higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

MUNICIPAL ADMINISTRATION N5

7 JUNE 2016

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SECTION A

QUESTION 1

1.1	1.1.1	Plenary		
	1.1.2	1682		
	1.1.3	A		
	1.1.4	Reports		
	1.1.5	Speaker		
			(5 x 2)	(10)
1.2	1.2.1	True		
	1.2.2	True		
	1.2.3	False		
	1.2.4	False		
	1.2.5	True		
			(5 x 2)	(10)
1.3	1.3.1	21:00		
	1.3.2	Executive mayor		
	1.3.3	Agenda		
	1.3.4	1960		
	1.3.5	Fourteen		
			(5 x 2)	(10)
1.4	1.4.1	D Inter-municipality forum		
	1.4.2	C Municipal manager / CEO		
	1.4.3	B Premier		
	1.4.4	A President		
	1.4.5	F Town planner		
			(5 x 2)	(10)
				[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1
- During 1984 the unhappiness on social and living conditions of blacks resulted in uprising.
- Government tried to diffuse the situation by intergovernmental grants to townships
- Regional Service Council was established in 1985
- Aim was to provide source of income and to allow joint decision-making
- In 1992 SAMCO began talks with the NP
- It let to the establishment of LGMF in March 1993
- LGTA 209 of 1993 was established to facilitate transformation in local government
- It provided three phases
- Pre-interim phase that was in place until the first local elections in 1995
- Interim phase after the first local elections to December 2000
- Final phase after elections in 2000 (Any 5 x 2) (10)

2.2
- The Demarcation Board may consider determination of a municipal boundary when: a request is received from Minister of provincial affairs and local government from MEC for local government or the initiative of the board
- They must determine boundaries for RSA and any municipal boundaries
- They must publish the information to provincial gazette
- 30 days must be allowed for submission of objections by any aggrieved person
- Must consider all objections and either confirm, change or withdraw the determination
- If requested by board have to give reasons for its decision
- The information must be submitted to IEC who has 60 days to publish its views in the gazette. (Any 5 x 2) (10)

2.3
- Deals with scarce resources (money)
- Determined by the government activities
- Policy of the government determines economic factors
- Money on municipality affect services
- Economic conditions be created for investors
- It also affect rendering of services
- Revenue from community is necessary for services (Any 5 x 2) (10)

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2.4
- For every district municipality there must be a DIF to promote and facilitate relations
- It consists of the mayors of the district municipalities
- Mayors of municipalities in the district
- Councillors designated by the municipality if there are no mayors
- The administrators of any of those municipalities
- They draft national and provincial policy
- Implement the policy
- Deal with matters arising from the premier's forum affecting local authorities
- Mutual support and provision of service in the district together with planning and development of such
- Co-ordinate plans and priorities of municipalities in the district
- Perform any matter of strategic importance affecting municipalities in the district. (Any 5 x 2) (10)

[40]

QUESTION 3

3.1
- To make by-laws
- Exercise control over town or city
- Render services
- Levy taxes within prescribed limit
- Determine tariffs for services
- Can appoint and dismiss officials
- Can enter into contracts
- Raise loans to render services (Any 5 x 2) (10)

3.2
- Initially fountains, streams, boreholes and wells were sufficient
- Due to population increase communal water supply become essential
- Aim is to prevent diseases
- Reticulation system, reservoirs and purification were built
- Water is important for life
- Water Act prescribed requirements for water schemes
- There are also subsidies from the government
- Buy water in bulk
- Sell to consumer in small units
- Salt, fluorine, chlorine used to purify it
- Must be suitable for drinking
- Installed meter to determine consumption
- Readings are read to prepare bills

(Any 5 x 2) (10)

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3.3
- Empty ballot boxes before opening voting stations
- Ensures the availability of the required stationary
- Ensures the layout of voting station is effective
- Ensures voting station open and close on prescribed times
- Ensures voters vote secretly
- Issue ballot papers and keep record of it
- Keep order at polling station
- Seal ballot boxes
- Deliver ballot boxes and material to presiding officer

(Any 10 x 1) (10)

3.4 A municipal council may fine a councillor for:
- Not attending a meeting he has to attend
- Failing to remain in attendance at such meeting
- Is absenting himself/herself for three or more consecutive meetings without permission

They must withdraw from the meeting if:
- The councillor or the spouse or business associate has direct or indirect financial gain they or any of the mentioned above has a financial interest.

(Any 5 x 2) (10)
[40]

QUESTION 4

4.1
- Opening of projects, civic functions and new buildings
- Hosting and welcoming dignitaries to the municipality
- Advocating council policy
- Representing the council at civic events
- Leading campaigns initiated by mayor or council
- Representing the council during disasters
- Acting as the first citizen of the town / city
- Acting as patron for local organisations

(Any 5 x 2) (10)

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4.2
- Decision-making is faster
- Priority is given to basic needs
- Emphasis is places on developing the community
- Deals with policy formulating, financial control and personnel matter
- Effort is made to get community involved
- Accountability can be pinned on an individual

(Any 5 x 2) (10)

4.3
- Convening the meeting
- Starting the meeting on time
- Ensuring quorum is present
- Declaring meeting open
- Signing minutes after adoption
- Dealing with the items as they appear on an agenda
- Announcing important matters
- Deciding on the order of speakers
- Ensuring discussions stay on appropriate subject
- Receives motions and submit it for discussion
- Prevent debate from becoming irrelevant
- Keeping order during meetings
- Asking members to leave the room if the disturb order
- Giving rulings on point of order
- Exercising a casting vote in case of a tie
- Adjourning the meeting if there is no sufficient quorum or it become disorderly
- Introducing urgent matters (Any 10 x 1) (10)

4.4
- Ensure principle of public administration
- Higher authorities cannot render variety of services
- Use money economically
- Services are rendered cheaper
- Lightened the burden of central government
- Different cities have different needs
- Improve interest in administration
- Different needs require specialisation
- Policies are implemented faster
- Inhabitants have interest in own environment
- Local initiative can be stimulated
- Better situated to execute national policy
- Higher authorities cannot utilise resources effectively
- Formulate national policy
- Inhabitants participate in public activities

(Any 10 x 1) (10)
[40]

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QUESTION 5

5.1
- Be a South African citizen
- Have the following qualifications and experience:
- local government in general or
- Development economic
- 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 on local government
- land survey, geographic information
- Public health
- Transport planning (Any 5 x 2) (10)

5.2
- Manage elections at local government
- Ensure that those elections are free and fair
- Declare the results of elections
- Compile and maintain a voter's roll
- Compile and maintain a register at parties
- Promote voter education
- Appoint officials on all levels of government to conduct elections

(Any 5 x 2) (10)

5.3 REPRESENTATION

- Represent voters to the municipal council
- Must be informed of the needs of the voters
- Determine needs of community
- Represent wards in council meetings by taking part in decision-making

PARTICIPATION IN COMMITTEE MEETINGS

- Be willing to be a member of committees
- Be informed with committee proceedings
- Put more energy to committee meetings than council
- Discuss matters in detail in committees
- No matter will be on council agenda unless it has been discussed fully on committees (Any 5 x 2) (10)

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5.4
- 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 amount of time to be allocated to a 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 x 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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