higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1350**(E)**(N21)H

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

21 November 2018 (X-Paper)
09:00–12:00

This question paper consists of 8 pages.

Copyright reserved

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. Use a BLACK or BLUE pen.
5. Leave at least THREE lines after each question.
6. Start each section on a NEW page.
7. Write neatly and legibly.

Copyright reserved

SECTION A

QUESTION 1

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

1.1 The National Council of Provinces ensures that provinces are taken into account at a national level.

1.2 A person can lose South African citizenship if they accept citizenship of another country.

1.3 The functions of Parliament are guided by the principles of the Constitution.

1.4 The South African government has to follow policies of international bodies as they set standards in certain fields.

1.5 The government is not accountable to the people who voted for them in a democratic state.

1.6 The Rule of Law states that the law has the highest authority in our country.

1.7 The Premier is one of the special delegates of the National Council of Provinces.

1.8 The High Court is the Highest Court of Appeal in all issues except constitutional issues.

1.9 A private owner is usually the main shareholder and custodian of a state-owned enterprise.

1.10 The notification function is an auxiliary function which deals with decision making and conducting meetings.

(10 × 2) **[20]**

QUESTION 2

Choose a/an item/word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (2.1–2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1	Principle of democracy	A	impersonal and personal functions
2.2	Body of people and institutions that make and enforce the law.	B	order and welfare functions
2.3	Abbreviated names of all political parties	C	Mayor
2.4	Accounting officer of the municipality	D	ballot paper
2.5	Customary law	E	Municipal Manager
2.6	Administration head of a state department	F	State
2.7	Permanent population	G	Director-General
2.8	First citizen of a town or city	H	Government
2.9	Instrumental function	I	Parliament
2.10	Legislative authority at national level	J	traditional authorities

(10 × 2) **[20]**

TOTAL SECTION A: 40

SECTION B

QUESTION 3

Read the following scenario and answer the questions.

Advocate Busisiwe Joyce Mkhwebane was appointed on 15 October 2016 by the State President as the new Public Protector. The Public Protector is subject to the Constitution and the law and is independent of the government and any political party.

3.1 3.1.1 Briefly explain why it is important to appoint a Public Protector for our country. (6)

3.1.2 The State President plays a very important role in our country.

Apart from appointing the Public Protector explain how the State President carries out his role within government. (12)

3.2 South Africa is a constitutional democracy. The constitution plays a prominent role in the lives of all South Africans. All government institutions and every South African has to follow the constitution.

3.2.1 Define the term *constitutional democracy*. (2)

3.2.2 Explain why the Constitution plays an important role for all South Africans. (12)

3.2.3 According to the Constitution, the courts of law must exercise judicial authority.

Explain the term *judicial authority*. (2)

3.2.4 The Constitutional Court is one of the courts of law found in South Africa.

Explain how the Constitutional Court fulfils its judicial authority. (6)
[40]

QUESTION 4

Read the extract below and answer the questions.

Members of Parliament are elected to represent people. Members of Parliament are in a powerful position to influence high-level decision making. Parliament must be representative of all groups in South Africa. This means that all groups must have a person representing their interest as the decisions affect the lives of all South Africans.

4.1 4.1.1 At which level of Government do we find Parliament? (2)

4.1.2 Ministers are members of Parliament.
Describe how Ministers fulfill their role as members of Parliament. (4)

4.1.3 Name THREE other main groupings of functions of ministers. (3)

4.1.4 Members of parliament can be disqualified if they do not meet certain requirements.

Name FIVE types of disqualifications for members of Parliament. (10)

4.1.5 Members of Parliament are elected to represent people. The people must qualify to vote in the general elections.

Explain how people in South Africa can qualify to vote. (5)

4.1.6 Members of Parliament influence high levels of decision making.

Identify SIX other role-players that play an important role in the decision-making process of the country. (6)

4.2 The Constitution recognises the institution, status and role of traditional leaders. Therefore the Government remains committed to strengthening traditional leadership.

4.2.1 The Constitution provides for the establishment of a Council of Traditional Leaders.

Explain the composition of the Council of Traditional Leaders. (4)

4.2.2 Describe how the Council of Traditional Leaders ensures that Government recognises and strengthens traditional leadership. (6)

[40]

Copyright reserved

QUESTION 5

Read the following extract and answer the questions.

The 2016 South African Municipal elections were held on 3 August 2016 to elect councils for all district, local and metropolitan municipalities. Municipal elections are separate from the general elections. The Independent Electoral Commission (IEC) administers, organises, supervises and conducts all elections.

5.1 5.1.1 Why do you think it is important to include municipalities as part of the Government in South Africa? (10)

5.1.2 Identify THREE types of elected representatives that are part of the municipal council within a municipality. (3)

5.1.3 Describe how the municipal council carries out its function as a legislative institution. (10)

5.1.4 The IEC manages the elections in our country to ensure that they are free and fair.

Briefly explain how voting is carried out within a voting station for the general elections. (10)

5.2 After general elections, the Premier is chosen for each province.

Explain why you think the role of Premier is so important for very provincial government. (7)

[40]

QUESTION 6

Read the words of the following extract and answer the questions.

Public administration is a distinctive specific activity. This type of activity takes place when people live together, leaders are chosen and the way of life becomes ordered and managed. Leaders use rules and regulations to manage society. Public administration ensures that proper rules and regulations are made for society.

6.1 6.1.1 Public administration involves carrying out SIX generic administrative processes.

Identify the SIX processes that play an important role in all government institutions.

Copyright reserved

6.1.2 Public officials and public servants play a very important role in public administration by following the democratic principles and values in the Constitution.

Explain why it is important for public officials and public servants to follow these principles.

6.1.3 Describe why a family is regarded as a starting point of public administration.

(3 × 6) (18)

6.2 Laws that provincial legislatures pass apply only to their provinces. The Constitution states that no provincial law must prejudice the interest of another province or the country.

6.2.1 Explain the composition of the Provincial Legislature.

6.2.2 Provincial Legislatures pass laws dealing with various matters that the Provincial Administration is in charge of.

Identify EIGHT of these matters.

(2 × 8) (16)

6.3 Explain what you understand by the following terms:

6.3.1 Interim constitution

6.3.2 National Assembly

6.3.3 Bill

(3 × 2) (6)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

Copyright reserved