higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1180**(E)**(J11)H

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

(21010055)

11 June 2018 (X-Paper)
09:00–12:00

This question paper consists of 6 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
MUNICIPAL ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Complete the following sentences by writing only the missing word(s) next to the question number (1.1.1–1.1.5) in the ANSWER BOOK.

1.1.1 Jan van Riebeeck arrived in the Cape of Good Hope in … (year).

1.1.2 In 1682, the Governor appointed four of the …as Heemraaden in Stellenbosch.

1.1.3 The first urban area that was established in South Africa is …

1.1.4 South Africa became a republic on 31 May …

1.1.5 All the councillors in a municipality are known as the …

(5 × 2) (10)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.7) in the ANSWER BOOK.

1.2.1 A ballot paper is a list of people that have registered to vote.

1.2.2 Traffic offenders are not allowed to vote on local elections.

1.2.3 There were 273 municipalities in South Africa which were later reduced to 226.

1.2.4 One of the functions of the speaker in a municipality is to preside over committee meetings.

1.2.5 A quorum is the number of people that constitute a meeting.

1.2.6 Local authorities are the lowest level of the government in SA.

1.2.7 The mayor is a member of all committees by virtue of his/her office.

(7 × 2) (14)

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1.3 Choose an item/a word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (1.3.1–1.3.8) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	The official that proclaims the date of the local government election	A	municipal manager
		B	councillor
1.3.2	The official that is responsible for the recording of the minutes in a council meeting	C	council
		D	state president
		E	by-laws
1.3.3	The chief executive officer of the municipality	F	acts
1.3.4	The first citizen of the province	G	town secretary
		H	premier
1.3.5	The employment authority of a municipality	I	mayor
1.3.6	Laws that are made on provincial level	J	ordinance
1.3.7	The official that represent the town/city in all levels of society		
1.3.8	The laws that are made on local level		

(8 × 2) (16)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 The demarcation factors are to steer the Demarcation Board towards a specific bench mark.

State TEN demarcation factors. (10)

2.2 The social factor deals with the development of society.

Briefly explain the influence of urbanisation on rural and urban areas and the problems it may cause. (5 × 2) (10)

2.3 Mrs Noline Gathrie is a senior citizen who lives in Ward 3 of the Sol Plaatje local municipality. She has a problem with her ward councillor, Mr Shaheed Hunter. She feels he can do more for the senior citizens. When he is intoxicated, he makes promises he does not keep and he is often absent from work.

State FIVE points of conduct that are contained in the code of conduct, found in the Municipal Systems Act that councillors must comply with. (5 × 2) (10)

2.4 Give TEN reasons why a person would be disqualified from serving in the council as a councillor. (10)
[40]

QUESTION 3

3.1 Give TEN reasons why municipalities exist. (10)

3.2 Briefly explain FIVE procedures for the appointment of members to the Demarcation Board. (5 × 2) (10)

3.3 The constitution of South Africa makes provision for local authorities to make bylaws.

State TEN bylaws of a municipality. (10)

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3.4 Briefly explain the following Acts as part of South Africa's building blocks to democracy:

3.4.1 Municipal Structures Act

3.4.2 Municipal Systems Act

3.4.3 Municipal Finance Management Act

3.4.4 Municipal Demarcation Act

3.4.5 Local Government Municipal Electoral Act

(5 × 2) (10)
[40]

QUESTION 4

4.1 State SIX functions of the management committee. (6 × 2) (12)

4.2 State FIVE functions of a ward committee. (5 × 2) (10)

4.3 State FOUR statutory reasons for a meeting. (4 × 2) (8)

4.4 Tabulate FIVE functions of the mayor and the executive mayor. (5 × 2) (10)
[40]

QUESTION 5

5.1 State SIX functions of IEC (Independent Electoral commission) officials in the local government election. (6 × 2) (12)

5.2 Briefly explain the provision of water as utility service of local authorities.
(5 × 2) (10)

5.3 Municipalities have various environmental functions and the religious factor is one of them.

Briefly explain FOUR provisions that must be made with regard to religion.
(4 × 2) (8)

5.4 State TEN functions and powers of a chairperson in a meeting. (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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