1
- Decisions are taken by councillors not always acceptable to voters.
- Councillors have to convince voters about reasons, decisions and policies that are made.
- Public can question councillors and must be up to date with progress made.
- Determine needs of the community.
- Evaluate the results of implemented decisions or policies. (5 × 2) (10)

4.2
- Try to protect and improve historical areas
- Maintain the balance between conserving and development
- This give rise to difficult decisions in factors such as economic and community factors
- The aim is to maintain the character of town or city development
- There is a need to better infrastructure and better roads and water supply
- This makes it difficult to keep a balanced urbanised environment in place
- Decisions have to be made to decide which buildings to keep and which ones to demolish. (5 × 2) (10)

4.3 4.3.1 A councillor may not be appointed as an official or civil servant unless his term of office ended six months before the appointment date. (2 × 2) (4)

4.3.2
- Councillor who have taken actions by virtue of their office.
- On the instruction of the Council.
- In good faith are freed from personal liability.
- Any gain or claim which may derive from it by legislation.
- Any expenses incurred by a council must be paid by the council concerned. (5 × 2) (10)

4.4
- The election of a meeting chairman
- Reading of notice convening the meeting
- Consideration of application for leave of absence from meeting
- Confirmation of minutes of previous council meetings
- Declarations, announcement or matters submitted by the chairman
- Interviews or consultations with delegates or persons called to attend meetings
- Statutory matters
- Matters enjoying priority in terms of resolution
- Reports of committees, officials or delegates
- Considerations of reports
- Notices of motions (6 × 1) (6)

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QUESTION 5

5.1
- If necessary the election of a chairman
- Reading of notices in a special meeting
- Consider leave of absence for councillors
- Read minutes of previous council meetings
- Declarations, announcements by chairman
- Interviews of consultations with delegates
- Statutory matters e.g. motion on an item
- Matters enjoying priority in terms of the resolution at the previous meeting
- Matters deferred from previous meetings
- Reports from committees, delegates and officials
- Consideration of reports, announcements, petitions and applications dealing with matters of urgency
- Notices of motions and questions on the agenda (5 × 2) (10)

5.2
- Render service of 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 (5 × 2) (10)

5.3
- Powers to make by-laws
- Exercise control over the town/city
- To render services
- Levy taxes
- Determine tariffs for services
- Appoint and dismiss officials
- Enter in to contracts
- Raise loans for rendering services (6 × 2) (12)

5.4

• Water	Was fetched from rivers, dams or boreholes
• Lighting	Candles and paraffin lamps were used
• Heat energy	Firewood, coal and paraffin stoves were used
• Food and meat	People dependent on slaughtering and hunting
	Vegetables, fruit and maize were grown (4 × 2) (8)

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QUESTION 6

6.1
- Municipalities in rural areas limited development – people move to towns and cities
- Deprived from sufficient revenue for development
- Those who stay behind will eventually move for better opportunities
- Those who flock to cities cannot find jobs
- Burden to local authorities in cities
- Crime and health risks more prevalent – needs to be addressed
- Policy decisions on urbanization must be made in time (5 × 2) (10)

6.2
- Is the statutory body
- Form the political links between municipalities and parliament
- Ministers are charged with administration of departments
- Entrusted with governmental departments
- Budget proposals submitted to parliament
- Determine extent of work programme of departments (5 × 2) (10)

6.3 A Councillor:
- may not get into an agreement with his/her council
- spouse or associates may not gain financially from his position
- may not buy land on public auction without permission of the premier.
- may not sell goods on public auction
- may not ensure contracts for his sports club or members of his sport club.
- may be forced to resign and not be re-elected if auditors find he has secured illegal contracts (5 × 2) (10)

6.4
- Can exclude certain good candidates
- Puts municipalities in broader political sphere
- Party political interests can be more important than those of the communities
- Ruling parties can rule the town or city
- Opposition parties can rule the town or city
- Best candidate is not always elected (5 × 2) (10)

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TOTAL SECTION B: 160
GRAND TOTAL: 200

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