higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

20 NOVEMBER 2018

This marking guideline consists of 6 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	six		
	1.1.2	parliament		
	1.1.3	report		
	1.1.4	Kimberley		
	1.1.5	local/municipal government		
	1.1.6	Cape Town		
	1.1.7	one		
			(7 × 2)	(14)
1.2	1.2.1	E		
	1.2.2	H		
	1.2.3	A		
	1.2.4	B		
	1.2.5	J		
	1.2.6	D		
	1.2.7	F		
			(7 × 2)	(14)
1.3	1.3.1	False		
	1.3.2	False		
	1.3.3	False		
	1.3.4	True		
	1.3.5	True		
	1.3.6	False		
			(6 × 2)	(12)
				[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1
- To provide a democratic and accountable government for SA
- To provide sustainable services
- To promote social and economic development
- To promote a safe and healthy environment
- To encourage the involvement of all stakeholders in local government affairs

(5 × 2) (10)

2.2
- To ensure the principle of public administration
- To render a variety of services which higher authorities cannot render
- To use money economically
- To render services at a cheaper rate
- To lighten the burden of central government
- To attend to the different needs of different cities
- To improve interest in the administration
- To provide specialisation for different needs
- To implement policies faster
- To stimulate inhabitants' interest in their own environment
- To stimulate local initiative
- To take advantage of being better situated to execute national policy
- To utilise resources more effectively than higher authorities
- To formulate the national policy
- To let inhabitants participate in public activities (Any 10 × 1) (10)

2.3
- Housing can be houses or flats.
- A list of people who need houses is compiled.
- Houses are allocated according to the list.
- Rent is paid for houses or flats.
- If people are unable to pay, a solution must be found.
- A deposit must first be paid.
- The deposit is used to repair damages.
- Houses must be inspected regularly.
- Defects must be repaired.
- Tenants are liable for damages.
- Stands are made available. (Any 5 × 2) (10)

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2.4
- There is a set time for the completion of the voters' roll.
- A person is appointed to prepare the voters' roll.
- Registration forms are made available.
- After the closing date, a list is compiled.
- The list is divided into wards.
- The list is advertised for inspection.
- People can claim to be included or excluded.
- A revision court makes the final decision.
- The voters' roll is certified as valid. (10)

[40]

QUESTION 3

3.1
- It is problematic to reconcile interest groups.
- Municipalities cannot satisfy increasing needs.
- Only selected needs can be satisfied.
- If demands are not met it results in confrontation.
- Local authorities are third-tier governments.
- They have limited legislative powers.
- Big and small local authorities differ in structure.
- Councillors are elected on a party-political basis.
- Groups pressurise local authorities.
- Formal channels of communication are not used.
- Unions exert pressure by means of go-slows and strikes.
- Properties are damaged during protests. (Any 5 × 2) (10)

3.2
- The number of members is prescribed.
- Members are elected after election of the mayor and deputy mayor.
- The committee must elect a chairperson and a deputy.
- The committee can be dissolved by the council.
- Vacancies are filled by electing members for the remaining period.
- The term of office is five years.
- Members get extra allowances for serving on the committee. (Any 5 × 2) (10)

3.3
- It exercises control over licences when issuing commercial licences.
- It ensures that premises do not create health hazards.
- It issues control certificates.
- Health inspectors inspect business premises.
- It can take action if legislation is not adhered to.
- It can refuse to grant licences to protect the community.
- A licences committee deals with licence issues. (Any 5 × 2) (10)

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3.4
- He/She is the chairperson of the council.
- He/She is an ex officio member of each committee.
- He/She has a casting vote.
- He/She can convene special meetings.
- He/She signs the minutes of the council.
- He/She summons a public meeting when necessary.
- He/She may authenticate documents.
- He/She receives auditor reports.
- He/She represents his/her town or city.
- He/She is the ceremonial head of his/her town.
- He/She heads delegations to provincial or central government.
- He/She initiates sponsors or acts as patron for welfare causes.

(Any 10 × 1) (10)
[40]

QUESTION 4

4.1
- Future needs are identified and satisfied.
- A decision is made about where future schools/churches will be.
- Surveying must be done systematically.
- It must be done according to legislation.
- Private surveyors may be used.
- Surveyors must meet a high standard.
- Comprehensive planning is required.
- City planning is linked to regional planning.
- Teamwork is required. (Any 5 × 2) (10)

4.2
- Urbanisation means that people move to towns and cities.
- This results in municipalities in rural areas being unable to develop.
- Rural areas are deprived of revenue for development.
- Those who stay behind will move for better opportunities.
- Those who flock to the cities cannot find jobs.
- This becomes a burden to the local authorities in the cities.
- Preventative measures must be taken regarding crime and health risks.
- Policy decisions on urbanisation must be made in time. (Any 5 × 2) (10)

4.3
- Committees handle affairs in isolation, coordinating with the department.
- Close contact results in unwanted interference.
- Each committee handles activities in isolation, resulting in an imbalance with regard to activities.
- Town clerks are bypassed and heads of departments are regarded as the chief officials.
- This results in the town clerk being embarrassed at council meetings.
- It is too complicated to be understood. (Any 5 × 2) (10)

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4.4
- Voters are encouraged to vote.
- Constructive policies are formulated.
- Candidates can be disciplined.
- Allows potential candidates to stand for elections.
- Allows municipalities to account to tax payers.
- Prevent candidates from promoting their own interests. (Any 5 × 2) (10)

[40]

QUESTION 5

5.1
- To implement council decisions
- To consider any matter entrusted to them
- To prepare the budget
- To supervise finances
- To appoint and dismiss personnel
- To perform the functions delegated to them
- To report to the council on a monthly basis (Any 5 × 2) (10)

5.2
- To make bylaws
- To exercise control over a town/city
- To render services
- To levy taxes within the prescribed limits
- To determine tariffs for the rendering of services
- To appoint and dismiss officials
- To enter into contracts
- To raise loans to render services (Any 5 × 2) (10)

5.3
- Can consist of mountains, hills, valleys
- Will influence the development of towns and cities
- Can be suitable or unsuitable for buildings
- Human beings can either change or be submissive to the environment
- Balance should be struck between conservation and usage
- Can attract tourists and generate an income
- Can be developed to promote the welfare of people
- Examples: Table Mountain and the Big Hole (Any 5 × 2) (10)

5.4
- Head of the province
- Associated with municipal activities
- Plays an important role in local government and administration
- May counsel a local authority to follow a particular line
- May restrain local authorities from certain activities
- May intervene in local affairs
- Approves/Rejects matters of local authorities
- Shapes municipal policies
- May impose conditions (Any 5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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