

# **Tutorial letter 201/2/2017**

## **THE STRUCTURING AND FUNCTIONING OF PUBLIC SERVICE**

### **PUB1601**

#### **Semester 2**

#### **Department of Public Administration and Management**

**IMPORTANT INFORMATION:**

This tutorial letter contains important information  
about your module.

#### **COMMENTS ON ASSIGNMENTS AND EXAMINATIONS**

Dear Student

## 1. INTRODUCTION

Congratulations on your perseverance with your studies. We know that the majority of you have already commenced with your preparation for the examination.

The purpose of this tutorial letter is to -

- Provide feedback on the compulsory assignments 01 and 02 that you submitted.
- Give an indication of the format of the examination paper together with advice on how to approach the examination and to prepare for it.

## 2. ASSIGNMENTS

Two compulsory multiple-choice assignments were asked. Below is feedback on these assignments you submitted for marking.

### 2.1 ASSIGNMENT 01 – COMPULSORY (MCQ)

Please see the table below for the correct answers.

QUESTION NUMBER	ANSWER
1	1
2	2
3	1
4	4
5	3
6	4
7	1
8	1
9	2
10	4
11	1
12	3
13	1
14	4
15	1
16	2
17	4
18	3
19	4
20	1

## 2.2 ASSIGNMENT 02 – COMPULSORY (MCQ)

Please see the table below for the correct answers.

QUESTION NUMBER	ANSWER
1	3
2	3
3	4
4	1
5	4
6	3
7	1
8	1
9	1
10	4
11	1
12	2
13	1
14	3
15	4
16	1
17	1
18	1
19	4
20	2

The assignment topic for the essay-type assignment (not compulsory) was as follows:

*Write an essay on the composition of the legislative authority at national, provincial and local spheres of government.*

In this essay-type assignment the following was expected of you, to:

- Deal with the topic of your choice in detail and to practice writing skills in a scholarly way. Few students were able to master these skills.
- Analytically defend your own standpoint. Most of the students were not able to adopt an analytical approach.
- Convey the factual information in such a way to persuade the reader of well formulated arguments. The majority of the students did not succeed in doing this.

- To undertake research independently and present the results of your research in a scientific manner. Generally, students struggled to do independent research and merely produced data and information of existing sources.
- Divide the essay into three subsections: an introduction, a discussion and a conclusion. In the introduction, you were supposed to briefly set out the standpoint you are going to take. In the discussion you should have used the available data to support the standpoint you have set out in the introduction. In the conclusion you could have referred to some of the implications of the points you have raised in the discussion. Nearly all the students did not follow an appropriate structure to present the assignments logically.
- Consult various sources. A large amount of students did not consult the minimum number of sources.
- Make sure your assignment comply with the most basic technical requirements for assignments **before** writing the assignments. It was clear that a good number of students did not even put in an effort to comply with this requirement, since many of the assignments were not technically well attended to.
- Show ethical conduct in the preparation of assignments. Many students copied parts out of books or articles or from a website without acknowledging the sources and pass it off as their own. Remember, if you make yourself guilty of plagiarism it is regarded as a serious form of misconduct.

### 3. EXAMINATION

A few guidelines regarding the examination appear in the following paragraphs.

#### 3.1 Format of the examination paper

You are reminded that the format of the examination paper is explained in Tutorial Letter PUB1601/101/3. We wish to mention at this stage that the PUB1601 examination will consist of a two hour paper.

**THERE WILL BE FOUR (4) QUESTIONS ASKED OF WHICH YOU MUST ANSWER ALL FOUR (4) QUESTIONS.** Each question will count 25 marks, BUT may be subdivided, eg 15 marks & 10 marks = 25.

The examination in this module takes place during May/June first semester and Oct/Nov second semester.

#### 3.2 Preparation for the examination

In your preparation for the examination you should take note of the questions mentioned in your study guide as self-evaluation questions. These questions serve as indications of the type of questions that may be asked in the examination. Please bear in mind that some of the questions will not be asked exactly in the same way as it appears at the end of the themes in your study guide. Further, the assignment topics should serve as a guideline when preparing for the examination.

### 3.3 Previous examination paper

A previous examination paper is attached for your information. This examination paper will give you an idea of the kind of questions that can be expected in the examination.

### 3.4 Concluding remarks on the examination

Basically, you should prepare the study guide with all the activities and assignments for the examination. We are worried by the fact that some of the students have not started on those activities that were not part of the assignments. Those activities are part and parcel of the work that you should have done throughout the semester.

