



PAPUA NEW GUINEA

PUBLIC SERVICES COMMISSION

2014 ANNUAL REPORT



Promoting Good Governance in the Public Service



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2014 ANNUAL REPORT

Tan Investment Building, Waigani, P.O BOX 2335, Boroko, NCD. Ph: 325 7722 Fax: 325 7728



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PUBLIC SERVICES COMMISSION

Office of the Chairman

Tan Investment Building, Waigani, P.O BOX 2335,
BOROKO, NCD, Papua New Guinea

Telephone: (675) 325-7722/325-7857

Facimile: (675) 325-7728/323-0252

Our Reference: PSC1-1-GEN

1st February, 2015.

His Excellency, The Governor General

Grand Chief, Sir Michael Ogio, GCL, GCMG, Kt.J.,

Government House

KONEDOBU, NCD

Papua New Guinea

Your Excellency,

RE: PUBLIC SERVICES COMMISSION – 2014 ANNUAL REPORT

In accordance with Section 17 (1) of the *Public Services (Management) Act 2014* and Section 191 (4) of the *National Constitution of Papua New Guinea*, I have the honor of submitting to you for presentation to Parliament, the 2014 Annual Report of the Public Services Commission.

The 2014 Annual Report covers the period from January 1st, 2014 to December 31st, 2014, entailing the activities, constraints, achievements and recommendations of the Commission, with relevant appendices.

I am, your obedient servant,

DR. PHILIP KEREME, PhD

Chairman- PSC

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CHAIRMAN'S' OVERVIEW



The year 2014 was perhaps the most challenging year for the Public Services Commission (PSC). It was most challenging because a number of major legislative changes introduced by Parliament in 2014 had directly affected the Public Services Commission and its Constitutional functions.

The *Public Services (Management) Act 2013*, passed by Parliament on 14th February, 2013 was repealed by Parliament on 5th September, 2014 and simultaneously passed a new *Public Services (Management) (PSM) Act 2014* which became operational on 1st October, 2014.

The reason for repealing the PSM Act 2013 was because this piece of legislation was passed by Parliament without first amending the Constitution, particularly Section 193, 208A & 208B of the Constitution, as well as Section 73 of the Organic Law on Provincial and Local Level Governments (P&LLGs).

The *Public Services (Management) Act 2014* removed PSC's powers and functions under Section 193, 208A & 208B of the Constitution pertaining to appointments, re-appointments, suspensions and revocation of appointments of Departmental Heads, Provincial Administrators and Chief Executive Officers (CEOs) of Statutory Authorities. These powers are now being vested in the newly created Ministerial Executive Appointments Committee (MEAC) under the PSM Act 2014.

The members of the MEAC comprises of the Minister for Public Service as Chairperson, Minister responsible for portfolio functions of the Department concerned, Minister responsible for Treasury functions, Minister responsible for National Planning functions, and Minister responsible for Justice and Attorney General Functions.

The Public Services Commission has transferred all new consultation matter files to MEAC through the Department of Personnel Management (DPM) as of 1st October, 2014, while other cases nearing submission were completed and submitted before 1st October, 2014.

Thus, the newly established MEAC under the PSM Act 2014 now takes full responsibility over appointments, re-appointments, suspensions and revocation of appointments of Departmental Heads and CEOs of Statutory Authorities.

In July 2012, Leaders of the Coalition that ultimately formed Government had outlined their key priorities in the "Alotau Accord". The Alotau Accord had identified 78 priorities, listed them in a major policy statement. The 39th priority listed on this policy statement reads: "*Review of the Department of Personnel Management and the Public Services Commission. Abolish the Department of Personnel Management and restructure the Public Services Commission. The Public Services Commission should be given Constitutional Powers and responsibilities to oversee the efficiencies of the Public Service. The Commission is accountable to the NEC and Parliament. A smaller office representing the Personnel Management be established, that would focus solely on deployment of public servants and their ongoing training*".

The *PSM Act 2014* therefore has not fully reflected the Alotau Accord as cited here, but the Commission (PSC) being a Constitutional body with limited powers, could not take a lead role in implementing Government policy, unless PSC is given Constitutional Powers and responsibilities to oversee the efficiencies of the *Public Service* through setting up systems and processes for implementation, monitoring and evaluation of policy reform programs. The Public Service inspection system may also be re-established to oversee the efficiencies of the Public Service.

As a direct result of the *PSM Act 2014*, the PSC Assessment Division was abolished and 6 staff were re-deployed to funded vacant positions in the Investigations and Review Divisions within the PSC Secretariat.

Commissioner Hansel Kakimo was appointed Commissioner – Provincial on 17th October, 2014 by the Public Services Commission Appointments Committee; Acting Commissioner (P) Ms. Rachel Wii reverted back to the Secretariat as Acting Director Investigation. On behalf of the Commission, I wish to thank Ms. Wii for a job well done and for her contributions in supporting the Commission for over one and half years as Acting Commissioner (P). The three members of the Public Services Commission is now comprised of: Dr. Philip Kereme, Ph.D. – PSC Chairman, Mr. Apeo Fuata Sione, M.PP – Commissioner (N) and Mr. Hansel Kakimo, L.M - Commissioner (P).

The major function of the Commission is to review personnel matters. In 2014, according to records, the National Review Branch registered 216 new applications for review; 404 cases were brought forward from the previous year, thus, a total of 616 case files were handled by the National Review Division. At the end of December, 2014, the National Review Division completed 345 review cases and files were closed; 271 outstanding cases were brought forward to 2015.

According to Director (N) the major challenge for the Division in 2014 was the shortage of manpower as two National Review Division staff left at the end of 2013.

In the Provincial Review Division, a total of 255 personnel review matter applications were received and registered, of these, 116 cases were completed while 139 cases were carried over to 2015.

The Commissioner responsible for Provincial review matters had highlighted that the Division had faced two major challenges in 2014. These were financial constraints and limited stationary supplies. This calls for Divisional Directors to review their budgets for forward planning in-order to resource the Division properly and adequately to effectively service the Commission.

On the whole, the performance of 2 review divisions in 2014 has been outstanding. The reason for this is because 4 years ago PSC had devised two strategies which were;

(i) Introduction of the Commissions Directional Hearings to replace full Commission hearings, where the presiding Commissioner would direct the aggrieved and the Departmental Head or the CEO of Statutory Authorities to provide written statements for cross examination for vital evidence to conclude the cases; and,

(ii) Review Divisions, had set out a very specific objective to complete all personnel review matters within 90 days in compliance with Section 18 (3) (d) (i) of the *Public Services (Management) Act 2004*.

These two strategies contributed to the outstanding performances of the two review divisions in the Commission, and I am sure this trend will continue in 2015.

In conclusion, I wish to sincerely thank all our hard working staff of the PSC Secretariat, as well as Commissioner (N) Mr. Apeo Sione, former Acting Commissioner (P) Rachel Wii, newly appointed Commissioner (P) Mr. Hansel Kakimo, Acting Secretary Ms. Judith Stenis, the Government and our other service providers for their undivided and loyal support to the Commission, in terms of providing financial, technical and moral support to the Commission to undertake its constitutional functions in 2014.

Thank you for your loyal support.

Dr. Philip Kereme (Ph.D.)

Chairman

STATEMENT OF COMMISSIONER NATIONAL



As the Commissioner (National), it is my responsibility given the Constitutional mandate of the Public Services Commission (PSC) to over-see the operations of the National Review Division (NRD) in year 2014, with the assistance of its Director. Such entails the following; conducting Directional Hearings or Appearances (as commonly referred to) ; ensuring an effective coordination of personnel review matters by the Office of the Director – NRD; and ensuring an effective completion and delivery of PSC advices to all parties of a review proceeding.

The NRD performs a core function of the PSC, and that is to conduct review of personnel matters or complaints lodged by aggrieved officers of National Departments, Statutory Organizations (or Government Bodies) and Public Hospitals that fall within the scope of the Commission’s jurisdiction. This basically is the role of the PSC as set out under Section 191 of the *National Constitution* and Section 18 of the *Public Services (Management) Act 2014*. The other role relates to review of decisions made by Provincial Administrations in regards to personnel matters by the Provincial Review Division.

The staff on strength in 2014 is ten (10) with Mr. Joshua Ngawi as its Director, who was substantively appointed on 29th August, 2013. This total number of staff also includes Mr. David Hanaromo who was employed on a *Short –Term Contract of Employment* in July, 2014, and in December 2014 was selected and appointed to his current position as Principal Review Officer (Selection). Also, Mr. Vali Vanua and Mr. Timothy Waringe who were former staffs of the Assessment Division joined the NRD when the Assessment Division was abolished as a result of the Appointment function being effectively removed from the Commission under the current reforms. Both have been appointed as Acting Senior Review officers of the NRD. Mrs. Norris Sevese is another staff who recently joined the Commission under the NRD as the Administrative Assistant to Director (N). The other five (5) officers are; Mr. Stephen Haibaku (Principal Review Officer); Mr. Brian Avuti (Acting Principal Review officer); Ms. Dorothy Murray (Senior Review Officer); Mr. Spinola Pagun (Review officer); and Mrs. Mary Yano (Personal Assistant to Commissioner- National).

Similar to any other year, 2014 was a challenging year for the National Review Division in view of the work-load it had to undertake. The closure of year 2013 actually saw a total of **281 cases** carried over to year 2014. The over-all total number of review cases that were handled by the Division in 2014 was **497**, of which **281 cases were carried over from 2013** and **216 cases were registered in the year 2014**.

Despite the enormity of the task placed upon it, the Division was constrained or duty bound to have all review cases for year 2014 fully disposed and determined. Due to its determination, the Division was able to dispose and close a total of **345 Review Cases**. This is a notable achievement in which **345 out of 497 Review Cases were completed at the end of 2014**. A performance rating of 70 percent was achieved by the Division that clearly showed that it performed better in 2014 than 2013 in the disposal of review cases. The remaining 152 cases will be carried over to year 2015.

Such achievements, is indeed the result of the undivided commitment, dedication, cooperation and untiring effort of the staff of the Division, and most of all which is worth applauding is the strong “*Team Spirit*” that exists between the Review Officers of the National Review Division.

It was the objective and desire of the Division to have all the review cases of 2014 disposed and determined forthwith, however, a number of challenges and constraints prevented it from being fulfilled.

In regards to the challenges, there were four (4) major challenges experienced. Firstly, manpower shortage was a major factor, which the Division needs to adequately address. This is to enable it to continuously and effectively fulfill the Commission’s Constitutional outcomes in relation to review of personal matters in a timely manner, and to be able to maintain consistency in its over-all performance. Despite the many different strategies the division adopted in the past to address the back-log of review cases, no real improvement has been achieved. The Division only began to see marked change to its performance when new Review Officers were added to the Division’s manpower strength. This is true in the case of the recruitment of Mr. David Hanaromo and the relocation of Mr. Timothy Waring and Mr. Vali Vanua to the National Review Division from the Assessment Division.

Secondly, the consequential amendments to the *Public Services (Management) Act 1995 (as amended)* by Parliament to effectively remove PSC from the Appointment process also had some bearing on the performance of the Review Officers. That is, the change brought about some uncertainties in the minds of the Review Officers concerning the future of the Commission and in particular the reality of the Assessment Division being made redundant or abolished. This matter has been addressed at the PSC Executive Management level for which the possibility of a *Supreme Court Reference* (to challenge the new law) to be filed, was mooted and discussed.

Thirdly, the Commission’s financial standing has always been an ongoing challenge for the Division throughout the year, which has greatly affected the Division’s duty travel to some provinces such as East Sepik and Morobe Provinces to conduct Directional hearings/Appearances.

Fourthly, the ongoing interior refurbishment exercise on the PSC Office (Tan Investment Building) and with all the unbearable noise/disturbances to an extent, has affected the performance of the Division in the year 2014.

With the constraints, the general staff attitude or professionalism at the work place continues to be a hinderance on the performance of the Division in terms of both the quality and quantity of work out-put. As observed, a few officers failed to produce quality submissions and were also unable to dispose their required quotas or required number of review cases allocated for the year 2014, due to internal administrative issues encountered, that can be improved, for consistent, continued and better output results. One other is the slow vetting service and checking of PSC decision advices by the Legal, Advisory & Litigation Division. As observed, draft advices forwarded to the Legal, Advisory & Litigation Division for vetting do not get cleared quickly due to manpower shortage and the difficulty to attract and retain lawyers. It is hoped that with the recruitment of three (3) new lawyers to the legal service manpower, this situation will be greatly minimized and improved so that the vetting system will be faster, consistent and reliable.

As a way forward for the review of personnel matters, there is a need to review the current existing internal processes for the review applications. The new process is expected to have a turn-around time that is shorter than the *90 days statutory time period* in the disposal of a review matter. To commence this process, a Review Committee will be set up by the Office of the PSC Secretariat, to review the current process.

The year 2014 was a very challenging year for the National Review Division to complete and close review cases within the time frame accorded by law. However, it is more focused than ever to continue to reduce and fully dispose outstanding review cases.

I'm confident that with the new staff added to the Division's manpower its performance will be greatly improved. In addition, more funding appropriated for the Commission in the Annual Budget would enable the Division to perform stronger in the disposal of review matters in a timely manner.

I wish to thank Chairman, Dr. Philip Kereme for the support he continues to accord to the Division, as well as the overall leadership role he played. Also, thanks to the staff of the Legal, Advisory & Litigation Division for clearances of all advices; and staff of the Corporate Services Division for the logistical and financial support they provided. A special thank you and appreciation to all the hard working Review Officers and staff of the National Review Division for their untiring and diligent efforts in working around the clock in preparing Submissions and Information Papers on review matters for Commission Decisions to be made, and to ensure that the Commission successfully discharge its constitutional duties and responsibilities without any difficulty. And above all, thanks to the Great God for His leading and guidance!

Mr. Apeo Fuata Sione, M.PP
Commissioner-National

STATEMENT OF COMMISSIONER PROVINCIAL



The Provincial Review Division is one of the main divisions under the Public Services Commission Secretariat. It takes carriage of the Commission's responsibilities under Section 18 and 19 of the *Public Services (Management) Act 1995 (as amended)*, which is derived from Part VII, Division 2, Section 191 – Functions of the Public Services Commission (1) (a) & (b) of the Constitution of the Independent State of Papua New Guinea.

