



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

MUNICIPAL ADMINISTRATION N5

21 November 2024

This marking guideline consists of 9 pages.

SECTION A

QUESTION 1

1.1	1.1.1	local level	(5 × 2)	(10)
	1.1.2	1994		
	1.1.3	A		
	1.1.4	Reports		
	1.1.5	Speaker		
1.2	1.2.1	True	(5 × 2)	(10)
	1.2.2	True		
	1.2.3	False		
	1.2.4	False		
	1.2.5	True		
1.3	1.3.1	21:00	(5 × 2)	(10)
	1.3.2	Executive mayor		
	1.3.3	Agenda		
	1.3.4	1960		
	1.3.5	Fourteen		
1.4	1.4.1	D	(5 × 2)	(10)
	1.4.2	C		
	1.4.3	B		
	1.4.4	A		
	1.4.5	F		
				[40]
TOTAL SECTION A:				40

SECTION B

QUESTION 2

- 2.1
- During 1984, the unhappiness about the social and living conditions of blacks resulted in uprisings.
 - Government tried to diffuse the situation by providing intergovernmental grants to townships.
 - A Regional Service Council was established in 1985.
 - The aim was to provide a source of income and to allow joint decision-making.
 - In 1992, SAMCO began talks with the NP.
 - This led to the establishment of the LGMF, in March 1993.
 - The Local Government Transition Act (LGTA) (Act 209 of 1993) was established to facilitate transformation in local government.
 - It provided three phases.
 - The pre-interim phase was effective until the first local elections, in 1995.
 - The interim phase was implemented after the first local elections, until December 2000
 - The final phase was in force after the elections in 2000. (Any 5 × 2) (10)
- 2.2
- The demarcation board may consider the determination of a municipal boundary when a request is received from the Minister of Provincial Affairs and Local Government; from the MEC for local government, or on the initiative of the Board
 - They must determine boundaries for RSA and any municipal boundaries.
 - They must publish the information in the provincial gazette.
 - 30 days must be allowed for submission of objections by any aggrieved person.
 - They must consider all objections and either confirm, change or withdraw the determination.
 - If requested, the board has to give reasons for its decision.
 - The information must be submitted to the IEC, which has 60 days to publish its views in the gazette. (Any 5 × 2) (10)
- 2.3
- Have to deal with scarce resources (money)
 - Determined by the government activities
 - The policy of the government determines economic factors
 - Money allocated to the municipality affects services
 - Conducive economic conditions should be created for investors
 - It also affects the rendering of services
 - Revenue from the community is necessary for services (Any 5 × 2) (10)

- 2.4
- For every district municipality, there must be a DIF, to promote and facilitate relations
 - It consists of mayors of municipalities in the district or
 - 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 that affect local authorities
 - Mutual support and provision of service in the district, together with planning and development of such
 - Coordinate plans and priorities of municipalities in the district
 - Perform any matter of strategic importance that affects municipalities in the district.
- (Any 5 × 2) (10)
[40]

QUESTION 3

- 3.1
- To make by-laws
 - Exercise control over a town or city
 - Render services
 - Levy taxes within prescribed limit
 - Determine tariffs for services
 - Can appoint and dismiss officials
 - Can enter into contracts
 - Can raise loans to render services
- (Any 5 × 2) (10)
- 3.2
- Initially fountains, streams, boreholes and wells were sufficient
 - Due to population increase, communal water supply has become essential
 - Aim is to prevent diseases
 - Reticulation systems, reservoirs and purification plants were built
 - Water is important for life
 - The National Water Act (Act 36 of 1998) prescribes the requirements for water schemes
 - There are also subsidies from the government
 - Water is bought in bulk
 - Then sold to consumers in small units
 - Salt, fluorine, chlorine are used to purify it
 - Must be suitable for drinking
 - Installed meters to determine consumption
 - Readings are read to prepare bills
- (Any 5 × 2) (10)

- 3.3
- Empty ballot boxes, before opening the voting station
 - Ensure the availability of the required stationary
 - Ensure the layout of voting station is effective
 - Ensure the voting station opens and closes on the prescribed times
 - Ensure 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 5 × 2) (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 a meeting ✓✓
 - 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 can directly or indirectly ✓✓ benefit financially, or they or any of the mentioned above has a financial interest.

(Any 5 × 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 the 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 × 2) (10)

- 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 matters
 - Effort is made to get community involved
 - Accountability can be pinned on an individual
- (Any 5 × 2) (10)

- 4.3
- Convening the meeting
 - Starting the meeting on time
 - Ensuring a quorum is present
 - Declaring the 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 they disturb order
 - Giving rulings on points 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 × 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 × 1) (10)
- [40]**

QUESTION 5

- 5.1 5.1.1 Councillors must declare, in writing, to the municipal manager all financial interest and income within the period of sixty days after being elected.
- 5.1.2 Councillors may not interfere in the administration of the municipality, unless mandated by council.
- 5.1.3 Councillors may not benefit from a contract to provide goods and services to the municipality.
- 5.1.4 The council may fine a councillor for not attending meetings, which a councillor is required to attend.
- 5.1.5 Councillors may not act as agents for the municipality, as their job is to be a councillor and nothing else.
- (5 × 2) (10)
- 5.2
 - The Minister of Provincial Affairs
 - The MEC responsible for local government
 - The municipality, if other municipalities in the area agree to it
 - Own initiative of the board.
- (4)
- 5.3
 - Rehabilitated insolvent
 - Placed under curatorship
 - Declared of unsound mind by a court of law
- (3 × 2) (6)
- 5.4
- | MAYOR | EXECUTIVE MAYOR |
|---|--|
| <ul style="list-style-type: none">• Advocating council policy• Opening of projects, civic functions• Represents the council at civic events.• Represents the council during disaster.• Acts as a patron for local organisations | <ul style="list-style-type: none">• Identifies and develops criteria to evaluate the implementation of 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)
- 5.5
 - The municipality must make provision for the places of worship in the planning of their towns and cities.
 - Respect religious practices and religious holidays of the different religions.
 - Make provision for cemeteries and crematoria for the burial of the deceased.
 - Acknowledge their marriages.
 - Regardless of the religions and faith, municipalities have to respect and abide by the Constitution, as this is entrenched in it.
- (5 × 2) (10)

QUESTION 6

- 6.1 Be a South African citizen
Have the following qualifications and experience:
- Local government, in general, or
 - Economic development
 - 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 surveying, geographic information
 - Public health
 - Transport planning
- (Any 5 × 2) (10)
- 6.2
- 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 × 2) (10)
- 6.3 REPRESENTATION
- Represent voters to the municipal council
 - Must be informed of the needs of the voters
 - Determine needs of the 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 in committee meetings than council
 - Discuss matters, in detail, in committees
 - No matter will be on the council agenda, unless it has been discussed fully on committees
- (Any 5 × 2) (10)

- 6.4
- 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 × 2) (10)
[40]
- TOTAL SECTION B: 160**
GRAND TOTAL: 200