



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

30 May 2024

This marking guideline consists of 7 pages.

SECTION A

QUESTION 1

1.1	1.1.1	Jan van Riebeeck in 1652✓✓	(5 × 2)	(10)
	1.1.2	1779✓✓		
	1.1.3	Heemraden✓✓		
	1.1.4	Difficult to change✓✓		
	1.1.5	Legislative and executive✓✓		
1.2	1.2.1	B✓✓	(5 × 2)	(10)
	1.2.2	D✓✓		
	1.2.3	E✓✓		
	1.2.4	K✓✓		
	1.2.5	C✓✓		
1.3	1.3.1	Electoral ward✓✓	(5 × 2)	(10)
	1.3.2	Public works✓✓		
	1.3.3	1685✓✓		
	1.3.4	Landrost✓✓		
	1.3.5	Verbatim✓✓		
1.4	1.4.1	True✓✓	(5 × 2)	(10)
	1.4.2	True✓✓		
	1.4.3	False✓✓		
	1.4.4	False✓✓		
	1.4.5	False✓✓		
				[40]
TOTAL SECTION A:				40

SECTION B

QUESTION 2

- 2.1
- In 1802, the British lost the Cape to the Dutch and the Burgher Senate was replaced by the Raad der Gemeente.✓✓
 - In 1806, the British took back Cape Town and the Burgher Senate was replaced by the Raad der Gemeente.✓✓
 - The Burgher Senate was abolished in 1827.✓✓
 - Between 1827 to 1839, Cape Town did not have a municipal council.✓✓
 - In 1836, Municipal Ordinance 9 of 1836 introduced.✓✓
 - Beaufort West elected first municipal council on 3 February 1837.
 - In 1839, the Cape Town Municipal Board Ordinance was established.
 - The Cape Municipal Ordinances was the basis for the establishment of the municipal councils of Natal (1847), Orange Free State in 1856 and Transvaal (1883).
 - In 1854, Natal followed a new British ordinance.
 - In 1855, the Cape Colony established the first divisional council for road construction.
 - In 1867, new legislation was established in Cape Town that stipulated that towns must have corporate bodies. (Any 5 × 2) (10)
- 2.2
- Ensure principle of public administration
 - Higher authorities cannot render variety of services
 - Use money economically
 - Services are rendered cheaper
 - Lighten 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 × 1) (10)
- 2.3
- Mountains, hills, valleys✓✓
 - Influence development of town and cities✓✓
 - Suitable and unsuitable for buildings✓
 - Human beings may change environment or be submissive to environment✓✓
 - Balance between conserving and using✓✓
 - Can attract tourists and generate income
 - Develop to promote welfare of people
 - Table Mountain and Big Hole as examples (Any 5 × 2) (10)

- 2.4
- May advise the municipality to act in a specific manner.
 - May stop it from acting in a way that is not in the interest of residents.
 - Put pressure on it by stimulating action.
 - Can restrain it from nasty action by withholding his approval.
 - Can impose conditions when authorising activities.
 - Ensures that by-laws stay within national policy and constitution.
 - May advise on the course of action they should take.
 - May influence the shaping of municipal policy because of his approval.
 - May intervene if their activities get out of hand.
 - He is the head of a province in which the municipality exists.
- (10 × 1) (10)
- [40]

QUESTION 3

- 3.1
- IDP and development plans of all municipalities are in their control.
 - Control solid waste disposal operations of more than one local municipality in the district.
 - Have power over municipal roads of the district.
 - Regulate passenger transport services.
 - Control municipal airports services.
 - Have power over municipal health services.
 - Control fire-fighting services in the district.
 - The establishment, conduct and control of cemeteries and crematoria.
 - Promotion of tourism for the district.
 - Public works functions in the district.
 - Allocation and distribution of grants to the district.
 - Imposition and collection of taxes, levies and duties for the provision of above functions in the district in terms of the legislation.
- (Any 10 × 1) (10)

- 3.2
- Render services of local nature.
 - Promote welfare of community.
 - Services rendered influence residents.
 - Are not forced to render any services.
 - No standards were set for services.
 - Are autonomous on local level.
 - Decide nature, scope and time for services.
 - Service rendering develops municipality.
 - Needs determine services.
 - Services are rendered if funds are available.
 - Inhabitants must pay for services.
 - Councillors must be aware of the needs of the residents to determine which services to provide.
 - Residents are responsible for making their needs known to the council.
- (Any 10 × 1) (10)
- 3.3
- Has fraudulently applied for registration.
 - Not a South African citizen.
 - Declared by High Court to be unsound mind.
 - Detained under the Mental Health Act.
 - Detained under the Prevention and Treatment of Drug Dependency Act.
 - Not residing in the voting district applied for.
- (Any 5 × 1) (5)
- 3.4
- Number of councillors be determined before wards are allocated✓✓
 - Identified number of voters✓✓
 - Topographical and physical characteristics✓✓
 - Availability of voting locations✓✓
 - Density of population in the area✓✓
 - Safety and security of voters and election materials
- (Any 5 × 2) (10)
- 3.5
- In the normal municipal services
 - When he buys or rents land with the premier's permission.
 - Buys land at public auction.
 - Sells goods at a public auction
 - Is a member of a sports club and club signs contract with a municipality
 - Is a shareholder with the company which enters into a contract with the municipality.
- (Any 5 × 1) (5)
- [40]

