higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

PUBLIC ADMINISTRATION N4

4 NOVEMBER 2013

This marking guideline consists of 10 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1	1.1.1	False		
	1.1.2	False		
	1.1.3	True		
	1.1.4	False		
	1.1.5	True		
	1.1.6	True		
	1.1.7	False		
	1.1.8	False		
	1.1.9	True		
	1.1.10	False	(10 x 2)	(20)
1.2	1.2.1	five		
	1.2.2	local government/municipal government		
	1.2.3	bill		
	1.2.4	provincial legislature		
	1.2.5	bylaws		
	1.2.6	president, deputy state president, ministers		
	1.2.7	90		
	1.2.8	constitution	(10 x 2)	(20)
1.3	1.3.1	C		
	1.3.2	E		
	1.3.3	D		
	1.3.4	B		
	1.3.5	A	(5 x 2)	(10)
				[50]

Copyright reserved

SECTION B

QUESTION 2

2.1 2.1.1 Local government/Municipal government (2)

2.1.2 Parking money (2)

2.1.3
- Water
- Roads
- Sanitation
- Transport
- Sewerage
- Rubbish removal
- Parking metres
- Street lighting
- Electricity
- Primary health care
- Education (not school)
- Housing
- Cemeteries
- Traffic control
- Storm-water drainage
- Fire brigade
- Mental and physical welfare, for example libraries, art galleries, sports grounds
- Inspection and supervisory services, for example environmental protection (Any 4 x 1) (4)

2.1.4 Municipal council (2)

2.1.5
- Acts as chief manager of the municipality
- Ensures that all assignments of the local government are properly carried out.
- He is responsible for communication between the local government and appointed officials.
- Acts as a custodian for the provincial government in that he liaises with it, in reporting misconduct by other officials and members of the local government.
- Accounting officer of the municipality and must accept responsibility for spending and financial control of money of the community. (5 x 2) (10)

Copyright reserved

2.2

PUBLIC ADMINISTRATION	PRIVATE ADMINISTRATION
Provision of essential services	Involved in manufacturing and trading of products and services
Promote the general welfare of the community	Purpose is to make a profit
Money generated from the public through taxes, etc	Own or shareholders' capital
Influenced by the political process (public sector)	Private sector/Privately owned – influenced by the client/customer

(4 x 2) (8)

2.3
- The secretariat appoints officials to assist the government with secretarial and administrative tasks
- Prepares agendas
- Writes minutes
- Follows up on decisions (2 x 2) (4)

2.4
- To be informed in a language he/she understands
- To be detained under conditions of human dignity
- Consult a legal practitioner of his/her choice
- Given the opportunity to communicate with, or be visited by, his/her spouse, next of kin, religious counsellor or medical practitioner (3 x 2) (6)

2.5
- The judicial authority rests with the courts of law.
- The constitution grants power to the courts of law
- The courts have the final say through the constitution and other acts of parliament.
- The courts of law are impartial, protecting the rights of all citizens and institutions. (2 x 2) (4)

2.6
- Has jurisdiction in all constitutional matters except matters on which only the constitutional court decides. (2)

2.7
- Communities have a need for security and proper management of natural resources.
- Proper government can provide community needs.
- As communities grow, their need for government and proper rules increases.
- In the past communities were ruled by a few members who were given ruling powers and settled disputes in the community and between family members.
- The government has a responsibility to put rules and regulations in place and to promote the interest of the individual and the community.
- Democratically elected people from the community govern the community and are accountable to the people who elected them. (3 x 2) (6)

[50]

Copyright reserved

QUESTION 3

3.1 3.1.1 Central government/National government (2)

3.1.2
- Consists of 400 members
- Membership is based on provincial and national elections in accordance with a system of proportional representation
- 200 seats are allocated on the basis of national elections

- 200 seats are allocated to various provinces:

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

The speaker also serve as a chairperson and is elected by members of the national assembly. (6 x 2) (12)

3.1.3
- Function as members of cabinet
- Function in the house of parliament
- Function as political office-bearers
- Function as leaders in the ruling party (4 x 2) (8)

3.1.4 Pravin Gordhan (1 × 2) (2)

3.2
- Generic administrative functions
- Auxiliary functions
- Instrumental functions
- Line functions (4 x 2) (8)

3.3 3.3.1 Minister

3.3.2 Director general

3.3.3 Chief director

3.3.4 Director

3.3.5 Officials and employees (5 x 1) (5)

Copyright reserved

3.4
- Voter's name will be crossed off against a voter's list.
- Voter must present his/her ID.
- Voters receive two ballot papers, one for the national government and one for the provincial government
- Voter is pointed to an empty voting booth
- Voter ticks of the party of his choice on the ballot paper.
- 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 places ballot papers in two separate ballot boxes
- Voter leaves voting station (10 × 1) (10)

3.5
- Person declared by a court of law of being of unsound mind.
- Persons guilty of corruption or illegal behaviour at an election
- Illegal immigrants
- An institutionalised person with a mental disability (3 x 1) (3)

[50]

QUESTION 4

4.1
- Birth
- Descent
- Registration
- Naturalisation (3 x 1) (3)

