higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

(21010055)

21 November 2019 (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 filling in the missing word(s). Write only the word(s) next to the question number (1.1.1–1.1.5) in the ANSWER BOOK.

1.1.1 The Cape of Good Hope was the first local authority that developed since … has set foot at the Cape in …

1.1.2 In …, the free burgers living near Cape Town submitted a petition, signed by 500 free burgers, to the Council of Seventeen in the Netherlands.

1.1.3 In 1682, the governor appointed four of the free burgers as ...

1.1.4 The physical environment in which a municipality is established in an area is …

1.1.5 In Chapter 7 of the Constitution of the Republic of South Africa, 1996, the powers of municipalities are described and local government is given the … and … authority to administer the services referred to in Schedules 4 and 5.

(5 × 2) (10)

1.2 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–K) next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	The system in which the municipal council is the only organ that has executive authority	A	executive mayoral system
		B	plenary system
		C	cabinet
1.2.2	Manage council meetings and committee meetings	D	whip
1.2.3	Ensures that council meets at least every quarter	E	speaker
		F	reason for existence of local government
1.2.4	The official who manages, co-ordinates and supervises the voting at the voting station	G	judicial environment
1.2.5	Their main function is to ensure that the policies of parliament are carried out	H	premier
		I	single committee
		J	ad-hoc committee
		K	presiding officer

(5 × 2) (10)

1.3 Choose the correct word or words from those in brackets. Write only the word or words next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 The boundary of the area in which voters may cast their votes is known as the (voter's roll/electoral ward).

1.3.2 It is the responsibility of (protection services/public works) to provide clean running water and effective storm drains and sewers as well as maintain public buildings and infrastructure.

1.3.3 In (1685/1682), the first landdrost was appointed in Stellenbosch.

1.3.4 The (free burghers/landdrost) was the magistrate for the Stellenbosch area and the heemraad had to ensure justice and peace.

1.3.5 (Verbatim/Narrative) minutes are word-by-word reports of the discussions and resolutions taken during meetings.

(5 × 2) (10)

1.4 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.4.1–1.4.5) in the ANSWER BOOK.

1.4.1 The function of municipalities is to ensure that the FIVE basic principles of public administration are implemented successfully.

1.4.2 A district municipality is seen as a category C municipality.

1.4.3 The executive function of a municipality is to ensure that by-laws are made in consultation with the citizens.

1.4.4 A councillor who is absent for more than THREE consecutive council meetings with prior permission is unfit to remain a councillor.

1.4.5 A councillor may vote on or participate in discussions on minutes or meetings that they did not attend.

(5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Briefly explain the development of South Africa from 1800 to 1900, stating the important highlights. (5 × 2) (10)

2.2 All levels of government render services to the community.

Give TEN reasons for rendering services to the community by the local government. (10)

2.3 Various factors affect the functioning of municipalities, and physical factors are one of them.

Describe the influence of geographical factors on the functioning of municipalities. (5 × 2) (10)

2.4 Explain FIVE roles played by the premier in the day-to-day running of municipalities. (5 × 2) (10)
[40]

QUESTION 3

3.1 There is a division of powers between *district* and *local* municipalities.

State only the powers of district municipalities. (10)

3.2 Identify the characteristics of municipal services as prescribed by the Constitution and the Municipal Systems Act. (10)

3.3 As a Municipal Administration student, you are approached by a furious resident who was not allowed to vote during the municipal by-elections in your area.

Give her FIVE reasons that she may have been disqualified. (5)

3.4 You are appointed to serve in the Demarcation Board of your municipality. During a meeting, one member asks a question about the criteria used to decide the number of wards.

Assist the board in answering this question. (5 × 2) (10)

3.5 The ordinances of provinces forbid councillors from entering into an agreement (contract) with their council.

State FIVE cases in which they will be exempted from the rule. (5)
[40]

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QUESTION 4

4.1 There is a difference between an *executive* and a *non-executive* mayor.

Describe the powers of an executive mayor as set out in section 56(2) of the Local Government: Municipal Structures Act 117 of 1998. (5 × 2) (10)

4.2 The executive committee is the principal committee of the council.

State the FIVE purposes of the executive committee. (5 × 2) (10)

4.3 Mrs Galeboe is asked to take minutes during council meetings and to type as well as record them. She does not see the importance or reason for minutes to be taken.

Advise her by giving FIVE reasons that minutes are important. (5 × 2) (10)

4.4 Councillors are not trained in meeting procedures. Consequently, council meetings are a disaster.

Compile TEN procedures to be followed when introducing a motion during a meeting. (10)

[40]

QUESTION 5

5.1 The Demarcation Board is responsible for the delimitation of wards within which councillors can be elected.

Advise the board on the ward delimitation process. (5 × 2) (10)

5.2 Explain the licensing function of municipalities by referring to motor vehicle licensing and business licensing. (10)

5.3 Explain to election personnel the qualifications for voting in municipal elections in terms of the Constitution, 1996. (5 × 2) (10)

5.4 Give FIVE reasons that a person can be disqualified from becoming a councillor. (5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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