higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

8 October 2020

This marking guideline consists of 6 pages.

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SECTION A

QUESTION 1

1.1 B
1.2 C
1.3 D
1.4 A
1.5 A
1.6 A
1.7 B
1.8 A
1.9 A
1.10 A

(10 × 1) **[10]**

QUESTION 2

2.1 True
2.2 False
2.3 False
2.4 False
2.5 False
2.6 True

(6 × 2) **[12]**

QUESTION 3

3.1 3.1.1 Laws made by municipalities

3.1.2 Ultimate law that governs the country

3.1.3 System of law and court that administer justice

3.1.4 Appointed by the president to examine financial records of state institutions

3.1.5 Metropolitan which is the largest local municipality

3.1.6 System used in small municipalities with no more than nine members where the full council is the executive authority

(6 × 2) (12)

3.2
- The board first consults with the IEC to obtain the number of voters.
- The minister responsible uses the number of registered voters to determine the formula for the number of councillors for each municipality.
- After the number of councillors is determined, the board determines the number of wards.
- The board then consults with stakeholders and communities before wards are finalised.
- After finalisation the board publishes its delimitation of wards for the relevant provinces in the provincial gazette.
- The MEC's determination is also published in the government gazette and notices are published in the provincial gazette. (6)

[18]

TOTAL SECTION A: 40

SECTION B

QUESTION 4

4.1
- Yes she qualifies.
- She had to serve a cooling-off period of three months to be eligible.
- She must meet all qualifications to be a councillor. (3 × 2) (6)

4.2
- If the candidate is in service and receives remuneration from the municipality
- If the candidate has been disqualified from voting in the National Assembly
- If the candidate is a member of another municipality
- If the candidate was declared unfit to hold public office by a court of law
- If the candidate owes money to the municipality concerned for longer than three months
- If the candidate has a spouse who is an employee of the council concerned (6 × 2) (12)

4.3 The voter's roll is a list of names of all the people who are registered to vote. (2)

4.4
- Voters show their ID to the electoral officers.
- Electoral officers verify voters' names on the voter's roll.
- Voters' names are marked on the voter's roll as proof that they have voted.
- Voters' left thumbs are marked with indelible ink as proof that they have voted.
- The reverse side of ballot papers are stamped for authentication.
- Voters receive ballot papers and vote.
- At voting booths voters vote for parties or people in secret.
- After voting, voters fold their ballot papers and deposit it in ballot boxes.
- Voters then leave the voting station. (9 × 2) (18)

4.5 Independent Electoral Commission (2)

[40]

QUESTION 5

5.1
- When a request is received from the minister of Cooperative Governance and Traditional Affairs
- When a request is received from the MEC responsible for local government in the province
- When a request is received from the municipality concerned
- If other municipalities in the area that might be affected agree
- If the Demarcation Board initiates the request
- Any other institution with the power to request (6 × 2) (12)

5.2 5.2.1 The board must investigate people and communities to determine their interdependence.

5.2.2 The board will try to ensure the sharing and distribution of finances and administrative resources to achieve development goals.

5.2.3 The board will consider traditional rural communities when demarcating a municipal area and outer boundaries.

(3 × 2) (6)

5.3
- Municipalities ensure that the principles of public administration are followed.
- Citizens are closer to municipalities than to higher authorities.
- Municipalities generate their own funds and use it economically.
- Services are rendered cheaply.
- Municipalities lighten the burden of higher authorities.
- Different municipalities have different needs and know best how to satisfy it.
- Municipalities are better situated to implement central policy.
- Municipalities help with the formulation of central policy.
- Policies are implemented faster.
- Higher authorities cannot utilise resources economically. (10)

5.4 5.4.1 It is the duty of the municipality to consider the climate cities and towns experience,✓✓ for example floods, earthquakes, etc. to determine the type of development needed.✓✓

5.4.2 Fauna and flora are various plants, animals, fish species, birds and all living organisms✓✓ which the municipal must preserve for future generations.✓✓

5.4.3 Most towns and cities have historical buildings✓✓ or areas that municipalities must preserve for future generations.✓✓

(3 × 4) (12)

[40]

QUESTION 6

6.1
- Services such as water, refuse removal, sewerage and night-soil removal as delegated by national legislation
- Preventative services as set out in the Health Act such as family planning, care for the aged and health counselling
- Prevention of AIDS and tuberculosis
- Primary health services as delegated to local authorities (4 × 2) (8)

6.2 Urbanisation is a phenomenon whereby people move from rural areas to urban areas in search of jobs, education, etc. (2)

6.3
- The president is the head of state and advises the cabinet.
- Bills of parliament are signed by the president before they become law.
- The president approves laws that authorise municipalities to make bylaws.
- The president appoints the minister and deputy minister of Cooperative Governance and Traditional Affairs. (4 × 2) (8)

6.4
- Councillors who are not members of the committee lose interest in the administration of the municipality.
- Council tends to be a rubber stamp for the executive committee's recommendations.
- Members of the executive committee tend to dominate council meetings.
- Most matters brought before the council are in a final form and nonmembers do not have much to say.
- The term of office for executive members is too long.
- The executive committee did not succeed in coordinating activities of the departments as anticipated. (Any 3 × 2) (6)

6.5
- Agenda
- Meeting
- Decisions
- Minutes
- Action
- Report back (6)

6.6
- Chairs council meetings
- Performs duties and exercises powers delegated in terms of the Municipal Structures Act
- Ensures that councillors receive adequate notice of meetings
- Ensures that council meets at least quarterly
- Maintains order during meetings
- Allocates speaking times in accordance with the council's policy
- Responsible for the implementation of the code of conduct
- Implements voting procedures in accordance with rules of order and subject to the Municipal Structures Act
- Ensures implementation of procedures regarding quorums and compliance with the Municipal Structures Act
- Regarded as the head of the house (10)

[40]

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QUESTION 7

7.1
- Mountains, hills, valleys, rivers are established which influence the development of a town or city.
- People manipulate physical factors through development.
- More areas must be used for development to improve the welfare of the people.
- Balance must always be maintained between conservation and development.
- Geographical characteristics are used to attract tourists, e.g. Table Mountain.
- Tourism will generate income and stimulate economic growth in the area.

(Any 3 × 2) (6)

7.2 Nkosazana Dlamini-Zuma (2)

7.3
- To exchange and evaluate information
- To resolve problems
- To resolve conflicts
- To disseminate information (4 × 2) (8)

7.4
- Municipalities must be allowed to run private businesses.
- 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 only if funds are available.
- People have needs and expectations that must be satisfied with the scarce resource which is money. (6 × 2) (12)

7.5
- Municipalities render services of a local nature.
- Services differ from one municipality to another.
- Municipalities cannot be forced to render services.
- Municipalities aim to improve the welfare of the community.
- Municipalities decide the scope and time to render services.
- The needs of the inhabitants determine the type of services.
- Residents must make their needs known to councillors.
- Councillors must also be aware of the needs of the community.
- Municipalities make autonomous decisions on delegated services.
- Residents must pay for their services. (10)

7.6
- Religious marriages must be recognised by municipalities.
- People belonging to a religious community must be allowed to practice their religion with other members of the community. (2)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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