higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

11 JUNE 2018

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	1652		
	1.1.2	Free Burgers		
	1.1.3	Cape Town		
	1.1.4	1961		
	1.1.5	Council		
			(5 × 2)	(10)
1.2	1.2.1	False		
	1.2.2	False		
	1.2.3	True		
	1.2.4	False		
	1.2.5	True		
	1.2.6	True		
	1.2.7	True		
			(7 × 2)	(14)
1.3	1.3.1	D		
	1.3.2	G		
	1.3.3	A		
	1.3.4	H		
	1.3.5	B		
	1.3.6	J		
	1.3.7	I		
	1.3.8	E		
			(8 × 2)	(16)
				[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1
- Interdependence
- Cohesiveness and integration
- Validity and capacity
- Sharing and redistribution
- Traditional rural communities
- Existing and proposed functional boundaries
- Land use, planning, etc.
- Coordination of programmes and services
- Characteristics of an area
- Administration results
- Rationalisation (Any 10 × 1) (10)

2.2
- Municipalities cannot develop in rural areas, as people are moving to cities.
- Municipalities in rural areas lose revenue which is necessary for development.
- People who stay behind in rural areas will later also move as rural municipalities cannot provide services.
- People coming to cities cannot find jobs.
- This leads to antisocial behaviour such as crime, alcohol abuse, drug abuse, etc.
- Municipalities must provide more services due to the number of people moving to the cities.
- Municipalities aim to prevent unemployment, crime and health risks caused by squatting. (Any 5 × 2) (10)

2.3 GENERAL CONDUCT OF COUNCILLORS
- Attendance at a meeting
- Sanctions for nonattendance of a meeting
- Withdrawal from a meeting
- Vested interest in a council meeting
- Unauthorised disclosure of information
- Appointment as an official of a council
- Personal gain
- Declaration of interests
- Councillors acting as agents (Any 5 × 2) (10)

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2.4
- When in the service of a municipality and receives remuneration from that municipality
- Is a public servant and receives remuneration from the state
- Disqualified from voting
- When declared an unrehabilitated insolvent
- Disqualified from voting for the National Assembly.
- Is a member of another municipality
- Is already a councillor unless he/she seeks re-election
- Has a spouse who is an employee of the council
- Was declared unfit by a court of law to hold public office
- Owes money to the municipality concerned for longer than three months (10)

[40]

QUESTION 3

3.1
- Municipalities ensure the principles of public administration is carried out.
- Municipalities are closer to the people.
- Municipalities generate their own funds and use money economically.
- Services are rendered cheaper by the municipality in that area.
- They lighten the burden of higher authority.
- Different municipalities have different needs and know best how to satisfy them.
- Municipal workers and councillors live in the area of service and need the same services which can lead to the improvement of services.
- Municipalities help in the formulation of central policy.
- Residents can participate in public affairs.
- Municipalities cannot utilise resources effectively and efficiently.
- Policies are implemented faster in municipalities. (Any 10 × 1) (10)

3.2
- The lists of nominees are submitted to the president who will then appoint members.
- Members may be appointed when there is a vacancy for a new member.
- The minister of provincial affairs and local governance advertise positions in the media, nationally and in provinces.
- The term of office is 5 years.
- There is no limitation on how many terms a member may serve. (5 × 2) (10)

3.3
- Keeping of animals, poultry and bees control bylaw
- Building control bylaw
- Cemetery bylaw
- Electricity bylaw
- Fire brigade bylaw
- Fireworks bylaw
- Property rates bylaw
- Law enforcement bylaw
- Street trading orders
- Municipal taxi rank bylaw (10)

3.4 3.4.1 This Act makes provision to regulate internal structures and office bearers of municipalities.

3.4.2 This Act focuses on community participation, IDP, performance management, local administration, credit control and debt collection.

3.4.3 This Act secures sound and sustainable management of fiscal and financial affairs of municipalities by establishing norms and standards.

3.4.4 This Act makes provision for the procedures to determine boundaries.

3.4.5 This Act allows general elections and stipulates the functions and powers of local authorities in South Africa.

(5 × 2) (10)
[40]

QUESTION 4

4.1
- Receives reports from committees and forwards the reports to the council with recommendations
- Identifies the needs of the municipality
- Reviews and evaluates those needs in order of priority
- Recommends the best methods to deliver these programmes and services to the public
- Reviews the performance of the municipality in order to improve
- Identifies and develops criteria to evaluate the progress of programmes and services (6 × 2) (12)

4.2
- They advise the councillors on policy matters affecting the ward.
- They identify the needs and challenges wards are facing.
- They get better participation from the community.
- They inform the communities of budget proposals, IDPs and service delivery.
- They receive complaints from the residents about municipal service delivery.
- They ensure effective communication between the council and the community.
- They assist the ward councillor with consultation and report back to the community. (Any 5 × 2) (10)

4.3
- To exchange and evaluate information
- To solve problems
- To resolve conflict
- To disseminate information
- To exchange ideas (Any 4 × 2) (8)

4.4

FUNCTIONS OF MAYOR	FUNCTIONS OF EXECUTIVE MAYOR
• Convenes council meetings • Signs minutes of council meetings • Is ceremonial head of the city • Calls public meetings • Has the casting vote in the council	• Monitors administration of municipality • Ensures public view is taken into account • Oversees provision of services • Reviews reports from committees • Identifies the needs of the municipality

(5 × 2) (10)
[40]

QUESTION 5

5.1
- The IEC compiles the voter's roll.
- The IEC appoints a Municipal Electoral Officer (MEO).
- The IEC registers the political parties participating in the elections.
- The IEC compiles the list of candidates.
- They do voter education.
- The IEC declares the results of the elections and it is independent. (6 × 2) (12)

5.2
- Many years ago rivers or boreholes provided enough water.
- As the population increases, more communal water supply is needed.
- Municipalities must supply water and prevent diseases.
- Reticulation systems, reservoirs and purification works are constructed by municipalities.
- Water must be suitable for drinking and washing purposes.
- Water meter readings are taken to determine the use by residents and prepare bills. (Any 5 × 2) (10)

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5.3
- Municipalities must make provision for places of worship in the planning of towns and cities.
- Municipalities must respect practices and religious holidays of the different religions.
- Municipalities must make provision for cemeteries and crematoria for the burial of people from different religions.
- Municipalities must allow people belonging to a religious community to practice their religion together with other community members.
- National legislation is enacted to prevent or prohibit discrimination also with regard to religion. (Any 4 × 2) (8)

5.4
- Convenes a meeting.
- Starts meeting at agreed time
- Ensures there is a quorum present at a meeting
- Signs the minutes of the previous meeting.
- Decides in which order the persons present can participate in the discussion
- Ensures that debates do not get out of hand
- Determines the order in which members should speak
- Receives motions and submits them to the meeting for discussion
- Ensures discussions stay with the appropriate subject
- May adjourn a meeting if a quorum is not present or if a meeting becomes disorderly (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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