



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

(10 × 1) [10]

QUESTION 2

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

(10 × 2) [20]

QUESTION 3

- 3.1 President
- 3.2 Family
- 3.3 Citizens
- 3.4 Birth
- 3.5 Parliament
- 3.6 Six
- 3.7 Municipal Manager
- 3.8 Constitutional Court
- 3.9 Eskom
- 3.10 Policymaking

(10 × 1) [10]

TOTAL SECTION A: 40

SECTION B

QUESTION 4

- 4.1
- They provide democratic and accountable government for local communities.✓✓
 - They provide sustainable services.✓✓
 - They promote social and economic development.✓✓
 - They promote a safe and healthy environment for the community.✓✓
 - They encourage the involvement of communities in matters of local government.✓✓
- (5 × 2) (10)

- 4.2 NATIONAL OR CENTRAL SPHERE OF GOVERNMENT
- Governs the state at the highest level.
 - Responsible for the main organisation and administration of government, on a central level, by making laws and policies that bind all other forms of government.
 - Parliament has the authority to make laws at central level.
- (Any 3 × 1)

PROVINCIAL OR REGIONAL SPHERE OF GOVERNMENT

- Second level of government.
 - Nine provincial governments for the nine provinces.
 - Not totally independent and can only govern the province as far as the central government allows them to govern.
 - Provincial laws and policy must not clash with central laws and policy.
 - The provincial legislature passes laws for the province.
- (Any 3 × 1)

LOCAL OR MUNICIPAL LEVEL OF GOVERNMENT

- Smallest form or third level of government.
 - Plays an important role in the government processes of a democratic society as almost all residents of a town or city can be involved in the local elections.
 - Opportunity for ordinary citizens to manage their own affairs independently.
 - Decisions must be consistent with any laws or policies made at the central or provincial levels of government.
- (Any 3 × 1) (9)

- 4.3 4.3.1
- Serve as a system of basic principles and rules according to which the country must be governed.✓✓
 - The Constitution is the supreme law of our country.
- (Any 1 × 2) (2)

- 4.3 4.3.2
- The Constitution is the supreme law, also over parliament.
 - Provides a democratic system and equal voting opportunities for all citizens.
 - Leads to a system of proportional representation in parliament.
 - A Bill of Rights guarantees equal rights and protects the rights of all citizens of South Africa.
 - Courts are independent and only subject to the Constitution.
 - There are THREE levels of government who will cooperate and not interfere with one another.
 - Nine provinces replaced the former four provinces and homelands.
 - An internationally recognised demarcated geographical area.
 - A state has a permanent population.
 - The right to self-determination of a nation.
 - The state has an independent political entity.
 - The state has international recognition.
 - Diversity of all persons is recognised and ensured through:
 - Eleven official languages
 - Electoral system of proportional representation
 - Nine representative provinces in parliament
 - Recognition of traditional leaders and traditional law and protection of rights
 - Entrenchment of the interests of diverse communities
 - Establishment of SIX independent institutions to strengthen democracy
- (Any 5 × 1) (5)
- 4.4
- The Municipal Council makes bylaws that must be 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 local level.✓✓
 - Municipalities have the right to govern on their own initiative subject to national, provincial legislation and the Constitution.✓✓
 - The Municipal Council will make by-laws on various matters. These matters are in relation to, among others, tourism, refuse removal, health services, storm water 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)

- 4.5
- Acts as the ceremonial head✓✓
 - Represents the town as the first citizen✓✓
 - Presides at the meetings of the executive committee
 - Ex-officio members of all committees
 - Has a casting vote in municipal councils, in addition to normal votes, in case of a tied vote
 - Convene extraordinary or special meetings
 - Call public meetings, if needed
 - Authenticate documents
 - Attend functions
 - Meet and entertain prominent visitors on behalf of the municipality
 - Head delegations to central and provincial government
 - Initiate, sponsor or act as patrons for welfare organisations (Any 2 × 2) (4)
- [40]

QUESTION 5

- 5.1 They are held every FIVE years.✓✓ (1 × 2) (2)
- 5.2 Independent Electoral Commission✓✓ (1 × 2) (2)
- 5.3
- The apartheid system existed in our country before 1994.✓✓
 - It ended due to negotiations, from 1999-1993, between the National Party and the ANC.
 - Apartheid meant racial segregation, which ended before the first democratic elections.
 - The first democratic elections were held on 27 April 1994, which ended apartheid and introduced democracy. (Any 1 × 2) (2)
- 5.4
- South African citizen
 - 18 years and older
 - Registered to vote
 - Possess a legal identity 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 6 × 1) (6)

