higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1330**(E)**(N23)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

23 November 2016 (X-Paper)
09:00–12:00

This question paper consists of 6 pages.

GENERAL STUDIES

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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. 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 Constitution improves the quality of life of all citizens and frees the potential of all people.

1.1.2 Administration is the orderly and logical doing of a task.

1.1.3 In a democratic government the people allow the government to decide on how to maintain law and order in the country.

1.1.4 Policy making is an example of an auxiliary function carried out in all government institutions.

1.1.5 In South Africa all citizens have the right to pursue a livelihood and engage in economic activities of their choice.

1.1.6 Franchise qualifications refer to the conditions that one has to adhere to, to allow you to vote.

1.1.7 At central level of government the legislative institution is called the Cabinet.

1.1.8 The task of the executive authority within government is to implement national legislation.

1.1.9 Courts of law are only subject to the Constitution and the law, and not to any organ of the state.

1.1.10 Research institutions have been established by government to allow research to be done with a profit motive.

(10 × 2) (20)

1.2

The most important function of Parliament is to make new laws. The National Assembly and National Council of Provinces perform their functions separately or jointly in accordance with their rules or joint rules which they can agree to.

In relation to the above extract fill in the missing words to complete the following sentences. Write only the word/term next to the question numbers (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 A piece of legislation which has been passed by Parliament is called a ...

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1.2.2 A bill can be introduced in the NCOP or in the National Assembly, except for a ...

1.2.3 ... is an essential feature of the legislative process.

1.2.4 Only when legislation has been signed by the ... and promulgated in the Government Gazette does it become a law of the land.

1.2.5 Once it is signed it is called a/an ... of Parliament.

(5 × 2) (10)

1.3 Local government plays an important role in society.

Briefly explain the importance of local government within our country. (5 × 2) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Differentiate between administration found in public institutions and administration found in private enterprises. (2 × 4) (8)

2.2 Name FOUR types of auxiliary functions carried out within government institutions. (4 × 2) (8)

2.3 Complete the following diagram found at national level of government. Write only the answer next to the question number (2.3.1–2.3.6) in the ANSWER BOOK.

LEGISLATIVE AUTHORITY	PARLIAMENT
	2.3.1... 2.3.2 ...
2.3.3 ...	2.3.4 ...
Administrative and executive institution	State department, State Corporation, 2.3.5 ..., 2.3.6 ...

(6 × 2) (12)

2.4 Traditional authorities have to be recognised as part of the new government system in South Africa.

2.4.1 Discuss the composition of the Council of Traditional Authorities. (4)

2.4.2 Give FOUR points to illustrate why it is important to have such a council. (4 × 2) (8)

[40]

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QUESTION 3

The independent state of South Africa is situated at the southern tip of the African continent. South Africa's population consists of about 52 million. TWO oceans border the country namely the Atlantic Ocean on the west, and the Indian Ocean on the south and east of the country. Its neighbouring countries are Namibia in the north west, Zimbabwe and Botswana in the north and Mozambique and Swaziland in the north east. Since the first democratic elections, South Africa has been a democratic government of national unity. The constitution is the supreme law that is protected by an independent judiciary. The head of the country is the president.

In relation to the above passage answer the following questions:

3.1 Which of the above mentioned characteristics does South Africa possess as a state? (4 × 2) (8)

3.2 What do you understand by the term *democratic government*? (2)

3.3 When was the first democratic elections held in South Africa. (2)

3.4 Give THREE examples of judicial institutions found in South Africa. (3)

3.5 What is the main role of the judiciary authority in South Africa? (2 × 2) (4)

3.6 Briefly describe the duties of the president in exercising his role as the head of our country. (6 × 2) (12)

3.7 In your opinion why is it important for South Africa to have a written constitution? (3 × 2) (6)

3.8 Name THREE types of principles that are established by democracy. (3)

[40]

QUESTION 4

4.1 Elections in South Africa are held for the National Assembly, provincial legislatures and municipal councils. The electoral system is based on the party-list proportional representation system. All elections are conducted by an independent body established by the constitution.

4.1.1 Name the body that is in charge of elections in our country. (2)

4.1.2 Discuss the party-list system as an electoral system used in South Africa. (3 × 2) (6)

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4.1.3 Briefly explain by giving FIVE points how voting is carried out during the general elections. (5 × 2) (10)

4.1.4 How often are elections held in South Africa? (2)

4.1.5 Explain the importance of the municipal council at local level of government. (2 × 2) (4)

4.2 Briefly explain the composition of the following institutions:

4.2.1 National Assembly (5 × 2) (10)

4.2.2 Provincial legislature (3 × 2) (6)

[40]

QUESTION 5

5.1 Name FOUR provinces found within our country. (4 × 2) (8)

5.2 Briefly explain how the mayor of a town/city fulfils his role as an office-bearer. (4 × 2) (8)

5.3 Describe how ministers fulfil their functions under the following headings:

5.3.1 Functions as a member of Cabinet (2 × 2) (4)

5.3.2 Functions as a member of Parliament (2 × 2) (4)

5.4 Explain why it is important to have the following control institutions at central level of government:

5.4.1 Auditor-general (3 × 2) (6)

5.4.2 Human Rights Commission (2 × 2) (4)

5.5 Explain how the provincial legislature plays an important role within provincial government. (3 × 2) (6)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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