higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1370**(E)**(M29)H

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

29 May 2019 (X-Paper)
09:00–12:00

This question paper consists of 6 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

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 (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 The supreme court of appeals solves disputes pertaining to constitutional matters.

1.1.2 Transparency implies that all people should be treated equally, fairly and without discrimination.

1.1.3 The constitution contains a Bill of Rights that regulates the relationship between the state and foreign nationals.

1.1.4 A policy is a course or principle of action proposed by government.

1.1.5 Stakeholders should be consulted so that all possible viewpoints can be considered.

1.1.6 The head of government does not play a determining role in policy making.

1.1.7 According to the classical classification theory institutions are grouped into seven categories.

1.1.8 Communication is the imparting or exchanging of meaningful information by speaking, writing or another medium.

1.1.9 The money of the state is in fact the money of the public.

1.1.10 Legislators do not accept responsibility for all financial transactions of executive institutions.

(10 × 1) (10)

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1.2 Choose an item from COLUMN B that matches an item in COLUMN A. Write only the letter (A–M) next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Government of the day	A	Joint Committee of Public Accounts
1.2.2	Highest policy level in the public sector	B	public policy
1.2.3	When an official directly reports to one supervisor	C	Public Service Act
		D	auditor general
1.2.4	Obligation of exercising responsibility to account for responsibility	E	selection process
		F	Public Service Commission
1.2.5	Examines the report of the auditor general		
		G	merit system
1.2.6	Appointed in terms of the Public Audit Act 25 of 2004	H	unity of command
1.2.7	Budgetary period of the government	I	responsibility
		J	1 April–31 March
1.2.8	Applied to the administration of public service	K	cabinet
1.2.9	Process where the characteristics of the candidate are compared with the requirements	L	accountability
		M	political policy
1.2.10	Commission, also referred to as a central personnel institution, consisting of experts in the field of personnel administration		

(10 × 2) (20)

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1.3 Define each of the following concepts:

1.3.1 Administration

1.3.2 Planning

1.3.3 Span of control

1.3.4 Delegation of authority

1.3.5 Surplus

(5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Policies can be formulated only if sufficient and relevant information is available.

Explain the contribution of interest groups as role players in policy making.
(5 × 2) (10)

2.2 Discuss FIVE factors to consider when a state department is decentralised.
(5 × 2) (10)

2.3 The South African Reserve Bank is regarded as the bank of the state.

Discuss FIVE functions of the South African Reserve Bank. (5 × 2) (10)

2.4 Discuss FIVE factors that limit the number of candidates for posts in the public service. (5 × 2) (10)

[40]

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QUESTION 3

3.1 Discuss political policy as a crucial level in the hierarchy of policy statements. (5 × 2) (10)

3.2 Discuss a commission of enquiry as one of the institutions involved in the determination of policy. (5 × 2) (10)

3.3 Discuss the particulars to consider with regard to formal methods of communication. (5 × 2) (10)

3.4 Name and briefly explain FIVE contemporary classification theories. (5 × 2) (10)
[40]

QUESTION 4

4.1 List and explain SEVEN factors that play a role in determining the span of control. (7 × 2) (14)

4.2 State FOUR responsibilities of the minister of finance. (4 × 2) (8)

4.3 What are the characteristics of the state budget? (8 × 2) (16)

4.4 Give the abbreviation of the Congress of South African Trade Unions. (2)
[40]

QUESTION 5

5.1 Name and briefly explain FIVE characteristics of public policies. (5 × 2) (10)

5.2 Name and briefly explain FIVE requirements employees' salaries must meet. (5 × 2) (10)

5.3 State SEVEN shortfalls that will be the result of employees' work-related issues and grievances not being addressed immediately and effectively. (7 × 2) (14)

5.4 Give the source of income for each of the following government services:

5.4.1 Tariffs

5.4.2 Excise duties

5.4.3 Government printing works

(3 × 2) (6)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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