



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

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This marking guideline consists of 10 pages.

SECTION A

QUESTION 1

- 1.1 False
- 1.2 True
- 1.3 True
- 1.4 True
- 1.5 False
- 1.6 True
- 1.7 False
- 1.8 True
- 1.9 True
- 1.10 True

(10 × 2) [20]

QUESTION 2

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

(10 × 1) [10]

QUESTION 3

- 3.1 Laws/legislation
- 3.2 National Assembly/NA✓✓
National Council of Provinces/NCOP✓✓
- 3.3 President
- 3.4 Act

(5 × 2) [10]

TOTAL SECTION A: 40

SECTION B

QUESTION 4

- 4.1
- National/central
 - Provincial/Regional
 - Local/municipal
- (3)
- 4.2
- Municipalities are independent as they have been given specific powers by the Constitution
 - Municipalities can make their own decisions concerning their powers, and the carrying out of functions of the municipality
 - Municipalities can make independent decisions based on the powers they have been given
- (Any 1 × 2) (2)
- 4.3
- Water
 - Roads
 - Sanitation or refuse removal
 - Electricity
 - Transport
 - Primary health services
 - Education (not school education)
 - Housing
 - Traffic control
 - Cemetery, crematorium control
 - Storm water drainage
 - Fire brigade
 - Library
 - Art galleries
 - Abattoirs
 - Sports and recreation
 - Prevention of pollution
 - Municipal security
 - Tourism
 - Airports
 - Urban and rural development
- (Any 5 × 1) (5)
- 4.4
- Heals the divisions of the past and creates a society based on democratic values, social justice and basic human rights
 - Lay the foundation for a democratic and open society in which government is based on the will of the people, and every citizen is equally protected by the law
 - Improve the quality of life of all citizens and free the potential of all people
 - Determines the relationship between citizens and the governing institutions
 - Build a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations
 - Serves as a system of basic principles and rules according to which the country must be governed.
 - It also spells out the powers according to which the governing institutions may govern.
- (Any 5 ×



- 4.5
- People have the opportunity to choose and identify people that they send to parliament by means of regular and general elections
 - A democratic state follows democracy which means government of the people for the people and by the people
 - Few people are invested with the authority to make decisions that people are compelled to obey
 - In a democratic state people are given many rights which are guaranteed by legislation
 - Regular, free and fair elections
 - Leaders must not abuse authority for their own benefit
 - Democracy is based on many principles like the Rule of Law, division of authority of the state (Any 2 × 2) (4)
- 4.6
- Must be a South African citizen
 - 18 years and older
 - Registered to vote
 - Must have a legal voter document (ID)
 - A permanent resident of the country
 - A person who is a child of a citizen before the commencement of the new Constitution and who has entered the country to become a permanent resident
 - A person who has been in the country since 31 December 1978
 - Not a South African but granted the right to vote by the parliament
 - Not subject to any disqualifications contained in the act (Any 5 × 2) (10)
- 4.7
- The executive functions of government must not be allowed to use their powers of discretion too widely and without restriction
 - All citizens are equal and should be treated equally
 - The courts of law must operate independently from the legislature and the executive. This means judges are independent and not part of the legislature or executive. (3 × 2) (6)
- [40]**

QUESTION 5

- 5.1
- Consist of 30-100 members
 - Elected on a proportional basis in a general election
 - The premier is the head of the province and the provincial legislature
 - Term of office is FIVE years (Any 3 × 2) (6)
- 5.2
- Functions in a similar method as parliament✓✓
- It has continuous sessions, but each legislature determines dates and times✓✓
- Each legislature has a speaker and deputy speaker✓✓
- At a debate or discussion, one-third of the house must be present to take a vote, but on a vote of a bill majority members must be present✓✓
- Bills must be introduced only by a member of the executive council✓✓
- Some of the most important matters over which the provincial legislature has authority are:✓✓
- Agriculture
 - Cultural affairs
 - Education excluding Universities of technology and Universities
 - Health services
 - Housing
 - Language policy
 - Police and protection services
 - Public Transport
 - Tourism
 - Local Government
 - Discuss and pass bills
 - Gambling (except lotteries)
 - Environment
 - Public works
 - Regional planning and development
 - Traditional leaders
 - Urban and rural development
- Discuss and pass bills✓✓
- Decisions are made by voting.✓✓
- May determine and control its own internal affairs.✓✓
- Members have freedom of speech and debate subject to the rules and order✓✓ (Any 4 × 2) (8)

