higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GENERAL STUDIES

N860**(E)**(J8)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

INTRODUCTORY PUBLIC ADMINISTRATION N4

(21010014)

8 June 2016 (X-Paper)
9:00–12:00

This question paper consists of 6 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY PUBLIC ADMINISTRATION N4
TIME: 3 HOURS
MARKS: 100

NOTE: If you answer more than the required number of questions, only the required number of questions will be marked. All work you do not want to be marked must be clearly crossed out.

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions from SECTION A.
2. Answer only THREE questions from SECTION B.
3. Read ALL the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. Write neatly and legibly.

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SECTION A

QUESTION 1

Complete the following sentences by using the words given in the list below. Write only the word(s) next to the question number (1.1–1.19) in the ANSWER BOOK.

town clerk; executive president; parliament; direct tax; indirect tax; inflation; Act 108 of 1996; basic principles; supremacy; 10; 100; national council of provinces; administrative division; means to an end; public capital contributions; partial state control; research; premier; political executive authority; administrative executive institutions; thought processes; actions; government institutions; profit; special measure

1.1 Characteristics of the civilised modern state is that it has constitution in which the … whereby a country is to be governed are set out.

1.2 The constitution has … over parliament.

1.3 Parties may register for the election not later than … days after the proclamation of the election in the government gazette.

1.4 A voting station or an election centre is bounded by a … meter radius within which voters could cast their votes.

1.5 The Parliament of the Republic of South Africa consists of National Assembly and the …

1.6 The … consists of highly placed officials that are entrusted with matters of an administrative nature.

1.7 Administration is not an end in itself, but is a … and it therefore always occurs with functional activities and not in a vacuum.

1.8 Public administration consists of all the … and … necessary for the determination and attainment of objectives in …

1.9 The basic reason for existence of a private institution is the making of … usually on capital for the owner(s) or shareholders.

1.10 A constitution can be drawn up as a … at a set time to realise a pre-determined political objectives.

1.11 A state corporation has its goal, by means of … and … to ensure that essential services are provided for the country and its people.

1.12 The primary functions of each control board are to do … on the production and marketing of the product for which it was established.

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1.13 … is elected at the first sitting of members of the provincial legislature which is normally designated by the majority party of the provincial legislature.

1.14 Local governments are also structured with a legislative authority as well as a … and … to perform all the necessary political and other functions to the local community.

1.15 … is the accounting officer of the municipality and must accept responsibility for the expenditure of the money of the community and exercise financial control.

1.16 According to the constitution, legislative authority in South Africa is vested with the … and ….

1.17 The different types of tax are broadly classified as … and …

1.18 … can be described as process of price increase or price changes.

1.19 The new constitution … finally became the supreme law of the RSA on 11 October 1996.

(25 x 1) **[25]**

TOTAL SECTION A: 25

SECTION B

QUESTION 2

2.1 All citizens are not automatically entitled to vote but became voters when they are registered and placed on the voters' roll of the country. The South African constitution stipulates that not all people have the right to vote.

Describe FIVE franchise qualifications. (5 x 1) (5)

2.2 The cabinet consists of the president, deputy president and ministers appointed by the president. The cabinet portfolios are allocated to the number of seat held by political part in the national assembly.

Name any TEN cabinet portfolios. (10 x 1) (10)

2.3 The Transitional Constitution of 1993 contains define guidelines on how parliament is to function.

Discuss the functioning of parliament. (5 x 2) (10)
[25]

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QUESTION 3

3.1 Parliament portfolio committee on mineral recourses had to decide what to do with the controversial mineral and petroleum resources development amendment bill after president Jacob Zuma refused to sign it into law early in 2015.

List FIVE role players in policy making. (5 x 2) (10)

3.2 Explain the functions of the constitutional court. (5 x 1) (5)

3.3 The president is elected at the first sitting of members of the national assembly, usually from the majority party.

Describe the functions of the president. (5 x 1) (5)

3.4 Children also come into contact with various family role systems indicating the power, duties and limitations of each family member.

Explain the system of camaraderie. (5 x 1) (5)
[25]

QUESTION 4

4.1 Because the voters elect their leaders, the officials who are in the service of the government are also in the service of the public and administrative activities must be carried out in the public interest.