The Division is responsible for the review of personnel matters arising from aggrieved public servants employed in the Provincial Administrations and Public Hospitals throughout the Public Service, with the only exception of the Port Moresby General Hospital, which falls under the administrative jurisdiction of the National Review Division. In addition to this, the Commissioner responsible for Provincial Review matters is also involved in other functions of the Commission, like Organizational Reviews and Appointments.

In 2014, the Provincial Review Division was under the leadership of Ms. Rachel Wii who was the Acting Commissioner at the time while waiting for a permanent appointment to be made. In October 2014, a permanent appointment was made and I was appointed as the Commissioner for Provincial whilst Ms. Wii reverted back to her substantive position as the Director for the Assessment Division. At the beginning of 2014, the division set a target to effectively and efficiently review personnel matters registered with the Commission from Provincial Administrations and Public Hospitals within the required 90 day period under Section 18 (3) (d) (i) of the *Public Service (Management) Act 2014 (as amended)*. In achieving the above, the division embarked once on a "zero case" goal by the end of the year. However, with the many challenges and constraints encountered in the division, this was not fully achieved. Some of the constraints have been highlighted in this report, that include funding constraints which greatly affected our travel to the different provinces to conduct directional appearances or hearings; lack of manpower, administrative issues and the lack of cooperation of DPM delegates at directional hearings, especially concerning advice required on review matters.

However, as the Commissioner responsible for the division, I am quite pleased with the progress made by the hardworking staff, which did not come easily. The Division commenced the year with nine (9) staff, which included Ms. Judith Stenis, who was newly appointed to the position as Director, and took rein of the Office of the Director after returning from her overseas studies at the beginning of 2014. During the year, two (2) officers from within the Division acted on the position of Acting Secretary of the PSC Secretariat. That is, for the first part of the year, Principal Review Officer, Mr Malaburgh Imeha was the Acting Secretary, and then for the next part of the year, Ms. Judith Stenis was appointed on the 29th of May, 2014, while Mr. Imeha reverted back to his substantive position. Mr. Terence Tupi is currently the Acting Director of the Provincial Review Division and was appointed to the position in May, 2014, when substantive Director Ms. Stenis was appointed as the Acting Secretary of the PSC Secretariat.

Also during the year, Principal Review Officer Mr. Karl Sarufa resigned, thereby creating a vacancy. However, towards the end of the year, we saw the inclusion of three (3) new officer who were transferred from the Assessment Division, who were affected as a result of the recent legislative amendments to the *Public Services (Management) Act 1995 (amended)* and the *Regulatory Statutory Authorities (Appointment to Certain Officers) Act 2004*, which came into effect on the 01st of October, 2014.

The amendment removed PSC's powers in the consultation process relating to the appointment, suspension and revocation of appointment of Departmental Heads, Provincial Administrations, Chief Executive Officers of Regulatory Statutory Authorities and non-ex officio Board members of Statutory Authorities.

Mr. Joshua Heape transferred over after having won the position of Review Officer, while both Mr. Victor Lismond and Ms. Mary Koike are attached on an acting capacity on the position of Senior Review Officer and Administrative Assistant to Director (P) respectively. Therefore, there is about eleven (11) staff within the Provincial Review Division (PRD) in 2014.

The Provincial Review Division in 2014 had a total of **two hundred and fifty-five (255) active cases** including those that were carried over from previous years. There were **one-hundred and ninety-five (195) other administrative matters** received and registered in 2014. During the year, there were a total of **sixteen (16) successful Directional Hearings** conducted of which most of the hearings conducted in the provinces were combined with the National Review Division. Out of the **255 cases** the division managed to complete **116 cases** with the remaining **one-hundred and thirty-nine (139)** cases carried over to 2015 will be reviewed, and further information will be obtained from the aggrieved and the respective agencies as well as those pending PSC's deliberation.

There are three (3) main categories by which review matters are categorized; *(i) Discipline; (ii) Selection; and (iii) Terms & Conditions* and when other administrative matters arise relating to review of personnel matters, fall into a fourth (4th) category.

I am quite pleased to report that despite staff changes and disruptions, the division maintained a high level of commitment to achieve positive results in 2014, especially in reducing the number of outstanding personnel review matters. However, we would still like to see it reduced even further in 2015.

The outlook for 2015 for the Provincial Review Division is that with the increased level of funding in 2015 for the Public Services Commission and with the internal re-deployment of personnel to the Provincial Review Division and associated cost from the removal of the Assessment Divisions' function dealing with appointment of departmental heads under the new *Public Services (Management) Act 2014* and Heads of Statutory bodies under the amended *Regulatory Statutory Authorities (Appointment of Certain Officers) Act 2014* from the Public Services Commission; this will greatly contribute by strengthening the divisions human resource capacity as well as allow much needed funding to be made available in-order to carry out activities under the Corporate Plan 2014 – 2018 and this looks bright for 2015 and beyond.

The Commission will conduct awareness programs so that our targeted stakeholders understand and appreciate the roles and functions of PSC. Through the awareness program we hope to address a number of challenges that have been highlighted in our Corporate Plan 2014 – 2018, that is;

- **Corporate Outcome 1.2** – to see a reduction in the number of Review cases received by the Public Services Commission.
- **Corporate Outcome 1.4** – give immediate effect to the review decisions of the Commission.
- **Corporate Outcome 1.5** – impose a penalty for non – attendance by any party to the proceedings who have been summoned.
- **Corporate Outcome 1.6** – impose penalties on Departmental Heads, Provincial Administrators, and Chief Executive Officers & Heads of other Statutory bodies who fail to implement the Commission’s Review decisions.

As the Commissioner for the Provincial Review Division, I would like to congratulate the Division for doing extremely well, and point out that in-order for the division to continue to perform well in 2015 and the years beyond to meet the challenge of “zero case”, outstanding and to complete all personnel review matters within 90 days as required by law; there must be an adequate supply of resources and sufficient funding made available to the division, to effectively carry out its duties and accomplish its goals within the required time-frames.

Furthermore, I encourage the continued participation of all officers of the Provincial Review Division in these demanding times to work together collaboratively and cohesively as these traits will assist PSC meet its statutory responsibilities in a timely manner. Over-time, we hope that with greater awareness on the role and functions of the Public Services Commission and with the innovative approaches, like the use of information and modern technology, it will contain information on the roles, functions and requirements of PSC to be easily accessible to all our stakeholders.

I also would like to take this opportunity to thank Ms. Rachel Wii for the tremendous job she has done in providing the over-all leadership for the most part of the year, as the Acting Commissioner Provincial until I took over as the Commissioner.

Hansel Kakimo (L.M)
Commissioner - Provincial

INTRODUCTION

This is the 19th Annual Report of the Public Services Commission. It is produced and submitted in accordance with Section 17 (1) of the *Public Services (Management) Act 1995 (as amended)* and Section 191 (4) of the *National Constitution of Papua New Guinea*.

The report covers the performance of the Public Services Commission in 2014, covering the period from January 1st, 2014 to December 31st, 2014.

The Annual Report begins with the Chairman's overview outlining the general performance of the Commission, followed by two separate statements from the two Commissioners, pertaining to the performance of the two Review Divisions (National and Provincial).

The next section of the report contains general information on the establishment of the Commission and its core roles and functions as stipulated under Section 191 and Section 193 of the *National Constitution* and Section 18 and Section 19 of the *Public Services (Management) Act 1995 (as amended)*.

The main body of this report provides a detailed account of tasks performed by the Commission from January 1st, 2014 to December, 31st, 2014. The activities mainly include the Review of personnel and organizational matters together with the appointment of Departmental Heads, Provincial Administrators and Heads of Regulatory Statutory Authorities including the Chief Executive Officers of State run Public Hospitals.

Its also important to note that the recommendation of appointment functions performed by the Assessment Division was removed in October 2014 following amendments to the *Public Services (Management) Act 1995 (as amended)* and transferred to the Ministerial Executive Appointments Committee. Therefore, statistics shown by the Assessment Division within this report, will only be carried up until the month of October, 2014.

The report also contains an unaudited Financial Statement on the Commissions budget for the 2014 Fiscal year and highlights the constraints and achievements faced by the Commission.

The report concludes with recommendations on how the work of the Commission could be improved to adequately fulfil its Constitutional role.

Furthermore, all relevant Acts and legislation alluded to in the main body of this report is annexed to the appendices.

PUBLIC SERVICES COMMISSION

The Public Services Commission is a Constitutional body established under Section 190 of the National Constitution of the Independent State of Papua New Guinea. [Refer to Appendix A]

The functions of PSC are set out under Section 191 of the *National Constitution* and Sections 18 and 19 of the *Public Services (Management) Act 1995 (as amended)*. [Refer to Appendix B]

Moreover, the independence of the Commission is derived under Section 192 of the *National Constitution* and its statutory powers pertaining to its review functions that is vested under Section 13 of the *Public Services (Management) Act 1995 (as amended)*. [Refer to Appendix C]

In the 1986 Public Service Reform, *Constitutional Amendment No. 08 of 1986* brought about the enactment of the *Public Services (Management) Act 1986* which effectively separated the Public Services Commission (referred to as PSC) and created the Department of Personnel Management (referred to as DPM).

Prior to the 1986 reform, the functions of both institutions co-existed within an organization called the Department of Public Services Commission (DPSC).

The consequential effect of the separation in the 1986 reforms saw the emergence of the Department of Personnel Management performing the executive powers and functions of policy and decision making, implementation and monitoring over matters of the public service, whilst the Commission was relegated to perform a *semi- quasi judicial* role to conduct reviews of personnel and organizational matters from the public service. [Refer to Appendix D and E]

The only exception is that the Commission is seen to be performing an executive function or role in the area of appointment, suspension and revocation of appointments as provided by Section 193 (1) (1A) to (1D) of the *National Constitution* and Sections 31A to 31D and 60A to 60C of the *Public Services (Management) Act 1995 (as amended)*, and Sections 4, 7, 8, 9 and 10 of the *Regulatory Statutory Authority Appointments (Appointments to Certain Officers) Act 2004*. This was a result of the amendment to the 1986 Act and 1995 Act in 2002, in which the Commission was given this added responsibility. [Refer to Appendix F and G]

However, the recommendation of appointment function was removed from the Commission on the 1st of October, 2014 as per the legislative amendments carried out and revised into the *Public Services (Management) Act 2014*.

MISSION STATEMENT

VISION

The Vision of the Public Services Commission is to promote good governance within the National Public Service of Papua New Guinea. This can only be achieved by ensuring that the Public Service is highly transparent, accountable and harmonious and is free from discrimination, harassment, fear or favour in the delivery of quality services to the people and in meeting the aspirations of the Government of Papua New Guinea.

MISSION

The Commissions' Mission as an independent Constitutional institution is to ensure a fair, honest and just treatment of public servants through an efficient and effective review of personnel and organizational matters and provide quality professional advice and recommendation to the National Executive Council (NEC) on appointments, suspension and revocation of appointments of Departmental Heads, Provincial Administrators and Heads of Statutory Authorities.

PROFESSIONAL VALUES

The Commission values;

- ❖ Our Staff;
- ❖ Our parties to Review Proceedings;
- ❖ Our Professionalism;
- ❖ Our decisions; and
- ❖ Our stakeholders.

CORPORATE INFORMATION

The Public Services Commission is headed by a Chairman (who is a Public Service Commissioner) and two (2) other Commissioners, National and Provincial.

The Commission members are appointed by the Head of State, acting within, and in accordance with the advice of the Public Services Commission Appointments Committee (*National Constitution Section 190 (2)*);

This committee consists of;

- ❖ The Prime Minister as Chairman;
- ❖ The Chief Justice;
- ❖ The Leader of Opposition;
- ❖ The Chairman of the Permanent Parliamentary Committee on Appointments; and
- ❖ The Chief Ombudsman.



Chairman of PSC- Dr. Phillip Kereme convening the first meeting with the Australian Public Services Commission, emphasizing on the important partnership arrangement contained in a MoU signed in 2013 to improve the performance and service delivery of the National Public Service.

MEMBERS OF THE COMMISSION

The members of the Commission for this reporting period are Dr. Phillip Kereme, Ph.D. as Chairman; Mr. Apeo Fuata Sione, M.PP as Commissioner National and Mr. Hansel Kakimo, L.M as Commissioner Provincial.

Profiles of the Chairman with both Commissioners are set out below;

CHAIRMAN PSC – DR. PHILIP KEREME, Ph.D.



Dr. Philip Kereme hails from Piambil village in the Ialibu District of Southern Highlands Province. Dr. Kereme is an academic and teacher by profession. He holds a Bachelor of Arts (BA) degree in Education and a Bachelor of Education (B.Ed.) with Honours from the University of Papua New Guinea (UPNG) in the years 1978 and 1980 respectively.

He completed a Master of Arts (MA) degree in Education from the University of Reading in the United Kingdom in 1982. In 1998, Dr. Kereme completed his Doctorate at the University of Canberra, A.C.T in Australia. Prior to his appointment as the Chairman, Dr. Kereme served as the Commissioner Provincial since 2007. He was an academic and Dean of Education at UPNG and the University of Goroka. He was also Director General of the Office of Higher Education (OHE). Dr. Kereme has 36 years of professional experience in the Public Service of Papua New Guinea.

COMMISSIONER NATIONAL – MR. APEO FUATA SIONE, M.PP



Commissioner Apeo Fuata Sione holds a Masters in Public Policy, specializing in Development Administration (with Merit) from The Australian National University (ANU) in the year 2005. He also holds a graduate Diploma in Public Administration from ANU in 2004, and a Bachelor of Arts Degree majoring in Public Administration with a minor in Industrial Organizational Psychology from the University of Papua New Guinea in the year 1994. Mr. Sione was appointed Commissioner by the Public Services Commission Appointments Committee on 2nd of May, 2012. Prior to his appointment as

Commissioner-National, he was the Permanent Secretary of the Public Services Commission (PSC) Secretariat, since his appointment on the 30th of May, 2011. Commissioner Sione was initially appointed to head the PSC Secretariat as the Acting Secretary on the 14th of September 2009, when the incumbent, Late. Andol Sione left to take up a posting in the Autonomous Region of Bougainville. Prior to that, Commissioner Sione held concurrently the position of Substantive Director of the National Review Division and Acting Director of the Assessment Division.

Commissioner Sione has well over 16 years of experience in the Public Service, in the areas of governance; policy development; review and investigations.

