higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

INTRODUCTORY PUBLIC ADMINISTRATION N4

(21010014)

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09:00–11:00

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: 2 HOURS
MARKS: 100

NOTE: If you answer more than the required number of questions, only the required number will be marked. Clearly cross out ALL work you do NOT want to be marked.

INSTRUCTIONS AND INFORMATION

1. Section A is compulsory.
2. Answer any THREE questions in Section B.
3. Read ALL the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. Write clearly and legibly.

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SECTION A

QUESTION 1: COMPULSORY

1.1 Indicate whether the following statements are TRUE or FALSE. Write only 'True' or 'False' next to the question number (1.1.1–1.1.15) in the ANSWER BOOK.

1.1.1 The function of the Constitutional Court is to determine the meaning of the Constitution.

1.1.2 The Supreme Court of Appeal hears the most serious criminal cases.

1.1.3 Administrative executive authorities must ensure that the political executive authorities implement laws and policies.

1.1.4 The deputy president's term of office does not end when a newly elected president takes office.

1.1.5 The president has all the administrative executive authority at national level.

1.1.6 Cabinet ministers are political heads of state departments.

1.1.7 Democracy means that the people cannot hold those in power accountable for their acts and decisions.

1.1.8 Municipal councils must ensure that municipalities have enough money to provide for services.

1.1.9 All laws legislative institutions make are subject to the Constitution.

1.1.10 One can only become a citizen of South Africa if one is born here.

1.1.11 Voters can only vote in the region or district where they registered in national and provincial elections.

1.1.12 The rule of law is the principle that no one is above the law.

1.1.13 In a traditional family both parents work.

1.1.14 The territory of a state does not include its territorial waters and national airspace.

1.1.15 A family is the smallest unit in the community.

(15 × 1) (15)

1.2 Complete the following sentences by writing down the missing word or words next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 The … is very powerful because it can tell the president or parliament that they are not abiding by the Constitution.

1.2.2 In a democratic country an election must be held at least every … years.

1.2.3 The National Council of Provinces consist of representatives from each … .

1.2.4 Members are elected to the National Assembly through a system called … .

1.2.5 All state expenditure at national, provincial and local government levels must be audited by the … .

1.2.6 The … is responsible for the analysis and advance on fiscal policy and public finance.

1.2.7 The Constitution contains a … that regulates the relationship between different citizens.

1.2.8 When the National Assembly passes a bill, the bill must be referred to the … .

1.2.9 Ordinary magistrates courts deal with both civil, and … cases.

1.2.10 The … manage elections of national, provincial and municipal legislative bodies. (10 × 1) (10)

[25]

TOTAL SECTION A: 25

SECTION B

Answer any THREE questions from this section.

QUESTION 2

2.1 Inflation is a process of continuous increase in the price of most goods and services in the country.

2.1.1 What can the government do to control inflation? (4 × 2) (8)

2.1.2 What is a monetary policy? (4 × 1) (4)

2.2 Give the THREE characteristics of a camaraderie family system. (3 × 1) (3)

2.3 List SIX administrative processes that led to administrative action to achieve goals. (6 × 1) (6)

2.4 Describe who may vote in a South African election. (4 × 1) (4)
[25]

QUESTION 3

3.1 Parliament consists of the National Assembly and the National Council of Provinces.

3.1.1 How many members are elected to the National Assembly? (2 × 1) (2)

3.1.2 How does a person qualify for membership of the National Assembly? (2 × 2) (4)

3.1.3 Name THREE disqualifications for membership of the National Assembly. (2 × 3) (6)

3.2 State the matters over which the Provincial Legislature has authority. (10 × 1) (10)

3.3 List any THREE powers of the State President. (1 × 3) (3)
[25]

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QUESTION 4

4.1 South Africa is a unitary constitutional republic in which the president heads the government.

List FOUR characteristics of the state. (4 × 2) (8)

4.2 Name the THREE types of family systems. (3 × 1) (3)

4.3 Explain the principle of the separation of powers. (4)

4.4 How can one become a South African citizen? (4)

4.5 In any administrative process it is possible to differentiate between six main groupings of processes.

Identify FIVE groupings of administrative process. (1 × 5) (5)

4.6 Name the institution that has legislative authority at national level. (1)

[25]

QUESTION 5

5.1 The National Constitution makes provision for provincial taxes excluding income tax and value added tax.

What type of tax and levies may a provincial government impose? (5 × 2) (10)

5.2 Who is responsible for the development of fiscal policy? (2)

5.3 Describe THREE purposes/functions of advisory boards within the South African government system. (3 × 2) (6)

5.4 List the functions that premiers have in consultation with their executive council. (7 × 1) (7)

[25]

TOTAL SECTION B: 75
GRAND TOTAL: 100

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