List FIVE principles which ALL public officials must follow in their day-to-day activities. (5 x 2) (10)

4.2 To determine the amount of funds that is going to be required for a financial year and what the funds will be employed for, it is necessary to look at the different budget systems that can be used in the government sector.

State FIVE principles of target budget. (5 x 1) (5)

4.3 Quite a number of methods exist to generate state income.

List FIVE sources of income of the state. (5 x 2) (10)
[25]

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QUESTION 5

5.1 During the election campaign in February 2015 in Lesotho, the main political players promised to accept voters' decisions, whatever they may be.

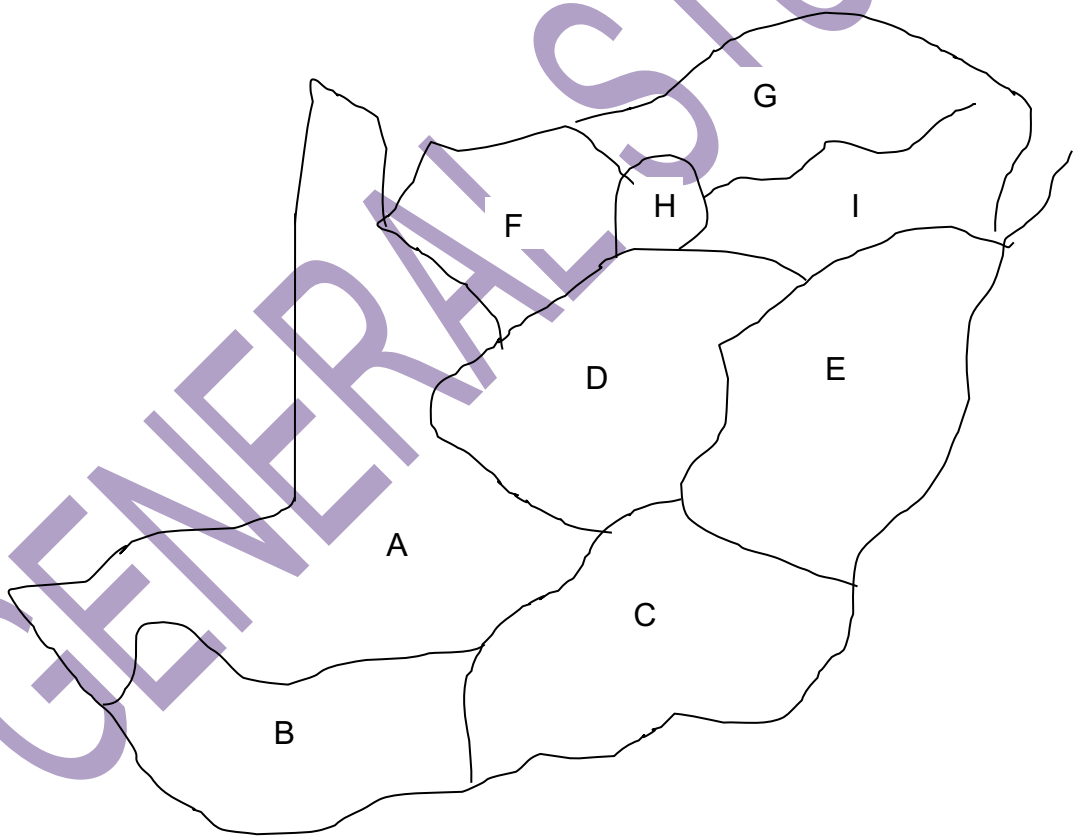
State FIVE characteristics of the state. (5 x 1) (5)

5.2 Many countries do not have an official language. In some countries the official language is hardly ever used. Everyone has the right to use the language of his/her choice and to participate in the cultural life of his/her choice.

Name ELEVEN official languages used in South Africa. (11 x 1) (11)

5.3 With the assumption of government by the ANC and the institution of a government of national unity on 27 April 1994, a redistribution of the provinces was made.

Study the map below and give the names of the NINE provinces indicated. Write only the answer next to the letter (A–I) in the ANSWER BOOK, for example J Lesotho.



(9 x 1) (9)
[25]

TOTAL SECTION B: 75
GRAND TOTAL: 100

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