4.2
- **Central level**
- Highest, top or first level
- Responsible for administration on central level
- Makes laws and policy for the entire country and oversees all other forms of government
- **Provincial level**
- It is also formed through elections
- Nine provincial governments govern the nine provinces
- They are independent and can govern the province as long as they do not contradict the laws of the central government
- Provincial laws (ordinances) must not clash with laws and policy of central government
- **Local level/municipal level**
- Smallest form of government
- Plays a significant role as all registered residents in a town or city can be involved in elections
- Allows the ordinary citizen to handle his/her affairs independently and with minimum interference from other forms of government
- All decisions and bylaws must be consistent with laws and policy of higher levels. (3 x 3) (9)

Copyright reserved

4.3
- To provide democratic and accountable government to 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. (4 x 2) (8)

4.4 4.4.1
- South African citizen
- Qualifies to vote in a general election
- Must be a member of a political party
- They can stand independently if they can put down a huge deposit. (2 x 2) (4)

4.4.2
- Unrehabilitated insolvent
- Mentally deranged/disabled
- Sentenced to imprisonment for more than a year without the option of a fine
- With certain exceptions, holding any office of profit in the Republic, such as membership of a provincial council, or a state or provincial official. (4 x 2) (8)

4.4.3
- Parliament will in future be continuously in session
- Members enjoy freedom of speech
- Parliament has its own penalties
- After a bill is introduced, debate takes place and a majority vote is taken.
- Parliament functions by means of debate after which a decision is reached
- A quorum is formed by half of the representatives
- Differences are resolved by committees
- Most important function is the making of laws
- A judicial control keeps parliament in check (4 x 2) (8)

4.5 4.5.1
- Provincial houses of traditional leaders in six provinces
- Each provincial house nominates 3 representatives to represent them in the national house
- 20 representatives can be elected from the provincial houses (2 x 2) (4)

4.5.2
- To advise and make recommendations to the national government with regard to any matter pertaining traditional authorities, indigenous law and customs
- To advise the president on matters of national interest
- The council has the power to delay parliamentary bills in respect to traditional needs (3 x 2) (6)

[50]

Copyright reserved

QUESTION 5

5.1 5.1.1

- Can be defined as the smallest unit in a community
- Normally consists of a man and a woman with their children residing under the same roof (2)

5.1.2 **Egalitarian (System of Equality)**

- Both husband and wife have careers and support the family
- Wife's home-making role is subordinate to her career
- Domestic chores are done by husband and wife (mutual agreement) (3)

Traditional

- Father and husband is the sole supporter and decision maker
- Wife is the fulltime house wife and educator
- Wife is obedient to the husband (3)

System of camaraderie

- The husband remains the breadwinner and decision maker of the family
- Wife's advice is taken
- Wife holds a part-time post but her main function remains that of an educator and homemaker.
- She receives recognition for her nondomestic skills and enjoys a certain degree of independence. (3)

5.2

- 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 (5 x 1) (5)

5.3 5.3.1

- Officials are subordinate to the political authority and can only carry out activities with the authorisation of the political leaders.
- Officials are publicly accountable for all deeds and misdeeds that are committed in public administration
- Funds obtained from the public must be administered with the greatest responsibility
- All administrative activities must meet the requirements of the law and justice.
- Values of the community such as religion and culture must be respected in the execution of state policy
- Civil servants and political office bearers must maintain high ethical standards and norms and aim at honesty and effectiveness in their activities. (5 x 2) (10)

Copyright reserved

5.4 5.4.1

- Elected at the first sitting of the provincial legislature by the members of the provincial legislature.
- A judge designated by the Constitutional Court presides over this election. (2 x 2) (4)

5.4.2

- To appoint or dismiss executive council members
- To convene executive 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
- To summon the provincial legislature to an extraordinary sitting to conduct urgent matters
- To dissolve the provincial legislature and to call an election after a vote of no confidence in the executive council has been passed.
- Appoint commissions of enquiry
- Assents to the provincial constitution
- Implements provincial legislation
- Implements national legislation
- Administers the province
- Develops and implements provincial policy
- Co-ordinates the provincial administration and its departments (5 x 2) (10)

5.5

- Agriculture
- Cultural affairs
- Education, excluding technikon and universities
- Health services
- Housing
- Language policy
- Police and protection services
- Public transport
- Tourism
- Local government
- Discuss and pass bills (5 x 1) (5)

5.6 **Party-list system**

- Political parties are the units for which representation is sought.
- Multimember constituencies where voters choose from a list of candidates nominated by party executive committees.
- In South Africa votes are cast on parties.
- Candidates receive constituencies in parliament according to number of votes
- Votes are cast in favour of a political party, not in favour of a candidate.

Copyright reserved

Plurality System

- The country is divided into a number of constituencies or districts.
- Candidates are nominated to stand for the elections
- Some candidates stand for the election as independent candidates
- Each district elects one member only for representation in the legislative assembly
- The voter votes directly for one candidate.
- The candidate receiving the largest number of votes in each constituency is declared elected
- In America it is called the 'first-past-the-post' system. (2 x 2) (4)

5.7 State President
Jacob Zuma (1)
[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

Copyright reserved