higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

(21010024)

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09:00–12:00

This question paper consists of 7 pages.

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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. 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.

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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 numbers (1.1–1.10) in the ANSWER BOOK.

1.1 International bodies that lay down certain minimum standards can influence policies of the South African government.

1.2 A child's sense of identity and status is acquired through the family.

1.3 In South Africa we have a representative democracy where the people have an opportunity to choose their leaders through free and fair elections.

1.4 The party with the majority seats in the National Council of Provinces will elect the president of the country.

1.5 The Constitution defines the country's public institutions and their powers.

1.6 The most important function of the Provincial Legislature is to make provincial laws for all the provinces in South Africa.

1.7 The deputy president is a member of the Cabinet and the National Assembly.

1.8 The judiciary authority in our country is vested in Parliament.

1.9 Ministers and the director-generals are assisted by government officials to carry out the activities of state-owned enterprises.

1.10 Public administration is an example of an auxiliary function.

(10 × 2) **[20]**

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QUESTION 2

Read the following extract and answer the questions.

> In a democracy, the people will choose their leaders every few years. The newly elected government will rule according to the wishes of the people. Therefore, it can be seen that the true owners of the state are the people, and not the government. Public administration is an activity carried out where a group of people live together.

2.1 Identify FOUR types of role players that can influence the decision-making process of government. (4)

2.2 Describe the FOUR main characteristics of a state. (4 × 2) (8)

2.3 What do you understand by the following terms?

2.3.1 Public administration (2 × 2) (4)

2.3.2 Democracy (2 × 2) (4)

[20]

TOTAL SECTION A: 40

SECTION B

QUESTION 3

Read the following extract and answer the questions.

> All persons who are registered can vote in the elections in South Africa. It is the responsibility of all citizens to ensure that they are registered on time. The date of the election is usually published in the government gazette. The Independent Electoral Commission ensures that there are enough voting stations with the required voting materials.

3.1 3.1.1 State FOUR requirements necessary to qualify to vote in South Africa. (4)

3.1.2 Describe the role of a voting station during elections. (2)

3.1.3 Explain the FOUR types of voting materials that should be available to all voters during the voting process. (4)

3.1.4 Describe the voting process on the day of elections within a voting station. (10)

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3.2 The current Constitution provides for the establishment of Provincial Houses of Traditional Leaders in each province where there are traditional authorities within their communities.

3.2.1 Currently there are six Provincial Houses of Traditional Leaders in six provinces.

Name the SIX provinces where the Provincial Houses of Traditional Leaders are found. (6)

3.2.2 Briefly explain how the Provincial Houses of Traditional Leaders play an important role in our government. (2 × 2) (4)

3.2.3 Elaborate on the significance of the Constitution. (5 × 2) (10)
[40]

QUESTION 4

Read the extract below and answer the questions.

The speaker of the National Assembly recently commented that the citizens are excited to have the office of the Public Protector occupied by someone they can trust. The office of the Public Protector is constantly receiving issues that they are unable to deal with, as it is either not allowed by the law or they do not have the capacity to deal with these issues.

4.1 4.1.1 With reference to the extract, why do you think the South African citizens are excited to have the office of the Public Protector? (4 × 2) (8)

4.1.2 What do you think is the main function of the speaker of the National Assembly? (2)

4.1.3 The National Assembly is one of the houses of Parliament.

Describe the composition of the National Assembly. (6 × 2) (12)

4.1.4 Certain citizens can be disqualified from becoming members of the National Assembly.

Discuss who may not qualify to be a member of the National Assembly. (5 × 2) (10)

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4.2 People who commit crimes are prosecuted before courts by the state.

Describe how the following courts of law exercise their authority to uphold the law:

4.2.1 High court (2 × 2) (4)

4.2.2 Magistrate's court (2 × 2) (4)
[40]

QUESTION 5

5.1 At central level of government the executive authority consists of the president, deputy president and the Cabinet ministers.

5.1.1 Explain the importance of being a South African president. (5 × 2) (10)

5.1.2 Describe how ministers fulfil their roles as Cabinet members. (3 × 2) (6)

5.1.3 The president provides each minister with a portfolio.

Name the different types of portfolios that can be filled by ministers. (8)

5.1.4 Why do you think it is important to appoint a deputy president for our country? (2 × 2) (4)

5.1.5 The president, deputy president and Cabinet ministers are part of the executive and legislative institutions at the central level of government.

Differentiate between the terms *executive* and *legislative institutions*. (2 × 2) (4)

5.2 The municipal council exercises legislative authority within a municipality.

Explain how the municipal council exercises legislative competence within a municipality. (4 × 2) (8)
[40]

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QUESTION 6

Read the following extract and answer the questions.

Residents in Pietermaritzburg have been complaining that the municipality is reacting too slowly to burst water pipes in their residential areas. The municipal spokesperson said that there has been an increase in complaints about burst pipes since the start of the water problem. The spokesperson said air builds up in the pipes due to the system running dry. If air is not properly removed and water is introduced, it can result in the pipes bursting. Many residents have been working closely with their councillors so they can assist them, as it is problematic if this service is not available in a residential area.

6.1 6.1.1 To which level of government does the above case study relate? (2)

6.1.2 Why do you think it is very important for this level of government to deal with the above problem as quickly as possible? (2 × 2) (4)

6.1.3 Explain why you think a councillor can assist the people within a residential area. (5 × 2) (10)

6.2 Each province has its own Provincial Legislature. The laws of the province should NOT contradict national laws or Acts and the Constitution.

6.2.1 Describe the composition of the Provincial Legislature. (3 × 2) (6)

6.2.2 Why is it important for the Provincial Legislature to pass laws that do not contradict a national law? (2)

6.2.3 The Constitution states that an Act of Parliament can prevail over provincial laws.

Describe FOUR conditions where an Act of Parliament can prevail over a provincial law. (4 × 2) (8)

6.3 Name FOUR groups of functions that are carried out by all government institutions. (4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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