higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# MARKING GUIDELINE

## NATIONAL CERTIFICATE

## MUNICIPAL ADMINISTRATION N5

**1 June 2021**

**This marking guideline consists of 7 pages.**

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## SECTION A

## QUESTION 1

1.1 False
1.2 False
1.3 False
1.4 False
1.5 False

(5 × 2) **[10]**

## QUESTION 2

2.1 C
2.2 D
2.3 B
2.4 D
2.5 I
2.6 A
2.7 F
2.8 G
2.9 B
2.10 E

(10 × 2) **[20]**

## QUESTION 3

3.1 President
3.2 Municipal Manager
3.3 Union
3.4 Republic.
3.5 7

(5 × 2) **[10]**

**TOTAL SECTION A: 40**

## SECTION B

## QUESTION 4

4.1 4.1.1 Racial segregation (2)

4.1.2 The tenure of the Nationalist Party (Any relevant answer) (2)

4.1.3
- Discrimination on the basis of skin colour, religion and creed.
- Only white people had rights.
- Whites were superior to all other races in South Africa. (3 × 1) (3)

4.1.4
- It is the date of the first democratic elections.
- It was declared a public holiday. (2 × 2) (4)

4.1.5
- Thabo Mbeki
- FW de Klerk (2 × 2) (4)

4.2
- Assist the executive mayor.
- Act as political head of the department to which he/she is assigned
- Responsible for the effective and efficient administration of the relevant department
- Work in close collaboration with the head of the relevant department
- Participate in IDP (5 × 2) (10)

4.3
- Manages council and committee meetings.
- Advises the Speaker and Mayor on the agenda of meetings.
- Informs councillors of important matters on the relevant agenda.
- Ensures that councillors' motions are prepared and timeously tabled in terms of the procedural rules of council.
- Assists the speaker in the counting of votes.
- Advises the speaker and mayor on urgent motions (Any 5 × 2) (10)

4.4
- Rationalisation
- Characteristics of an area
- Other boundaries
- Sharing and distribution
- Validity and capacity
- Interdependence
- Cohesiveness and integration
- Traditional and rural communities (Any 5 × 1) (5)

**[40]**

## QUESTION 5

5.1 No (2)

5.2
- Municipalities make by-laws in consultation with the citizens.
- They cannot take out loans without the permission of higher authorities.
- They are accountable to the citizens and higher authorities.
- They can be forced by the premier to do things in a certain way if that is going to benefit the community. (4 × 2) (8)

5.3
- The premier may advise a municipality to act in specific manner.
- The premier may intervene if things get out of hand.
- The premier may impose conditions on the municipality when authorising activities.
- The premier may restrain a municipality from hasty actions by withholding his or her approval.
- The premier may stimulate action by putting pressure on the municipality.

(5 × 2) (10)

5.4
- Municipalities are allowed to run private business.
- 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 if funds are available. (Any 5 × 2) (10)

5.5
- To provide democratic and accountable government to communities.
- To ensure sustainable provision of services to communities.
- To promote social and economic development.
- To promote a safe and healthy environment.
- To encourage communities and organisations to participate in local government affairs. (Any 5 × 2) (10)

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## QUESTION 6

6.1 Local (2)

6.2
- Municipalities ensure that principles of public administration are carried out.
- Citizens are closer to municipalities than higher authorities.
- Higher authorities cannot render all services to the inhabitants.
- Municipalities generate their own income.
- They lighten the burden of central government.
- Different municipalities have different needs and they know best how to satisfy them.
- Interest increases in administration because inhabitants pay and can demand better services.
- Inhabitants can participate in public affairs.
- They help to formulate central policy.
- Municipalities are better situated to implement central policies. (10)

6.3
- The board consults with the IEC to determine the number of voters.
- The MEC of local government in the province determine the number of councillors for each municipality.
- The MEC then publish the information in the government gazette.
- The number of voters then will determine the number of wards. (4 × 2) (8)

6.4
- All needs cannot be met; therefore, council must determine priorities.
- If some needs are met and others not, this may lead to unrest.
- Councillors are elected on political basis.
- Unions put pressure on council to satisfy their political needs through strikes and marches.
- Municipalities' powers are limited to what is spelled out in constitution and legislation. (Any 5 × 2) (10)

6.5
- The municipality loses revenue when people move to cities.
- Those left behind also want to move to cities.
- Anti-social behaviour like drug abuse occurs.
- People invade land illegally.
- Municipalities have to render services to illegal invaders (Any 4 × 2) (8)

6.6
- Municipalities ensure that the principles of public administration are carried out
- Citizens are closer to municipalities than to higher authorities.
- They generate their own funds and uses it economically.
- Services are rendered cheaply.
- They lighten the burden of higher authorities.
- Different municipalities know best how to satisfy their different needs.
- They are better situated to implement central policy.
- They help with the formulation of central policy
- Policies are implemented faster
- Higher authorities cannot utilise resources economically. (Any 2 × 1) (2)

**[40]**

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## QUESTION 7

7.1
- The committee meet in secret and does not disclose their business to public; that may lead to dishonesty and not openness.
- If the committee adopt a relaxed and formal atmosphere, it could lead to sloppy thinking.
- Councillors are not expert administrators.
- Corporate decision-making does not guarantee good decisions.
- The system can hamper co-ordination and forward thinking if they don't stick to the matter.
- The system can lead to attempts to interfere in the administration. (6 × 2) (12)

7.2
- To advise councillors on policy matters affecting the ward.
- To identify needs and challenges wards are facing.
- To get better participation from the community.
- To inform communities of budget proposal, IDP and services delivery.
- To receive complaints from residents about municipal service delivery.
- To ensure effective communication between the council and the community. (6 × 2) (12)

7.3
- Minutes are legally binding.
- Councillors may not vote or take part in discussions of minutes of meetings that they did not attend.
- After minutes have been approved and signed by the chairperson, no amendments or deletions can be made.
- A councillor may not request that the division of voters must be recorded in the minutes.
- A councillor may not request that his/her objections against a resolution be noted.
- Minutes can be used as source of information in a court of law. (6 × 2) (12)

7.4
- Convene a meeting.
- Start the meeting at the agreed time.
- Ensure that a quorum is present.
- Declare the meeting open. (4)

**[40]**

**TOTAL SECTION B: 160**
**GRAND TOTAL: 200**

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