



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

16 November 2022

This marking guideline consists of 6 pages.

SECTION A**QUESTION 1**

- 1.1 True
- 1.2 True
- 1.3 False
- 1.4 False
- 1.5 True

(5 × 2) [10]

QUESTION 2

- 2.1 B
- 2.2 D
- 2.3 I
- 2.4 E
- 2.5 F
- 2.6 J
- 2.7 H
- 2.8 G
- 2.9 C
- 2.10 A

(10 × 2) [20]

QUESTION 3

- 3.1 Khoikhoi
- 3.2 Free burghers
- 3.3 Urbanisation
- 3.4 Migration
- 3.5 7 to 10

(5 × 2) [10]

TOTAL SECTION A: 40

SECTION B**QUESTION 4**

- 4.1 4.1.1 This factor relates to the criteria for the interdependence of people, communities and economics.
- 4.1.2 This factor considers how to share and redistribute financial and administrative resources.
- 4.1.3 This factor relates to the administrative results that must be taken into account for boundary determination of the municipal status.
- 4.1.4 The White Paper on local government requires that the number of municipalities in the country must be reduced.
- 4.1.5 The topographical, environment and physical characteristics of an area must be taken in to account.
- (5 × 2) (10)
- 4.2 • Residents can participate in public affairs.
 • Municipalities are better situated to ensure that the principles of public administration are followed.
 • Services are cheaper when rendered by the authority in the area.
 • Higher authorities cannot render all services needed by residents.
 • LA lightens the burden of central government.
 • LA is better situated to implement central policies.
 • Policies are implemented faster.
 • LA helps with the formulation of central policies.
 • LA generates its own funds and uses the money economically.
 • Different municipalities have different needs and knows best how to satisfy them.
- (10)
- 4.3 • The board consults with the IEC to obtain the number of registered voters.
 • The minister responsible for local government uses the number of registered voters to determine a formula for the number of councillors against wards.
 • The information is then published in the government and provincial gazettes.
 • The board then calculates the number of wards.
 • The total registered voters in municipalities are then divided by the number of wards to get the norm.
- (5 × 2) (10)
- 4.4 • The geographical factors that influence the development of the town or city, like mountains, rivers, valleys should be considered.
 • These characteristics can cause some areas to not develop.
 • People manipulate the physical factors through development.
 • People must use some areas for development to improve the welfare of people.
- (10)

- Balance between conservation and development should always be maintained. (5 × 2)

[40]**QUESTION 5**

- 5.1
- Municipalities are made up of political parties as the leaders are elected.
 - The manifestos of the political parties then become policies.
 - The composition of the municipal council are politicians.
 - The existence and influence of interest groups' contributions plays a role.
 - The demands and expectations of the community that belongs to various political organisations become very difficult to reconcile. (5 × 2) (10)
- 5.2
- People moving to urban areas cannot find houses and jobs.
 - People then start invading land illegally.
 - This leads to antisocial behaviours like crime and alcohol abuse.
 - Municipalities must provide extra services for these people who moved to cities.
 - Municipalities must aim to prevent unemployment, crime and health issues. (5 × 2) (10)
- 5.3
- Advises the municipality to act in a specific manner
 - Stops the municipality to act in a way that is not in the interest of residents
 - Intervenes if municipal activities or affairs get out of hand
 - Ensures by-laws are not against provincial policies and the constitution
 - Imposes conditions on the local authority when authorising activities
 - Restrains hasty action by withholding approval
 - Stimulates action by putting pressure on the municipality
 - Ensures that by-laws are not against policies (8)
- 5.4 By-laws (2)
- 5.5
- Makes by-laws
 - Exercises control over the town or city
 - Ensures all services are carried out effectively
 - Renders services with the permission from higher authority
 - Levies taxes as prescribed
 - Determines the tariffs for the rendering of services
 - Appoints or dismisses officials
 - Enters into loans
 - Raises loans in order to render services
 - Sets their standards of services in line with the LRA (10)
- [40]**

6.1	6.1.1	• Water is pumped from rivers, boreholes and dams. • Municipalities then purify the water to prevent diseases. • Municipalities construct a reticulation system and reservoirs. • Water is then supplied in bulk to residents. • Water meter readings are taken to determine the use by residents and they are then billed.	(5 × 2)	(10)
	6.1.2	• Municipalities buy electricity in bulk from Eskom and resell that electricity to residents to make a profit. • Municipalities lose money if people do not pay for their electricity. • Meters are installed at resident's houses. • Bills are then prepared for billing but some meters are prepaid. • If a resident does not pay, the service will not be rendered.	(5 × 2)	(10)
6.2		• Compiles a timetable for the process to follow • Appoints the electoral officer • Registers political parties • Identifies voting stations • Does voter education • Prints timetables in the provincial gazette • Compiles the list of candidates • Prints and provides voting material		(8)
6.3		7:00 until 21:00 on the same day		(2)
6.4		• Identifies and develops criteria to evaluate the implementation programmes • Reviews municipal performance • Monitors administration of municipality • Oversees the provision of services to communities • Ensures that the public view is taken into account	(5 × 2)	(10)

[40]

QUESTION 7

- 7.1 7.1.1 • The number of members is prescribed.
 • Members are proportionally representative.
 • Members are elected by the majority vote in the council.
 • Members' term of office is the same as the executive mayor and deputy.
 • The limited number is desirable due to high remuneration. (5 × 2) (10)
- 7.1.2 • Decision making is faster because there is only one committee to consider matters.
 • Priority is given to the basic needs of the community.
 • Emphasis is placed on the development of the municipality.
 • The committee deals with the formulation, financial control, personnel matters and property management.
 • The committee involves communities in municipal matters. (5 × 2) (10)
- 7.2 • Agenda
 • Meeting
 • Decisions
 • Minutes
 • Action
 • Report back (6)
- 7.3 • Exchanging and evaluating information
 • Solving problems
 • Resolving conflict
 • Disseminating information
 • Exchanging ideas and experience (Any 4 × 1) (4)
- 7.4 • Manages council and committee meetings for the executive mayor
 • Informs councillors of meetings called by the speaker and mayor
 • Ensures that a quorum is present at all meetings
 • Advises the speaker and mayor on the agenda of meetings
 • Assists the speaker in the counting of votes
 • Advises the speaker and mayor on urgent motions
 • Informs councillors on important matters on the relevant agenda
 • Ensures that councillors' motions are prepared in time and tabled
 • Advises the speaker on the allocation of time on various speakers
 • Advises the speaker and mayor on how to deal with items not disposed of at a council meeting (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200