

**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

PUBLIC ADMINISTRATION N5

2 JUNE 2016

This marking guideline consists of 7 pages.

QUESTION 1

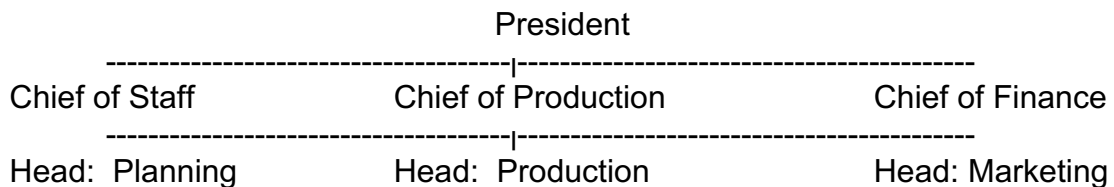
- 1.1 1.1.1 Policy - A declaration of intent to do something
- 1.1.2 Organising - Consists of grouping of similar functions and allocating these group of functions to different organisations in such a way that everything done by workers will be aimed at achieving objectives.
- 1.1.3 Control - To ensure activities are carried out effectively and efficiently.
- 1.1.4 Unity command – Each worker should only have one direct supervisor
- 1.1.5 Span of control – Refers to the number of subordinates who can be managed effectively by one person.
- 1.1.6 Delegates – Refers to the transfer or allocation of power to subordinates.
- 1.1.7 Budget - Estimated income and expenditure over a certain period
- 1.1.8 Recruitment – Refers to a process of finding a right candidate for the job.
- 1.1.9 Induction – Installing a person into an organisation, making him/her a part of the organisation.
- 1.1.10 Subpoena – A letter commanding a person to appear in court.
(10 x 2) (20)
- 1.2 1.2.1 True
1.2.2 True
1.2.3 True
1.2.4 True
1.2.5 False
(5 x 2) (10)
- 1.3
- Policy making
 - Organising
 - Staffing
 - Control
 - Work procedure
 - Financing
- (5 x 2) (10)
[40]

SECTION B

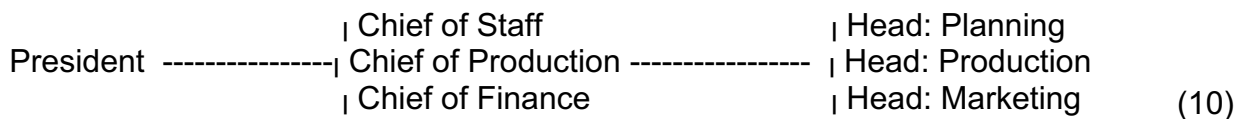
QUESTION 2

- 2.1 2.1.1 • Population becomes aware of specific need they want the public institution to supply.
 • The higher the development of the public the higher the needs.
 • People demand tax to be lowered but at the same time demand better services. (3 x 2) (6)
- 2.1.2 • Officials are ideally plant to influence policies of the institutions entrusted to them.
 • The political office bearers use the information and advice given to them by officials with regard to changing and adapting policies. (2 x 2) (4)

2.2 VERTICAL



HORIZONTAL



- 2.3 • Serves as the banker of the government
 • Issue bank notes
 • Acts as banker of commercial banks
 • Acts as financial adviser of the government
 • Acts as protector and moderator of interest rates
 • Bank of the state which controls the money supply and gold reserves. (10)
- 2.4 • Affirmative action is policy adopted by the current government in order to address imbalances in the workplace
 • Government is using the policy for recruitment purposes
 • Affirmative action has given rise in a number of women occupying higher positions.
 • Certain sections of community is opposed to it
 • Recruitment is done based on employment equity (10)
- [40]**

