higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

MUNICIPAL ADMINISTRATION N5

22 NOVEMBER 2016

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SECTION A

QUESTION 1

1.1	1.1.1	Cape Town 1652
	1.1.2	Need arises
	1.1.3	Hamlet Village
	1.1.4	Newspaper Inspection
	1.1.5	3 years 5 years
	1.1.6	1982
	1.1.7	50 100

(7 × 2) (14)

1.2	1.2.1	True
	1.2.2	False
	1.2.3	True
	1.2.4	False
	1.2.5	True
	1.2.6	True
	1.2.7	False
	1.2.8	True
	1.2.9	True
	1.2.10	True
	1.2.11	False
	1.2.12	False

(12 × 1) (12)

1.3	1.3.1	C
	1.3.2	D
	1.3.3	A
	1.3.4	F
	1.3.5	G
	1.3.6	J
	1.3.7	K

(7 × 2) (14)
[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1
- South African Act was passed in 1909.
- It established the Union of SA on 31 May 1910.
- All four provinces of the Union developed the municipal system that was used in Cape Town.
- Local authorities were not autonomous.
- In 1948 a system of segregation based on race was practiced.
- Apartheid policies such as the Group Areas Act, Act 41 of 1950, were introduced.
- Its aim was to move black townships.
- In 1960 coloured and Indian management committees were established.
- Act 102 of 1982 was passed to establish the first black municipalities
- In 1983 the United Democratic Front (UDF) was launched. (Any 5 × 2) (10)

2.2
- To ensure the principle of public administration.
- Because higher authorities cannot render a variety of services.
- To use money economically.
- Services can be rendered cheaper.
- To lighten the burden of the central government.
- Because different cities have different needs.
- To improve interest in the administration.
- Because different needs require specialisation.
- Because policies can be implemented faster.
- To get inhabitants to have an interest in their own environment.
- Because local initiative can be stimulated.
- It is better situated to execute national policy.
- Higher authorities cannot utilise resources effectively.
- To help formulate national policy.
- Inhabitants can participate in public activities. (Any 10 × 2) (20)

2.3 If the person:
- Has fraudulently applied for registration.
- Is not an SA citizen.
- Is declared by court to be of unsound mind.
- Is detained under the Mental Health Act.
- Is not a resident in the voting district where they applied.
- Is detained under the Prevention and Treatment of Drug Dependency Act of 1992. (Any 5 × 2) (10)

[40]

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QUESTION 3

3.1 A South African citizen with the following qualifications or knowledge:
- Development economics
- Integrated development planning
- Community development
- Traditional leadership and traditional communities
- Local government and municipal administration
- Municipal finance
- Municipal services
- Social or economic geography
- Town and regional planning
- Legal and constitutional matters affecting local government
- Land survey, cartography and geographic systems
- Public health care
- Transport planning (Any 10 × 1) (10)

3.2
- Local authorities are judicial entities.
- There are laws that regulate gatherings.
- There are laws pertaining to local authorities.
- Through the law-making process, the needs of the population can be satisfied.
- Sound development and rendering of services.
- Local authorities can summon and/or be summoned.
- The council has executive and legislative authority.
- The council has power to govern their own initiatives in accordance with the constitution.
- If they act unconstitutionally they cannot rely on section 4 for protection.

(Any 5 × 2) (10)

3.3 3.3.1
- Head of state
- Can appoint ministers and deputy ministers
- Can make laws (3 × 1) (3)

3.3.2
- Can make laws
- Laws on electricity, water and housing
- They are not totally autonomous in municipalities.
- Together they are the political and administrative machinery.
- They ensure that the minimum standards are adhered to.
- They are interdependent on each other.
- The superior-subordinate relationship is for control. (7 × 1) (7)

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3.4
- Provide a democratic and accountable government.
- Provision of services to the communities.
- Promote social and economic development.
- Promote a safe and healthy environment.
- Encourage community involvement in local government. (5 × 2) (10)

[40]

QUESTION 4

4.1
- Render services for local nature.
- Promote the welfare of the community.
- The services rendered influences residents.
- They are not forced to render any services.
- No standards were set for services.
- They are autonomous on local level.
- They decide on the nature, scope and timing for services.
- Service rendering develops the municipality.
- The needs determine the services.
- Services are rendered if funds are available.
- Inhabitants must pay for the services. (Any 5 × 2) (10)

4.2
- Manage the elections to ensure that they are free and fair.
- Manage the entire process.
- Declare the results.
- Compile and maintain the voters' role.
- Compile and maintain a register of the parties.
- Promote voter education.
- Appoint officials to conduct elections. (Any 5 × 2) (10)

4.3
- Representing the council during a time of disaster.
- Acting as 'first citizen' of the town/city.
- Acting as patron for local organisations.
- Leading campaigns initiated by the council or major.
- Representing the council at civil events.
- Opening of projects, civil functions, events and new buildings.
- Advocating council policies.
- Hosting and welcoming dignitaries to the municipality. (Any 5 × 2) (10)

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4.4
- Managing council and committee meetings.
- Informing councillors of meetings called by the speaker.
- Ensuring that the quorum is there.
- Informing councillors of important matters on the relevant agenda.
- Advising the speaker on the amount of time to be allocated to the speaker.
- Ensuring that councillors' motions are prepared.
- Assisting the speaker in the counting of votes.
- Advising the speaker and mayor on urgent matters.
- Advising the speaker and mayor on how to deal with important items not disposed of at a council meeting. (Any 5 × 2) (10)

[40]

QUESTION 5

5.1
- Advise councillors on policy matters.
- Identify needs and challenges of wards.
- Get participation from the community.
- Informs communities on budget proposals.
- Receives complaints from residents about municipal service delivery.
- Ensures effective communication between the council and the community.
- Assists ward councillor with consultations and reporting back to the community. (Any 5 × 2) (10)

5.2
- Exchanging and evaluating information
- Solving problems
- Resolving conflicts
- Disseminating information
- Exchanging ideas and experiences
- Inspiring and developing teamwork (Any 5 × 2) (10)

5.3
- It is the official record of the decisions taken at a meeting.
- To prevent future disagreements on decisions taken.
- To report back at the next meeting on the result achieved.
- They are legally binding and must be kept on record for future use.
- 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. (Any 5 × 2) (10)

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5.4
- Convening the meeting
- Starting the meeting on time
- Ensuring the quorum is present
- Declaring the meeting open
- Signing minutes after adoption
- Dealing with items as they appear on agenda
- Announcing important matters
- Deciding on the order of speakers
- Ensuring discussions stay on appropriate subject
- Receives motions and submit it for discussion
- Prevent debates from becoming irrelevant
- Keeping order during meetings
- Ask members to leave the room if they disturb the order
- Giving rulings on point of order
- Adjourning meetings if there is no sufficient quorum or it becomes disorderly.
- Exercising casting vote in case of a tie (Any 5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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