higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1360**(E)**(J6)H

# NATIONAL CERTIFICATE

# PUBLIC ADMINISTRATION N5

(21010035)

**6 JUNE 2018 (X-Paper)**
**09:00–12:00**

**This question paper consists of 5 pages.**

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# DEPARTMENT OF HIGHER EDUCATION AND TRAINING
# REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 200

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**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 Explain each of the following terms:

1.1.1 Accountability

1.1.2 Authority

1.1.3 Budget

1.1.4 Communication

1.1.5 Decentralise

1.1.6 Financial year

1.1.7 Joint committee

1.1.8 Orientation

1.1.9 Planning

1.1.10 Pressure/Interest groups

(10 × 2) (20)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.5) in the ANSWER BOOK. Correct the statement if it is FALSE.

1.2.1 The generally accepted definition of democracy is government of the people by the people for the people.

1.2.2 The constitution is the supreme law of the Republic.

1.2.3 A policy is a course or principle of action adopted or proposed by a government, an institution or a business.

1.2.4 Grouping according to a geographical area means certain products have a distinctive legal form and are established to operate in commercial affairs.

1.2.5 The financial year is sometimes referred to as the fiscal year.

(5 × 2) (10)

1.3 Name and briefly explain any FIVE characteristics of *public policy*. (5 × 2) (10)

**[40]**

**TOTAL SECTION A: 40**

## SECTION B

## QUESTION 2

2.1 Give a comprehensive discussion of any SIX role players in public policy making. (24)

2.2 Explain the significance of determining staffing needs. (4 × 2) (8)

2.3 Name and briefly explain the THREE main categories of *delegation*. (3 × 2) (6)

2.4 Who became the successor of the former public protector, Thuli Madonsela? (2)

**[40]**

## QUESTION 3

3.1 The preparation of the budget involves a series of steps.

Give the steps that are involved in formulating the budget. (12)

3.2 Departmental and interdepartmental committees can be appointed by ministers, other holders of political office or by heads of state departments.

State the duties of such committees. (4 × 2) (8)

3.3 Explain why it is important to delegate functions in an organisation. (6)

3.4 Illustrate, by means of a drawing, the horizontal organisational structure of your campus. (14)

**[40]**

## QUESTION 4

4.1 What are the THREE factors that must be considered when determining service benefits? (3 × 2) (6)

4.2 Give several points which must be kept in mind when a new employee enters a new work situation. (8 × 2) (16)

4.3 Name and briefly explain FIVE *salary requirements*. (5 × 2) (10)

4.4 Give TWO advantages and TWO disadvantages of a decentralised structure. (4 × 2) (8)

**[40]**

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## QUESTION 5

| | | | | |
|---|---|---|---|---|
| 5.1 | | Name and briefly explain the *institutions* and their basic involvement in *policy making.* | (6 × 2 | (12) |
| 5.2 | 5.2.1 | Give TWO reasons for grievances to occur. | (2 × 2) | (4) |
| | 5.2.2 | Give ways to deal with grievances. | (4 × 2) | (8) |
| 5.3 | | Name and briefly explain the characteristics of a *state budget*. | (4 × 2) | (8) |
| 5.4 | | Give a clear explanation of the concepts of *training* and *development* by using relevant examples. | (2 × 4) | (8) |
| | | | | **[40]** |

**TOTAL SECTION B: 160**
**GRAND TOTAL: 200**

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