The activities are important because they facilitate your understanding of the work. The student who understands the work should pass easily in the examination. It is, therefore, very important that you ensure that you understand the different themes and study units so that you can comprehend the so-called "bigger picture."

When a student does not understand something, it is often a good sign. It means that he or she has engaged or is really involved with the work. Phone the lecturers to solve those problems you struggle with in the study guide. Do not phone to try and obtain the examination questions. You will be wasting your time.

Finally, we would like to wish you all the best for the examinations!

**Prof E.J. VAN DER WESTHUIZEN**  
[vdwesej@unisa.ac.za](mailto:vdwesej@unisa.ac.za)  
012 429 6246

Mr N. Zongozzi  
[zongojn@unisa.ac.za](mailto:zongojn@unisa.ac.za)  
012 429 6996

**PUB1601**

October/November 2016

**THE STRUCTURING AND FUNCTIONING OF PUBLIC SERVICES**

Duration : 2 Hours

100 Marks

**EXAMINERS :**

FIRST : PROF EJ VAN DER WESTHUIZEN  
SECOND : PROF VA CLAPPER

---

**Closed book examination.**

**This examination question paper remains the property of the University of South Africa and may not be removed from the examination venue.**

This paper consists of four pages.

Write the number of each question answered clearly in the space provided on the cover of the examination answer book.

**ANSWER ALL FOUR (4) QUESTIONS.**

**[TURN OVER]**

## QUESTION 1

The Republic of South Africa is a representative constitutional democracy with a three-tier system of government and an independent judiciary, operating in a parliamentary system. The government authority is divided into three categories: legislative, executive and judiciary. The Constitution of the Republic of South Africa, 1996 (1996 Constitution) makes provision for, among others, how the three branches of government (sometimes referred to as categories of government of authority), namely the legislature (parliament, provincial legislatures and municipal councils), the executive authority and the judiciary authority should conduct their affairs. The national, provincial and local levels of government all have legislative and executive authority in their own spheres and these are defined in the 1996 Constitution as "distinctive, interdependent and interrelated". The 1996 Constitution horizontally divides the **composition and power** of the national government into a tripartite division of government authority (*trias politica* principle), namely legislative, executive and judicial authority. In light of the above, it is expected of you to write an essay on the Legislature and the Executive, and more specifically, we want you to concentrate on the following of each category:

- (a) Composition.
- (b) Powers (authority).

**NOTE:** It is important that you apply your answer to all three spheres of government (national, provincial and local).

[25]

## QUESTION 2

Public services are provided within the framework of the tripartite division of government authority. Moreover, service delivery to the public appears to be the primary responsibility of the executive. The executive is in turn distributed over three spheres of government: national, provincial and local. It is generally accepted that there are two main groups of institutions that are involved in public service provision at executive level, namely national, provincial and municipal departments and parastatal institutions. A company or agency owned or controlled wholly or partly by the government, is usually referred to as a "parastatal institution." In South Africa, there are 135 of these institutions (for example, the Auditor-General and the Council for Geoscience). In general, these institutions can be classified into nine distinct categories. However, in this question it is expected of you to expand on the following seven:

- (a) Advisory.
- (b) Regulatory.
- (c) Judiciary.
- (d) Tertiary education.
- (e) Research and development.
- (f) Cultural and environmental management.
- (g) Commercial and industrial enterprises.

More particularly, it is expected of you to explain each category's purpose and also provide at least two examples per category.

[25]

[TURN OVER]

### QUESTION 3

Representativeness of the public sector in South Africa is a very relevant topic. The attainment of it is a value that has been enshrined in Section 2 of the 1996 Constitution as well. Usually, it is reflected in terms of items such as gender, race, marital status, ethnic or social origin, age, disability, religion, belief and language. In light of this, provide some thoughts on representativeness and affirmative action in the public service by explaining the following:

- (a) The concept “affirmative action.”
- (b) The purpose of affirmative action.
- (c) Where the concept “affirmative action” originated.
- (d) Concepts that are related to affirmative action.
- (e) The concept “rightsizing.”

[25]

### QUESTION 4

Explain the following:

- (a) List the different factors that are necessary to provide a public service (there are five). [5]
- (b) Write a short paragraph on the following parties that are involved in the management of public services: (1) political office bearers; (2) public officials in management posts; and (3) managers outside the department. [10]
- (c) Management skills (leadership and interdependency) that public managers need to possess in order to carry out their management tasks successfully. [10]

[25]

**TOTAL: 100**