



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
JUNE EXAMINATION
PUBLIC ADMINISTRATION N4
24 JUNE 2014**

This marking guideline consists of 9 pages.

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 False
- 1.1.6 True
- 1.1.7 True
- 1.1.8 True
- 1.1.9 False
- 1.1.10 False

(10 x 2) (20)

1.2

- 1.2.1 • Generic administrative functions
- Auxiliary functions
- Instrumental functions
- Line functions
- 1.2.2 • 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.

(8)

(5 x 2) (10)

1.2.3 The Right to

- Life
- Equal protection and benefit of the law
- Right to dignity
- Freedom and security of the person
- Privacy
- Freedom of religion, belief and opinion
- Freedom of expression
- Assembly, demonstration and petition
- Freedom of association
- Free political rights
- Citizenship
- Freedom of movement and residence'
- Economic activity
- Labour relations
- Environment
- Property
- Housing
- Health, food, water and social security
- Children
- Education

(Any 8 x 1) (8)

1.2.4 It is the highest political institution in a state and consists of a number of executive office-bearers. (2)

1.2.5 Jacob Zuma,
the State President (Any 2 x 1) (2)

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TOTAL SECTION A: 50

SECTION B**QUESTION 2**

- 2.1 The government is elected by the people of the country through a democratic process of elections.
Citizens present government with a mandate to govern the country.
Citizens pay taxes to enable government to fulfil its role to serve the public through a process of policy making and public administration.
Government stays accountable to the citizens for their deeds. (3 x 1) (3)
- 2.2 2.2.1 Public Protector has the following duties:
- Investigates any conduct that is improper in state affairs or public administration at any level of government.
 - He/She must report on that conduct to the public.
 - He/She should not investigate (any) decision(s) made by a court of law.
- (Any 2 x 1) (2)
- 2.2.2 Auditor – General performs the following functions:
- Audits and reports on the financial statements of all state departments, provincial and local governments.
 - He/She must also audit any other institution funded by public money.
 - All his/her reports must be made public.
- (Any 2 x 1) (2)
- 2.3 The Constitutional Court does the following:
- It has the highest judicial authority and is established to enforce the Bill of Rights.
- It makes decisions when differences of interpretation about the application of the court arise.
- It decides on disputes in constitutional matters between national government, provinces and local government.
- It declares as unconstitutional any Act of Parliament, a provincial Act and/or any conduct of the President.
- It decides on the constitutionality of any Parliamentary or provincial bill, but only if the bill is referred to it, in terms of the Constitution.
- It makes decisions on whether or not amendments to the Constitution are constitutional. (4 x 2) (8)

- 2.4 Central - Parliament
Provincial - Provincial legislature/Provincial Parliament
Local - Municipal Council (3 x 2) (6)
- 2.5 Composition of the NCOP:
There are 90 delegates which means a delegation of 10 representatives for each of the nine provinces
For each of the TEN delegates,
FOUR special delegates consisting of the premier and three special delegates
SIX permanent delegates
Each provincial delegation proportionally represented by representatives of a political party.
Chairperson and 2 (two) deputy chairpersons are elected from the permanent NCOP members for five years. (5 x 2) (10)
- 2.6 Limpopo
Gauteng
KwaZulu Natal
Eastern Cape
Northern Cape
Western Cape
Free State
North-West
Mpumalanga (9 x 1) (9)
- 2.7 Complete the following diagram found at local level of government. Write only the question number and the correct answer next to the question number (2.7.1–2.7.5) in the ANSWER BOOK. (5 x 2) (10)

LEGISLATURE	2.7.1 Municipal Council
2.7.2 Executive Authority	2.7.3 Executive Committee
ADMINISTRATIVE EXECUTIVE INSTITUTION	2.7.4 Town Clerk/Municipal Manager 2.7.5 Departments/Branches/Divisions/Sections

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QUESTION 3

- 3.1 3.1.1 South African (1)
- 3.1.2 Birth
Descent
Registration
Naturalisation (4 x 2) (8)
- 3.1.3 Yes
He has South African citizenship. (3)

- 3.1.4 If he obtains the citizenship of another country
Through abnegation – i.e. accepting citizenship in or political asylum of another country
Through superannuation
Through dispossession: by the Minister of Home Affairs (4 x 2) (8)
- 3.2 Research
Conducting public relations
Providing legal services
Notification functions
Constructing and maintaining information systems (2 x 1) (2)
- 3.3 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 (5 x 2) (10)
- 3.4
- 3.4.1 Functions in the House of Parliament.
The Minister(s) appears in Parliament to answer questions on activities of his/her/their department(s).

It is necessary (for each Minister) to be well informed about the executive and administrative activities of their department(s). (2 x 2) (4)
- 3.4.2 Functions as a member of Cabinet.
They are political heads and submit policy proposals to Cabinet

They make proposals for their department and ensure that legislation is approved to fulfil these objectives. (2 x 2) (4)
- 3.5 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 (Council of Traditional Leaders or COTL) has the power to delay parliamentary bills in respect of traditional needs.

They are the representative body for traditional leaders in Parliament. (4 x 2) (8)
- 3.6 The main responsibility is the making of laws for ordering community life in such a manner that all citizens can live peacefully and under physical and social well-being. (2)

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QUESTION 4**4.1 Central level:**

Highest, top or first level

Responsible for administration on central level

Makes laws and policy for the entire country and binds 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 far as central government can govern them

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 most almost all residents in a town or city can be involved in elections

Allows the ordinary citizen to arrange their affairs independently from minimum interference from other forms of government

All decisions and by-laws must be consistent with laws and policy of higher levels.

(Any 9 x 1) (9)

4.2 Characteristics of the Constitution:

The Constitution has supremacy over Parliament

The Constitution guarantees equal rights for all citizens of the RSA.

The Constitution contains a Bill of Rights that regulates the relationship between the State and the citizen(s) or citizenry.

It makes provision for the formation of a Government of National Unity.

(It ensured that the former four provinces are replaced by nine provinces; each of which obtained its own provincial government.).

It entrenches various interests of the community, for example, by creating an electoral system of proportional representation.

It 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 government institutions may govern, conduct their affairs and run government services for the benefit of the nation.

It is also meant to determine the relationship between citizens and the institutions of civil governance.

(Any 6 x 2) (12)

- 4.3 State Corporation
Auditor-general
Commission for gender equality
Human rights Commission
Electoral Commission
State Departments
Universities
Technikons
Research institutions
Agricultural control boards (Any 6 x 1) (6)
- 4.4 Agriculture
Cultural affairs
Education excluding technikons 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
Tourism
Traditional leaders
Urban and rural development (Any 10 x 1) (10)
- 4.5 4.5.1 *Every party holding 80 seats in the National assembly is entitled to designate an Executive Deputy President.
*Should no party hold 80 seats, the TWO parties holding the largest number and/or the second largest number of seats, can designate an Executive Deputy President.
*He/She is elected for FIVE years. (3 x 2) (6)

- 4.5.2
- Carries out activities assigned to them by the President or in the Constitution.
 - Acts as Acting President in the absence of the President.
 - Have the same tasks as members of Cabinet.
 - He is accountable collectively and individually to Parliament.
 - Provides Parliament with full and regular reports about the area that he is in control of. (Any 2 x 2) (4)

4.6 President, Deputy Presidents, 27 Ministers appointed by the President.

Cabinet portfolios are allocated in proportion to the number of seats held by a political party in the National Assembly.

Only parties with 20 or more seats in the National Assembly are entitled to receive Cabinet seats. (3 x 1) (3)

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TOTAL SECTION B: 150
GRAND TOTAL: 200