He is part of the Alumni of the Pacific Executive (PACE) Program under the auspices of the Australia and New Zealand School of Government (ANZSOG)

COMMISSIONER PROVINCIAL - MR. HANSEL KAKIMO



Commissioner Provincial, Mr. Hansel Kakimo hails from Tufi in the Northern Province. He graduated with a Bachelor of Arts Degree in Anthropology and Sociology from the University of Papua New Guinea in 1980.

Prior to his appointment as Commissioner Provincial, Mr Kakimo held senior positions in the National Public Service. He was the Deputy Secretary Operations with the Department of Personnel Management from 2009 - 2010 and as Human Resource Adviser to the Department of Prime Minister & NEC from 2010-2011 and from 2013 to 2014 as the Public Service Adviser to the National Coordination Office for Bougainville Affairs on the transfer of powers and functions of the National Government to the Autonomous Bougainville Government.

Achievements for Commissioner Kakimo in the National Public Service include, Executive Manager of the Year Award in 2007 with the Department of Personnel Management and Logohu Medal (LM) for services to the National Public Service with the Department of Personnel Management. In 2008, Mr Kakimo championed the devolution of powers and functions of the Department of Personnel Management to the National Departments, Provincial Administrations and to the Provincial Public Hospitals throughout Papua New Guinea.

Commissioner Kakimo was also a Board member to the PNG Independent Fellowship Scheme and the Nambawan Super Fund.

Mr. Kakimo officially took office as Commissioner Provincial on the 17th of November, 2014, and has over 29 years of experience in the Public Service.

THE PSC SECRETARIAT

The Public Services Commission Secretariat is established under Section 17A of the *Public Services (Management) Act 2014*.

It plays a supportive role in providing the Commission the required resources needed to carry out its Constitutional responsibilities and mandate, set out under Section 191 of the *National Constitution*.

The PSC Secretariat comprises the Office of the Secretary and six (6) divisions that were created under the approved restructure in 2007. They include National Review; Provincial Review; Assessment; Investigation; Legal, Advisory and Litigation; and Corporate Services Divisions.

The Divisions are headed by six (6) Directors who report directly to the Office of the Secretary of the PSC Secretariat on all operational matters. The Secretary serves as the Head of the Secretariat and the Senior Executive Management (SEM), and performs the responsibilities and duties of the Office with the enabling powers accorded to it under Section 17A (5) (c) of the said Act and the *General Orders* for the purposes of management and administration of staff within the Secretariat.

The Secretariat of PSC is headed by Acting Secretary Ms. Judith Stenis, who is the Substantive Director of the Provincial Review Division. Ms. Stenis took office as the Acting Secretary in May, 2014 from Mr. Malaburgh Imeha who was acting in that position from July 2013 – April 2014.

The profile of the Acting Secretary Ms. Judith Stenis and the six (6) divisional Directors that make up the Senior Executive Management (SEM) of the PSC Secretariat are captured below;

ACTING SECRETARY PSC SECRETARIAT- MS. JUDITH STENIS



Ms. Judith Stenis has fifteen years of work experience within the National Public Service of PNG. She started her career as a Research Officer with the Department of Personnel Management in November 2000, after graduating from the University of Papua New Guinea with a Bachelor of Arts Degree, majoring in Public Policy & Management. She worked in that capacity for almost seven (7) years before joining the Public Services Commission in March 2007 as a Principal Review Officer.

In January, 2012, Ms. Stenis took up further studies abroad at the University of Technology in Sydney, Australia, where she first attained her Certificate in Business Administration in July, 2012. She then went on to successfully complete a Master of Business Administration program in 2013.

Ms. Stenis hard work, commitment and dedication in her role as a Principal Review Officer together with her successful completion of her MBA degree, saw her elevated to the position of Director for

the Provincial Review Division in 2013, and on the 27th of May 2014, she was appointed Acting Secretary of the PSC Secretariat, the position she holds to date.

DIRECTOR NATIONAL REVIEW DIVISION - MR. JOSHUA NGAWI



Mr. Joshua Ngawi joined the Public Services Commission in 2009 as a Review Officer, and was soon promoted to Senior Review Officer in 2010, and again to Principal Review Officer in 2011.

In September 2011, Mr. Ngawi was appointed the Acting Director of the National Review Division. Mr. Ngawi's confirmation as the Director of the National Review Division in August 2013 was made after serving in that position for two (2) years in the capacity of Acting Director.

Mr. Ngawi graduated from the University of Papua New Guinea (UPNG) with a Bachelor of Arts Degree in Public Policy Management.

He has well over fifteen (15) years of work experience both in the private as well as the public service.

ACTING DIRECTOR PROVINCIAL REVIEW DIVISION - MR. TERENCE TUPI



Mr. Terence B. Tupi joined the Public Services Commission in 2007 as an Investigator in the Investigation Division. In 2008, after an internal recruitment, Mr. Tupi moved to the National Review Division as a Senior Review Officer (Selection).

In 2010, Mr Tupi was promoted to Principal Review Officer (Selection), after which he resigned to pursue further studies at the China Foreign Affairs University- Institute of International Relations in Beijing, China. He successfully completed and defended his research program and attained a Master's Degree in International Relations, graduating in July, 2012.

Mr. Tupi upon his return to PNG then applied for and won the position of Principal Review Officer (Discipline) in the Provincial Review Division in August, 2013. Prior to that, Mr. Tupi was on a temporary short term contract with the Commission.

Prior to joining the Public Services Commission, his first employment was with the Department of National Planning & Monitoring as a Monitoring & Evaluation Officer from 2005-2006, after graduating from the University of Papua New Guinea in 2005 with a Bachelor of Arts Degree in Social Work. Mr. Tupi also has a Bachelor of Business Management (Public Policy & Management) Degree with Honor's from the University of Papua New Guinea in 2010.

ACTING DIRECTOR ASSESSMENT DIVISION- MR. TIMOTHY WARINGE



Mr. Timothy Waringe joined the Public Services Commission in 2012 as the Principal Assessment Officer- Provincial Administration and was promoted to Acting Director of the Assessment Division in October 2013 and served until October 2014.

Mr. Waringe holds a Bachelor of Arts Degree in Public Policy Management from the University of Papua New Guinea (UPNG).

He has over seven (7) years of experience in the National Public Service, serving in various organizations prior to joining the

Commission that includes the Department of National Planning & Monitoring; Department of Provincial & Local Level Government Affairs; Department of Personnel Management; and the Ombudsman Commission.

Following legislative amendments to the *Public Services (Management) Act 1995 (as amended)*, the Assessment functions was removed from PSC. This division was abolished in October, 2014, and Mr. Waringe together with other personnel from his division were moved to the review divisions in PSC.

Mr. Waringe is currently the Acting Senior Review Officer under the National Review Division.

ACTING DIRECTOR INVESTIGATION DIVISION- MS. RACHEL WII



Ms. Rachel Wii attained a Bachelor of Arts Degree in Public Policy Management from the University of Papua New Guinea in the year 2003.

Ms. Wii started her career in the National Public Service in January 2004 when she joined the Internal Revenue Commission as a Revenue Assessment Officer. In 2006 she joined the Ombudsman Commission as an Assessor in the Annual Statement Assessment Unit under the Leadership Division, a position she held for two and a half years before being promoted to the position of Local Level Government Investigator.

In August 2009, Ms. Wii joined the Public Services Commission as the Principal Assessment Officer for Provincial Administration with the Assessment Division, and a-little over two years later, she was promoted to Director of the Assessment Division.

Ms. Wii also acted in various Senior Executive Management positions within PSC, which include Acting Secretary of the PSC Secretariat, and as Acting Commissioner Provincial, from July 2013 - October, 2014.

Ms. Wii reverted back to her position as Director Assessment, but following amendments to the *Public Services (Management) Act 1995 (as amended)*, Ms. Wii was moved to the Investigation Division as Acting Director.

Ms. Wii has more than 10 years of experience in the National Public Service.

DIRECTOR LEGAL, ADVISORY & LITIGATION DIVISION- MR. EREMAS ANDREW



Mr. Eremas Andrew holds a Bachelor of Law degree (LL.B) from the University of Papua New Guinea in 1975. At the time of his graduation, he was employed with the then Taxation Office, now known as the Internal Revenue Commission (IRC).

In the same year he joined the Department of Public Services Commission as Principal Investigator.

In 1989, Mr. Andrew worked with the Victoria Public Service Board for a short time before returning to the Legal Training Institute (LTI) to complete his post-graduate legal training, and was admitted to the National & Supreme Court Bar as a lawyer.

In 1991, Mr. Andrew was granted an approved attachment with Namaliu & Company Lawyers. He later returned to PSC and was appointed Principal Legal Officer and Acting Commissioner (National).

In 2002, after the public service restructure program, the Legal Division was created, resulting in the appointment of Mr. Andrew as the Substantive Director, of the Legal, Advisory & Litigation Division.

Upon his retirement at the end of 2014, Mr. Andrew will have served for almost 42 years in the National Public Service.

DIRECTOR CORPORATE SERVICES DIVISION - MR. GENO GAPI



Mr. Geno Gapi started his career in the National Public Service prior to Papua New Guinea gaining Independence in 1975.

He holds a Diploma in Public Finance & Accounting and a Certificate in Accounting from the Administrative College of PNG.

In 1974, Mr. Gapi worked as a Bank Officer with the then Bank of Commonwealth. The following year, he joined the National Housing Commission, where he served for two (2) years, then moved on to the Department of Works in 1977. In 1992, he joined the National Judicial Staff Services before moving onto to the Public Services Commission in 1995 as the Chief Finance and Administrative Officer. This position was

renamed and upgraded to Director Corporate Services in 2007.

Whilst employed with PSC, Mr. Gapi served in three (3) substantive positions as the Chief Finance & Administrative officer from 1995 to 2002; Senior Provincial Review Officer from 2002 to 2007, than after the restructure in 2007, Mr Gapi was appointed the Director Corporate Services, a position he holds to date.

Upon his retirement in April, 2015, Mr. Gapi will be one of the longest serving public servants in the country, having almost 41 years of experience in the National Public Service.

2014 PERFORMANCE

NATIONAL REVIEW DIVISION

INTRODUCTION

The National Review Division is responsible for the reviews and investigations of *personnel matters or complaints* lodged with the Commission by officers of National Departments in the National Public Service, some Statutory Authorities (*where it has jurisdiction to review personnel matters*) and the Port Moresby General Hospital.

The over-all performance of the National Review Division for 2014 has been consistently exceptional with the completion and closure of **345 Review Matters or cases** compared to that of 2013, where the Division completed and closed **400 Review Matters**, despite the challenges experienced in 2014.

Thus the hard-working Review Officers of the National Review Division are fully commended for the tremendous efforts put in for 2014 again, to complete as many review matters as possible (345 cases) in a very challenging year.

The Division is headed by Commissioner National Mr. Apeo Fuata Sione, who was appointed in May, 2012. The Director of the National Review Division is Mr. Joshua Ngawi.

There are currently ten (10) officers in the Division; eight (8) are Review Officers including an Administrative Assistant to Director National and a Personnel Assistant to Commissioner National.

OFFICERS OF THE NATIONAL REVIEW DIVISION

No.	STAFF	DESIGNATION
1	Mr. Joshua Ngawi	Director- National Review Division
2	Mr. Steven Haibaku	Principal Review Officer (<i>Discipline</i>)

3	Mr. David Hanaromo	Principal Review Officer (<i>Selection</i>)
4	Mr. Brian Avuti	Acting Principal Review Officer (<i>Terms & Conditions</i>)
5	Mrs. Dorothy Murray	Senior Review Officer (<i>Discipline</i>)
6	Mr. Timothy Waringe	Acting Senior Review Officer (<i>Selection</i>)
7	Mr. Vali Vanua	Acting Senior Review Officer (<i>Terms & Conditions</i>)
8	Mr. Spinola Pagun	Review Officer (<i>Terms & Conditions</i>)
9	Mrs. Mary Yano	Personal Assistant to Commissioner National
10	Mrs. Norris Sevese	Administrative Assistant to Director National

In July 2014, Mr. David Hanaromo was employed on a *Short Term Employment Contract* for six (6) months by the Commission within the National Review Division; and was held against the position of Senior Review officer (*Selection*). That position had been vacant since the then substantive occupant was dismissed on disciplinary grounds by the Commission (*PSC Secretariat*) in October, 2013.

During the recent *Selection Proceedings* concluded in December, 2014 by the Commission, Mr. Hanaromo was selected and appointed (*Probationary Appointment*) to his current position of *Principal Review Officer (Selection- Grade 16)*. This position was vacant since the substantive occupant Mr. Gideon Mange retired in December, 2013.

Mr. Hanaromo was a non-serving officer of the Ombudsman Commission when he joined the Commission on a *Short Term Contract Employment*.

Mrs. Norris Sevese was recently appointed as the *Administrative Assistant (Probationary Appointment) to Director National Review Division* during the recent *Selection Proceedings* concluded by the Commission in December, 2014.

Furthermore, the Division welcomed two new officers who have been re-deployed to the Division by the Acting Secretary through *Acting Appointments* since the Assessment Division was abolished through the removal of the *Assessment function of the Commission* by Parliament through legislative changes to the *Public Services (Management) Act 1995 (as amended)* and amendments to the *Constitution*. They are Mr. Timothy Waringe and Mr. Vali Vanua. The Acting Appointments are at the level of Senior Review Officers (*Selection and Terms and Conditions, Grade 14, respectively*).

CHALLENGES

After two (2) of our very senior Review Officers left the Division in 2013, namely Mr Gideon Mange through retirement and Mr. Terence Tupi through a promotional transfer to the Provincial Review

Division, the National Review Division was faced with an acute manpower shortage. This became a challenge in itself, because it obviously meant two things;

- a. *To continuously deliver the Commissions' Constitutional Outcomes effectively and in a timely manner in 2014; and*
- b. *To competently and comparatively maintain the rate of performance of 2013 where the Division had completed 400 review matters or cases (a record for the Division in recent years). Nevertheless, the Division completed and closed **345 Review Matters or cases** in 2014.*

In July, 2014, Mr. David Hanaromo – Principal Review Officer (Selection) was employed on a Short-Term Contract of Employment by the Commission and was assigned to the National Review Division. He was held against a Senior Review Officer's position (*Grade 14 – Selection*). In December, 2014 he was selected and appointed to his current position of *Principal Review Officer (Selection)*. We are grateful that the Commission has employed Mr. Hanaromo to the National Review Division. He has tremendously assisted the Division by completing 22 Review Matters (Submissions) by the end of December, 2014.

