higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

PUBLIC ADMINISTRATION N4

23 NOVEMBER 2016

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

1.1
1.1.1 True
1.1.2 True
1.1.3 True
1.1.4 False
1.1.5 True
1.1.6 True
1.1.7 False
1.1.8 True
1.1.9 True
1.1.10 False

(10 × 2) (20)

1.2
1.2.1 Law
1.2.2 Money/Tax bill
1.2.3 Transparency
1.2.4 President
1.2.5 Act

(5 × 2) (10)

1.3
- It is government closest to the people to understand their needs.
- To provide democratic and accountable government for local communities.
- To ensure the provision of services to communities.
- To promote social and economic development.
- To promote a safe and healthy environment for communities.
- To encourage the involvement of communities in matters of local government.

(Any 5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Public Administration

- Carried out in government institutions.
- Found in the public sector.
- Exists to improve the general welfare of the people.
- Accountable to the people as they used taxpayers' money. (Any 2 × 2)

Private Administration

- Carried out in privately owned businesses – by companies or individual/s.
- Found in the private sector.
- Exists to make a profit.
- Not accountable to the people as they used their own money (income) to start a business. (Any 2 × 2)

(2 x 4) (8)

2.2
- Research
- Conducting public relations.
- Providing legal services.
- Notification functions
- Constructing and maintaining information.
- Data collection, processing and retrieval (Any 4 × 2) (8)

2.3 2.3.1 National Assembly

2.3.2 National Council of Provinces

2.3.3 Executive authority

2.3.4 Cabinet

2.3.5
- Public Protector
- Auditor-General
- Human Rights Commission
- Electoral Commission (Any 1)

2.3.6
- Public Protector
- Auditor-General
- Human Rights Commission
- Electoral Commission (Any 1)

(6 × 2) (12)

2.4 2.4.1 The council consists of 20 representatives in total.√

These 20 representatives include a chairperson√ and
19 representatives√ elected or nominated by an electoral college from the provincial council of traditional leaders. √ (4)

2.4.2
- To advise and make recommendations to the national government with regard to any matter pertaining to traditional authorities, indigenous law and custom.
- To advise the President on matters of national interest.
- The council has the power to delay parliamentary bills in respect of traditional needs.
- To promote democratic governance and values of an open and democratic society. (4 × 2) (8)

[40]

QUESTION 3

3.1
- A particular territory
- Independent from any other state
- People that are part of a community
- Permanent rules in the form of a constitution
- Public institutions to ensure law and order (Any 4 × 2) (8)

3.2
- Government of the people, for the people and by the people.
- Government where the people through elections have an opportunity to identify and elect their leaders. (2 x 1) (2)

3.3 On 27 April 1994√√ (2)

3.4
- Constitutional court
- Supreme court of appeal
- High court
- Magistrate's court and other courts
- Small claims court (Any 3 × 1) (3)

3.5 The courts have the authority to settle disputes amongst the individuals or institutions.
To uphold and apply the law. (2 × 2) (4)

3.6
- Assents to bills.
- Refers bills back for consideration.
- Convenes meetings of cabinet.
- Appoints commissions of enquiry and ambassadors.
- Refers 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.
- Pardons offenders.
- Appointment of deputy president and members of cabinet.
- Dismissal of deputy president and ministers.
- Management of the cabinet.
- Formulation and execution of policies of the national government.
- Allocation of functions to executive deputy president. (Any 6 × 2) (12)

3.7
- The constitution 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.
- It is also meant to determine the relationship between citizens and the governing institutions. (3 × 2) (6)

3.8
- The guarantee of basic rights and freedom
- Rule of law
- Government by the people
- Division of the authority of the state
- Order and welfare functions (Any 3 × 1) (3)

[40]

QUESTION 4

4.1 4.1.1 Independent Electoral Commission√√ (2)

4.1.2
- Political parties are the basic units for which representation is sought.
- They all involve multimember constituencies where voters choose candidates nominated by party executive committees.
- In South Africa votes are cast on different political parties.
- Candidates receive constituencies in Parliament according to the number of votes. (Any 3 × 2) (6)

4.1.3
- Voter's list and ID will be checked.
- 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 legislature respectively.
- Voter marks party of his/her choice in voting booth.
- Voter places ballot papers in ballot boxes.
- Voter leaves voting station. (Any 5 x 2) (10)

4.1.4 Every 5 years√√ (2)

4.1.5
- The municipal council makes bylaws provided that they are consistent with the national or provincial legislation.
- Prescribes procedures to levy and recover rates and taxes.
- Prescribes how municipal income will be spent to provide the necessary services to maintain the well-being of all citizens.
- Ensures 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.

(2 × 2) (4)

4.2 4.2.1 The National Assembly consists of between 350–400 members.

Not more than 200 seats are allocated on the basis of national election according to the percentage of votes of each party.

200 seats are allocated to the various provinces as follows:

Gauteng:	43
KwaZulu-Natal:	40
Eastern Cape:	28
Western Cape:	21
Limpopo Province:	20
Free State:	15
North-West:	15
Mpumalanga:	14
Northern Cape:	4

A speaker is elected amongst members and serves as a chairperson of the National Assembly.

Members are elected for a period of five years. (Any 5 × 2) (10)

4.2.2
- The provincial legislature consists 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. (Any 3 × 2) (6)

[40]

QUESTION 5

5.1
- Gauteng
- KwaZulu-Natal
- Eastern Cape
- Western Cape
- Limpopo Province
- Free State
- North-West
- Mpumalanga
- Northern Cape (Any 4 × 2) (8)

5.2
- Presides at meetings of the executive committee.
- Performs all duties, including any ceremonial functions.
- Exercises powers delegated to him/her by municipal council or executive committee.
- Chairperson of the town council
- Determines the date, time and venue of ordinary and special executive committee meetings. (Any 4 × 2) (8)

5.3 5.3.1 Function as members of cabinet

- They are political heads and submit policy proposals to cabinet.
- They make proposals for their departments and ensure that legislation is approved to fulfil these objectives. (2 × 2) (4)

5.3.2 Function as members of parliament

Answer questions concerning the activities of their departments.
Must be well informed about the executive and administrative activities of their departments. (2 × 2) (4)

5.4 5.4.1 Auditor-General

Audits and reports on the financial statements of all state departments, provincial and local government.

Must also audit any other institution funded by public money.

- Checks financial regularity and legality.
- Checks for mismanagement of funds.
- Avoidance of wastage.
- Promotes efficiency and effectiveness.
- Promotes accountability. (Any 3 × 2) (6)

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5.4.2 Human Rights Commission

- Must promote respect for human rights and develop a culture of human rights in South Africa.
- Power to investigate and report on violation of human rights and takes steps to address these violations appropriately. (2 × 2) (4)

5.5
- When discussing and passing bills through the legislature.
- Determine and control of internal affairs.
- Setting up provincial administrative executive bodies.
- Determine and decide on services and matters to be provided within their own province, for example, agriculture, cultural affairs and language policy.

(Any 3 × 2) (6)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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