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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N1190(E)(N24)H
NOVEMBER EXAMINATION**

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

**24 November 2014 (Y-Paper)
13:00–16:00**

This question paper consists of 6 pages.

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. 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 The Commission of enquiry is appointed by the President on the advice of the cabinet.
 - 1.1.2 Children acquire their view of their life from within their family.
 - 1.1.3 Democracy means that authority is given to elected representatives and these representatives make decisions to further the interest of the nation.
 - 1.1.4 The present election process is controlled by the Human Rights Commission of South Africa.
 - 1.1.5 The legislative authority cannot enact laws as their main role is to manage all executive activities.
 - 1.1.6 The National Council of Provinces has four permanent delegates.
 - 1.1.7 The Premier presides over cabinet meetings.
 - 1.1.8 The South African Constitution grants powers to the courts of law to hand down decisions.
 - 1.1.9 The Public Protector must audit and report on the financial statements of all state departments, provincial departments and local government.
 - 1.1.10 Research is an example of an auxiliary function. (10 x 2) (20)
- 1.2 Define the following terms:
- 1.2.1 Constitution
 - 1.2.2 Franchise
 - 1.2.3 Judiciary authority
 - 1.2.4 Parliament
 - 1.2.5 Bill (5 x 2) (10)

1.3 Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 The President is elected for a period of ... years.

1.3.2 The Executive Council consist of the ... and not more than 10 members.

1.3.3 ... is an essential feature of democracy.

1.3.4 The ... serves as a ceremonial head and represents his town/city.

1.3.5 The ... has supremacy over Parliament. (5 x 2) (10)

1.4 Complete the following diagram found at provincial level of government. Write only the answer next to the question number (1.4.1–1.4.5) in the ANSWER BOOK.

Legislature	1.4.1
1.4.2	1.4.3 + 1.4.4
Administrative Executive institution	Provincial Administration 1.4.5

(5 x 2) (10)

TOTAL SECTION A: [50]

SECTION B

ANSWER ALL THE QUESTIONS IN THIS SECTION.

QUESTION 2

- 2.1 Briefly explain why you would regard the family as the starting point of public administration. (4 x 2) (8)
- 2.2 In South Africa administration is carried out in public and private institutions. Identify the FOUR most important differences between public and private administration. (4 x 2) (8)
- 2.3 Democracy is based on certain principles. One of these is the 'rule of law'.
- 2.3.1 Define the term *rule of law*
- 2.3.2 Discuss THREE factors found within the rule of law. (4 x 2) (8)
- 2.4 Briefly explain the role of the Magistrate Court within the judicial system of South Africa. (2 x 2) (4)
- 2.5 Describe the composition of the Constitutional Court (2 x 2) (4)
- 2.6 The activities performed by public institutions are classified into four groups. Name FOUR groups of activities in the public institutions. (4 x 2) (8)
- 2.7 The provincial legislature plays a very important role in government. Name matters which the provincial legislature has authority over. (10 x 1) (10)
- [50]**

QUESTION 3

- 3.1 State corporations are found at central level of government. Describe FOUR characteristics of state corporations. (4 x 2) (8)
- 3.2 Government functions can be divided into three main groups. Name and briefly explain the THREE types of functions found at all levels of government. (6 x 1) (6)
- 3.3 To accommodate Traditional authorities, the Constitution makes provision for a Council of Traditional Leaders. Explain how this Council ensures that Traditional authorities are recognised. (4 x 2) (8)

- 3.4 Elections in South Africa take place on National, Provincial and Local levels of government. South Africa is a multi-party democracy with the ANC in power with a significant majority since 1994.
- 3.4.1 Briefly explain the Party-list system used as an electoral system in South Africa. (2 x 2) (4)
- 3.4.2 Explain the voting procedure used for voting at the voting stations during the national elections. (10 x 1) (10)
- 3.4.3 What does 'ANC' stand for? (2 x 1) (2)
- 3.5 The President has the responsibility to play a prominent role within government.
- Describe SIX functions of the President. (6 x 2) (12)
- [50]**

QUESTION 4

- 4.1 Explain the role of Parliament as the top legislature in South Africa using the following headings:
- 4.1.1 Term of office of Parliament (4 x 1) (4)
- 4.1.2 Functioning of Parliament (4 x 2) (8)
- 4.2 The Constitution forms the basis whereby the country has to be governed.
- Explain the constitution using the following headings:
- 4.2.1 Name TWO ways of obtaining a constitution for a country. (2 x 2) (4)
- 4.2.2 Discuss why it is important to have a constitution for South Africa. (6 x 2) (12)
- 4.3 Briefly explain how the municipal Council exercises its legislative authority within a town or city. (4 x 2) (8)
- 4.4 The Town Clerk plays a very important role within a municipality.
- Explain FIVE responsibilities of the Town Clerk. (5 x 2) (10)
- 4.5 Name FOUR types of services provided by the local level of government. (4 x 1) (4)
- [50]**

TOTAL SECTION B: 150
GRAND TOTAL: 200