Secondly, the Constitutional amendments of the *Functions of the Commission* and legislative changes to the *Public Services (Management) Act 1995 (as amended)* by the National Parliament brought its own challenges, uncertainties and negative impacts on the staff in general, thus affecting their performance. However, this matter has been left to the members of the Commission and its lawyers to deal with, in-conjunction with the Ombudsman Commission of Papua New Guinea to file for a *Supreme Court Reference*. We hope the *Supreme Court Reference* will be filed before the end of February, 2015 by the Commission and the Ombudsman Commission.

Thirdly, financial constraints affected the Divisions Duty Travel to various provinces to attend to about twenty (20) Review Matters, especially for the seven (7) matters in Wewak, East Sepik Province and eight (8) matters in Lae, Morobe Province, which was towards the end of the 3rd Quarter and the beginning of the 4th Quarter of 2014.

Fourthly, the on-going interior office refurbishment of the PSC Office and the constant and continuous power outages throughout 2014 had some predicament for the low performance output from Review Officers and the Division as a whole.

AIMS & GOALS IN 2014

The Division had five (5) aims or goals as stated below;

- To close **140 Information Papers from Port Moresby General Hospital, 2011 Selection Matters**; through Round Robin Bases by the Commission by 30th June, 2014, this could not be closed in 2013 due to other more pending tasks and activities.
- Try to close all **92 Outstanding Cases or Review Matters carried over from 2013 and beyond by 31st July, 2014**; whilst the Division will close **88 cases**, the Legal Division will close **2 cases and further 2 cases have been transferred to the Provincial Review Division**. Also try to close the current year's cases by 31st December, 2014.

- **All Information Papers** will be continuously closed and submitted to the Commission on a Round Robin Bases for its determination and disposal of same; thus most will be prepared for closure by the Director of the National Review Division.
- We are mindful of the complete interior office refurbishment to be undertaken by contractors (*Budget Real Estate Ltd*) for the PSC Office; however we will try our best to complete as much work as possible to fulfil the statutory requirement of timely disposals of personnel matters.

TABLE OF STATISTICAL SUMMARY

Statistical Summary of Review Matters by their Nature of Complaints and Reviewed – 2014.

CASES	DISCIPLINE	SELECTION	TERMS & CONDITION	OTHERS	TOTAL
Registered	128	47	38	3	216
Completed	80	23	21	2	126
Pending	64	13	13	-	90

Note: 136 Review Matters or cases are outstanding matters and were carried over into 2015. Ninety (90) Review matters from 136 are those of 2014 alone, whilst 46 are Review matters or cases from 2013 and years beyond.

Seven (7) Review Matters or cases are either pending Legal Advice or are under the carriage of the Legal, Advisory & Litigation Division to prepare respective Submissions for the Commissions determinations of the same.

COMPARATIVE PERFORMANCE BETWEEN 2013 & 2014

In 2013, a total of **162 Review Matters or cases** were received and registered by the National Review Division through the Office of the Commissioner National. Of that total, **76 matters or cases were completed with 88 matters or cases pending** and carried over into 2014. And a total of 400 Review Matters or cases were completed by the National Review Division in 2013.

In 2014, a total of **126 Review matters or cases** were received and registered by the National Review Division. Of that total, **126 Review Matters or cases were completed and closed with 90 matters or cases pending** and carried over into 2015. And a total of 345 Review matters or cases have been completed by the National Review Division in 2014.

By the end of 2014, a total of 136 Review Matters or cases were carried over into 2015 as *Outstanding Matters*; of which ninety (90) matters or cases from 2014 and the balance of 46 matters from 2013 and previous years.

The general performance in 2013 and 2014 are similar, which are consistently productive years. The difference of 76 review matters or cases have been closed in 2013 from 162 Review Matters or cases registered by the National Review Division; and in 2014 a total of 126 Review matters or cases have been closed from a total of 216 registered with the Office of the Commissioner National.

Seventy-six (76) Review Matters or cases were completed out of the total of 162 registered matters or cases in 2013. From 216 Review Matters or cases registered in 2014, a total of 126 matters or cases have been completed. Therefore, in 2013, a total of 88 Review Matters or cases were carried over into 2014 as *Outstanding Matters*, whilst in 2014 a total of 90 Review Matters or cases have been carried over into 2015 as *Outstanding Matters*.

Thus, in 2013, 55 more Review Matters or cases were completed or closed (*400 Review matters in total*) by the National Review Division. More than 345 Review Matters or cases were closed by the Division in 2014; more-over, the *Outstanding Review Matters or Cases* have been carried over into the preceding years of 2013 and 2014 are very similar (*88 and 90 Review Matters respectively*) in those 2 years.

One of the favourable factors in 2013 was the “*full staff strength*” the National Review Division had in that year; with the likes of Mr. Terence Tupi (Acting Principal Review Officer) and Mr Gideon Mange (Principal Review Officer) who were two experienced and competent Review officers.

With their respective departures (*promotional transfer for Mr. Tupi and retirement for Mr. Mange respectively*) the National Review Division was once again under-staffed, until Mr. David Hanaromo who is an experienced investigator (*formerly of the Ombudsman Commission*) joined the Division in July, 2014 on a *Short Term Contract of Employment*.

The National Review Division has done exceptionally well again in a very challenging year (2014). This is also true because in 2013 the Division carried over 404 Review Matters or cases as *Outstanding Matters in 2014*. By comparison, the Division has carried over 136 Review Matters as *Outstanding Matters to 2015*.

KEY ISSUES & SUMMARY POINTS

- ❖ At the end of 2013 the National Review Division carried over a total of **404 Review Matters or cases** into 2014.
- ❖ The National Review Division **completed and closed 345 Review Matters or cases** in 2014 (*one was closed by the Legal Division*).
- ❖ The National Review Division **carried over 136 Review Matters or cases** as “*Outstanding Matters*” into the 2015 calendar year from 2014.
- ❖ In 2014 the National Review Division **registered 216 Review Matters or cases**. Of that total, **126 Review matters or cases** have been completed or closed.

- ❖ From the total of 404 Review Matters or cases carried over into 2014, **140 Review Matters were Selection Matters** from the Port Moresby General Hospital, which have been closed through **Information papers**, for “*Lack of Interest*” displayed by the Applicants or complaints of that Hospital. *They are currently pending Commission advices that will be prepared by the Director National.*
- ❖ **Ninety (90) Review Matters or cases** registered in 2014 have been carried over into 2015; whereas most of them are pending **Submissions**.
- ❖ **Twenty (20) Review Matters or cases** registered in 2014 from the **90 Review matters or cases** carried over into 2015 are from the Provinces (*Review Matters in the Provinces*). *Commission Appearances* will be scheduled in 2015 for these 20 matters, and will be implemented in conjunction with the Provincial Review Division through the normal *Combine Duty Travels Program* undertaken by the two Review Divisions since 2013.
- ❖ **Thirty-five (35) Review Matters or cases** registered in 2013 and years back carried over into 2015 are from the National Capital District; whilst four are from the Provinces.
- ❖ **Seven (7) Review Matters or cases** are with the Legal, Advisory & Litigation Division that are either pending Legal Advice or are awaiting Submissions that are yet to be prepared by that Division for Commission determinations.

CONCLUSION

Although 2014 was a very challenging year, the National Review Division performed exceptionally well to complete and close *345 Review Matters*. The Division has been consistent with its performance for the last two (2) years (*2013 and 2014*); although its staff-on-strength was low until the recruitment of Mr. David Hanaromo in July 2014 and the re-deployment of two former Assessment Officers, much later in the year.

The Division has carried over *136 Review Matters as Outstanding Matters* to 2015. Most of those matters however are in the *Pending Submissions stage*; whilst some have been identified to be closed through *Information Papers*. The Division will try its best to maintain the *Rate of Performance conducted in 2013 and 2014* in the New Year, 2015.

PROVINCIAL REVIEW DIVISION

INTRODUCTION

The Provincial Review Division performs one of the core functions of the Commission, particularly in the Review of Personnel Matters under Section 18 of the *Public Services (Management) Act 1995 (as amended)*.

The Division is responsible for the review of personnel matters arising from aggrieved public servants employed in the Provincial Administrations and in Public Hospitals throughout the Public

Service with the only exception of the Port Moresby General Hospital, which falls within the administrative jurisdiction of the National Review Division.

Activities that entail the core review function of the division include, but are not limited to;

- Review of Personnel Matters through investigations pertaining to Discipline, Selection and Terms & Conditions of employment in nature, from Provincial Administrations & Public Hospitals.
- Prepare case briefs and summons for the Commissions directional hearings.
- Conduct the Commissions directional hearings in Provinces.
- Prepare submissions for Commission decisions.
- Prepare advice to all parties based on Commissions decisions.

The Provincial Review Division is currently under the leadership of Commissioner Provincial Mr. Hansel Kakimo, who officially took office on the 17th of November, 2014. Prior to his appointment Ms. Rachel Wii was Acting Commissioner Provincial after taking office from her predecessor Dr. Phillip Kereme, on the 4th of July, 2013. Dr. Kereme is currently the Chairman of the Public Services Commission.

Commissioner Kakimo since taking office and his predecessor Ms. Wii for the duration of their appointments as Commissioner Provincial and Acting Commissioner Provincial respectively have been assisted by Ms. Judith Stenis who is the Substantive Director of the Provincial Review Division. Ms. Stenis has since been appointed the Acting Secretary of the PSC Secretariat, and Mr. Terence Tupi was appointed to act as Director of the said Division.

The Division is made up of ten (10) Officers; eight (8) are Review Officers including a Senior Personal Assistant to Commissioner Provincial Ms. Dorothy Memafu and Mrs. Mary Koike who is the Acting Administrative Assistant to the Director of the Provincial Review Division, as indicated in the table below;

OFFICERS OF THE PROVINCIAL REVIEW DIVISION

No.	STAFF	DESIGNATION
1	Mr. Terence Tupi	Acting Director – Provincial Review Division
2	Mr. Malaburgh Imeha	Principal Review Officer (Terms & Conditions)
3	Mrs. Schola Muou	Acting Principal Review Officer (Selection)
4	Ms. Koya Leslie	Acting Principal Review Officer (Discipline)
5	Mr. William Vulolo	Senior Review Officer (Discipline)
6	Mr. Victor Lismond	Acting Senior Review Officer (Selection)

7	Mr. Allen Nano	Review Officer (Selection)
8	Mr. Joshua Heape	Review officer (Discipline)
9	Ms. Dorothy Memafu	Senior Personal Assistant to Commissioner Provincial
10	Mrs. Mary Koike	Acting Administrative Assistant to Director Provincial

Note: The Provincial Review Division has a total of twelve (12) funded positions; with two (2) vacancies yet to be filled.

PROGRESS ON CORE FUNCTIONS

The over-all progress of the Provincial Review Division in 2014 has been consistent with the Divisions' successful achievement in 2013, in maintaining a "zero-case" goal.

In 2014, approximately 194 Review cases on Discipline were registered; this total is including the carry over cases from previous years. In 2014, the PRD also received forty-one (41) Selection and twenty (20) Terms & Condition cases. The Division within that year, successfully completed most of these cases, with advices sent out before the year's end.

This feat could not have been achieved without the commitment of all Review Officers and support provided by the Commission that saw a total of sixteen (16) Directional Hearings conducted in the Provinces, which resulted in 116 Review cases closed and completed in 2014, with approximately 139 Review cases carried over to 2015.

PROGRESS TOWARDS PSC 2014 – 2018 CORPORATE PLAN INDICATORS

The Provincial Review Division apart from carrying out and implementing its mandated functions and roles in conducting Reviews into Personnel Matters in the National Public Service, also took on-board a number of activities or targets to achieve as outlined in the PSC Corporate Plan 2014 – 2018.

The three targets or activities identified in 2014 include;

- (i) *The Development of a Review of Personnel Matters Training Manual and Learner Handbook.*
- (ii) *Annual Awareness programs to be incorporated with Commission Appearances.*
- (iii) *Conduct Regional Workshops.*

These three activities once implemented and achieved, will;

- see an improvement in the compliance with the mandatory functions and requirements of PSC;
- reduce the number of Review cases received by PSC; and

- improve the review system, in-terms of complying with the statutory time-limit to complete a personnel Review case.

In 2014, after a series of consultations with the Australian Public Service Commission, a Draft Review of Personnel Matters Training Manual & Learner Handbook was created, and is now ready for implementation in 2015.

Furthermore, the other two activities identified have also been appropriated funding for implementation in 2015 and will be implemented with the assistance of the National Review Division, together with other Divisions within the Commission.

ISSUES & CHALLENGES ENCOUNTERED BY THE PROVINCIAL REVIEW DIVISION IN 2014

The Provincial Review Division in fulfilling its role in 2014 also faced a number of challenges. These challenges vary but were mainly focused on the need to provide training for the Review Officers to use the Case Management System. Training of up to two weeks should be sufficient to fully equip PRD officers to use the system for operational purposes. Furthermore, other constraints are directly related to internal administrative issues that can be rectified and improved upon to ensure a smooth flow of work.

Overall, the Divisions' performance for this reporting period is commendable due to the commitment showed by personnel resulting in the successful completion of 116 Review cases, with advices sent to all concerned parties for the period ending 2014.

STATISTICAL REPORT OF THE PROVINCIAL REVIEW DIVISION

The data highlights the review files received by the Provincial Review Division for this reporting period. The data is carried in Appendix H in the following order;

(1) Review Files Update	Refer to Table (i)
(2) Pending Proper Review Applications to file	Refer to Table (ii)
(3) Time Barred Review Applications	Refer to Table (iii)
(4) Case Files Pending Allocation	Refer to Table (iv)

ASSESSMENT DIVISION

INTRODUCTION

The core function of the Assessment Division is to conduct assessments and make recommendations to the National Executive Council (NEC) for appointments of Heads of Government Departments, Provincial Administrators, Regulatory Statutory Authorities (RSA's) and *non-ex officio* Board Members of RSA's, which is in compliance to the '**Merit Based Appointment Process**' set out in the

Constitution and the *Public Services (Management) Act 2014*, and the *Regulatory Statutory Authorities (Appointments to Certain Officers) Act 2004*.

The Division conducts detailed assessments of applications for the positions of Heads of Government Departments, Provincial Administrators, Regulatory Statutory Authorities (RSA's) and other Government bodies.