- 5.3
- Identity document is scanned and checked
 - Voter's list will be checked
 - Voter's details are crossed out
 - The base of thumbnail on right hand is checked for invisible ink
 - A drop of ink is placed on the base of the thumbnail
 - Voter receives two ballot papers for NA and Provincial
 - Voter marks party of his choice in voting booth
 - Voter places NA ballot paper in the National ballot box
 - Voter places the Provincial ballot paper in the provincial ballot box
 - Voter leaves voting station
- (10)
- 5.4
- To convene executive council meetings
 - To assent to and sign provincial bills
 - To refer a bill to the provincial legislature for further consideration
 - To refer a bill to the Constitutional Court for a decision on the bill's constitutionality
 - Appoint commissions of enquiry
 - Assents to the provincial constitution
 - Implements provincial legislation
 - Implements national legislation
 - Administers the province
 - Develops and implements provincial policy
 - Summon the provincial legislature for an extraordinary meeting to conduct urgent matters
 - Dissolve the provincial legislature and call an election after a vote of no confidence in the executive council has been passed by the legislature
 - Calls a referenda of the province
 - Co-ordinates the provincial administration and its departments
 - Assigns powers and functions to the executive council
 - Appoint or dismiss executive council members
- (Any 5 × 2) (10)
- 5.5
- Determines policy for the management of the various provincial departments
 - Members of the executive council must administer and manage their provincial departments in accordance with the policy laid down by the executive council
 - The Premier may assign to a member of an executive council any powers and functions of any member who is absent from office or is unable to exercise those powers and functions
 - Members of the executive council are individually or collectively accountable to the premier and the provincial legislature
 - Assigns power to a municipality
 - May intervene if the municipal council does not follow regulations
 - Responsible for tasks given to them by the premier
- (Any 3 × 2) (6)
- [40]**

QUESTION 6

- 6.1
- Responsibility to provide the physical, social and administrative services or public services.
 - Meet the needs of the citizens.
 - Ministers are the political heads of a state department and services are performed by the government officials.
 - It is an organisational unit used to perform a specific service group of similar services, e.g. education by the Department of Education.
 - They implement policies of government.
 - Prepare budget proposals to be included in the national budget. (Any 3 × 2) (6)
- 6.2
- They are political heads and submit policy proposals to cabinet
 - Delegate administrative executive functions to officials in the department
 - Must devote time to party politics
 - Must ensure implementation of these proposals after approval by cabinet and parliament in case of new legislation
 - Motivate officials in their department to work in an efficient, effective and economic manner in implementing government policies and objectives
 - Report on the implementation of policy in their respective departments (Any 2 × 2) (4)
- 6.3
- Agriculture, Forestry and Fisheries
 - Arts and Culture
 - Basic Education
 - Higher Education and Training
 - Communications
 - Corporative Governance and Traditional Affairs
 - Correctional Services
 - Defence and Military Veterans
 - Economic Development
 - Energy
 - Finance
 - Health
 - Home Affairs
 - Human Settlements
 - International Relations and Cooperation
 - Justice and Constitutional Development
 - Mineral Resources
 - National Treasury
 - South African Police Services
 - Public Enterprises
 - Public Service and Administration
 - Public Works
 - Rural Development and Land Reform
 - Science and Technology
 - Social Development
 - Sports and Recreation

- The Presidency
- Tourism
- Trade and Industry
- Transport
- Water Affairs
- Women, Children and People With Disabilities (Any 7 × 1) (7)

