



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

3 June 2025

This marking guideline consists of 6 pages.

SECTION A

QUESTION 1

1.1	1.1.1	1652✓✓	(5 × 2)	(10)
	1.1.2	Free Burgers✓✓		
	1.1.3	Cape Town✓✓		
	1.1.4	1961✓✓		
	1.1.5	council✓✓		
1.2	1.2.1	False✓✓	(7 × 2)	(14)
	1.2.2	False✓✓		
	1.2.3	True✓✓		
	1.2.4	False✓✓		
	1.2.5	True✓✓		
	1.2.6	True✓✓		
	1.2.7	True✓✓		
1.3	1.3.1	D✓✓	(8 × 2)	(16)
	1.3.2	G✓✓		
	1.3.3	A✓✓		
	1.3.4	H✓✓		
	1.3.5	B✓✓		
	1.3.6	J✓✓		
	1.3.7	I✓✓		
	1.3.8	E✓✓		
				[40]
TOTAL SECTION A:			40	

SECTION B

QUESTION 2

- 2.1
- Interdependence✓
 - Cohesiveness and integration✓
 - Validity and capacity✓
 - Sharing and redistribution✓
 - Traditional rural communities✓
 - Existing and proposed functional boundaries✓
 - Land use, planning, etc.✓
 - Coordination of programmes and services✓
 - Characteristics of an area✓
 - Administration results✓
 - Rationalisation✓
- (Any 10 × 1)

- 2.2
- Municipalities cannot develop in rural areas as people are moving to cities.✓✓
 - Municipalities in rural areas lose revenue that is necessary for development.✓✓
 - People who stay behind in rural areas will later also move, as rural municipalities cannot provide services.✓✓
 - People coming to cities cannot find jobs.✓✓
 - This leads to antisocial behaviours like crime, alcohol abuse, drug abuse, etc.✓✓
 - Municipalities must provide extra services for people who move to cities.✓✓
 - Municipalities aim to prevent unemployment, crime and health risks caused by squatting.✓✓
- (Any 5 × 2) (10)
- 2.3
- General conduct of councillors✓
 - Attendance of meetings✓
 - Sanctions for nonattendance of meetings✓
 - Withdrawal from meetings✓
 - Vested interest in council meetings✓
 - Unauthorised disclosure of information✓
 - Appointment as an official of a council✓
 - Personal gains✓
 - Declaration of interests✓
 - Councillors acting as agents✓
- (10)
- 2.4
- In service of that municipality and receives remuneration from that municipality✓
 - Receives remuneration from the state✓
 - Is disqualified from voting✓
 - Has been declared an unrehabilitated insolvent✓
 - Is disqualified from voting for National Assembly✓
 - Is a member of another municipality✓
 - Is already a councillor unless he/she seeks re-election✓
 - Has a spouse who is an employee of the council✓
 - Was declared unfit by a court of law to hold public office✓
 - Owes money to the municipality concerned for longer than three months✓
- (Any relevant 10 × 1) (10)
- [40]**

QUESTION 3

- 3.1
- Municipalities ensure that the principles of public administration is carried out.✓
 - Municipalities are closer to the people.✓
 - Municipalities generate their own funds and use money economically.✓
 - Municipalities render services cheaper.✓
 - Municipalities lighten the burden of higher authority.✓
 - Different municipalities have different needs and know best how to satisfy them.✓
 - Municipal workers and councillors live in the area and need the same services that can improve their lives.✓
 - Municipalities help in the formulation of central policy.✓
 - Inhabitants can participate in public affairs.✓
 - Municipalities cannot utilise resources effectively and efficiently.✓
 - Policies are implemented faster in municipalities.✓ (Any 10 × 1) (10)
- 3.2
- The lists of nominees are submitted to the president who will then appoint members.✓✓
 - Members may be appointed when there is a vacancy for a new member.✓✓
 - The minister for provincial affairs and local governance advertises positions in the media – both nationally and in provinces.✓✓
 - The term of office is five years.✓✓
 - There is no limitation on how many terms a member may serve.✓✓ (5 × 2) (10)
- 3.3
- Keeping of animals, poultry and bee control✓
 - Building control✓
 - Cemetery✓
 - Electricity✓
 - Fire brigade✓
 - Fireworks✓
 - Property rates✓
 - Law enforcement✓
 - Street trading orders✓
 - Municipal taxi rank✓ (10)
- 3.4
- 3.4.1 This act regulates internal structures and office bearers of municipalities.✓✓
- 3.4.2 This act focuses on community participation, IDP, performance management, local administration, credit control, and debt collection.✓✓
- 3.4.3 This act secures sound and sustainable management of fiscal and financial affairs of municipalities by establishing norms and standards.✓✓
- 3.4.4 This act makes provision for the procedures to determine boundaries.✓✓