It is tasked with the highest responsibility to ensure that the Commission is seen as capable of fulfilling this role by making decisions on appointments based solely on merit or in compliance with the '**Merit Based Appointment Process**' statutory requirements. The Division ensures that all recommendations are made in a manner that fosters transparency, accountability and public confidence.

However, this function was removed from the Public Services Commission as a direct result of the *Public Services (Management) Act 2014 (as amended)* that came into effect, on the 01st of October, 2014. The function of the Assessment Division was given to the newly established *Ministerial Executive Appointments Committee (MEAC)* chaired by the Minister of Public Service with members comprising the Minister for Treasury; Minister for National Planning & Monitoring; Minister for Justice & Attorney General and the Minister for the portfolio functions of the Department concerned.

Prior to the legislative amendments that took effect, the Division was under the leadership of Mr. Timothy Waringe as the Acting Director of the Assessment Division for this reporting period. The Substantive Director Ms. Rachel Wii, who for the most part of the year was the Acting Commissioner Provincial until the permanent appointment of Commissioner Provincial was made and Mr. Hansel Kakimo took office as Substantive Commissioner Provincial on the 17th of November, 2014.

The Division was made up of five (5) officers; four (4) are Assessment Officers and one was an Administrative Assistant. Refer to the table below;

OFFICERS OF THE ASSESSMENT DIVISION

No.	STAFF	DESIGNATION
1	Mr. Timothy Waringe	Acting Director – Assessment Division
2	Mr. Victor Lismond	Principal Assessment Officer (Statutory Organizations)
3	Mr. Vali Vanua	Senior Assessment Officer (Provincial Administrations)
4	Mr. Joshua Heape	Assessment Officer (Casual)
5	Ms. Mary Koike	Administrative Assistant to Director Assessment (Casual)

To date officers attached with the Assessment Division have been re-deployed to other Divisions, within the Commission. Therefore, the performance report of the Assessment Division covers the period from 01st January – 01st October, 2014 only.

PERFORMANCE REPORT

The Assessment Division performed exceptionally well despite the many challenges it encountered, some of which include being under resourced financially, lack of manpower, lack of timely responses to correspondences requesting information, and or verification from respective agencies that PSC consults with in terms of integrity checks on candidates that have applied for positions. The major challenge for this reporting period was the passing of the *Public Services (Management) Act 1995 (as amended)* by the National Parliament, which became operational on the 01st of October, 2014.

The Constitutional amendments led to the removal of PSC's powers and functions under Section 193, 208A and 208B of the National Constitution, pertaining to appointments, re-appointments, suspensions and revocation of appointments of Departmental Heads, Provincial Administrators and Chief Executive Officers (CEO's) of Statutory Authorities. These powers are now being vested in the newly created Ministerial Executive Appointments Committee (MEAC).

The Divisions' work load had been huge with a number of consultation matters. Despite that, and a little manpower, the Division was able to clear most, if not all the consultation matters within the set-time frame. There were a total of seventeen (17) interviews conducted for permanent appointment positions, of which 16 of the interviews were conducted outside of Port Moresby.

HIGHLIGHTS OF ACHIEVEMENTS DURING THE REPORTING PERIOD

During this reporting period, the Assessment Division successfully completed all carried-over cases from 2013 on Permanent Appointments. The Division has successfully recruited two (2) short-term contract officers to assist with consultation matters; transcribing recorded interviews and properly filing and compiling files.

In 2014, the Commission provided advice and made recommendations to the National Executive Council (NEC) on the following appointments, which are carried in Appendix (I) in the following order;

- | | |
|--|-------------------------|
| (1) Permanent Appointment of Departmental Heads of National Departments | Refer to Table 1 |
| (2) Acting Appointment of Departmental Heads of National Departments | Refer to Table 2 |
| (3) Re-appointment of National Departmental Heads | Refer to Table 3 |
| (4) Permanent Appointment of Provincial Administrators | Refer to Table 4 |
| (5) Acting Appointment of Provincial Administrators | Refer to Table 5 |
| (6) Permanent Appointment of Heads of Statutory Bodies | Refer to Table 6 |
| (7) Acting Appointment of Heads of Statutory Bodies | Refer to Table 7 |

- (8) *Permanent Appointment of Chief Executive Officers of Public Hospitals* Refer to Table 8
 (9) *Acting Appointment of Chief Executive Officers of Public Hospitals* Refer to Table 9
 (10) *Acting Appointment of Chief Executive Officers of Provincial Health Authorities* Refer to Table 10
 (11) *Permanent Appointment of Board Members of Statutory Bodies* Refer to Table 11

INVESTIGATION DIVISION

INTRODUCTION

The core function of the division is to conduct investigations into serious allegations made against Departmental Heads, Provincial Administrators and Chief Executive Officers of Regulatory Statutory Authorities. This is captured in the Public Services Commission Corporate Plan 2014 -2018 under Corporate outcome 4.1: *To conduct effective investigations.*

The Division is under the leadership of Ms. Rachel Wii, who was recently appointed the Acting Director on the 21st of November, 2014. However, for the most part of the year, the Division was under the leadership of Principal Investigations Officer – Mrs. Ravugerea Ginis.

OFFICERS OF THE INVESTIGATION DIVISION

No.	STAFF	DESIGNATION
1	Ms. Rachel Wii	Acting Director Investigations
2	Mrs. Ravugerea Ginis	Principal Investigations Officer

NOTE: The Investigation Division has a total of eight (8) positions with six (6) un-funded positions yet to be filled, which will be funded in 2015.

PERFORMANCE REPORT

The Investigation Division although being understaffed; and faced with other challenges that will be discussed later on in this report, has achieved two (2) projects which included a draft Standard Operating Procedure Manual and a draft Investigation Brochure. That is, it is on target with the development of an investigation guideline. A draft Investigation Guideline Procedures Manual was developed in 2013, but further progress on this project has been delayed due to the lack of support and feedback from Commission members and Senior Executive Management (SEM) when it was distributed for their views and comments.

Despite this challenge, the Division anticipates to overcome this obstacle by presenting an information paper on the draft guideline to the SEM and the Commission members for their comments and views in 2015.

The second project is to conduct awareness. Two (2) phases were identified;

- (1) To develop and produce pamphlets and brochures on the investigation function of the Division.*
- (2) The second phase of this project will be implemented in 2015, and this is to conduct awareness. The idea is to inform public servants and Heads of Departments and organizations that there is a function that exists within the Public Services Commission that is mandated to investigate Divisional Heads, Provincial Administrators and Chief Executive Officers of Regulatory Statutory Authorities who are administering bad practices in the organizations that hinder services from being delivered to the people.*

The Division is on target with this project; and with the assistance from the Media & Publication Branch has developed a draft brochure, that should be finalized in 2015 in time to conduct awareness.

CHALLENGES

In the reporting year, the Division encountered a number of challenges. The major challenge the Division faced is in-capacity. For the most part of the year, there was only one officer in the division that was carrying out all the activities to ensure effective investigations were conducted and at the same time performing administrative duties of the Division.

And so, all investigation cases were being referred to the Legal, Advisory and Litigation Division to take the lead in conducting the investigations. Although it is the prerogative of the Commission to designate who to conduct the investigation, this core function lies within the Investigation Division. Therefore, it is the responsibility of the Investigation Division to carry out investigations, whilst the Legal, Advisory and Litigation Division should only provide the necessary advice in-relation to any investigation case needing legal clarification or legal opinion.

Also, since there was no divisional head for most part of the reporting period there was lack of motivation and this affected the morale of the only officer. However, with the inclusion of Ms. Wii as the Acting Director to lead and manage the Division, it is hoped that the Division will be further strengthened and revived in 2015 by recruiting more officers.

Another challenge is deadlines for completing investigation reports are not achieved within the time frames given. One of the reasons includes departmental heads or the officers affected by a decision do not provide their responses quickly and in-turn delays the progress of the investigation.

(i)

CASES RECEIVED IN 2013

No	FILE No.	NAME	DESIGNATION	DEPARTMENT	DATE RECEIVED
1	PSC15-34-NYC	Johnson Hebe	Suspended Commissioner	National Youth Commission	14 th November

(ii)

CASES RECEIVED IN 2014

No.	FILE No.	NAME	DESIGNATION	DEPARTMENT	DATE RECEIVED
1	PSC4-17-NAQIA	Andrew Yamanane	Managing Director	National Agriculture Quarantine Authority (NAQIA)	27 th January
2	PSC13-22-PLGA	Munare Uyassi	Secretary	Provincial & Local Level Government	19 th June

NOTE: All cases are directed to the Legal, Advisory & Litigation Division to take lead while the Investigation Division only assists with the investigation of the cases, as the Division was understaffed.

LEGAL, ADVISORY & LITIGATION DIVISION

INTRODUCTION

The Legal, Advisory and Litigation Division is an important Division of the Public Services Commission.

The Division has two (2) branches, namely the *Advisory Branch* and the *Litigation Branch*. The *Advisory Branch* is responsible for the provision of legal advice to the Commission, whilst the *Litigation Branch* involves itself with legal proceedings involving the Commission, which includes representing the Commission in court hearings or proceedings and liaising with lawyers representing other parties to legal proceedings.

The Division has an approved staff ceiling of eight (8) consisting of; Director Legal Advisory & Litigation; one (1) Principal Legal Officer-Advisory; one (1) Principal Legal Officer- Litigation; one (1) Senior Legal Officer – Advisory; one (1) Senior Legal Officer (Litigation); one (1) Legal Officer (Advisory); one (1) Legal Officer (Litigation) and one (1) Administrative Assistant to the Director of the Division.

For this reporting period, a recruiting exercise was undertaken by the Commission which saw the successful recruitment of a Principal Legal Officer (Advisory) - Ms. Monica Kale and a Senior Legal Officer (Litigation)- Mr. Richard Simbil.

OFFICERS OF THE LEGAL, ADVISORY & LITIGATION DIVISION

No.	STAFF	DESIGNATION
1	Mr. Eremas Andrew	Director – Legal, Advisory & Litigation
2	Mr. Kadai Manio	Principal Legal Officer (Litigation)
3	Ms. Monica Kale	Principal Legal Officer (Advisory)
4	Mr. Richard Simbil	Senior Legal Officer (Litigation)
5	Ms. Maristella Kewa	Senior Legal Officer (Advisory)
6	Mrs. Mary Mais	Acting Administrative Assistant to Director Legal, Advisory & Litigation.

NOTE: The Legal, Advisory & Litigation Division has a total of eight (8) positions, with two (2) positions yet to be filled.

The main functions of the Advisory Branch are to;

- *Provide Legal opinion upon request by the Commission and Secretariat;*
- *Correct Draft Advices of the Commissions' decisions on Review Matters for the Chairman's signature;*
- *Attend Commission Hearings;*
- *Represent the Commission or accompany members of the Commission to Legal Conferences whenever required; and*
- *Attend Section 18 Commission Hearings.*

The main functions of the Litigation Branch are to;

- *Prepare Court matters in which the Commission is a party to;*
- *Appear for the Commission in Legal Proceedings in which the Commission is a party to;*
- *Liaise with private law firms representing other parties to legal proceedings in which the Commission is also a party to; and*
- *Attend Section 18 Commission Hearings.*

Despite the acute staff shortage at the beginning of this reporting period, the Division has performed reasonably well.

The main assignments the Division attended to in 2014 include;

- Provided legal opinion for the Commission and Secretariat.*
- Attended legal proceedings to which the Commission was a party.*

- (iii) *Attended Section 18 Commission Hearings.*
- (iv) *Attended Commission Meetings to deliberate on Section 18 Commission matters.*
- (v) *Undertook quality checks on draft advices containing Section 18 Review applications.*

In respect to the legal opinions provided, the Division receives requests or instructions from the Commission on a weekly basis on a variety of matters, but mostly on; *appointment, suspension and dismissal of Departmental heads, Provincial Administrators and Heads of Regulatory Statutory Authorities (RSA's); Section 18 Review Matters, particularly on issues of jurisdiction of the Commission in certain Review Applications; and rejection (by parties to Section 18 Review Proceedings) of the Commission review decisions and directions in Section 18 Review cases.*

In-light of the legal proceedings, there were numerous court proceedings attended to by the Division for this reporting period, mostly involving;

- *The issue of appointment, suspension and dismissal of Departmental heads, Provincial Administrators and Heads of RSA's.*
- *The Commission's decisions on Section 18 Review cases.*

The Division also represented the Commission on different occasions by presiding over Section 18 Commission hearings and Court proceedings in the following provinces respectively;

NO.	DUTIES	CENTRES
1	Commission Hearings - 2014	Kavieng – New Ireland Province
2	Commission Hearings - 2014	Madang – Madang Province
3	Commission Hearings - 2014	Lae – Morobe Province
4	Commission Hearings - 2014	Lorengau – Manus Province

Despite being understaffed in the early part of 2014, the Division has been pragmatic in attending to matters referred to it by the Commission, and the services it has rendered to the Commission particularly in its legal advice or opinions which enabled the Commission to make its decision on important matters referred to it by the National Executive Council, Government Ministers and various stakeholders as well as its decision on Section 18 Review matters.

Legal Division Referral Matters (2014) - Refer to Appendix K(ii)

CORPORATE SERVICES DIVISION

INTRODUCTION

The primary role of the Corporate Services Division is to provide a high standard of corporate support and administrative services to assist the operational divisions in achieving the Commission's mission and objectives, as outlined in the Public Services Commissions' Corporate Plan 2014 – 2018.

The Division is made up of six (6) Branches, namely; Human Resource Management, Finance, Information Technology (IT), Media & Publication, Registry and Office Services.