- 6.4
- They must be involved in discussions with the public
 - Help person within their constituencies (voting areas)
 - Take part in debates on bills to be passed into law or important national issues
 - Involved in committee hearings
 - Complete freedom of speech in parliament as long as they stay within the rules
 - Vote on matters within parliament
 - Ministers answer questions regarding their state departments
 - Well informed about the executive and administrative activities of their department (Any 5 × 1) (5)

- 6.5
- Generic administrative functions
 - Auxiliary functions
 - Instrumental functions
 - Line functions(functional activities) (4 × 2) (8)

- 6.6
- Absent without permission for a long time
 - Anyone who is in the service of the state and receives remuneration for that appointment or service, (except the president, deputy president, ministers, deputy ministers)
 - Permanent delegates to the NCOP or members of the provincial legislature or municipal council
 - Unrehabilitated insolvent
 - Declared to be of unsound mind by a court of the Republic
 - Convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine, either in the Republic or outside. (Any 5 × 2) (10)
- [40]**

QUESTION 7

- 7.1
- It is carried out in government institutions
 - It's a distinctive specific activity
 - It is a system of structures and processes
 - It takes place within a specific society
 - Its aim is to make proper laws and regulations for the society
 - It puts the laws and regulations(policy) into place and applies it to the society
 - It is execution or implementation of government functions by government departments.
- (Any 2 × 2) (4)
- 7.2
- The child's first contact with welfare services is gained within the family, where care is taken of the aged, the ill and helpless children
 - The family is the child's first contact with the system of protection, where the family protects its members and property
 - The family serves as a first status symbol, as he/she belongs to a group with a cultural and social background
 - The child will not only receive parental care, help support and emotional security, but also skills to cope in the community
 - The child learns to develop interpersonal relationships which will determine whether the world is friendly or hostile.
 - The parent introduces the child to a variety of groups in his environment and to the characteristics of each of these groups.
 - The child is taught to love his neighbour, to sacrifice his personal needs for the benefit of the group.
 - The child is introduced to social restrictions such as acceptable behavioural norms, limits of tolerance of what is right and wrong, moral standards, attitude.
- (Any 4 × 2) (8)
- 7.3
- 7.3.1 The courts of law have the authority to settle disputes by applying the law. (2)
- 7.3.2 Constitutional Court. (2)
- 7.3.3
- Courts of law do not take sides
 - Courts are only subject to the Constitution and the law and not to an organ of state or person
 - Courts of law must apply the law without fear. No person or organ of state may interfere with the work of the courts
 - Courts may not be influenced in the way judges, magistrates are appointed, promoted, paid, disciplined or dismissed
 - Certain judicial officers are also protected as a law of parliament sets out how they are appointed, promoted, transferred, dismissed or disciplined
- (Any 2 × 2) (4)

- 7.4
- The municipal council makes by-laws provided that they are consistent with the national or provincial legislation.
 - Prescribe procedures to levy and recover rates and taxes.
 - Prescribe how municipal income will be spent to provide the necessary services to maintain the well-being of all citizens.
 - Ensure that national and provincial policies are enforced on a local level.
 - Municipalities have the right to govern on their own initiative subject to national, and provincial legislation and the Constitution.
 - The municipal council will make by-laws on various matters. These matters are for example: tourism, refuse removal, health services, stormwater, drainage and many other matters.
 - A municipal council may decide on its own working method by establishing committees although decisions must be taken by a full council. (Any 5 × 2) (10)
- 7.5
- Where an Act of Parliament deals with matters that cannot be regulated effectively by provincial legislation.
 - Where an Act of Parliament deals with matters that require being regulated or co-ordinated by uniform norms or standards that apply generally throughout the RSA.
 - Where an Act of Parliament is necessary to set minimum standards across the nation for rendering of public services.
 - Where an Act of Parliament is necessary for the maintenance of economic enmity, wealth and security services, protection of the environment, promotion of provincial commerce and other important services to be regulated by national law.
 - No provincial law may materially prejudice any economic, health or security interest of another province or the country. (5 × 2) (10)
- [40]

TOTAL SECTION B: 160
GRAND TOTAL: 200