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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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JUNE EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

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12 June 2013 (Y-Paper)
13:00–16:00

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N4
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions in SECTION A.
2. Answer only THREE questions in SECTION B.
3. Read ALL the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 Public administration is a complex activity performed in the public sector and it cannot be regulated through laws, rules and regulation.

1.1.2 The relationship between government and the community is regulated through national politics without the aid of a constitution.

1.1.3 Democracy means that we as the citizens of the country can choose a party or person that we think can serve as leaders of the country.

1.1.4 Franchise requirements in South Africa are laid down in the Electoral Act of 1993 (Act 2020 of 1993).

1.1.5 The constitution describes the major institutions of the state and lays down their powers and relationships.

1.1.6 One of the most important functions of Parliament is to pass bills for a municipality.

1.1.7 The Premier is the head of the cabinet.

1.1.8 The function of the judicial authority is vested in the courts of law within our country.

1.1.9 Officials are responsible for the execution of executive functions of a non-political nature.

1.1.10 Research is an example of a generic administrative function.

(10 x 2) (20)

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1.2 Complete the following sentences by filling in the missing word(s). Write only the word(s) next to the question number (1.2.1–1.2.8) in the ANSWER BOOK.

1.2.1 The ... has supremacy over Parliament.

1.2.2 All three levels of government have to perform three main functions, namely ..., ... and ... functions.

1.2.3 ... is essential for democracy as it is the part of government that is closest to the people.

1.2.4 The National Council of Provinces has ... permanent delegates.

1.2.5 When a Bill is signed by the President it becomes known as a/an ... of Parliament.

1.2.6 The legislative authority of central government rests with ...

1.2.7 Parliament can be dissolved by the ... at any stage after the commencement of the term of office.

1.2.8 Every party holding at least ... seats in the National Assembly is entitled to designate an Executive Deputy President.

(10 x 2) (20)

1.3 Choose a description from COLUMN B that matches a word/an item in COLUMN A. Write only the letter (A–F) next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	President	A	votes are casts on political parties.
1.3.2	Party-list system	B	essence of a state
1.3.3	Central government	C	makes laws and policies that bind all forms of government.
1.3.4	Sovereignty	D	right to a name and nationality from birth
1.3.5	Children's right	E	pardons offenders
		F	provincial legislation

(5 x 2) (10)

TOTAL SECTION A: 50

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SECTION B

Answer any THREE of the four questions in this section.

QUESTION 2

2.1 The political decision-making process of a country is a process where any group that makes or enforces rules to its members can be seen as a role player. Describe the role of the following role players:

2.1.1 Interest and pressure groups (2)

2.1.2 Newspapers and news media (2 x 2) (4)

2.2 Explain why you would regard the family as a starting point of Public administration. (4 x 2) (8)

2.3 Describe how the principle, 'government by the people' contributes to a democratic society. (3 × 2) (6)

2.4 Discuss the role of the Municipal council as a legislative authority within the municipality. (4 × 2) (8)

2.5 The constitution entrenches various interest of the community.

Determine how the constitution entrenches the various interests of the community. (5 x 2) (10)

2.6 The constitution provides the election of the executive president on a political party basis to give all major political parties the opportunity to participate in a government of national unity.

2.6.1 Explain how the Deputy President is elected. (4 x 2) (8)

2.6.2 Describe the powers and functions of the Deputy President. (2 x 2) (4)

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QUESTION 3

3.1 The present election arrangements in South Africa are laid down in the Electoral Act of 1003, (Act 202 of 1993).

3.1.1 Name and briefly describe the electoral system used in South Africa (4 x 2) (8)

3.1.2 Explain how the use of ballot boxes ensures confidentiality and secrecy during the process of voting. (4 x 2) (8)

3.2 Name FOUR types of auxiliary functions found in any public institution. (4 x 2) (8)

3.3 Explain the responsibility of a state department found at central level of government. (2 x 2) (4)

3.4 The constitution has established various control institutions to protect the citizens. Name FOUR types of control institutions found at central level of government. (4 x 1) (4)

3.5 The legislative authority consists of elected representatives chosen by the people of the country. Briefly explain the main and secondary responsibilities of the legislative institutions. (3 × 2) (6)

3.6 The executive council forms part of the executive authority of the provinces.

3.6.1 Describe the composition of the executive council. (3 x 2) (6)

3.6.2 Explain the functions of the executive council. (3 x 2) (6)

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QUESTION 4

4.1 Complete the following diagram of the local level of government. Write down the question number (4.1.1-.4.1.5) and the answer in the ANSWER BOOK.

LOCAL LEVEL OF GOVERNMENT

Legislative	Metropolitan Or 4.1.1
4.1.2	4.1.3
Administrative executive institution	4.1.4 4.1.5

(5 x 2) (10)

4.2 The National Council of provinces replaced the Senate in Parliament to from a representative body to take the interest of the nine provinces into account.

Describe the composition of the National Council of provinces. (5 x 2) (10)

4.3 The judicial authority is vested in the courts of law.

4.3.1 Describe the composition of the Supreme court of appeal. (3 x 2) (6)

4.3.2 Explain the functions of the Supreme court of appeal. (2)

4.4 Name the nine provinces found within our country. (9 x 1) (9)

4.5 Briefly explain why it is important for government to recognise traditional authorities. (2)

4.6 Parliament is the legislative institution found at central level of government.

4.6.1 Where in South Africa do we find the house of Parliament? (1)

4.6.2 What is the term of office for members of Parliament? (2)

4.6.3 Name FOUR disqualifications for members of Parliament. (4 x 2) (8)

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QUESTION 5

5.1 A characteristic of the civilised modern state is that it has a constitution.

5.1.1 Define the term *constitution.* (2)

5.1.2 The constitution can be obtained in TWO ways.

Describe the two ways to obtain a constitution. (2 x 2) (4)

5.2 The provincial legislature has legislative authority over certain matters.

List FIVE of these matters. (5 x 2) (10)

5.3 Explain the functions of the constitutional court of law. (4 x 2) (8)

5.4 Local level of government is the third level of government.

5.4.1 Discuss the main objectives of local level of government. (5 x 2) (10)

5.4.2 List SIX types of services provided by the local level of government to improve the general welfare of the community. (6 x 1) (6)

5.5 One of the most important functions of Parliament is to make laws. Complete the following statements by filling in the missing word(s). Write only the word(s) next to the question number (5.5.1–5.5.5) in the ANSWER BOOK.

5.5.1 Whenever the need for new legislation arises, officials of the state department under the direction of the Minister will convert proposals in the form of .... (2)

5.5.2 It is then submitted to Parliament by the relevant ... (2)

5.5.3 A bill can be introduced in the NCOP or in the National Assembly except for a ... (2)

5.5.4 ... is an essential feature of the legislative process. (2)

5.5.5 Only when it is signed by the ... and promulgated in the government gazette does it become the law of the land. (2)

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TOTAL SECTION B: 150
GRAND TOTAL: 200

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