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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1160**(E)**(N22)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

(21010055)

22 November 2016 (X-Paper)
09:00–12:00

This question paper consists of 7 pages.

GENERAL STUDIES

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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 the question number above EACH answer.
5. Do ONLY what is required by the question.
6. 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 (1.1.1–1.1.7) in the ANSWER BOOK.

1.1.1 The first urban area in South Africa started in … (place) in … (time).

1.1.2 Special meetings can be convened when the …

1.1.3 The first two stages of urban development are … and …

1.1.4 After the preliminary voters' roll has been prepared it must be advertised in the local … and it is open for … at the IEC offices for a certain period.

1.1.5 The constitution specifies that a municipal authority must be elected democratically and the Municipal Electoral Act, 27 of 2000, specifies that municipal elections must take place at intervals of not less than … and not more than …

1.1.6 The Black Local Authorities Act was established in … (year)

1.1.7 During the counting procedures the ballot papers are sorted in bundles of … or …

(7 × 2) (14)

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1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.2.1–1.2.6 in the ANSWER BOOK.

1.2.1 A councillor may not request or accept any reward, gift or favour for voting or not voting on a matter before the municipal council.

1.2.2 A mayor may use council property for personal gain.

1.2.3 Act 13 of 2005 allows two or more municipalities to establish an intermunicipality forum.

1.2.4 Municipalities have unlimited powers to render services to the community.

1.2.5 A natural person who does not own a business can vote in the local elections.

1.2.6 The voting hours in the municipal elections are described by legislation to be from 07:00 to 21:00.

1.2.7 To be able to vote, a person must be in possession of a valid driver's licence.

1.2.8 A council can fine a councillor for not attending a meeting which he is required to attend.

1.2.9 Councillors must not be in arrears to the municipality for rates and services charged, for more than three months.

1.2.10 A Councillor is not allowed to inform his friend what the highest tenders is for a project.

1.2.11 Councillors do not have to give notice if they cannot attend a meeting.

1.2.12 You will not find any legislative authority in any local government.

(12 × 1) (12)

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1.3 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (1.3.1–1.3.7) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	District councils which include more than one municipality and have to make rules for the area	A	category A
		B	category B
1.3.2	The organisation which began talks with the National Party (NP) government to start a process of overall restructuring and transformation of Local government in South Africa	C	category C
		D	SANCO
		E	federation
1.3.3	Municipality with exclusive authority to make rules over its own area	F	unitary
1.3.4	The South African government system	G	motion
1.3.5	Formal written proposal submitted to the council for consideration and action	H	report
		I	meeting
1.3.6	A list of items to be discussed at the council meeting	J	agenda
1.3.7	A written record that describes the events of the meeting	K	minutes
		L	history

(7 × 2) (14)
[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1 State the important events between 1900 and 1983 in terms of local development. (5 × 2) (10)

2.2 Services are not rendered by either central or provincial government.

Give TEN reasons for the existence of municipalities. (20)

2.3 You are a presiding officer at the local elections. You are called by one of your staff who wanted to refuse a voter to vote.

Advise your staff on the reasons why voters can be disqualified from voting. (5 × 2) (10)

[40]

QUESTION 3

3.1 Jan Mankonko aspires to serve on the Demarcation Board.

Advise Jan on the qualifications, experience and/or knowledge he should have to qualify to be a member. (10 × 1) (10)

3.2 Describe the judicial factor as found in the municipal environment. (5 × 2) (10)

3.3 Explain the relationship between central government and municipalities by referring to the role of:

3.3.1 President (3 × 1) (3)

3.3.2 Cabinet (7 × 1) (7)

3.4 State FIVE objectives municipalities have to achieve. (10)

[40]

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QUESTION 4

4.1 State FIVE characteristics of services provided by municipalities as prescribed by the Municipal Systems Act. (10)

4.2 State FIVE responsibilities of the IEC during the local government elections. (10)

4.3 Describe the ceremonial powers of the mayor. (5 × 2) (10)

4.4 State FIVE functions of the whip of the council. (10)
[40]

QUESTION 5: MEETINGS

5.1 State FIVE purposes of the ward committees. (10)

5.2 State FIVE reasons why meetings are held at local level. (10)

5.3 State FIVE reasons why minutes are important. (10)

5.4 State FIVE duties of a chairperson during meetings. (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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