QUESTION 3

- 3.1
- Authorisation: A policy is determined by an authorised government institution.
 - Enforceable: A policy declaration as contained in an official letter may be regarded as being enforceable.
 - Flexible and adaptable: A policy must allow space for changes when circumstances vary.
 - Feasible: Policy-makers must take the realities of the environment and state into consideration when they formulate a policy.
 - Clear: Policy must be formulated clearly so that it can be understood and interpreted correctly.
 - Public: When policy concerns the public, it must be publicised as clearly as possible. (Any 5 x 2) (10)
- 3.2
- The competence of the supervisor
 - The degree of interaction and quality
 - The extend of which a supervisor can give his full attentions
 - The nature of work
 - The extent to which work can be standardised
 - The degree complexity (Any 5 x 2) (10)
- 3.3
- Establishment records
 - Records of posts (filled and vacant)
 - Leave records
 - Records of candidates seeking employment
 - Retirement records
 - Correspondence files
 - Personal files of officials (Any 5 x 2) (10)
- 3.4
- Ensuring all expenses under his/her control are properly authorised
 - Evaluate the achievements of autonomous management in service delivery
 - Submitting statement to Auditor General
 - Certifying the correctness of accounting records
 - Reply to all enquiries from the Auditor General
 - Report any financial irregularity (Any 5 x 2) (10)
- [40]**

QUESTION 4

4.1 PREPARATORY PHASE

- Each department will discuss and prepare the department's budget by their departmental managers
- Before any activity can be planned, funds must be made available
- Steps should be taken to procure funds

APPROVAL PHASE

- After the minister of finance has tabled the budget in parliament it must undergo specific process to gain approval as budget act.
- Legislature has authority to approve the budget.
- The approval of the budget does not guarantee that the spending of public distributions will be done effectively.

EXECUTION PHASE

- The approved budget is executed by departments
- Specific requirements are laid down to ensure that funds are well spent.
- Control has to be exercised around payments and accounts.
- In each department there must be an accounting officer to answer for financial irregularities.

CONTROL PHASE

- Auditor General must investigate every public account so that irregularities are traced

(10)

- 4.2 4.2.1 Appointee will be given a trial period to prove himself/herself. During this period an appointee is often required to undergo in service training
The trial period is usually a year (4)

- 4.2.2
- An official should be given the opportunity to indicate where he/she would like to work
 - These are different environments in the public sector
 - One may enjoy to work in the city while the other enjoy to work in rural areas. (6)

- 4.3
- Conditions of establishment
 - Financial means
 - Personnel abilities
 - Physical facilities
 - Political assignment
 - Legality according to administrative law (10)

- 4.4
- The policy of the government must be established
 - Geography and demography will play a role
 - The willingness of workers to work in particular area
 - The availability of services and suitable accommodation
 - It must be decided how much control will be necessary over activities of decentralised office. (5 x 2) (10)

[40]

QUESTION 5

- 5.1
- Accounting officer
 - Parliament
 - Joint committee on public accounts
 - Department of state expenditure
 - Auditor General
 - South African Reserve Bank
- (Any 5 x 2) (10)
- 5.2
- Legislative institutions
 - Executive councils
 - Commissions of enquiry
 - Cabinet committee
 - Internal auxiliary services and staff units
 - Select and joint committees of parliament
- (Any 5 x 2) (10)
- 5.3
- PURELY PROFIT ORIENTATED ORGANISATION**
- Institution which are concerned with production and trade.
 - Their aim is to maximise profit.
 - Examples are institutions such as Edgars, Shoprite, et cetera.
- GOVERNMENT ENTERPRISE**
- Brought into being for a particular purpose by government.
 - Has wide powers.
 - They are often decentralised in order to reach all corners of the state.
 - Examples here are state department.
- GOVERNMENT COMMERCIAL ENTERPRISES**
- These are enterprises which provoke essential services to the public such as government printers, the government wine estates.
- CORPORATE ORGANISATIONS**
- These are organisations which are brought into being by act of parliament
 - Such as IDC.
- CONTROL BOARDS**
- These are agricultural control boards which have been created to prevent exploitation and to protect agricultural products.
- (5 x 2) (10)

