higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

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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. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 Political office bearers are those officials who have been elected to fill positions in government.

1.2 The constitution provides for a democratic system and equal voting opportunities for all citizens.

1.3 A geographical area cannot be called a state unless it has a permanent government.

1.4 The Rule of Law states that the courts of law must operate independently from the legislature and the executive.

1.5 It is the responsibility of each and every individual to check whether his/her name appears on the ballot paper.

1.6 The National Assembly must discuss issues and bills to make decisions.

1.7 The Executive Committee monitors financial expenditure of the municipality.

1.8 The cabinet exercises judicial authority in South Africa.

1.9 The auditor-general receives and investigates complaints from the public regarding the government or officials.

1.10 Instrumental activities refer to those activities which make it possible for staff members to do their work.

(10 × 2) **[20]**

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QUESTION 2

One of the main responsibilities of the government is to exercise legislative authority. This legislative authority is carried out at all THREE levels of the government.

2.1 Define the term *legislative authority*. (2)

2.2 Indicate the institutions at all THREE levels of government that are involved in exercising legislative authority. (3 × 2) (6)

2.3 Name and briefly describe the THREE levels of government. (3 × 3) (9)

2.4 What do you understand by the term *government*? (3 × 1) (3)
[20]

TOTAL SECTION A: 40

SECTION B

QUESTION 3

Read the scenario below and answer the questions.

2018 has been marked by many residents protesting for basic services within their residential areas. Municipalities should act fast in providing services to the people. Majority of South Africans are fast becoming impatient with government for failing to provide them with services, as guaranteed by the constitution. Voters want to see government living up to the election promises to improve their lives. If democracy means government of the people by the people, municipalities need to create platforms to engage the communities on service delivery issues.

3.1 Municipalities should act fast in providing services.

Describe the important role that a municipality should exercise apart from the provisioning of services. (4 × 2) (8)

3.2 List SIX services that are provided by the municipalities. (6 × 1) (6)

3.3 Describe the requirements to qualify as a voter. (4 × 2) (8)

3.4 Explain FIVE characteristics of the constitution to indicate its relevance in the country. (5 × 2) (10)

3.5 Explain what you understand by the following principle of democracy: 'The government of the people by the people.' (4 × 2) (8)
[40]

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QUESTION 4

Read the scenario below and answer the questions.

The president, deputy president and ministers make up the executive branch at the national level of government. They are also members of parliament. The ministers are appointed by the president as political heads of national state departments. They play a very important role in government as they were chosen to represent the citizens after the general elections in our country.

4.1 Why is the function of the deputy president important in the government system of South Africa? (4 × 2) (8)

4.2 The president, deputy president and ministers play an executive role within government.

What do you understand by the term *executive branch of government*? (2)

4.3 Describe any TWO functions of a minister as the political head of a state department. (2 × 2) (4)

4.4 Describe the functions of the parliament to demonstrate its importance within the government. (6 × 2) (12)

4.5 Describe how the voting process is carried out in our country during the general elections. (10 × 1) (10)

4.6 Describe the requirements to qualify for a member of parliament. (2 × 2) (4)

[40]

QUESTION 5

5.1 Read the extract below and answer the questions.

The wellbeing of society is greatly influenced by the wellbeing of individual citizens and their families. Strong families are central to improving social and economic development. The government also needs to create institutions to ensure citizens' rights are upheld. Courts of law ensure that the law is always applied and thereby protecting citizens' rights.

5.1.1 Strong families are central to improving social and economic development.

Describe the different types of family systems. (3 × 3) (6)

5.1.2 Describe the important role played by the office of the public protector to ensure that citizens' rights are supported. (4 × 2) (8)

5.1.3 Explain why it is important to establish high courts as courts of law in South Africa. (4 × 2) (8)

5.2 The Constitution established the right of communities living under traditional law and custom to influence the way in which the country is run. Institutions of traditional leaders have been established at national and provincial level to play an important role within government.

5.2.1 Describe the composition of the Council of Traditional leaders. (4 × 2) (8)

5.2.2 Explain the role of the Council of Traditional leaders within the South African governance system. (5 × 2) (10)

[40]

QUESTION 6

6.1 The city of Cape Town is home to South Africa's parliament. It is here that the president gives his State of the Nations address. South Africa has a bicameral parliament (two houses) supported by a joint administration. The members of parliament are elected during the election process. It should be representative of all groups within South Africa.

6.1.1 Explain what you understand by the term *State of the Nations address*. (2)

6.1.2 Name the TWO houses of parliament. (2 × 1) (2)

6.1.3 Describe the tasks carried out by the members of Parliament. (4 × 2) (8)

6.1.4 One of the functions of the State President is to deliver the State of the Nations address.

Describe SIX other functions of the State President in South Africa. (6 × 2) (12)

6.1.5 Briefly explain what you understand about parliamentary competence over provincial laws. (4 × 2) (8)

6.2 Describe the FOUR main groupings of functions that are carried out by all government institutions. (4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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