higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

3 JUNE 2019

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	Khoikhoi		
	1.1.2	Beaufort West		
	1.1.3	White Paper on Local Government		
	1.1.4	Cape Town		
	1.1.5	Kimberley		
			(5 × 2)	(10)
1.2	1.2.1	False		
	1.2.2	True		
	1.2.3	True		
	1.2.4	False		
	1.2.5	True		
			(5 × 2)	(10)
1.3	1.3.1	The first white independent farmers in the Cape Colony		
	1.3.2	Regulations or laws made by municipalities		
	1.3.3	The movement of people from rural areas to cities		
	1.3.4	A large and densely populated urban area bigger than a LA		
	1.3.5	Ad-hoc committee is an interim or temporary committee		
			(5 × 2)	(10)
1.4	1.4.1	D		
	1.4.2	A		
	1.4.3	H		
	1.4.4	I		
	1.4.5	C		
			(5 × 2)	(10)
				[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1
- Advises the speaker and mayor on how to deal with items not addressed at a council meeting.
- Assists the speaker in counting votes.
- Ensures that there is a quorum at council meetings.
- Informs councillors of meetings called by the speaker or mayor.
- Advises the speaker and mayor of urgent motions.
- Manages council and committee meetings.
- Advises the speaker and mayor on how to deal with important items.
- Informs councillors of important matters on the agenda. (Any 5 × 2) (10)

2.2
- Must be a South African citizen.
- Must be a qualified voter.
- Must live in the specific municipality.
- Must be registered to vote.
- Must own property in the municipality in question.
- Must be 18 years or older.
- Must be a natural person. (Any 5 × 2) (10)

2.3

2.3.1 A councillor must attend council and committee meetings except if leave of absence was granted or if the councillor had to withdraw from the meeting.

2.3.2 Councillors may not obtain any financial interest in any business of the municipality concern.

2.3.3 A councillor may not, without permission of the council or committee, disclose any confidential information.

2.3.4 A councillor may not interfere in the administration or management of any department of the municipality, unless mandated by the council.

2.3.5 Councillors must withdraw themselves from council or committee meetings if their spouse, business associates, or company stands to gain financially, either direct or indirectly from the matters on the agenda of the council meeting.

(5 × 2) (10)

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2.4
- Services are rendered cheaper by the authority in the area.
- Lighten the burden of higher authorities.
- Inhabitants can participate in local affairs.
- Helps with the formulation of central policy.
- Local authorities are better situated to implement central policy.
- Generates their own income and use money economically.
- Policies are implemented faster.
- Higher authorities cannot utilise resources effectively.
- Different municipalities have different needs and know best how to satisfy those needs.
- Municipalities ensure that the principal of public administration is carried out. (10)

[40]

QUESTION 3

3.1
- The minister of provincial affairs and local government.
- The MEC responsible for local government in the province.
- The municipality, if other municipalities agree.
- The demarcation board. (4)

3.2
- Not rehabilitated after being declared insolvent.
- Placed under curatorship.
- Declared to be of unsound mind by a court of law.
- Have been convicted of an offence. (Any 3 × 2) (6)

3.3
- Councillors who are not members of this committee tend to lose interest.
- Council meetings tend to be a rubber stamp for the executive committee recommendations.
- Members of the executive committee tend to dominate council meetings.
- The term of office is too long.
- Matters are presented in a final form by the executive committee to the council and non-members do not have much to say. (5 × 2) (10)

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3.4
- Interdependence:✓ People are social beings; the board must investigate people and communities to determine their interdependence.✓
- Cohesiveness and integration:✓ The board will consider people's sense of belonging or shared identity when it demarcates an area.✓
- Viability and capacity:✓ The board will consider the availability of resources and facilities in the area that will enable the municipality to deliver services and administer the area.✓
- Sharing and redistribution:✓ When demarcating a municipal area and outer boundary, the board will try to ensure the sharing and redistribution of finances and administrative resources to achieve development goals.✓
- Land use and planning:✓ The board will consider present and future land use and social, economic and transport planning when demarcating an area.✓
- Traditional rural communities:✓ The board will consider traditional communities when demarcating a municipal area and outer boundaries.✓
- Other boundaries:✓ The board will consider provincial and/or existing municipal boundaries in the demarcation process.✓
- Characteristics of area:✓ The board will consider the topographic, environmental and physical characteristics in the demarcation process.✓
- Administration consequences:✓ The board will consider the administrative consequences of the municipal area and boundary on its staff, credit worthiness and relevant municipal matters.✓
- Rationalisation:✓ The government's objective is to reduce the number of municipalities in SA. Therefore the board must consider reducing the number by enlarging the size of existing municipal area and boundaries.✓

(Any other 10 × 2) (20)
[40]

QUESTION 4

4.1

COLLECTIVE EXECUTIVE COMMITTEE	MAYORAL COMMITTEE
• Committee is elected by the council • Committee is accountable to the council • Main function is to assist and advise council • Mandated by council	• Committee is appointed by the mayor • Committee is accountable to the mayor • Main function is to assist and advise the mayor • Mandated by the mayor

(8 × 2) (16)

4.2
- Advises the councillor on policies affecting the ward.
- Identifies needs and challenges wards are facing.
- Get better participation from the community.
- Informs communities of budget proposals, IDP's service delivery options.
- Ensures effective communication between council and community.

(Any 4 × 1) (4)

4.3
- Monitors the administration of the municipality.
- Oversees the provision of services to the community.
- Ensures that the public view is taken into account.
- Reviews the municipal performances to improve the economy, effectiveness and efficiency of the municipality, et cetera.
- Identify and develop criteria to evaluate the implementation programmes.

(5 × 2) (10)

4.4
- The premier can advise the local authority to act in a specific manner.
- Can stop a municipality to act in a way that is not in the interest of the community.
- Can intervene if the affairs of the municipality get out of hand.
- The premier can advise on the course of action for the municipality.
- The premier can impose conditions on a municipality when authorising activities.
- May restrain a municipality from hasty action by withholding his approval.
- Stimulate action by putting pressure on the local authority.
- Can also ensure by-laws are not against policy and the constitution.
- The premier has extensive powers and, if the premier goes beyond the powers authorised to him/her by law, will act unconstitutional.
- The premier's powers are not limitless. (10)

[40]

QUESTION 5

5.1
- Municipalities have the power to enter into contracts.
- They can make by-laws.
- Exercise control over the city or town.
- They can appoint or dismiss officials for that particular municipality.
- They can raise loans in order to render services. (5 × 2) (10)

5.2 5.2.1
- The movement of people form rural areas to cities, inhabitants are depriving those municipalities with revenue.
- Those who stay behind would also want to move. (2 × 2) (4)

5.2.2
- People who come to cities cannot find houses and jobs.
- Anti-social behaviour, such as crime and substance abuse, will then follow.
- Municipality must provide extra services for these people who moved to cities. (3 × 2) (6)

5.3
- Agenda
- Meeting
- Decisions
- Minutes
- Action
- Report (6)

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5.4 5.4.1 Desmond van Rooyen

5.4.2 Andries Nel

(2 × 2) (4)

5.5
- Provide democratic and accountable government to communities
- Ensure sustainable services to communities
- Promote social and economic development
- Promote a safe and healthy environment
- Encourage communities and organisations to participate in local government affairs (5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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