- 5.5
- Assents to bills✓✓
 - Refer bills back for consideration✓✓
 - Convenes meetings of Cabinet✓✓
 - Appoint commissions of enquiry and ambassadors✓✓
 - Refer disputes that might occur in parliament, to the Constitutional Court or other appropriate institution✓✓
 - Appointment and recognition of diplomatic officers✓✓
 - Negotiation and signing of international agreements
 - Proclamation of referenda
 - Pardon offenders
 - Appointment of Deputy President and members of the Cabinet
 - Dismissal of the Deputy President and ministers
 - Allocation of functions to the Executive and Deputy President
 - Management of the Cabinet
 - Formulation and execution of government policies (Any 6 × 2) (12)
- 5.6
- 5.6.1
- Consist of 30-100 members.✓✓
 - Is elected on a proportional basis in a general election.✓✓
 - The Premier is the head of the province and the provincial legislature.✓✓
 - The term of office is FIVE years. (Any 3 × 2) (6)
- 5.6
- 5.6.2
- Functions in a similar method as Parliament.✓✓
 - It has a continuous session, but each legislature determines dates and times.✓✓
 - Each legislature has a Speaker and Deputy Speaker.✓✓
 - For a debate or discussion, one-third of the house must be present to take a vote, but on a vote of a Bill, the majority of the 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

(continues)

- Regional planning and development
- Tourism
- 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 of order.

(Any 5 × 2)

(10)

[40]

QUESTION 6

- 6.1 6.1.1
- The child's first contact with welfare services is through the care provided to family members, where care is taken of the aged, the sick 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 and support, and emotional security, but will also gain 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 their neighbour, to sacrifice their 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,

(Any 4 × 2)

(8)

6.1 6.1.2 DEFINITION OF THE RULE OF LAW

- Rule of Law means that the law is the uppermost and highest authority.✓✓
- This means that the people and government are not the highest authority, because they must obey the law.

(Any 1 × 2)

THREE PRINCIPLES OF THE RULE OF LAW

- 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.✓✓

(12 × 2)

- 6.2 6.2.1
- Decide any constitutional matter, except something that the Constitutional Court alone has the right to decide.✓✓
 - A provincial or local division has jurisdiction in its own area and over all persons living in the area.✓✓
 - These courts usually hear matters that are so serious that the lower courts would not be competent to make a proper judgement or prescribe a correct penalty.✓✓
 - Except where some minimum or maximum sentences are prescribed by law, these courts can sentence offenders to life imprisonment.✓✓
 - Decisions are binding on magistrate's courts within the areas of jurisdiction. (Any 4 × 2) (8)
- 6.2 6.2.2
- Parliament will, in future, be continuously in session.✓✓
 - Members enjoy freedom of speech.✓✓
 - Parliament has its own penalties.✓✓
 - Parliament functions by means of debate, after which a decision is reached.✓✓
 - After a bill is introduced, debate takes place and a majority vote is taken.✓✓
 - A quorum of at least half the house should be present.
 - A committee system is used to resolve differences.
 - There is judicial control over Parliament.
 - Parliament must hold the Executive accountable.
 - Parliament may summon any person to give evidence or produce any documents or ask any institution to report to them.
 - Only Parliament can declare a state of emergency.
 - Can pass a vote of no confidence in the Cabinet.
 - Should conduct oversight over state institutions.
 - Can amend the Constitution.
 - Debates and votes on the annual budget.
 - Establish a joint rules committee to make rules and orders. (Any 5 × 2) (10)

- 6.2 6.2.3
 - 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 generally apply throughout the RSA.✓✓
 - Where an Act of Parliament is necessary to set minimum standards across the nation for the 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.(Any 3 × 2)
- (6)
[40]

QUESTION 7

- 7.1
 - Through dispossession by the Minister✓✓
 - If they obtain citizenship of another country✓✓
 - Through abnegation (renunciation)/Accepting political asylum in another country✓✓
 - Through superannuation
- (Any 3 × 2) (6)
- 7.2
 - Gauteng
 - KwaZulu-Natal
 - Eastern Cape
 - Western Cape
 - Limpopo
 - Free State
 - North-West
 - Mpumalanga
 - Northern Cape
- (Any 6 × 1) (6)
- 7.3
 - To audit and report on the accounts, financial statements and financial management of all national, provincial and state departments and municipalities.✓✓
 - To audit and report on the accounts, financial statements and financial management of any institution that is funded by the National Revenue Fund, Provincial Revenue Fund and the municipality.✓✓
 - To audit and report on the accounts, financial statements and financial management of any institution, in terms of the law, to receive money for a public purpose.✓✓
 - To perform any other function prescribed by national legislation.✓✓
 - All reports are made public.
- (Any 4 × 2) (8)

- 7.4
- Research✓✓
 - Conducting public relations✓✓
 - Providing legal services✓✓
 - Notification functions✓✓
 - Constructing and maintaining information systems
 - Data collection, processing and retrieval (Any 4 × 2) (8)

- 7.5
- 7.5.1
- They are political heads and submit policy proposals to the 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 departments, to work in an efficient, effective and economic manner when implementing government policies and objectives.
 - Report on the implementation of policy in their respective departments. (Any 3 × 2) (6)

- 7.5.2
- Answer questions concerning the activities of their department.✓✓
 - Must be well informed about the executive and administrative activities of their department.✓✓
 - Report to Parliament about the activities of their department.✓✓ (Any 3 × 2) (6)
- [40]**

TOTAL SECTION B: 160
GRAND TOTAL: 200