higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

PUBLIC ADMINISTRATION N5

20 JUNE 2014

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	True
	1.1.2	False
	1.1.3	True
	1.1.4	True
	1.1.5	True

(5 x 2) (10)

1.2	1.2.1	H
	1.2.2	J
	1.2.3	A
	1.2.4	G
	1.2.5	C
	1.2.6	B
	1.2.7	D
	1.2.8	E
	1.2.9	I
	1.2.10	F

(10 x 2) (20)

1.3

1.1.1 Organising – This consists of grouping similar functions together and allocating these groups of functions to different organisations in such a way that everything done by workers is aimed at achieving certain objectives.

1.1.2 Policy - A declaration of intent to do something/principles and/or guidelines on how to do something

1.1.3 Budget – The estimated income and expenditure for certain purposes and/or necessities, over a certain period

1.1.4 Control – This has to with having ability to ensure that activities are carried out effectively and efficiently, (especially in a work environment).

1.1.5 Administration – The thought processes and action necessary for a determination of goals and/or objectives and their attainment.

(5 x 2) (10)
[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1 2.1.1 The role that COSATU plays in South Africa can influence the ANC in policy making.

The environment in which authorities operate have an influence on policy making e.g. social, economic, technological and geographical climate.
The following factors determine the state of the community:

a) Technological developments. Technological development have forced authorities to provide number of services.
b) Population increases and urbanisation of the population.
c) Crises, Natural disasters, war and depression. Authorities have to take action to prevent suffering during crisis periods.
d) Economic and industrial development (4)

2.1.2 Needs and expectations of the population
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 (4)

2.1.3 Local conditions and circumstances and policies of political parties:

Opposing political parties will be in constant rivalry to gain power and rule country.
When new party wins election, this means that new political party will enforce new policies.
This could mean restriction or extension of public institutions.
The public institution will continue with their basic duties but priorities might change e.g. Department of health: change to Primary Health Care
Department of education: Free Education
Activities and representatives of interest groups
Interest groups constantly make representations to authorities about changes to policies. (7)

2.2 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. (12)

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2.3 The State budget is a control instrument;
Operating programme
Source of information
Policy statement
Integrating instrument
Redistribution of wealth
Working programme (8)

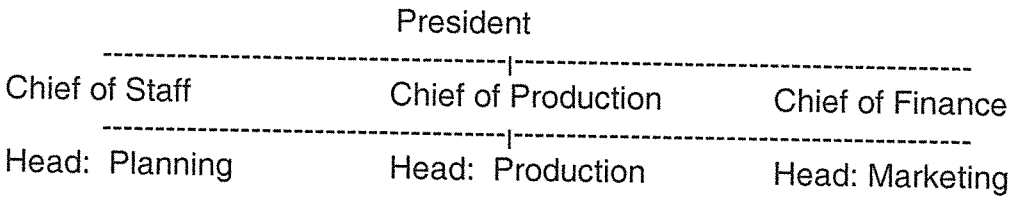
2.4 Records of posts (filled and vacant)
Establishment records
Leave records
Records of candidates seeking employment
Retirement records
Correspondence files
Personal files of officials (5)
[40]

QUESTION 3

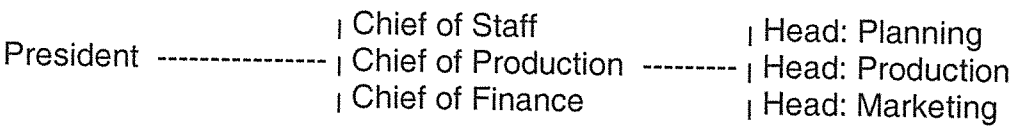
3.1 **CHARACTERISTICS OF PUBLIC POLICY**

- **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. (12)

3.2 **Vertical**



Horizontal



(15)

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3.3 Parliament
Joint Committee on Public Accounts
South African Reserve Bank
Auditor General
Accounting officers
Departmental accounts (Any relevant 5 x 1) (5)

3.4 3.4.1 **Determining staffing needs**
Every organisation has a variety of positions and suitable people must be found to fill them.
Determination of present and future personnel needs
Provision should be made for the employment of both trained and untrained personnel.
Appointment of external staff and promotion of internal staff. (8)
[40]

QUESTION 4

4.1 4.1.1 **Probation:**
Appointee will be given a trail period to prove himself.
During this period an appointee is often required to undergo in service training
The trial period is usually a year. (4)

4.1.2 **Transfer:**
Officials may be transferred from one department into another department
Its preferable that transfers take place as seldom as possible (4)

4.1.3 **Termination of service:**
Officials retire at the age of 65
Some officials resign from the government
Other are dismissed because of misconduct. (4)

4.1.4 **Promotion:**
Junior positions are often filled by new comers
Merit is criteria used to promote employees
More senior positions are filled by experienced officials
Officials should be evaluated to determine whether he will be suitable for the position
Government is using the affirmative action policy to promote in the public sector. (3)

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4.2 **Types of budgets:**

Main budget:
Estimates income and expenditure over a certain period
Supplementary budget:
Allocation of funds for new projects which were not budgeted for in the main budget
Additional budget:
Allocation of additional funds for projects which were allocated insufficient funds. (12)

4.3 **Internal factors influencing policy making:**

Conditions of establishment
Financial means
Personnel abilities
Physical facilities
Political assignment
Legality according to administrative law (5)

4.4 Mandate:
This implies that a person occupying a particular post is given certain functions and authority to perform certain duties by means of legislation.

The principle of deconcentration:
Officials and employees in the same hierarchy may sign documents on behalf of Director-General but nevertheless Director-General remain accountable and responsible for all actions taken.

Decentralisation of functions:
Institutions are made into separate management units.

(8)
[40]

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QUESTION 5

5.1 **Functions of the Accounting Officer:**

Determining necessary services to be rendered by his department
Determining priorities by legislation.
Determining the most efficient and economical way of providing services.
Submitting programmes of expenses.
Ensuring all expenses are properly authorised.
Submitting statements to the Auditor-General.
Certifying the correctness of accounting records. (15)

5.2 5.2.1 **Aristocratic system:**

The best posts in the public services would be reserved for those who occupy high social positions
It is found in states where consciousness of social class and status is highly considered. (3)

5.2.2 **Democratic system:**

Government is elected by the people
Elected political representative are accountable to the voters (3)

5.2.3 **Spoils system:**

A party that wins the elections regards certain posts as theirs by right
Such posts are often distributed to the party's loyal supporters (3)

5.2.4 **Merit system:**

Personnel are appointed on merit
The person best qualified and best suited for the position will be appointed. (3)

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5.3 **Aims in co-ordination:**

The balancing of activities
These must be a balancing of powers, functions, responsibilities and discretions
The synchronisation of activities
All activities are carried out in the correct, logical and legal sequence.
The integration of activities
Separate units must work together in order to integrate their activities

(8)

5.4 **Institutions involved in policy making:**

Legislative institution or Parliament
Executive council
Commission of Inquiry
Cabinet committees
Internal auxiliary services and staff units

(5)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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