higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

2 June 2021

This marking guideline consists of 10 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1 True
1.2 True
1.3 True
1.4 True
1.5 False
1.6 True
1.7 True
1.8 False
1.9 False
1.10 True

(10 × 2) **[20]**

QUESTION 2

2.1
- Includes the writing of laws
- Monitors the executive
- The legislator who enacts laws may not also execute them or administer justice

(Any 1 × 2) (2)

2.2
- National level: Parliament
- Provincial level: Provincial Legislature
- Local level: Municipal Council

(3 × 2) (6)

2.3 NATIONAL GOVERNMENT

- National or central sphere of government
- Governs the state at the highest level
- Responsible for the main organisation and administration on central level by making laws and policy which bind all other forms of government.
- Parliament has the authority to make laws at central level. (Any THREE)

PROVINCIAL GOVERNMENT

- 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 allow them to govern.
- Provincial laws and policy must not clash with central laws and policy.
- Provincial Legislature passes laws for the province. (Any THREE)

LOCAL GOVERNMENT

- 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 law or policy made by central or provincial government. (Any THREE)

(3 × 3) (9)

2.4

- Government is a system by which a state or a community is governed.
- Consists of legislators, administrators (executive) and arbitrators (courts of law, judges).
- A body of people and institutions that make and enforce laws for a particular society.
- Divided into three levels: national, provincial and local
- Highest political institution in a state and consists of a number of executive political office bearers. (3 × 1) (3)

[20]

TOTAL SECTION A: 40

SECTION B

QUESTION 3

3.1
- Third level of government found in a town or city.
- Ensure that national and provincial policies are enforced on local level.
- Government closest to the people to understand their needs.
- To provide democratic and accountable government for local 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.
- Municipalities have the right to govern on their own initiative subject to national and provincial legislation and the Constitution.
- The municipality makes by-laws on various matters that affect the local communities. (Any 4 × 2) (8)

3.2
- Water
- Roads
- Sanitation and refuse removal
- Electricity
- Transport
- Primary health services
- Education (not school education)
- Housing
- Traffic control
- Cemetery and crematorium control
- Storm water drainage
- Fire brigade
- Library
- Art galleries
- Abattoirs
- Sports and recreation
- Prevention of pollution
- Municipal security
- Tourism
- Airports
- Urban and rural development (Any 6 × 1) (6)

Copyright reserved

3.3
- Must be a South African citizen
- Must be 18 years and older
- Must be registered to vote
- Must have a legal voter document (ID)
- Must be a permanent resident of the country
- Must be 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.
- Must be 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 4 × 2) (8)

3.4
- Heals the divisions of the past and create a society based on democratic values, social justice and basic human rights.
- Lay the foundation for a democratic and open society in which government is based on the will of the people and every citizen is equally protected by the law.
- Improve the quality of life of all citizens and free the potential of all people.
- Determines the relationship between citizens and the governing institutions.
- Build a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations.
- Serves as a system of basic principles and rules according to which the country must be governed.
- Spells out the powers according to which governing institutions may govern. (Any 5 × 2) (10)

3.5
- Refers to free and fair elections where all citizens can participate without being forced to choose a political party.
- Registered voters may vote for the political party of their choice.
- After elections, the party with the majority of the votes can put together a government.
- The people of a country are supreme and through the representatives they elect to establish their government.
- The government derives its mandate to govern from the citizens of the country.
- If the citizens are not happy with the government, they can withdraw this mandate by voting them out of power in the next elections.
- The government serves the citizens of the country; the citizens do not serve the government. (4 × 2) (8)

[40]

QUESTION 4

4.1
- Carries out all activities assigned to them by the president or Constitution
- Assist the president
- Has the same tasks as members of the cabinet
- Is accountable collectively (with members of cabinet) and individually to parliament.
- Assumes the duties of the president in his/her absence
- Provides regular reports to parliament about the areas they control.

