higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE

# INTRODUCTORY PUBLIC ADMINISTRATION N4

(21010014)

**2 June 2021 (X-paper)**
**09:00–11:00**

**This question paper consists of 4 pages.**

175Q1J2102

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# DEPARTMENT OF HIGHER EDUCATION AND TRAINING
# REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY PUBLIC ADMINISTRATION N4
TIME: 2 HOURS
MARKS: 100

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**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

1.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1.1–1.1.12) in the ANSWER BOOK.

1.1.1 A family can be defined as the smallest unit of the department of social development.

1.1.2 One of the characteristics of a state is that it has a specific territory.

1.1.3 A nation may be referred to as a socio-cultural entity, a union of people who can be identified culturally and linguistically.

1.1.4 A South African can give up his or her citizenship.

1.1.5 District municipalities are made up of a number of local municipalities that fall in various district municipalities.

1.1.6 The Independent Electoral Commission determines the design and material of the ballot boxes during elections.

1.1.7 The Constitutional Court makes the final decision on whether an Act of Parliament, a Provincial Act, or the President's conduct is constitutional.

1.1.8 The term of office of the Chief Justice, a Deputy Chief Justice and nine other judges is 12 years or until they are 70 years of age.

1.1.9 Another name for a local court is the Supreme Court of Appeal.

1.1.10 State-owned enterprises do not operate alone; the state is the main shareholder and custodian.

1.1.11 Unrehabilitated insolvents may be members of parliament.

1.1.12 Fines and bail forfeitures are some of the sources of income of the state.

(12 × 2) (24)

1.2 Give ONE word for the following:

Government's openness to the public about its actions (1)

**[25]**

**TOTAL SECTION A: 25**

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## SECTION B

## QUESTION 2

2.1 Name the SIX main groupings of processes in the administrative process. (6 × 2) (12)

2.2 Explain the concept *democracy* in FOUR points. (4 × 2) (8)

2.3 The cabinet consists of the president, deputy president and ministers appointed by the president. Cabinet portfolios are allocated to political parties according to the number of seats held by each in the national assembly.

Name any EIGHT cabinet portfolios. (8 × 1) (8)

2.4 The national legislative authority is vested in Parliament.

Explain the functions and competence of Parliament. (5 × 2) (10)

2.5 List any FIVE state institutions with the mission of protecting South Africa's constitutional democracy which are popularly known as Chapter 9 institutions. (5 × 2) (10)

**[48]**

## QUESTION 3

3.1 Explain the purpose and functions of quasi-autonomous bodies. (5 × 2) (10)

3.2 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-based budgeting. (5 × 2) (10)

3.3 Explain any TWO measures that can be taken to ensure that a taxation system function effectively. (2 × 2) (4)

3.4 Name the day, month and year on which the first democratic election took place in South Africa. (1 × 2) (2)

3.5 Name the THREE levels of government. (1)

**[27]**

**TOTAL SECTION B: 75**
**GRAND TOTAL: 100**

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