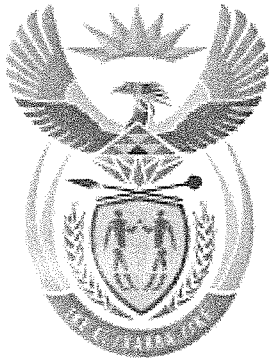


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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N1190(E)(N4)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N4**

(21010024)

**4 November 2013 (X-Paper)
09:00–12:00**

This question paper consists of 8 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N4
TIME: 3 HOURS
MARKS: 200

NOTE: If you answer more than the required number of questions, only the required number of questions will be marked. All work you do not want to be marked must be clearly crossed out.

INSTRUCTIONS AND INFORMATION

1. SECTION A is COMPULSORY and must be answered by ALL the candidates.
 2. Answer only THREE questions from 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 (COMPULSORY)**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 In South Africa the second level of government is called central government and is formed through a process of election.
- 1.1.2 In the equalitarian system the husband is the main breadwinner and decision maker of the family.
- 1.1.3 Democracy means that as a citizen you can choose a representative or party through voting in an election.
- 1.1.4 People who are born in South Africa must apply to parliament to gain citizenship of the country.
- 1.1.5 The court of appeal has been established to ensure that the laws of the country and political actions are in accordance with the constitution.
- 1.1.6 The legislative authority should not be burdened with the enforcement of laws.
- 1.1.7 The municipal council is the legislative institution found at provincial level of government.
- 1.1.8 The premier convenes meetings of the cabinet.
- 1.1.9 Ministers are the political heads of state departments.
- 1.1.10 Policy making is a generic administrative function carried by private institutions.

(10 x 2) (20)

- 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 Parliamentary elections must be held every ... years.
- 1.2.2 The ... can be seen as the smallest form of government.
- 1.2.3 A piece of legislation which has not been passed by parliament or which has not come into effect yet is called a ...
- 1.2.4 The legislative power of each province rests with the ...
- 1.2.5 The municipal council makes and enforces ... provided that they are consistent with the other two levels of government.
- 1.2.6 The cabinet consists of the ..., the ... and ...
- 1.2.7 The national council of provinces consists of ... members.
- 1.2.8 The ... determines the relationship between the citizen and the governing institution.

(10 x 2) (20)

- 1.3 Choose a description from COLUMN B that matches a term 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	State	A	investigates conduct or wrong behaviour in public administration
1.3.2	Family	B	pronounces judgement on less serious cases
1.3.3	Children's rights	C	independent and not part of another sovereign entity
1.3.4	Magistrate court	D	basic nutrition, shelter and social services
1.3.5	Public protector	E	smallest unit in a community
		F	court that has the highest judicial authority

(5 x 2) (10)

TOTAL SECTION A: 50

SECTION B

Answer any THREE of the four questions from this section.

QUESTION 2

2.1 Read the following case study and then answer the questions.

Motorists in Pietermaritzburg have to get used to the idea of paying for parking in the central business district (CBD). This started as a pilot project on 1 November 2012. Motorists will have to pay R5 or R6 per hour depending on where in the city centre they park. The municipal manager (town clerk), Mxolisi Nkosi, said that marshalls will be used to assist with paid parking. To facilitate operation of the new system, new bylaws are required.

- 2.1.1 To which level of government does the above case study relate to? (2)
- 2.1.2 Name the source of income that this level of government will generate according to the case study. (2)
- 2.1.3 Describe FOUR other types of services that can be provided by this level of government. (4)
- 2.1.4 Name the legislative institution that will be responsible for passing the bylaws. (2)
- 2.1.5 Describe some of the functions of the municipal manager, Mxolisi Nkosi. (5 x 2) (10)
- 2.2 Explain, in tabular form, the different objectives of public administration and private administration. (4 x 2) (8)
- 2.3 Describe the role of the cabinet secretariat in the administrative and political process of a state. (2 x 2) (4)
- 2.4 Explain the rights of detained as well as accused persons according to the Bill of Rights. (3 x 2) (6)
- 2.5 Briefly explain why citizens and institutions are bound by court decisions. (2 x 2) (4)
- 2.6 State the main function of the high court. (2)
- 2.7 Describe the relationship between the community, government and public administration. (3 x 2) (6)
- [50]**

QUESTION 3

3.1 Read the following scenario and answer the questions.

Times are tough and as a result the finance minister has put the brakes on government spending. He presented his medium-term budget policy in the national assembly. The minister said that over the next three years, public expenditure will remain at the level set in the 2012 budget.

3.1.1 Referring to the above statement, at which level of government do we find the national assembly? (2)

3.1.2 The finance minister is part of the national assembly.
Describe the composition of the national assembly. (6 x 2) (12)

3.1.3 Ministers are appointed by the state president.
Name the FOUR main functions of ministers. (4 x 2) (8)

3.1.4 Who is the minister of finance in South Africa? (2)

3.2 The activities of public institutions are classified into FOUR main groups.
Name these FOUR main groups of activities. (4 x 2) (8)

3.3 Complete the following diagram of a state department found at central level of government. Write the answer next to the question numbers (3.3.1–3.3.5) in the ANSWER BOOK.

State department

3.3.1 Political head
3.3.2
3.3.3
3.3.4
3.3.5

(5 x 1) (5)

3.4 The Electoral Act makes strict provisions regarding the manner in which elections are carried out.
Explain the voting procedure for national and provincial elections. (10 x 1) (10)

3.5 Give THREE reasons why people are not entitled to vote according to the Electoral Act. (3 x 1) (3)

[50]

QUESTION 4

- 4.1 Name THREE acceptable methods of obtaining citizenship in South Africa. (3 x 1) (3)
- 4.2 In a democracy, the political organisation of the state involves three levels of government.
Explain these THREE levels of government. (3 x 3) (9)
- 4.3 Briefly explain why it is important to have a local level of government. (4 x 2) (8)
- 4.4 The South African Constitution contains definite guidelines on how parliament should function.
Discuss the role of parliament under the following headings:
- 4.4.1 Qualifications for members of parliament (2 x 2) (4)
- 4.4.2 Disqualifications for members of parliament (4 x 2) (8)
- 4.4.3 The functioning of parliament (4 x 2) (8)
- 4.5 Traditional authorities have long been an important part of the South African traditional system.
- 4.5.1 Explain the composition of the council of traditional leaders. (2 x 2) (4)
- 4.5.2 Explain the functions of the council of traditional leaders. (3 x 2) (6)
- [50]**

QUESTION 5

- 5.1 Families can be seen as the starting point of communities that leads to the state and eventually public administration.
- 5.1.1 Define the term *family*. (2)
- 5.1.2 Name and briefly explain the THREE categories of family role systems. (3 x 3) (9)
- 5.2 The origin of a state was probably the consequence of a variety of factors.
Describe the characteristics of a state. (5 x 1) (5)
- 5.3 Describe the FIVE principles civil servants should adhere to when carrying out the activities in public institutions. (5 x 2) (10)

- 5.4 The premier plays a very important role at the provincial level of government.
- 5.4.1 Explain how the premier is elected. (2 x 2) (4)
- 5.4.2 Name the powers and functions of a premier. (5 x 2) (10)
- 5.5 Name FIVE of the most important matters over which the provincial legislature has authority. (5 x 1) (5)
- 5.6 Differentiate between the plurality system and the party-list system as electoral systems that can be used to carry out local elections in different countries. (2 x 2) (4)
- 5.7 Who is the head of our elected government? (1) [50]

TOTAL SECTION B: 150
GRAND TOTAL: 200