The Division is under the leadership of Director Corporate Services Mr Geno Gapi, who oversees twenty-five (25) personnel within the Division, as indicated in the table below;

OFFICERS OF THE CORPORATE SERVICES DIVISION

No.	STAFF	DESIGNATION
1	Mr. Geno Gapi	Director- Corporate Services
2	Mr. Michael Sakius	Manager Finance
3	Mrs. Mary Solomon	Manager Human Resource Management
4	Mr. Peter Timan	Manager Information Technology (IT)
5	Ms. Dorah Gawi	Principal Media & Publication Officer
6	Mr. Rogana Mala	Network Administrator (IT)
7	Mr. Dera Papua	Senior Registry Clerk
8	Mr. Douglas Formai	Senior Human Resource Officer
9	Ms. Christine Gorogo	Internal Auditor
10	Mr. Goodwin Beliga	Budget Officer
11	Ms. Miriam Namesi	Examiner
12	Mrs. Geraldine Sema	Human Resource Officer
13	Mr. Lavi Lavi	IT Support Officer
14	Mr. Eli Iwa	Assistant Registry Clerk
15	Mr. Tuli Tuli	Purchasing Officer
16	Ms. Lydia Loko	Administrative Assistant to Director Corporate

		Services
17	Mrs. Kerry Gapi	Administrative Assistant- Receptionist
18	Mr. Julius Omuru	Driver
19	Mr. Toby Teine	Driver (Casual)
20	Mr. Leo Paiera	Driver (Casual)
21	Mr. Joe Rove	Executive Security (Casual)
22	Mr. James Kepe	Security- Front Desk (Casual)
23	Mrs. Serah Manda	Auxiliary staff- Cleaner (Casual)
24	Mr. Jaymex Elia	Auxiliary Staff- Cleaner (Casual)
25	Mrs. Dorcas Sarea	Auxiliary Staff- Cleaner (Casual)

The six (6) branches within the Corporate Services Division have each highlighted their performance for 2014, as indicated in the following passage;

HUMAN RESOURCE MANAGEMENT BRANCH

The Human Resource Management Branch is responsible for the proper management of human resource functions and activities within the Secretariat and the Commission as a whole. This is through the continuous assessment of the human resource capacity; enhancement of training and capacity building; strengthening and ensuring effective coordination of organization methods, functions and manpower planning; ensure there is compliance of the Public Service Laws and Regulations; effective management of human resource; policy implementation and staff recruitment.

In 2014, only one Selection Hearing was held for seventeen (17) vacant positions advertised on 28th & 30th July and 01st August, 2014 in the National Newspaper and from the 04th – 08th August, 2014 in the Post Courier. The Selection Committee convened their selection hearing on the 27th of November – 4th of December, 2014 and considered ten (10) positions for selection and appointments while seven (7) positions were withdrawn. The withdrawal of positions was done to cater for the officers of the Assessment Division, whose roles and functions were transferred to the newly established Ministerial Executive Appointments Committee.

From the ten (10) positions considered, four (4) applicants were promoted and six (6) were appointed as new engagements into the public service. The ten (10) positions include;

No.	POSITION NUMBER	DESIGNATION	GRADE
1	COMCS. 003	Manager Finance	Grade 16

2	COMNR. 005	Principal Review officer (Selection)	Grade 16
3	COML. 002	Principal Legal Officer (Advisory)	Grade 16
4	COML. 006	Senior Legal Officer (Litigation)	Grade 15
5	COMCS. 018	Internal Auditor	Grade 14
6	COMCS. 008	Examiner	Grade 12
7	COMCS. 013	IT Support Officer	Grade 12
8	COMPR. 004	Review Officer	Grade 12
9	COMNR. 011	Senior Administrative Assistant	Grade 10
10	COMNR. 0112	Administrative Assistant	Grade 08

Positions that were withdrawn include;

No.	POSITION NUMBER	DESIGNATION	GRADE
1	COMNR. 006	Senior Review officer	Grade 14
2	COMNR. 008	Principal Review Officer (Terms & Condition)	Grade 16
3	COMPR. 011	Administrative Assistant	Grade 08
4	COMI. 001	Director Investigations	Grade 18
5	COMA.002	Principal Assessment Officer	Grade 16
6	COMA. 010	Assessment Officer	Grade 12
7	COMA. 011	Administrative Assistant	Grade 08

The PSC Training & Development Committee in 2014, approved the long-term training of seven (7) officers; six (6) of whom are undergoing studies at the Divine Word University – Open Campus in Port Moresby and in Madang respectively; whilst one (1) officer attended after-hours classes at UPNG/PNGHRI. Meantime, three (3) officers attended a short-term Investigation course offered by the Ombudsman Commission. There are also other officers who have attended various short-courses and conferences throughout the reporting period.

Moreover, the Concept Payroll has been managed efficiently and correctly with almost all officers (substantive and re-categorized) staff on payroll. Six (6) officers are yet to be included on the payroll.

The input data through the Concept (Alesco) Payroll System has made HR's job easier and faster compared to previous years when it was done manually, resulting in a-lot of mistakes created.

Meanwhile, officers within PSC are being paid correctly according to their respective pay-grades and allowances.

Furthermore, in 2014, one of our Directors is confirmed for retirement.

FINANCE BRANCH

The Finance Branch ensures there is an effective leadership, management and monitoring of financial records and transactions; planning, organizing, leading, coordinating and reconciliation of financial activities relative to accounting and budgeting; provision of prudent and sound financial advice to the Director Corporate Services on all financial matters; preparation of the Commissions' Annual Budget submission; ensuring an effective implementation of the Commissions' budget; ensuring proper certification and examination of all claims and issuance of transaction cheques and provision of competent advice on fund appropriation.

The major achievements for this reporting period include;

- The successful appointment of a new Manager Finance in December, 2014, Mr. Michael Sakius;
- The successful promotional appointment of Mrs. Christine Gorogo as the Commissions Internal Auditor which is a unit separate from the Finance Branch and comes directly under the Office of the Secretary of the PSC Secretariat;
- The successful promotional appointment of Ms. Miriam Namesi as Examiner;
- The branch managed to maintain the consistent payment of general utilities despite the unforeseen budget cuts by the Government to fund the Supplementary Budget for 2014; and
- The successful submission of PSC's 2015 budget, that saw a huge allocation of K8.4 million for the 2015 financial year. The budget will see all positions in PSC funded for 2015 as well as give way for the implementation of the 2nd phase of the CMS project.

[Refer to the Financial Report for the Commissions 2014 Financial Performance]

INFORMATION TECHNOLOGY (IT) BRANCH

The Information Technology (IT) Branch is responsible for effective planning, implementation, organization, procurement and installation of required IT facilities. The IT Branch is also required to provide effective advice to the management on all IT required activities.

On the 15th of December, 2014, Mr. Lavi Lavi was recruited into the branch as the new IT Support Officer.

These are some of the notable achievements of the IT Branch in 2014;

- Continued fine-tuning, enhancement and one-on-one training on the Case Review component of the Case Management System;
- Successful proposed and secured addition funding for the second (2nd) phase of the Case Management System (CMS) to include the Registry Branch together with the Investigation and Legal, Advisory & Litigation Divisions into the CMS Database System;
- Registered all existing fixed assets both new and ones to be disposed;
- Configured the virus server to automatically download updates from the internet and push updates to clients' computers on designated time.
- Successfully maintained and supported the IT infrastructure of the Commission without any problems.

MEDIA & PUBLICATION BRANCH

To create awareness on the roles and functions of the Public Services Commission amongst Public Servants and Stakeholders in the National Public Service of Papua New Guinea; and to ensure all Annual Reports and publications sanctioned by the Commission are undertaken with the utmost efficiency to fulfil the over-all objective of the Commission.

ISSUES/CHALLENGES ENCOUNTERED DURING THIS REPORTING PERIOD:

1. Internal administrative constraints affected the printing of reports and newsletters within the scheduled deadlines.
2. The Branch is in dire need of a color printer.
3. The manpower shortage and the increasing work-load, has been felt by the Branch's' sole officer. However, tasks have been managed and planned well for execution. There is a need to recruit another officer to assist the Principal Media & Publication Officer in carrying out the set duties and tasks in order to successfully implement the Commissions' overall objective.

HIGHLIGHTS OF ACHIEVEMENT DURING REPORTING PERIOD:

1. Completed and distributed the "PSC Today" Newsletter to all clients and stakeholders in NCD and various provinces as well, and received numerous positive feed-back from the Provincial Administrations on having this vital information sent to the Public Servants in the rural areas of the country.
2. Drafted PSC's first brochure on the "Role of the Public Services Commission". The first draft is still awaiting feedback from Commission Members and SEM. Also two other brochures were created outlining the role of the Investigation and Assessment Divisions accordingly. Both brochures are also awaiting input from the respective divisions whilst the Assessment Divisions brochure has been put on hold due to the removal of the Assessment function of PSC as a consequence of the amendment to the Public Services (Management) Act 1995 (as amended).

3. Completed the compilation and printing of the 2013 Annual Report and submitted to the Office of the Secretary of the PSC Secretariat for distribution and presentation to the National Parliament.
4. Successfully compiled and printed the very first PSC Corporate Plan Implementation Schedule 2014, outlining each of the Divisions work plans. This report will be done on an annual basis.
5. PSC in 2014, for the first time participated in the TIPNG Walk against Corruption. PSC's intention to participate is solely in-line with our vision to promote good governance in the Public Service free of corruption.

OVERALL PERFORMANCE FOR 2014:

The Media & Publication Branch did exceptionally well in 2014, despite the lack of manpower, all scheduled tasks and activities were planned well and executed, resulting in the PSC Today Newsletter, brochures and publication of the 2013 Annual Report.

Staffs in various sections have also been helpful in ensuring that what-ever was needed by the branch by way of interviews, reports and data for the annual report was worked on and submitted to the branch on time for compilation.

It is envisioned that once the Media Operational Guideline is finalized and distributed to the Commission Members, Divisional Heads and staffs, will fully understand the role and functions of the branch and the importance it plays in maintaining not only a credible image but also informing our stakeholders and clients on the important role the Public Services Commission plays in the National Public Service of Papua New Guinea.

REGISTRY BRANCH

The Registry Branch is responsible for the effective maintenance of all records and registration of all correspondence either in-coming or out-going from the Commission. So far, all National and Provincial Review Divisions closed files have been packed and completed with the labelling of metal-shelves for active boxes and compactus.

This branch is managed by Senior Registry Clerk Daera Papua with the help of Assistant Registry Clerk Eli Iwa.

In 2014, the Registry branch registered 36 Achieved Boxes containing 864 Personnel Review Files and correspondence for the Commission.

There are two boxes for the Provincial Review Division; eleven (11) from the Assessment Division; eighteen (18) boxes for the National Review Division and five (5) from the PSC Secretariat's Office.

As for the PSC Series (PSC Filing Indexing) we completed Series 3 and 14 and will complete the last PSC Series in 2015.

One of the major challenges that the branch continues to encounter each year is the shortage of manpower to undertake planned activities, however, the two officers within the branch have managed to complete their required tasks for 2014.

Furthermore, Senior Registry Clerk Mr. Daera Papua and Manager IT Mr. Peter Timan attended an Electronic Records Management course at the University of Technology in Lae that was directly linked to the Registry Branches preparation to store vital data in the Case Management System (CMS) that is planned to be fully rolled out in 2015.

The lessons learnt from the course will enable both the Registry and IT branches to plan and organize physical files for storage in the CMS.

Moreover, all National and Provincial Review Division closed files have been duly labelled and packed in archive boxes, and stored in metal shelves and compactus.



Senior Registry Clerk Mr. Daera Papua (L) and Manager IT- Mr. Peter Timan (R) display their certificates after successfully completing the *Electronic Records Management Course* at the University of Technology in Lae, Morobe Province in November, 2014.

2014 FINANCIAL YEAR REPORT

The Public Services Commission's budget appropriated for 2014 was K6,188,800 – refer to the Consolidated Financial Status Report as at 31st December, 2014 and consisting of;

- **Personnel Emoluments – K4, 740, 000 million**
- **Goods & Services – K1, 448, 800 million**

Funds movement under our appropriation (Section 4):

- **K31, 000** – transferred from *ITEM 111* to *ITEM 135*. This was to reimburse salaries paid from *ITEM 135* for new recruits while awaiting file numbers from the Department of Personnel Management (DPM).
- **K151, 700**- transferred from *ITEM 111* to *ITEM 222*. This is to purchase an official vehicle for the PSC Chairman.

Revised appropriation due to transfer of funds under our appropriation (Section 4);

- **Personnel Emoluments**- has decreased by **K182, 700**; and
- **Goods & Services** – increased by **K182, 700**.
- Therefore, Personnel Emoluments revised appropriation is **K4, 557, 300**; and
- **Goods & Services** revised appropriation is **K1, 631, 500**.

The Public Services Commission total expenditure as of 31st December, 2014 consists of;

- (1) Warrants authorized that were received against actual expenditure;
 - **Total warrants released for PE – K4, 557, 300**
 - **Total actual expenditure for PE – K4, 468, 879**
 - **Funds available for PE – K88, 421 as at 31/12/2014**
- (2) Warrants authorized that were received for Goods & Services against actual expenditure;
 - **Total warrants released for GS – K1, 526, 010.00**
 - **Total actual expenditure for GS – K1, 524, 487.65**
 - **Funds available for GS – K1, 522. 35**

Total of **K89, 943. 39** was un-used at the end of the year ending 2014.

