higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N6
TIME: 3 HOURS
MARKS: 200

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. 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 (1.1.1–1.1.8) in the ANSWER BOOK.

1.1.1 State law advisors give legal advice to different kinds of shops in South Africa.

1.1.2 Members of the defence force wear uniforms for protection.

1.1.3 Programmable decisions are based on assumptions.

1.1.4 Streamlined work procedures can increase productivity.

1.1.5 The premier is accountable to the provincial legislature.

1.1.6 A public manager improves the welfare of citizens.

1.1.7 Auditing is concerned with the legal correctness of transactions.

1.1.8 If there is a conflict between national legislation and a bylaw the national legislation is invalid.

(8 × 1) (8)

1.2 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–K) next to the question number (1.2.1–1.2.8) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Using stop watch for accurate determination of workers' performance	A	public works
1.2.2	Makes bylaws	B	private management
1.2.3	Promotes the image of government	C	linear techniques
1.2.4	Settling differences in a dispute situation	D	exact techniques
1.2.5	Undertakes the construction and maintenance of public buildings	E	transactional documents
1.2.6	Transfer of economic activities from private ownership tot state ownership	F	public relations
1.2.7	Short-term records	G	municipal council
1.2.8	Complies with stipulations of law	H	negotiating
		I	public managers
		J	provincial legislature
		K	nationalisation

(8 × 1) (8)

1.3 Define *control.* (2)

1.4 Explain *decision tree*. (2)

1.5 State THREE things that should be done before taking a decision. (3)

1.6 Give THREE examples of line functions carried out by administrative executive institutions. (3)

1.7 Discuss health services as a line function performed by the government.

(4 × 2) (8)

1.8 Explain THREE identifiable actions performed by public managers. (6)

[40]

TOTAL SECTION A: 40

SECTION B

Read the scenario below and answer the questions.

AD HOC COMMITTEE INQUIRING INTO INTERVENTION IN NORTH-WEST PROVINCE

The ad hoc committee inquiring into the intervention in the North-West Provincial Government in terms of Section 100 of the Constitution said it was pleased that all the provincial departments that made presentations before the committee welcomed the intervention.

The committee also emphasised the importance of the province adopting an action plan to address the findings of the auditor-general in order to assist the province in its turnaround strategy. The committee was briefed on the fiscal position, governance and financial management of the province by the National Treasury, the auditor-general, the premier of North-West and the MECs of the six departments under administration.

The committee expressed shock at the manner in which public finances had been handled in North-West. Members of the committee expressed their displeasure at the manner in which the office of the premier had centralised services that should be performed by the provincial department of local government and other provincial departments. This resulted in the office of the premier being an implementing agent instead of conducting monitoring and evaluation of provincial governments.

The committee also lamented the lack of consequence management for irregular, fruitless and wasteful expenditure, particularly in the five departments under Section 100 (1) (b) intervention.

[Adapted from: *www.parliament.gov.za*]

QUESTION 2

2.1 Explain what an *ad hoc committee* is. (2)

2.2 State FIVE aspects checked by the auditor-general when he audits public institutions. (5 × 2) (10)

2.3 Discuss the national supervision of North-West. (5 × 2) (10)

2.4 The committee expressed displeasure at the manner in which the office of the premier centralised services that should have been performed by local governments.

State FIVE ways in which North-West can build the capacity of municipalities under its control. (5 × 2) (10)

2.5 Newspapers and television channels covered the events as they unfolded in North-West.

Discuss the accountability of the news media. (4 × 2) (8)

[40]

QUESTION 3

3.1 The ad hoc committee concluded that poor management style and lack of accountability caused most of the problems in the governing of North-West.

3.1.1 Briefly discuss THREE management styles. (3 × 4) (12)

3.1.2 State FOUR tasks of a public manager in determining and establishing the functions which enable a department to achieve its objectives. (4 × 2) (8)

3.1.3 Meetings were held to determine the cause of the problems in North-West.

Briefly discuss the conduct of meetings as an instrumental function. (3 × 2) (6)

3.2 Discuss accountability by legislature under each of the following sections as enshrined in the Constitution of the Republic of South Africa:

3.2.1 Section 89

3.2.2 Section 92

3.2.3 Section 133

(3 × 2) (6)

3.3 State FOUR reasons for exercising control over executive institutions. (4 × 2) (8)

[40]

QUESTION 4

4.1 As a measure to resolve problems the North-West provincial government should provide proper training to officials on the procedures needed to perform their tasks effectively.

4.1.1 What is a *work procedure?* (1)

4.1.2 Name TWO types of work procedures. (2 × 2) (4)

4.1.3 Give 10 reasons why written procedures are important. (10 × 2) (20)

4.1.4 List FIVE groups responsible for developing and revising new procedures and methods. (5)

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4.2 It is a municipality's duty to keep the community informed about the activities and problems facing it.

4.2.1 Explain why a municipality has to inform the community about its activities. (4 × 2) (8)

4.2.2 Which official medium keeps the country informed about activities happening in public institutions? (2)

[40]

QUESTION 5

5.1 North-West may prescribe some work procedures to municipalities under their jurisdiction.

5.1.1 Discuss the relationship between North-West and its local municipalities. (5 × 2) (10)

5.1.2 Explain why it is necessary for North-West to go to the extent of intervention in the matters of its local municipalities. (4 × 2) (8)

5.2 What role would the public protector play if it was to be approached in the matter of North-West? (2)

5.3 Identify SIX personal qualities managers must have to achieve the objectives of North-West. (6 × 2) (12)

5.4 Some employees resisted departments being put under administration even though there were problems in North-West.

State FOUR reasons why employees resist change in public institutions. (4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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