higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

25 NOVEMBER 2019

This marking guideline consists of 6 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	True		
	1.1.2	False		
	1.1.3	False		
	1.1.4	True		
	1.1.5	True		
	1.1.6	True		
			(6 × 2)	(12)
1.2	1.2.1	C		
	1.2.2	D		
	1.2.3	H		
	1.2.4	A		
	1.2.5	F		
	1.2.6	B		
			(6 × 2)	(12)
1.3	1.3.1	Programmable		
	1.3.2	Public management		
	1.3.3	By-laws		
	1.3.4	Mayor		
	1.3.5	Department of Public Works		
	1.3.6	Government Gazette		
			(6 × 2)	(12)
1.4	1.4.1	Human Sciences Research Council		
	1.4.2	Council for Scientific and Industrial Research		
	1.4.3	South African National Energy Research Institute		
	1.4.4	Medical Research Council		
			(4 × 1)	(4)
				[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Busisiwe Mkhwebane (2)

2.2
- May investigate on his/her own initiative
- Investigations are carried out in an impartial manner
- Investigates irregular or illegal behaviour
- Settles matters in private for citizens
- Investigates when there is sufficient reason
- May not investigate court decisions
- Must be accessible to all individuals and communities
- Reports issued must be open to the public, unless under exceptional circumstances (6 × 2) (12)

2.3
- Public institutions are established to meet the needs, demands and requirements of the community.
- Funds made available by Parliament are public funds.
- People are exposed to many temptations.
- It ensures the legitimacy and legality of actions.
- It helps to determine whether objectives were achieved. (5 × 2) (10)

2.4
- Mental and physical laziness
- Fear of making mistakes
- People would rather support established organisational and procedural arrangements
- People in the public sector cannot be threatened with dismissal
- Change might jeopardise promotion possibilities
- New equipment and machinery are expensive and the purchasing process is complicated
- Staff suggesting change might be seen as spies
- Suggestions might look good on paper, but are not always practical
- Poor organisational and procedural arrangements
- Politicians in power may refuse to amend policies (Any 8 × 2) (16)

[40]

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QUESTION 3

3.1
- Graphic techniques✓ – used to represent the actual flow of work in order to discover deficiencies and shortcomings so that these can be studied.✓ Maps and flow charts help people understand a work process better.
- Visual techniques✓ – used when a real situation has to be duplicated✓
- Mathematical techniques✓ – determine the output by means of mathematical calculators. Opinion surveys may be used.✓
- Linear techniques✓ – representation of future possibilities during planning of activities.✓ Consist of a combination of mathematical and visual techniques.
- Exact techniques✓ – the work and its duration are measured with the greatest degree of accuracy.✓ A stop watch may be used.
- Simulation techniques✓ – similar to visual techniques, except that simulation techniques imitate reality as far as possible✓ (6 × 2) (12)

3.2 3.2.1
- Courts have the authority and right to examine the legality and validity of acts of executive institutions.
- An aggrieved citizen may institute a civil case if his/her rights have been violated.
- Hearings are open to the public.
- Courts can only point out the guilty party; they cannot correct behaviour. (4 × 2)

3.2.2
- Section 87 provides guidelines for the removal of the president and deputy president who perform unsatisfactorily.
- Section 92 provides for ministers to be accountable to the president and Parliament.
- Section 146 provides guidelines for removal of the office of the premier.
- Section 153 provides that members of the Executive Council must be accountable to the premier and provincial legislature. (4 × 2)

(8 × 2) (16)

3.3
- Local and central government must maintain an open, co-operative relationship.
- Central government can strengthen and build local government capacity.
- Cabinet decides when functions are delegated from a national level to local government.
- Parliament approves many laws that affect municipalities.
- Municipalities operate autonomously.
- Legislative authority is vested in Parliament, controlling all government affairs.
- Municipalities work closely with central government, as they operate in the same field. (Any 5 × 2) (10)

3.4 Lesetja Kganyago (2)

[40]

QUESTION 4

4.1

Administration	Management
Involves all actions necessary to keep the institution in operation✓ Is institutionally directed✓	Involves policy making and actions, and putting these into operation for all necessary functions✓ Is operationally directed✓

(4)

4.2 4.2.1

- Performed by the police when patrolling public areas and arresting offenders
- Fire brigade extinguishes fire
- Traffic officials act as pointsmen
- Courts have magistrates who decide on punishments and protect citizens
- Prison guards maintain order among inmates
- These officials need specific skills and knowledge
- Officials must be provided with infrastructure (Any 3 × 2)

4.2.2

- The state is responsible for the provision of some transport services and regulating others.
- Huge sums of money are spent on infrastructure for transport services.
- The state regulates transport services to protect the population from exploitation and injury.
- The Department of Transport administers subsidies for buses and other subsidised transport.
- SANRAL is responsible for the design, construction, management and maintenance of national roads. (Any 3 × 2)

(2 × 6) (12)

4.3

- Private consultants are not familiar with the extent of services provided by public institutions.
- They know little about political considerations and values that guide public sector activities.
- Control functions used in the public sector are foreign to private consultants.
- Their techniques and practices do not always suit the social, economic and political objectives of public institutions.
- They expect high levels of remuneration. (5 × 2) (10)

4.4

- Plan activities that must be carried out
- Carry out the planned activities
- Control the implementation of activities (3 × 2) (6)

4.5

- Must organise people as members of a team
- Must be a people's person
- Must be able to identify a leader in a group
- Must accept a leader as an assistant (4 × 2) (8)

[40]

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QUESTION 5

5.1
- Review and monitoring by national and provincial government and municipalities, respectively
- The municipal council should describe the extent of the failure to meet its obligations.
- If a directive has not been complied with, the council has to assume responsibility for the relevant obligation.
- The provincial executive should submit a written notice of the intervention to the minister responsible for local government.
- The NCOP must review an assumption of responsibility within 30 days of the first sitting of the NCOP after the intervention began.
- The NCOP should review the intervention it has approved on a regular basis. (6 × 2) (12)

5.2 For identification✓ and protection✓ (2)

5.3
- Must be kept for long periods
- Must be easily accessible
- Must be protected against damage
- Usually kept in registries or archives
- There must be a proper filling system for safekeeping
- Examples are contracts, proof of property ownership, service conditions and disciplinary hearing documentation (Any 4 × 2) (8)

5.4
- Determining and defining aims and policies
- Calculating financial needs
- Determining staff structure and staff needs
- Creating an organisational structure and delegating functions, authority and responsibilities
- Analysing and continuously revising procedures
- Designing the overall control plan and performance levels for individuals (6 × 2) (12)

5.5
- There will always be meetings in public institutions where many different interests are involved.
- Supervisors may be expected to serve as chairpersons of meetings.
- The chairperson's role is to facilitate the meeting and maintain order.
- The chairperson must know how to prepare well for meetings.
- The chairperson and the secretary draft an agenda for the meeting.
- The chairperson has to serve as a member of a committee, board or commission.
- The chairperson must be familiar with parliamentary procedures and rules governing the conduct of a meeting. (Any 3 × 2) (6)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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