The un-released appropriation or balance shown on the table;

- **K105, 490. 00** under GS was not released as it was transferred to fund the Supplementary Budget, and the action was taken as per the instruction of the National Government.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

SUMMARY OF RECURRENT EXPENDITURE

AS OF 31ST DECEMBER, 2014

Item No.	Description	Original Budget Appropriation	Revised Budget Appropriation	Warrant Authority Received	Expenditure Year to Date	Outstanding Commitments	Total Expenditure & Commitments	Fund Available	Balance of Approp. Not Released via W/A
							(6)+(7)	(5)-(8)	(4)-(5)
1	2	3	4	5	6	7	8	9	10
	PERSONNEL EMOLUMENTS	4,740,000	4,557,300	4,557,300	4,468,879	-	4,468,879	88,421.04	-
111	Salary and Allowances	4,066,100	3,883,400	3,883,400	3,794,984.05	-	3,794,984.05	88,415.95	-
113	Overtime	10,000	10,000	10,000	10,000.00	-	10,000.00	-	-
114	Leave fares	100,000	100,000	100,000	99,999.02	-	99,999.02	0.98	-
141	Retirement, Pensions, Gratuities and Retrenchment	563,900	563,900	563,900	563,895.89	-	563,895.89	4.11	-
	GOODS AND SERVICES TOTAL	1,448,800	1,631,500	1,526,010	1,524,487.65	-	1,524,487.65	1,522.35	105,490.00
	Fixed Costs (Goods & Services)	286,700	286,700	284,510	284,484.17	-	284,484.17	25.83	2,190.00
122	Utilities	286,700	286,700	284,510	284,484.17	-	284,484.17	26	2,190.00
126	Administrative Consultancy Fees	-	-	-	-	-	-	-	-
	Variable costs (other Goods & Services)	1,162,100	1,344,800	1,241,500	1,240,003.48	-	1,240,003.48	1,496.52	103,300.00
121	Travel and Subsistence	427,000	427,000	395,000	394,505.14	-	394,505.14	494.86	32,000.00
123	Office Materials and Supplies	100,000	100,000	78,700	78,616.26	-	78,616.26	83.74	21,300.00
125	Transport and Fuel	80,000	80,000	71,000	70,987.45	-	70,987.45	12.55	9,000.00
128	Routine Maintenance	45,100	45,100	38,100	37,355.86	-	37,355.86	744.14	7,000.00
135	Other Operational Expenses	100,000	131,000	131,000	130,937.37	-	130,937.37	62.63	-
136	Education, Training and Workshops	100,000	100,000	98,400	98,333.76	-	98,333.76	66.24	1,600.00
142	Membership Fees, Subscriptions and Contributions	10,000	10,000	9,000	9,000.00	-	9,000.00	-	1,000.00
221	Furniture and Equipments	100,000	100,000	68,600	68,567.64	-	68,567.64	32.36	31,400.00
222	Purchase of Vehicles	200,000	351,700	351,700	351,700.00	-	351,700.00	-	-
	PUBLIC SERVICES COMMISSION TOTAL	6,188,800	6,188,800	6,083,310	5,993,366.61	-	5,993,366.61	89,943.39	105,490.00

2,199,910 1,634,487 - 1,634,487 1,523

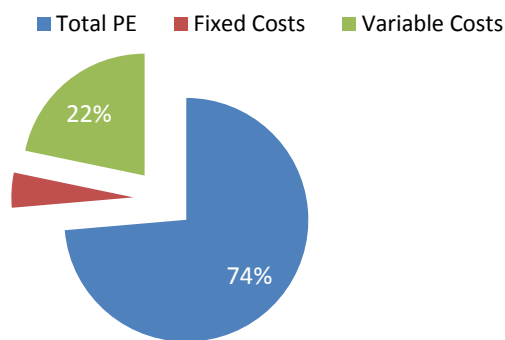
6,083,310
3,883,400
284,510
1,915,400
27,000
1,942,400

5,993,367
284,484
3,794,984
1,913,898

DATA FOR THE COMMISSION

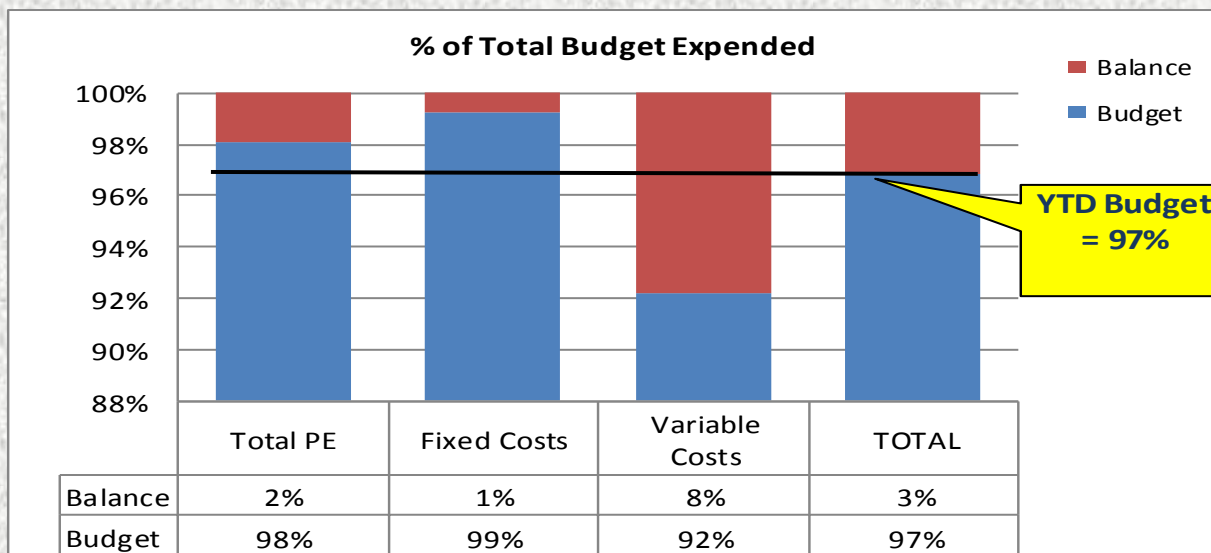
Total PE	4,557,300
Fixed Costs	286,700
Variable Costs	1,344,800

Total Expenditure By Classification Whole Department



Data for YTD Expenditure by classification compared to Budget

	<u>Budget</u>	<u>Balance</u>	<u>Budget</u>	<u>Actual</u>
Total PE	98%	2%	4,557,300	4,468,879
Fixed Costs	99%	1%	286,700	284,484
Variable Costs	92%	8%	1,344,800	1,240,003
TOTAL	97%	3%	6,188,800	5,993,367
			Balances	Balances



ORGANIZATIONAL STRUCTURE

The Public Services Commission comprises the Commission and Secretariat.

The Public Services Commissions' last restructure was in mid-2007 and approved by the Department of Personnel Management on the 27th of July, 2007. Apart from the offices of the Chairman, Commissioner (National), Commissioner (Provincial) and the Secretary, the Secretariat's structure is made up of six (6) divisions with a total man-power of eighty-one (81) personnel.

At the moment there are sixty (60) personnel employed with PSC at the close of 2014 excluding the two (2) Gender, Equity & Social Inclusion (GESI) positions as per the *NEC Decision No: 172/2012*. With the inclusion of the GESI positions the positions and personnel will increase in 2015.

STAFF ON STRENGTH

The PSC Selection Committee convened its hearing on the 27th November that carried on right through to December, 2014, and considered ten (10) positions for selection and appointments, whilst seven (7) positions were withdrawn.

Out of the ten (10) positions considered, 4 applicants were promoted and 6 were appointed as new engagements into the public service. The 10 positions were:

1. COMCS.003, Manager Finance - Grade 16
2. COMNR.005, Principal Review Officer (Selection) - Grade 16
3. COML.002, Principal Legal Advisor - Grade 16
4. COML.006, Senior Legal Officer - Grade 15

5. COMCS.018, Internal Auditor - Grade 14
6. COMCS.008, Examiner - Grade 12
7. COMCS.013, IT Support Officer - Grade 12
8. COMPR.004, Review Officer - Grade 12
9. COMNR.011, Senior Administrative Assistant - Grade 10
10. COMNR.0112, Administrative Assistant - Grade 08

TRAINING, WORKSHOPS & CONFERENCES

The PSC Training Committee endorsed the revised Training and Development Policy at the beginning of this reporting period that is focused on setting standards, to guide the management and staff and it is customized to meet the training needs of our personnel within PSC.

In 2014, the PSC Training and Development Committee approved the long-term training for seven (7) officers.

The details of the various trainings and workshops attended by staff in 2014 include;

- **Long-term training**- six (6) officers are pursuing studies at DWU's Faculty of Flexible Learning; and one (1) officer is attending after-hours class at the PNG Human Resource Institute.
- **Short-term training** – three (3) officers attended the Investigation course facilitated and sponsored by the Ombudsman Commission; two (2) officers attended a workshop on Records Management Policies and Procedures in Lae, Morobe Province, hosted by UNITECH Development and Consultancy Limited; four (4) officers attended the 2014 PNG Alesco User Group Conference conducted by the Department of Finance and the Department of Personnel Management; and two (2) officers from the Finance branch attended a Budget Workshop at the Crowne Plaza in Port Moresby facilitated by the Department of Treasury on improving the budget process on implementation and management.

CONSTRAINTS

The Public Services Commission has been going out of its way each year to fulfil its Constitutional requirement under extreme and tough conditions over the years, due to inadequate funding and understaffing that still affects the operations of the Commission.

Listed are some of the constraints;

- All divisions within the PSC Secretariat were faced with a shortage in manpower that affected the delivery of the Commissions Constitutional outcomes in a timely manner.
- Constitutional amendments of the Functions of the Commission and legislative changes to the *Public Services (Management) Act 1995 (as amended)* created uncertainties and negative impacts on the staff moral, thus affecting their general performance and productivity.

- Financial constraints affected both the National and Provincial Review Divisions duty travel to various provinces to attend to about twenty (20) Personnel Review Matters, especially for the seven (7) matters in Wewak, East Sepik Province and eight (8) matters in Lae, Morobe Province.
- Ongoing office renovations and continuous black-outs also posed some problems on the performance of the National Review Division.
- Lack of appropriate training for Review officers to use the CMS.
- Lack of resources and logistics support was indicated by most of the Divisions.
- Staff attendance and punctuality to work also suffered in 2014.
- Timely response to standard clearance letters and other correspondences sent to external organizations that PSC consults with to conduct assessments and make recommendations to the NEC for appointments, suspension and revocation of Heads of National Departments, Provincial Administrators, Regulatory Statutory Authorities (RSA's) and *non-ex officio* Board members of RSA's and manpower were also issues raised for this reporting period by the Assessment Division.
- The Assessment Division also raised issues of political interference especially in the appointment of Provincial Administrators, where recommendations have already been made but is continuously being rejected even though due diligence and quality checks were done to ensure that the best possible candidates were short-listed for the position.
- The biggest challenge in 2014, was the transfer of the Assessment functions to the Ministerial Executive Appointments Committee as per the legislative changes to the *Public Services (Management) Act 1995 (as amended)*.

ACHIEVEMENTS

The following are the achievements of the Public Services Commission in 2014;

- The National Review Division was able to dispose of and close a total of **345 Personnel Review Matters**. This is a notable achievement in which **345 out of 497 Review Cases** were completed at the end of 2014. The Division achieved a performance rating of 70% which showed that it performed better than 2013. The remaining **152 cases** will be carried over to 2015.
- The Provincial Review Division had a total of **255 active cases** including those carried over from previous years. Out of **255 cases** the division managed to complete all **116 cases** with the remaining **139 cases** carried over to 2015. The Division continued to maintain a high

level of commitment in 2014, especially in reducing the number of outstanding personnel review matters.

- Assessment Division completed 100% of all carry-over cases from 2013 on Permanent Appointments.
- Two short-term contract workers were recruited to assist the Assessment Division resulting in the successful compilation and completion of transcripts.
- The Investigation Division achieved two projects which include a formulation of a Draft Standard Operating Procedure Manual and a Draft Investigation Brochuer.
- The Legal, Advisory and Litigation Division was able to recruit two lawyers to join the division towards the end of 2014, which included one (1) Principal Legal Officer (Advisory) and one (1) Senior Legal Officer (Litigation).

RECOMMENDATION

It is the objective of the Public Services Commission to see a fair and proper administration of personnel management matters of public servants in the National Public Service, through rigorous checks and balances, to ensure a fair treatment in employment and access to the delivery of goods and services.

The objective is a formidable task in itself, given the problems highlighted in this report, but one that can be achieved favourably through the recommendations provided;

- That the annual budget allocation to the Commission be increased to cater for the annual work program, in-line with its Corporate Plan 2014 -2018 to enable the Commission to carry out its Statutory duties and functions.
- The Commission is an independent body and must be seen to be independent. It should not be subjected to the control, direction and or any influence in relation to its Constitutional roles and functions by any other organizations and individuals.
- The Commission and the PSC Secretariat should be merged through an Act of Parliament to enhance its status of independence as a Constitutional body in the National Public Service of Papua New Guinea.

CONCLUSION

The Public Services Commission is a Constitutional body established under Section 190 of the *National Constitution of Papua New Guinea*. Its principal functions are to *Review Personnel Matters in the National Public Service; Organizational Matters and provide advice to the National Executive Council on appointments, suspension and revocation of appointments of Departmental Heads, Provincial Administrators and Heads of Statutory Bodies.*

In 2014, the Commission reviewed a total of **871 Personnel Review Matters** undertaken by both the National Review and Provincial Review Divisions, of which **410 cases** were closed, whilst another **461 cases** were carried over into 2015.

The Commission also provided advice to the National Executive Council (NEC) on the appointment of **eighteen (18)** National Departmental heads; **seventeen (17)** Provincial Administrators; **twenty-four (24)** Heads of Statutory Bodies; **six (6)** CEO's of Public Hospitals; **four (4)** CEO's of Provincial Health Authorities and **twenty (20)** *non-ex-officio* board members of Regulatory Statutory Authorities.

This year, ten (10) personnel were recruited by the Commission for various positions, to deal with the manpower shortage within the organization itself. Moreover, a permanent appointment was also made for the Commissioner Provincial's position resulting in the appointment of Mr. Hansel Kakimo in November, 2014.

In October 2014, the Assessment function of the Commission was removed and given to the Ministerial Executive Appointments Committee (MEAC).

The Commission and the PSC Secretariat should be merged through an Act of Parliament to enhance its status of independence as a Constitutional body in the National Public Service of Papua New Guinea.

Furthermore, the Commission is adamant that with the recruitment of additional staff, there will be some improvement in its performance in 2015 and the years beyond.

APPENDICES

APPENDIX A:

Section 190 – Establishment of the Commission

- (i) The Public Services Commission is hereby established.
- (ii) The Commission shall consist of three members who shall be appointed for a term of five years by the Head of State, acting with, and in accordance with the advice of the National Executive Council given after consultation with any appropriate Permanent Parliamentary Committee.
- (iii) All of the members of the Commission must be citizens who have gained substantial experience in the National Public Service.
- (iv) Subject to this Constitution, an Act of Parliament shall make a provision or, and in respect of, the appointment and the conditions of employment of the members of the Commission, and for, and in respect of its Constitution, powers and procedures.

APPENDIX B:

Section 191 – Functions of the Commission

- (1) The Public Services Commission shall be responsible, in accordance with an Act of the Parliament, for:
 - (a) the review of personnel matters connected with the National Public Service; and
 - (b) the continuous review of the State Services (other than the Papua New Guinea Defence Force), and the services of other governmental bodies, and to advise, either on its own initiative or on request, the National Executive Council and any authority responsible for any of those services, on organizational matters.
- (2) The Public Services Commission has such other functions as may be prescribed by or under a Constitutional Law or an Act of Parliament.
- (3) In laying out its function under Subsection (1) (b), the Public Services Commission:
 - (a) shall take into account the government policy on a particular matter when advising the National Executive Council and other authorities responsible for those services; and
 - (b) shall not have any power to direct or control a State service or the service of other government bodies.

