



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

30 September 2020 (X-paper)
09:00–12:00

This question paper consists of 7 pages

144Q1B2030

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 A government is a system according to which a state or community is governed. 
- 1.2 Family and communities are not always the main building blocks of our society and our country.
- 1.3 In South Africa we have a democratic state governed by the Constitution.
- 1.4 Citizenship can be obtained by a person whose father or mother is South African. 
- 1.5 In South Africa, members of Parliament are only elected by people within government.
- 1.6 High courts are examples of superior courts in South Africa.
- 1.7 Research is an example of an auxiliary function carried out within government institutions.
- 1.8 The premier refers a bill back to the National Assembly for further consideration.
- 1.9 Ministers are political heads of state-owned enterprises. 
- 1.10 The main responsibility of the legislature is to raise or lower taxes as well as to adopt the budget of the country.

(10 × 2) [20]

QUESTION 2

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

COLUMN A		COLUMN B
2.1	Appointed by the President to investigate a particular matter	A family
2.2	Basic form of a community.	B ESKOM
2.3	Ceremonial head and represents the town as a first citizen	C generic administrative process
2.4	Consists of 90 delegates	D disqualification of voting
2.5	Heads of provinces	E Premier
2.6	Policymaking	F courts of law
2.7	Right to freedom of association	G commission of enquiry
2.8	State-owned enterprise	H National Assembly
2.9	Subject to the Constitution and not to any organ of state or person in government	I mayor
2.10	Detained under the Mental Health Act	J National Council of Provinces
		K Bill of Rights
		L qualification of voting

(10 × 2)

[20]**TOTAL SECTION A:****40**

SECTION B**QUESTION 3**

Read the scenario below and answer the questions.

Cyril Ramaphosa was elected as the State President of South Africa on 15 February 2018. He was sworn in as President just two hours after he was elected unopposed by the National Assembly. The presidential election was carried out in terms of the Constitution.

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|-----|--|---------|-------------|
| 3.1 | Explain the important role played by the President in the country. | (6 × 2) | (12) |
| 3.2 | The National Assembly is one of the houses of Parliament. Describe the composition of the National Assembly. | (6 × 2) | (12) |
| 3.3 | Describe THREE requirements of members of the National Assembly. | (3 × 2) | (6) |
| 3.4 | Explain the FIVE aims of the Constitution of South Africa. | (5 × 2) | (10) |
| | | | [40] |

QUESTION 4

Read the scenario below and answer the questions.

The general elections in our country are held according to the proportional representation system. During these elections, members are elected to Parliament as well to the Provincial Legislature of the nine provinces.

- | | | | |
|-------|---|---------|-------------|
| 4.1 | Explain the term <i>proportional representation system</i> . | (3) | |
| 4.2 | Describe the important role played by the Provincial Legislature by using the following headings: | | |
| 4.2.1 | Composition of the Provincial Legislature | (3 × 2) | (6) |
| 4.2.2 | Legislative competence of the Provincial Legislature | (5 × 2) | (10) |
| 4.3 | Name the nine provinces of South Africa. | (9 × 1) | (9) |
| 4.4 | Describe the important powers and functions of the Premier as the head of the executive authority in provincial administration. | (6 × 2) | (12) |
| | | | [40] |

QUESTION 5

5.1 Read the extract below and answer the questions.

Administration is the logical and orderly doing of a task. It involves carrying out a task to achieve a particular goal. Administration is required by all government state departments to achieve their goals and objectives.

5.1.1 Differentiate between the administration of public and private institutions.  (3 × 2) (6)

5.1.2 Name the SIX generic administrative processes found within government departments. (6)

5.1.3 Describe why state departments play an important role within the government. (3 × 2) (6)

5.2 Provincial and national elections are held together every five years. Voters vote for national and provincial legislatures on separate ballot papers. Regular free and fair elections play an important role in a democratic state.

5.2.1 Explain the term *democratic state*.  (3 × 2) (6)

5.2.2 Explain who can qualify to vote in the national and provincial elections in South Africa. (6 × 1) (6)

5.2.3 What information is usually found on a ballot paper? (3 × 2) (6)

5.2.4 Why do you think it is important to have regular free and fair elections in our country? What is the importance of having free and fair elections? (2 × 2) (4)



[40]

QUESTION 6

Read the scenario below and answer the questions.

The citizens, families and their communities play a very important role within government and public administration. It is important that all the needs of citizens must be considered to improve the general welfare of the people. Local government is the government closest to the people and it is very important for every citizen to be involved in the process of government. Local governments have municipal councils and their executive institutions that ensure services are provided for the people.

Our government has also established the court of law, which ensures that the rights and wishes of our citizens are fulfilled.

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|-----|--|---------|-------------|
| 6.1 | Describe the relationship between the family and public administration by indicating how the family is the starting point for public administration. | (3 × 2) | (6) |
| 6.2 | Discuss how a citizen can lose citizenship. Indicate FOUR ways in which a citizenship can be cancelled. | (5 × 2) | (10) |
| 6.3 | Explain the FIVE objectives of local government. | (3 × 2) | (6) |
| 6.4 | Describe the role of the Constitutional Court as a law-enforcing body of authority in South Africa. | (2 × 1) | (2) |
| 6.5 | Describe the role of the municipal council to ensure that services are provided for the local population. | (6 × 2) | (12) |
| | | | [40] |
| | TOTAL SECTION B: | | 160 |
| | GRAND TOTAL: | | 200 |