(Any 4 × 2) (8)

4.2
- Includes activities in the preparation of the writing of laws
- Includes the running of different state departments within government
- Ensure laws are carried out
- Not involved in enacting legislation or in administering the law

(Any 2 × 1) (2)

4.3
- Submit policy proposals to cabinet
- Make proposals for his/her department to cabinet
- Make proposals about objectives for his/her department
- Ensure that legislation is approved to fulfil these objectives

(Any 2 × 2) (4)

4.4
- 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 of the house should be present
- A committee system is used to resolve differences
- Most important function is the enactment of laws
- There is judicial control over parliament
- Must keep the executive accountable
- Summon any person to give evidence or produce any documents or ask any institution to report to them
- Agree to a state of emergency
- Can pass a vote of no confidence in the cabinet
- Controls state institutions
- Can amend the Constitution
- Debates and votes on the annual budget
- Establish a joint rules committee to make rules and orders

(Any 6 × 2) (12)

Copyright reserved

4.5
- Identity document is scanned and checked
- Voter's list is checked and your details crossed out
- Base of right thumbnail 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
- Voter marks party of his choice in voting booth
- Voter places NA ballot paper in the national ballot box
- Voter places the provincial ballot paper in the provincial ballot box
- Voter leaves voting station
- They are political heads and submit policy proposals to cabinet

(10 × 1) (10)

4.6
- Must be a South African citizen
- Must be qualified to vote in the general elections
- Must make an oath or solemn affirmation to do their duties (Any 2 × 2) (4)

[40]

QUESTION 5

5.1 5.1.1
- TRADITIONAL SYSTEM
  The children see the father and husband as the sole supporter and decision-maker
  The wife is a full-time house wife/educator and obedient to the husband

- SYSTEM OF CAMARADIE
  Husband is the breadwinner and decision-maker of the family, but the wife's advice is considered.
  Wife holds a part-time or supportive job; main function is educator and homemaker.
  She receives recognition for her non-domestic skills and enjoys independence.

- EGALITARIAN SYSTEM (SYSTEM OF EQUALITY)
  Both husband and wife has careers and supports the family.
  Both mutually agree to do domestic chores.
  Wife's home-making role is subordinate to her career.

(3 × 2) (6)

5.1.2
- Receives and investigates complaints from the public against government or state agencies or officials.
- Investigates any conduct in state affairs or public administration at any level of government that is improper (maladministration, abuse of power, violations of human rights, dishonesty).
- Must report on that conduct to the public
- May not investigate any court decision (4 × 2) (8)

5.1.3
- These courts have jurisdiction in all constitutional matters except matters that only the Constitutional Court can decide on.
- These courts are also vested in provinces with appellate divisions.
- They hear matters that are so serious that the lower courts would not be competent to make a proper judgement.
- These courts can sentence offenders to life imprisonment unless prescribed by the law.
- Decisions are binding on magistrate courts within the area of jurisdiction.
- High Court judges are appointed by the president after consultations. (Any 4 × 2) (8)

5.2 5.2.1
- Chairperson and 19 representatives
- They are elected by an electoral college
- Constitution provides for the establishment of this council of traditional leaders
- 20 members constitute the members of the houses of traditional leaders of the different provinces (4 × 2) (8)

5.2.2
- To advise and make recommendations to the national government with regards 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.
- They are the representative body for traditional leaders in parliament.
- Any parliamentary bill pertaining traditional authorities, indigenous laws or the traditions and customs of traditional communities must be referred to the council for comments, advice and support after having been passed by the house in which it was introduced and before it is introduced to other houses of parliament. (5 × 2) (10)

[40]

QUESTION 6

6.1 6.1.1

- It is the annual official opening of parliament.
- Address by the state president to the people of South Africa.
- The president highlights the achievements and challenges experienced in the past year and presents the programmes for the year ahead. (Any relevant 2 × 1) (2)

6.1.2

- National Assembly
- National Council of Provinces (2 × 1) (2)

6.1.3

- Must be involved in discussions with the public
- Must help people with their constituencies (voting areas)
- Take part in debates on bills to be passed into law or important national issues
- Involved in committee hearings
- Complete freedom of speech
- Ministers answer questions regarding their state departments (Any 4 × 2) (8)

6.1.4

- 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
- 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)

6.1.5
- Acts of parliament deal with matters that cannot be regulated effectively by provincial legislation.
- Acts of parliament deal with matters that require being regulated or co-ordinated by uniform norms or standards that apply generally throughout the RSA.
- Acts of parliament are necessary to set minimum standards across the nation for rendering of public services.
- Acts of parliament are necessary for the maintenance of economic unity, wealth and security services, protection of the environment, promotion of provincial commerce and other important services to be regulated by national law.

(4 × 2) (8)

6.2
- Generic administrative functions
  Refer to common functions performed in any organisation or institution
- Auxiliary functions
  Refer to functions performed to improve or support the functions in the organisation or institution
- Instrumental functions
  Refer to the functions that are required for the job to be performed as well as those that empower an official to perform the job
- Line functions
  Involves all types of daily operational activities involved in carrying out the objectives of the institution (Any relevant 4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

Copyright reserved