



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1370(E)(N30)H

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

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09:00–12:00

This question paper consists of 6 pages.

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. 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 (1.1.1–1.1.7) in the ANSWER BOOK.

- 1.1.1 Supervision is an example of an informal control measure.
- 1.1.2 Municipal councils make provincial ordinances.
- 1.1.3 Thuli Madonsela is the current public protector.
- 1.1.4 The auditor general has the power to audit every public account.
- 1.1.5 The department of transport ensures that the road network is well maintained and safe.
- 1.1.6 Reference documents can be kept for long periods.
- 1.1.7 By-laws are made in parliament.

(7 × 2) (14)

1.2 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–H) next to the question number (1.2.1–1.2.7) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Used to measure productivity	A	determinism
1.2.2	Manager follows rules	B	Thuli Madonsela
1.2.3	Construction of public buildings	C	Busisiwe Mkhwebane
1.2.4	Evidence of work done or not done	D	statistical returns
1.2.5	Manager has total control and authority	E	government gazette
1.2.6	Public Protector	F	conformism
1.2.7	Official medium for informing citizens	G	Public Works
		H	written reports

(7 × 2) (14)

1.3 Choose the correct word(s) from those given in brackets. Write only the word(s) next to the question number (1.3.1–1.3.6) in the ANSWER BOOK.

- 1.3.1 (Public Protector/President) appoints a commission of inquiry.
- 1.3.2 The minister responsible for cooperative and traditional affairs is (Des Van Rooyen/Lindiwe Sisulu).
- 1.3.3 (Staffing/Organising) is appointing the right people for the job.
- 1.3.4 (Public manager/Private manager) ensures that essential services are provided to the community.
- 1.3.5 (Manpower commission/SASOL) is attached to the department of labour.
- 1.3.6 The (premier/mayor) is the head of the local government.

(6 × 2) (12)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 The parliament's ad hoc committee was appointed to look into the fitness of the South African broadcasting corporation board.

- 2.1.1 Who is the minister responsible for overseeing the SABC? (2)
- 2.1.2 Who appoints ad hoc committees? (2)
- 2.1.3 The SABC board has been accused of not being fit to perform its duties.

Explain FOUR instruments used to measure workers' performance.
(4 × 2) (8)

- 2.1.4 Discuss accountability by public media. (8)

2.2 Describe the relationship between *central government* and *municipalities*. (10)

2.3 Discuss the advantages of having written procedures and methods. (10)
[40]

QUESTION 3

- 3.1 Discuss auxiliary function under the following headings:
- 3.1.1 Transaction documents (4)
 - 3.1.2 Provision of infrastructure and stock (6)
- 3.2 Discuss furniture and equipment as an instrumental function. (8)
- 3.3 Give THREE reasons for appointing work study officials. (6)
- 3.4 Describe factors which necessitate the revision of procedures. (10)
- 3.5 Explain the important aspects of protection function as a line function. (6)
- [40]**

QUESTION 4

- 4.1 Identify the tasks of a public manager when he has to determine and establish the functions which can enable the department to achieve its objectives. (12)
- 4.2 Explain the reasons for exercising control over executive institutions. (10)
- 4.3 Describe the national supervision of provincial administration. (10)
- 4.4 Explain accountability by courts of justice. (8)
- [40]**

QUESTION 5

- 5.1 Health minister Dr Aaron Motsoaledi says his department has secured funding to the tune of R3 billion to get communities involved in helping to curb teenage pregnancy and promote breast feeding. He says more effort will also be directed at fighting the so-called blessers who abuse young girls.
[Source: SABC news]
- 5.1.1 Explain health service as a line function. (6)
- 5.1.2 Minister Aaron Motsoaledi had to negotiate with foreign donor organisations and government departments to secure the R3 billion funding.
 Discuss negotiation as an instrumental function. (6)
- 5.1.3 Explain public management as a seventh management function. (6)
- 5.1.4 Discuss SIX personal qualities that Dr Aaron Motsoaledi must possess as a manager of his department. (12)
- 5.2 Explain the process that the Limpopo provincial government can follow during intervention when Vhembe district municipality is not performing its constitutional functions. (10)
- [40]**
- TOTAL SECTION B: 160**
GRAND TOTAL: 200