higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

21 NOVEMBER 2019

This marking guideline consists of 7 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1	1.1.1	Jan van Riebeeck; 1652		
	1.1.2	1779		
	1.1.3	Heemrade		
	1.1.4	Difficult to change		
	1.1.5	Legislative; executive		
			(5 × 2)	(10)
1.2	1.2.1	B		
	1.2.2	D		
	1.2.3	E		
	1.2.4	K		
	1.2.5	C		
			(5 × 2)	(10)
1.3	1.3.1	Electoral ward		
	1.3.2	Public works		
	1.3.3	1685		
	1.3.4	Landdrost		
	1.3.5	Verbatim		
			(5 × 2)	(10)
1.4	1.4.1	True		
	1.4.2	True		
	1.4.3	False		
	1.4.4	False		
	1.4.5	False		
			(5 × 2)	(10)
				[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1
- In 1802, the British lost the Cape to the Dutch and the Burgher Senate was replaced by the Raad der Gemeente.
- In 1806, the British took back Cape Town and the Raad der Gemeente was replaced by the Burgher Senate.
- The Burgher Senate was abolished in 1827.
- From 1827 to 1839, Cape Town did not have a municipal council.
- In 1836, Municipal Ordinance 9 of 1836 was introduced.
- Beaufort West elected its first municipal council on 3 February 1837.
- In 1839, the Cape Town Municipal Board Ordinance was established.
- The Cape Municipal Ordinances formed the basis for the establishment of municipal councils of Natal (1847), Orange Free State (1856) and Transvaal (1883).
- In 1854, Natal followed a new British ordinance.
- In 1855, the Cape Colony established its first divisional council for road construction.
- In 1867, new legislation was established in Cape Town, stipulating that towns must have corporate bodies. (Any 5 × 2) (10)

2.2
- Ensure the principle of public administration.
- Higher authorities cannot render a variety of services.
- Use money economically.
- Render services more cheaply.
- Lighten the burden of central government.
- Different cities have different needs.
- Improve the interest in administration.
- Different needs require specialisation.
- Policies are implemented faster.
- Inhabitants have an interest in their own environment.
- Local initiatives can be stimulated.
- The local government is better situated to execute national policy.
- Higher authorities cannot utilise resources as effectively.
- Formulate national policy.
- Inhabitants participate in public activities. (Any 10 × 1) (10)

2.3
- Mountains, hills and valleys can influence the development of towns and cities.
- Some geographical factors may make the land unsuitable and unstable for erecting buildings.
- Human beings may change the environment or be submissive to the environment.
- A balance between conserving and using must be maintained.
- The geography of an area can attract tourists and generate income.
- Geographical features can be developed to promote the welfare of people, for example, Table Mountain and Kimberley's Big Hole (Any 5 × 2) (10)

Copyright reserved

2.4
- May advise the municipality to act in a specific manner
- May stop it from acting in a way that is not in the interest of residents
- Puts pressure on the municipality by stimulating action
- Can restrain it from taking any hasty action by withholding his/her approval
- Can impose conditions when authorising activities
- Ensures that by-laws stays within national policy and Constitution
- May advise on the course of action the municipality should take
- May influence the shaping of municipal policy because of his/her approval
- May intervene if the municipality's activities get out of hand
- He/She is the head of the province in which the municipality exists.

(Any 5 × 2) (10)
[40]

QUESTION 3

3.1
- The IDP and development plans of all municipalities are under their control
- Control solid waste disposal operations of more than one local municipality in the district
- Have authority over the municipal roads of the district
- Regulate passenger transport services
- Control municipal airport services
- Have authority over municipal health services
- Regulate the fire-fighting services in the district
- Responsible for the establishment, conduct and control of cemeteries and crematoria
- Promote tourism for the district
- Responsible for public works functions in the district
- Allocate and distribute grants to the district
- Ensure the imposition and collection of taxes, levies and duties for the provision of the above functions in the district in terms of legislation

(Any 10 × 1) (10)

3.2
- Render services of a local nature.
- Promote the welfare of the community.
- The services rendered affect the residents.
- Municipalities are not forced to render any services.
- No standards have been set for services.
- Municipalities are autonomous at local level.
- Decide on the nature, scope and time of services.
- Service rendering develops the municipality.
- Needs determine the type of service.
- Services are rendered if funds are available.
- Inhabitants must pay for services.
- Councillors must be aware of the needs of the residents to determine which services to provide.
- Residents are responsible for making their needs known to the council.

