higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

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This question paper consists of 8 pages.

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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.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Use a black or blue pen.
5. Leave at least THREE lines open after each question.
6. Start each section on a NEW page.
7. Write neatly and legibly.

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SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 Private administration aims to make proper laws and regulations for society.

1.2 South Africans living overseas during elections are unable to register and vote in general elections.

1.3 The executive authority at the provincial level of government rests with the cabinet.

1.4 State-owned enterprises are part of the economic activities in a country and provide essential services.

1.5 The constitution makes provision for the principle of government by majority rule.

1.6 A matter before the constitutional court must be heard by at least eight judges.

1.7 The rule of law states that no one is above the law except the state president.

1.8 A state has public institutions to maintain law and order.

1.9 Members of parliament are elected by the people of South Africa.

1.10 Leading, motivating, training and maintaining discipline are part of the organising function within a public institution.

(10 × 2) **[20]**

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QUESTION 2

Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (2.1–2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1	Prepares agendas and writes minutes	A	interim constitution
2.2	Smallest unit in a community	B	democracy
2.3	Freedom of freethinking	C	naturalisation
2.4	Qualification to gain citizenship	D	generic administrative function
2.5	Supreme authority during a transformation process	E	judicial authority
2.6	Legislative institution	F	cabinet secretariat
2.7	Head of state	G	municipal council
2.8	Courts of law	H	family
2.9	Research institution	I	president
2.10	Financing	J	Human Sciences Research Council

(10 × 2) **[20]**

TOTAL SECTION A: 40

SECTION B

QUESTION 3

Read the scenario and answer the questions.

The former public protector, Thuli Madonsela, has instructed the president to appoint a commission of enquiry into state capture. It was also stated in the report that the chief justice, Mogoeng Mogoeng, must decide which judge should head the commission.

3.1 3.1.1 Briefly explain the function of a commission of enquiry as a role player within government. (2)

3.1.2 The president is an example of a political office bearer within government.

Briefly explain how political office bearers play an important role in the decision-making process of a country. (2 × 2) (4)

3.1.3 The state president has been given many powers and functions by the constitution. Apart from appointing a commission of enquiry, the president has the power to appoint a cabinet.

Explain why it is important to appoint a cabinet for government. (3 × 2) (6)

3.1.4 The chief justice is the head of the Constitutional Court.

Briefly explain why the role of chief justice within the Constitutional Court is important for the judiciary. (3 × 2) (6)

3.1.5 Differentiate between the role of the *public protector* and the role of *auditor-general* within government. (3 + 3) (6)

3.2 Read the scenario and answer the questions.

After the last local elections in South Africa, there is a significant opportunity for newly elected mayors and councillors to boost job creation among small and medium enterprises. For many newly elected mayors their political parties listed improving employment opportunities on their campaign agencies. Although mayors cannot change national policy to stimulate entrepreneurship, there are opportunities to better implement some policies at local level.

3.2.1 Explain the purpose of an election for local government. (2)

3.2.2 Name the institution responsible for elections in South Africa. (2)

3.2.3 Describe why it is important to have a mayor within a municipality. (3 × 2) (6)

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3.2.4 Although mayors cannot change national policy, there are opportunities to better implement policies at local level.

Identify SIX matters that municipalities deal with in their local area to serve the needs of the community. (6)

[40]

QUESTION 4

Read the scenario and answer the questions.

South Africa is a large country. To allow the government to maintain order, the constitution states that the country must be divided into three levels of government, nine provinces and over 200 municipalities. South Africa is a democratic state which ensures the separation of powers. It divides the authority of government into legislative, executive and judiciary powers.

4.1 4.1.1 Briefly explain the THREE levels of government. (3 × 2) (6)

4.1.2 Identify SIX characteristics indicating that South Africa is a democratic state. (6)

4.1.3 In a democratic state the underlying principle states that all power must be divided between legislative, executive and judiciary authorities.

Discuss how this division of powers differs for each authority. (3 × 2) (6)

4.1.4 List the NINE provinces of South Africa. (9)

4.2 To vote in the elections people must register as voters. Although the election of representatives for the citizens of a country is a purely political affair, there is a comprehensive administrative process behind the creation of a voters' roll, the determination of a voter's right to vote and the organisation of the electoral process.

4.2.1 Explain who may NOT qualify to vote in the general elections of South Africa. (4)

4.2.2 Different types of voting materials must be provided to all voting stations to stop irregularities and to control voting.

Explain how these voting materials play an important role during the voting process. (9)

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QUESTION 5

The constitution is the highest law in South Africa. The constitution stipulates that a parliament must be established and provides a clear framework of its responsibilities, functions and powers.

5.1 5.1.1 Discuss FIVE characteristics of the constitution to show the important role of this law South Africa. (5 × 2) (10)

5.1.2 Explain how parliament carries out it functions within government. (6 × 2) (12)

5.1.3 Discuss the term of office of members of parliament as found in the constitution. (2 × 2) (4)

5.1.4 The constitution states that a deputy president must be appointed within government.

Explain why the role of the deputy president is important for the government. (5 × 2) (10)

5.2 Explain how the provincial house of traditional leaders plays a prominent role within a provincial government. (2 × 2) (4)

[40]

QUESTION 6

6.1 Complete the following table about the central level of government by writing the answer next to the question number (6.1.1–6.1.6) in the ANSWER BOOK.

Legislative authority	6.1.1 6.1.2 … and National Council of Provinces
6.1.3	6.1.4
Administrative executive institutions	6.1.5 6.1.6

(6 × 1) (6)

6.2 The National Council of Provinces ensures provincial representation at the highest level of government.

Describe how the composition of the National Council of Provinces ensures this representation at the central level of government. (5 × 2) (10)

6.3 An act of parliament can prevail over provincial laws.

Discuss FOUR conditions where an act of parliament can prevail over provincial laws. (4 × 2) (8)

6.4 Parliament makes laws that affect municipalities. The municipal manager enforces these laws and policies.

Describe FIVE functions to show the important role played by the municipal manager within a municipality. (5 × 2) (10)

6.5 Name SIX types of auxiliary functions carried out by government institutions. (6)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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