QUESTION 4

- 4.1
- Receives reports from the committees of the council✓✓
 - Identifies the needs of the municipality✓✓
 - Reviews and evaluates needs in priority✓✓
 - Recommends to the council how to address the needs✓✓
 - Recommends the best way to deliver these strategies✓✓ (5 × 2) (10)
- 4.2
- Receives reports from other committees.✓✓
 - Identifies the needs of the municipality.✓✓
 - Reviews and evaluates needs in order of priority.✓✓
 - Recommends strategies to address these needs.✓✓
 - Identifies and develops criteria to evaluate the progress of strategies.✓✓
 - Reviews the performance of the municipality to improve.
 - Reviews the economy and effectiveness of the municipality.
 - Reviews the efficiency of credit control and revenue and debt collection.
 - Implements the municipal by-laws.
 - Monitor management of the municipal administration.
 - Oversees the provision of services to the community.
 - Performs any duties delegated to it by the council.
 - Reports annually on the involvement of communities in the municipality.
 - Ensures that public views are taken into account in council decision-making. (Any 5 × 2) (10)
- 4.3
- It is the official record of the decisions taken at a meeting.✓✓
 - To prevent disagreements on decisions taken.✓✓
 - To report back at the next meeting on the action taken.✓✓
 - 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.✓✓
 - They are legally binding and must be kept on record for future use. (Any 5 × 2) (10)

- 4.4
- Problem identified in the community.
 - Councillor submits documents explaining the problem.
 - Another councillor must second the motion.
 - It is submitted to be included in the council's agenda 10 days before the monthly council meeting.
 - Members opposing the motion get opportunity to say why they oppose it.
 - Chairperson allows the debate on the matter.
 - After it has been sufficiently debated, the proposer is allowed to say final word before matter is closed.
 - Chairperson ask council to vote on the matter.
 - The motion is agreed and is sent to relevant department for recommendation.

(10 × 1)

(10)
[40]

QUESTION 5

- 5.1
- A notice must be published in the local newspaper, stating the plans of the board.✓✓
 - Invite views from the public.✓✓
 - Use other forms of communication, like radio to inform the public of the board's intention.✓✓
 - Copies of the notice must be delivered to the MEC for local government in the province.✓✓
 - Affected municipalities✓✓
 - Magistrate, if affected.✓✓
 - Provincial house of Traditional Leaders, if affected✓✓
 - All the above parties must be invited to submit their view in writing.
 - All views and representations must be considered by the board.
 - A public meeting must be held.
 - The public must be informed and invited to attend.
 - A formal investigation must be done if two municipalities were to be combined or the existing municipality is to be divided.

(Any 5 × 2)

(10)

5.2 Motor vehicle licensing

- Municipalities do registration and licencing of motor vehicles.✓✓
- They issue roadworthy certificates for vehicles.✓✓
- Driver's licence is awarded after the driver have been tested by traffic officials.✓✓
- Income generated by such services is paid to municipal authorities.

Business licensing

- Municipalities licence commercial undertakings.✓✓
- They exercise the control function.✓✓
- Must ensure that premises do not create a health hazard.
- Control certificates are awarded to a business.
- Health inspectors inspect business premises.
- Granting or refusal of a business licence is to control the purpose of the business.
- They can make use of a licence committee.

(Any 5 × 2) (10)

5.3

- A natural person✓✓
- South African citizen✓✓
- Of a minimum age of 18✓✓
- In possession of valid ID✓✓
- Registered to vote on municipal voter's roll✓✓
- Resident in the area of jurisdiction
- Not subject to any disqualification

(Any 5 × 2) (10)

5.4

- Employed by another municipality✓✓
- Appointed by the state in another sphere✓✓
- Disqualified to vote for the national assembly✓✓
- Un-rehabilitated insolvent✓✓
- Unsound mind✓✓
- Sentenced to more than 12 months without the option of fine
- Is a member of National Assembly or Council of Provinces or Provincial Legislature
- Is a member of another municipal council
- Already councillor of a municipality
- Declared ineligible to serve as a councillor
- In arrears with the municipality concerned for more than 3 months
- After having been elected, no longer qualifies to be registered as a voter
- Spouse is an employee of the council
- Was declared unfit by court to hold public office

(Any 5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200