- 3.4.5 This act allows general elections and stipulates the functions and powers of local authorities in South Africa.✓✓

(5 × 2) (10)
[40]

QUESTION 4

- 4.1
- Receives reports from committees and forwards those reports to the council with recommendations✓✓
 - Identifies the needs of the municipality✓✓
 - Reviews and evaluates those needs in order of priority✓✓
 - Recommends the best methods to deliver these programmes and services to the public✓✓
 - Reviews the performance of the municipality in order to improve✓✓
 - Identifies and develops criteria to evaluate the progress of programmes and services✓✓

(6 × 2) (12)

- 4.2
- Advises councillors on policy matters affecting the ward✓✓
 - Identifies the needs and challenges wards are facing✓✓
 - Gets better participation from the community✓✓
 - Informs communities of budget proposals, IDPs and service delivery✓✓
 - Receives complaints from residents about municipal service delivery✓✓
 - Ensures effective communication between the council and community✓✓
 - Assists the ward councillor with consultation and feedback to the community✓✓

(Any 5 × 2) (10)

- 4.3
- To exchange and evaluate information
 - To solve problems
 - To resolve conflicts
 - To disseminate information
 - To exchange ideas

(Any relevant 4 × 2) (8)

4.4

FUNCTIONS OF MAYOR	FUNCTIONS OF EXECUTIVE MAYOR
• Convenes council meetings✓ • Signs minutes of council meetings✓ • Ceremonial head of the city✓ • Calls public meetings✓ • Has the casting vote in council✓	• Monitors administration of municipality✓ • Ensures the public view is taken into account✓ • Oversees provision of services✓ • Reviews reports from committees✓ • Identifies the needs of the municipality✓

(Any relevant 5 + any relevant 5)

(10)
[40]

QUESTION 5

- 5.1
- The IEC compiles the voters' roll.✓✓
 - The IEC appoints a municipal electoral officer (MEO).✓✓
 - The IEC registers the political parties participating in elections.✓✓
 - The IEC compiles the list of candidates.✓✓
 - The IEC is responsible for voter education.✓✓
 - The IEC declares the results of the elections and is independent.✓✓
- (Any relevant 6 × 2) (12)
- 5.2
- In the old days, rivers or boreholes provided enough water.✓✓
 - As the population increased, communal water supply was needed.✓✓
 - Municipalities must supply water and prevent diseases.✓✓
 - Municipalities construct reticulation systems, reservoirs and purification works.✓✓
 - Water must be suitable for drinking and washing purposes.✓✓
 - Water meter readings are taken to determine the use by inhabitants and prepare bills.✓✓
- (Any 5 × 2) (10)
- 5.3
- Municipalities must make provision for places of worship in the planning of towns and cities.✓✓
 - Municipalities must respect practices and religious holidays of the different religions.✓✓
 - Municipal must make provision for cemeteries and crematoria for the burial of people with different religions.✓✓
 - Municipalities must allow people belonging to a religious community to practise their religion together with other community members.✓✓
 - National legislation is enacted to prevent or prohibit unfair discrimination including religion.✓
- (Any 4 × 2) (8)
- 5.4
- Convenes meeting✓
 - Starts meeting at agreed time✓
 - Ensures that a quorum is met✓
 - Signs minutes of previous meeting✓
 - Decides in which order the persons present participate in discussion✓
 - Ensures that debates do not get out of hand✓
 - Determines the order for members to speak✓
 - Receives motions and submits it to the meeting for discussion✓
 - Ensures discussion stays on the appropriate subject✓
 - May adjourn meeting if a sufficient quorum is not present or if a meeting becomes disorderly✓
- (Any relevant 10 × 1) (10)
- [40]**

TOTAL SECTION B: 160
GRAND TOTAL: 200