higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INTRODUCTORY PUBLIC ADMINISTRATION N4

(21010014)

22 November 2019 (X-Paper)
09:00–11:00

This question paper consists of 5 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

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. Write neatly and legibly.

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SECTION A

QUESTION 1

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

1.1.1 One of the main aims of modern representation in government is to restrict the power political representatives have.

1.1.2 Provinces have their own judicial institutions.

1.1.3 The National Assembly and the National Council of Provinces make national laws.

1.1.4 The separation of powers divides the power of the state between the executive, the legislature and the judiciary.

1.1.5 Elected political representatives are not accountable for their policies and their conduct.

1.1.6 The Independent Electroral Comminission (IEC) ensures free and fair elections.

1.1.7 Democracy means that the people cannot hold those in power accountable in public for their acts, decisions, spending, laws or policies.

1.1.8 Municipal committees ensure that municipalities have enough money to provide services.

1.1.9 The Administrative Executive Authority must ensure that the Political Executive Authority implements laws and policies.

1.1.10 The president has all the executive authority at national level.

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

1.1.12 The magistrate's court hears the most serious criminal cases.

1.1.13 Public administration turns actions into laws.

1.1.14 The provincial legislature may not pass or amend the Constitution of the province.

1.1.15 The prevention of inflation is not a prerequite for economic growth.

(15 × 1) (15)

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1.2 Give a term for each of the following descriptions. Write only the answer next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

1.2.1 The document of the basic principles whereby a country is governed

1.2.2 The title of the executive head of a state department

1.2.3 The government's policy document, work programme and control system for all state expenditure and income

1.2.4 These institutions are mainly responsible for the execution of the executive functions of a nonpolitical nature

1.2.5 An organised society occupying a defined territory and possessing an authoritative government independent of external control

(5 × 2) (10)
[25]

TOTAL SECTION A: 25

SECTION B

QUESTION 2

Executive bodies are independent of political parties. The government and its state departments play an important role in South Africa's democracy.

2.1 What is the difference between *state departments* and *quasi autonomous institutions* or *Chapter 9 institutions*? (5 × 2) (10)

2.2 What are Chapter 9 institutions subject to? (1 × 2) (2)

2.3 Democracy is practised by means of principles. One of the principles is the guarantee of basic rights and freedom.

State FOUR principles of a democratic state. (4 × 1) (4)

2.4 Give the composition of the Constitutional Court. (3 × 1) (3)

2.5 Name and discuss THREE ways in which government can fight inflation.

(3 × 2) (6)
[25]

QUESTION 3

3.1 A family is a group of people who are related, either biologically (by birth) or legally by marriage or adoption.

State THREE characteristics of an egalitarian family system. (3 × 2) (6)

3.2 Name FIVE qualifications for a franchisee, laid down in the Electoral Act (Act 73 of 1998). (5 × 1) (5)

3.3 Name the body that has the legislative authority at the central level of government. (1 × 2) (2)

3.4 What is the effect of inflation on the South African economy? (4 × 2) (8)

3.5 Name FOUR services rendered by local government to communities. (4 × 1) (4)

[25]

QUESTION 4

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

4.1 How many members are elected to the National Council of Provinces? (1 × 2) (2)

4.2 What are the requirements to qualify for membership of the National Assembly? (2 × 1) (2)

4.3 Name THREE disqualifications for membership of the National Assembly. (3 × 1) (3)

4.4 Describe THREE ways in which Parliament functions. (3 × 2) (6)

4.5 Who serves as the Chairperson in the National Assembly? (1 × 2) (2)

4.6 Name FIVE of the various interests that the Constitution seeks to address in the community. (5 × 2) (10)

[25]

TOTAL SECTION B: 75
GRAND TOTAL: 100

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