(Any 10 × 1) (10)

Copyright reserved

3.3
- Has fraudulently applied for registration
- Not a South African citizen
- Declared by High Court to be of an unsound mind
- Detained under Mental Health Act
- Detained under the Prevention and Treatment of Drug Dependency Act
- Not residing in the voting district applied for (Any 5 × 1) (5)

3.4
- Number of councillors to be determined before wards are allocated
- Identified number of voters
- Topographical and physical characteristics
- Availability of voting locations
- Density of population in the area
- Safety and security of voters and election materials (Any 5 × 2) (10)

3.5
- In normal municipal services
- When they buy or rent land with the premier's permission
- When they buy land at a public auction
- When they sell goods at a public auction
- Are a member of a sports club and the club signs a contract with the municipality
- Are a shareholder of a company which enters into a contract with the municipality (Any 5 × 1) (5)

[40]

QUESTION 4

4.1
- Receives reports from the committees of the council
- Identifies the needs of the municipality
- Reviews and evaluates prioritised needs
- Recommends to the council how the needs should be prioritised
- Recommends the best way of delivering these strategies (5 × 2) (10)

4.2
- To receive reports from other committee
- To identify the needs of the municipality
- To review and evaluate needs in order of priority
- To recommend strategies to meet these needs
- To identify and develop criteria to evaluate the progress of strategies
- To review the performance of the municipality to improve it
- To supervise the economy and effectiveness of the municipality
- To ensure the efficiency of credit control and revenue and debt collection
- To ensure the implementation of the municipal by-laws
- To monitor management of the municipal admin
- To oversee the provision of services to the community
- To perform any duties delegated to it by the council
- To report annually on the involvement of communities in the municipality
- To ensure that public views are taken into account in council decision making (Any 5 × 2) (10)

Copyright reserved

4.3
- They are the official record of decisions taken at a meeting.
- They help prevent disagreements on decisions taken.
- Minutes serve as report-back at the next meeting on action taken.
- They are approved at the follow-up meeting if all members agree with the content.
- Together with the budget, they are seen as the declaration of policy to be executed.
- Minutes are legally binding and they must be kept on record for future use.

(Any 5 × 2) (10)

4.4
- A problem is identified in the community.
- A councillor submits documents, explaining the problem.
- Any objections are heard.
- Another councillor must then second the motion.
- It is submitted to be included in the council's agenda 10 days before the monthly council meeting.
- Members opposing the motion get an opportunity to say why they oppose it.
- The chairperson allows debate on the matter.
- After it has been sufficiently debated, the proposer is allowed to say a final word before the matter is closed.
- The chairperson asks the council to vote on the matter.
- The motion is agreed and is sent to relevant departments for their recommendations. (10)

[40]

QUESTION 5

5.1
- Publish a notice in a local newspaper, stating the plans of the board.
- Invite views/comments from the public.
- Use other forms of communication, like radio broadcasts, to inform the public of the board's intention.
- Deliver copies of the notice to the MEC for local government in the province as well as to the affected municipalities, the magistrate, if it is affected and the provincial house of traditional leaders, if affected.
- Invite all the above parties to submit their view in writing.
- Consider all views and representations.
- Hold public meetings.
- Invite the public to attend and inform them properly.
- Conduct a formal investigation if two municipalities are to be combined or an existing municipality is to be divided. (Any 5 × 2) (10)

Copyright reserved

5.2 Motor vehicle licensing

- Municipalities are responsible for the registration and licensing of motor vehicles.
- They issue roadworthy certificate for vehicles.
- A driver's licence is awarded after the driver has been tested by traffic officials.
- Income generated by such services is paid to the municipal authorities.

Business licensing

- They license commercial undertakings.
- They have a control function.
- They must ensure that premises do not create/pose a health hazard.
- Control certificates are awarded to a business.
- Health inspectors inspect business premises.
- The granting or refusal of a business licence is to control the purpose for which it has been applied for.
- They can make use of the licensing committee. (Any 5 × 2) (10)

5.3

- A natural person
- South African citizen
- Of a minimum age of 18
- In possession of a valid ID
- Registered on the municipal voter's roll to vote
- Resident in the area of jurisdiction
- Not subject to any disqualification (Any 5 × 2) (10)

5.4

- Employed by another municipality
- Appointed by the state in another sphere
- Disqualified to vote for the National Assembly
- Unrehabilitated insolvent
- Unsound mind
- Sentences of more than 12 months without the option of a fine
- A member of the National Assembly or MCP or Provincial Legislature
- A member of another municipal council
- Already a councillor of a municipality
- Declared ineligible to serve as a councillor
- Accounts in arrears with the municipality concerned for more than three months
- After having been elected, no longer qualifies for registration as a voter
- Spouse is an employee of the council
- Was declared unfit by the court to hold a public office (Any 5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

Copyright reserved