- (4) The Public Services Commission shall, in respect of each year, prepare and forward to the Speaker of Parliament for presentation to the Parliament, a report on the advice it has given during the year to the National Executive Council or other authorities in accordance with Subsection (1) (b) indicating in particular the nature of advice given and whether or not that advice was accepted.

APPENDIX C:

Section 13 - Powers of the Commission

(1)The Commission may at any time for the purpose of performing its functions;

- (a) enter the premises occupied or used by:
 - (c) a Department of Government; or
 - (ii) any State Service (other than the Defence Force); or
 - (iii) any Provincial Government; or
 - (iv) any other governmental service; and
- (b) summon a person whose evidence appears to be material to the determining of any subject, inspection, inquiry, review or investigation being conducted by the Commission; and
- (c) take evidence on oath or affirmation and for that purpose administer oaths and affirmations; and
- (d) require any person to produce documents within his possession or subject to his control.

(2)A person shall not knowingly make any false or misleading statements in any evidence before the Commission.

Penalty: *A fine not exceeding K200.00*

(3)Any officer who neglects or fails, without reasonable cause (the burden of proof of which lies upon him), to attend in obedience to a summons under *Subsection (1)*, or to be sworn or answer questions or produce documents relevant to the subject or an inspection, inquiry or investigation when required to do so under that *Subsection*, is guilty of an offence.

Penalty: *A fine not exceeding K200.00*

(4)A person other than an officer who, after payment or tender of reasonable expenses, neglects or fails, without reasonable cause (the burden of proof of which lies upon him), to attend in obedience to a summons under *Subsection (1)*, or to be sworn or answer questions or produce documents relevant to the subject of an inspection, inquiry or investigation when required to do so under that *Subsection*, is guilty of an offence.

Penalty: *A fine not exceeding K200.00*

(5)Nothing in this section renders any person compellable to answer any question that might tend to incriminate him.

(6) In this Section, “officer” means –

- (a) an officer of the National Public Service; and
- (b) a contract officer employed under the *Public Employment (Non-citizens) Act 1978*, and
- (c) an officer of the Police Force; and
- (d) an officer or employee of a Provincial Government; and
- (e) an officer of any government service; and
- (f) an employee of a service or force referred to in paragraph (a), (c), (d) or (e); and
- (g) an employee, but does not include a member of the Defence Force.

APPENDIX D:

Section 18- Review of Personnel Matters

- (1) The Commission shall review a personnel matter connected with the National Public Service either on its own initiative or following a complaint by an officer to the Commission where
- (2) that officer has been affected by a decision in relation to a personnel matter.
- (3) The Commission shall;
 - (a) complete the review of a personnel matter within 90 days of;
 - (i) the making of a complaint to the Commission under Subsection (1); or
 - (ii) where the Commission instigates the review.
 - (b) consider whether the decision in relation to the personnel matter was an appropriate decision having regard to the nature of the decision and the views of the officer and of the Departmental Heads; and
 - (c) recommend the confirmation, variation or revocation of the decision in relation to the personnel matter in writing to the Departmental Head of the Department of Personnel Management.
 - (d) in carrying out a review of a personnel matter the Commission shall determine its own procedures but shall ensure that the views of the officer affected by the decision are put before it in relation to the personnel matter either in writing or orally.

APPENDIX E:

Section 19 – Review of Organizational Matters

- (1) In the performance of its duty under *Section 19 (1) (b) [Functions of the Commission]* of the *National Constitution*, the Commission shall, before deciding whether advice should be given to the National Executive Council or another authority on a particular matter consider;
 - (a) the relative importance of that matter; and

- (b) any advice, recommendations, opinions or views submitted by any governmental body.
- (2) In formulating its advice the Commission shall have, as its principal objective, the communication of the view of the individual members of the Commission as representatives of officers of long-standing and experience in the National Public Service.

APPENDIX F:

Section 193 – Appointment of Certain officers

- (1) This Section applies to and is in respect of the following offices and positions:
 - (a) all offices in the National Public Service the occupants of which are directly responsible to the National Executive Council or to a Minister; and
 - (b) the offices of the members of the Boundaries Commission; and
 - (d) the outlaws, the occupant of which is responsible for the administration of the Government Broadcasting Commission, the chairman or president of the board or commission; and
 - (e) the offices of the persons (including members of boards or commissions) responsible for the administration of any state services; and
 - (f) the office of the Commissioner of Police; and
 - (g) the office of the Commander of the Defence Force; and
 - (h) the office of the Secretary of the National Executive Council; and
 - (i) such other officers and positions as are prescribed by an Act of Parliament for the purpose, other than the offices of the members of the Public Services Commission.
- (2) All appointments (whether temporary or substantive) to offices to which Subsection (1) (b), (c), (d) and (h) apply shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council given after consultation with the Public Services Commission and any appropriate Permanent Parliamentary Committee, and a report concerning each of them shall be given to Parliament by the responsible Minister as soon as possible after it has been made.
- (3) All appointments (whether temporary or substantive) to offices to which Subsection (1) (a), (f) and (g) apply and such other offices and positions as are prescribed by an Act of Parliament for the purpose of this Subsection, shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council given after consultation with the Public Services Commission.

APPENDIX G:

Appointment of Departmental Heads

1. Section 25: Filling of vacancies in certain offices of Departmental Head

Subject to Section 193 (*Appointment to certain offices*) of the *National Constitution*, a vacancy in an Office or Departmental Head may be filled;

- (a) by the promotion or transfer of an officer by the Head of State, acting on advice; or
- (b) by an appointment in accordance with Section 27.

2. Section 27: Appointment of offices of Departmental Head

- (1) This section is subject to Section 193 (*Appointment of certain offices*) of the *National Constitution*.
- (2) A Departmental Head shall be appointed by the Head of State, acting on advice, given after consultation with the Public Services Commission.

PROVINCIAL REVIEW DIVISION

APPENDIX H:

(i) PROVINCIAL REVIEW DIVISION – REVIEW FILES UPDATE

NO.	REVIEW FILE NUMBER	NATURE OF CASE	DATE RECEIVED
1	PSC3-20-138/2009	Discipline	16/12/2009
2	PSC2-10N-HSMOGH:350/2011	Selection	18/10/2011
3	PSC2-10N:HSMOGH:351/2011	Selection	18/10/2011
4	PSC3-15-SPA:76/2012	Selection	25/09/2012
5	PSC3-20-SAPA:83/2012	Discipline	03/12/2012
6	PSC3-20-SAPA:12/2013	Discipline	24/01/2013
7	PSC3-04-ESPA:14/2013	Discipline	28/01/2013
8	PSC3-12-NIPA:15/2013	Discipline	13/02/2013
9	PSC3-11-AGHM:18/2013	Discipline	27/02/2013
10	PSC3-18-HAGGH:20/2013	Discipline	06/03/2013

11	PSC3-17-DAGH:23/2013	Discipline	22/03/2013
12	PSC3-18-WHPA:24/2013	Entitlement/ Revocation	28/03/2013
13	PSC3-16-SHPA:34/2014	Discipline	09/04/2013
14	PSC3-18-WABGH:01/2014	Selection	11/04/2013
15	PSC3-14-OPA:37/2013	Entitlement	19/04/2013
16	PSC3-14-OPA:33/2013	Entitlement	19/04/2013
17	PSC3-14-OPA:27/2013	Entitlement	19/04/2013
18	PSC3-14-OPA:29/2013	Entitlement	19/04/2013
19	PSC3-14-OPA:14/2013	Entitlement	19/04/2013
20	PSC3-14-OPA:36/2013	Entitlement	19/04/2013
21	PSC3-14-OPA:32/2013	Entitlement	19/04/2013
22	PSC3-14-OPA:21/2013	Entitlement	19/04/2013
23	PSC3-14-OPA:34/2013	Entitlement	19/04/2013
24	PSC3-14-OPA:36/2013	Entitlement	19/04/2013
25	PSC3-14-OPA:28/2013	Entitlement	19/04/2013
26	PSC3-14-OPA:31/2013	Entitlement	19/04/2013
27	PSC3-03-NBGH:72/2012	Discipline	22/04/2013
28	PSC3-11-AGHM:49/2013	Discipline	24/04/2013
29	PSC3-18-WHPA:40/2013	Discipline	06/05/2013
30	PSC3-15-KUGH:39/2013	Entitlement	07/05/2013
31	PSC3-18-HAGH:47/2013	Selection	20/05/2013
32	PSC3-20-SAPA:42/2013	Discipline	20/05/2013
33	PSC3-03-NONGAGH:54/2013	Entitlement	30/05/2013
34	PSC3-07-GPA:46/2013	Discipline	05/06/2013
35	PSC3-10-MBPA:135/2009	Discipline	17/06/2013
36	PSC3-18-WHPA:51/2013	Discipline	18/06/2013
37	PSC3-MAPA:62/2013	Discipline	24/06/2013
38	PSC3-02-CPA:57/2013	Discipline	04/07/2013

39	PSC3-11-MOPA:60/2013	Selection	16/07/2013
40	PSC3-10-MBPA:61/2013	Discipline	18/07/2013
41	PSC3-04-ESPA:62/2013	Discipline	18/07/2013
42	PSC3-14-OPA:56/2013	Selection	25/07/2013
43	PSC3-17-DAGH:53/2013	Selection	25/07/2013
44	PSC3-16-SHPA:58/2013	Discipline	01/08/2013
45	PSC3-15-SPA:77/2013	Entitlement	05/08/2013
46	PSC2-08-FIN:111/2013	Discipline	07/08/2013
47	PSC3-14-OPA:63/2013	Appointment	12/08/2013
48	PSC3-04-ESPA:63/2013	Discipline	12/08/2013
49	PSC3-08-MDPA:69/2013	Discipline	13/08/2013
50	PSC3-11-AGMH:70/2013	Discipline	13/08/2013
51	PSC3-15-SPA:71/2013	Selection	13/08/2013
52	PSC3-16-MENGH:68/2013	Selection	15/08/2013
53	PSC3-15-SPA:72/2013	Discipline	15/08/2013
54	PSC3-08-MDPA:75/2013	Discipline	19/08/2013
55	PSC3-07-GPA:81/2013	Discipline	20/08/2013
56	PSC3-14-OPA:73/2013	Selection	22/08/2013
57	PSC3-14-OPA:74/2013	Selection	22/08/2013
58	PSC3-14-OPA:78/2013	Discipline	22/08/2013
59	PSC3-08-MODGH:76/2013	Discipline	23/08/2013
60	PSC3-06-EPA:79/2013	Discipline	27/08/2013
61	PSC3-17-DAGH:82/2013	Entitlements	02/09/2013
62	PSC3-03-ENBPA:85/2013	Discipline	03/09/2013
63	PSC3-18-WHPA:99/2013	Discipline	03/09/2013
64	PSC3-09-MAPA:83/2013	Entitlement	04/09/2013
65	PSC3-09-MAPA:61/2013	Selection	04/09/2013
66	PSC3-16-MENGH?88/2013	Selection	05/09/2013

67	PSC3-02-CPA:89/2013	Entitlement	09/09/2013
68	PSC3-07-GPA:87/2013	Entitlement	10/09/2013
69	PSC3-17-DAGH:90/2013	Selection	18/09/2013
70	PSC3-06-EPA:92/2013	Discipline	18/09/2013
71	PSC3-17-DAGH:91/2013	Selection	18/09/2013
72	PSC3-16-SHPA:96/2013	Discipline	19/09/2013
73	PSC3-16-MENGH:95/2013	Discipline	19/09/2013
74	PSC2-08-FIN:108/2013	Discipline	20/09/2013
75	PSC3-19-WNBPA:55/2013	Discipline	26/09/2013
76	PSC3-19-WNBPA:94/2013	Entitlement	26/09/2013
77	PSC3-02-CPA:98/2013	Discipline	07/10/2013
78	PSC3-02-CPA:101/2013	Discipline	07/10/2013
79	PSC3-02-CPA:97/2013	Discipline	08/10/2013
80	PSC3-18-WHPA:99/2013	Discipline	08/10/2013
81	PSC3-11-ANGMH:93/2013	Selection	10/10/2013
82	PSC3-16-SHPA:106/2013	Entitlement	10/10/2013
83	PSC3-08-MODGH:111/2013	Discipline	13/10/2013
84	PSC3-02-CPA:102/2013	Entitlement	14/10/2013
85	PSC3-16-SHPA:105/2013	Selection	14/10/2013
86	PSC3-18-HAGH:110/2013	Entitlement	15/10/2013
87	PSC3-17-WPA:109/2013	Discipline	15/10/2013
88	PSC3-11-ANGMH:86/2013	Selection	15/10/2013
89	PSC3-02-CPA:100/2013	Discipline	16/10/2013
90	PSC3-16-SHPA:104/2013	Discipline	17/10/2013
91	PSC3-09-MAPA:103/2013	Selection	21/10/2013
92	PSC3-16-SHPA:04/2014	Discipline	24/10/2013
93	PSC3-16-SHPA:115/2013	Entitlement	31/10/2013
94	PSC3-16-MENGH:113/2013	Selection	01/11/2013

95	PSC3-CPA:89/2013	Entitlement	06/11/2013
96	PSC3-18-WHPA:112/2013	Discipline	07/11/2013
97	PSC3-16-MENGH:114/2013	Discipline	11/11/2013
98	PSC3-16-SHPA:117/2013	Discipline	13/11/2013
99	PSC3-18-WABGH:03/2014	Discipline	19/11/2013
100	PSC3-16-MENGH:116/2013	Discipline	20/11/2013
101	PSC3-10-MBPA:08/2014	Discipline	21/11/2013
102	PSC3-11-MOPA:59/2013	Selection	25/11/2013
103	PSC3-16-MENGH:07/2014	Discipline	26/11/2013
104	PSC3-05-GOGH:/2013	Entitlement	29/11/2013
105	PSC3-08-MDPA:09/2014	Discipline	02/12/2013
106	PSC3-03-ENBPA:05/2014	Discipline	03/12/2013
107	PSC3-03-ENBPA:06/2014	Entitlement	03/12/2013
108	PSC3-12-NIPA:15/2014	Discipline	06/01/2014
109	PSC3-10-MOPA:10/2014	Selection	15/01/2014
110	PSC3-11-MOPA:11/2014	Selection	15/01/2014
111	PSC3-11-MOPA:17/2014	Selection	16/01/2014
112	PSC3-11-MOPA:16/2014	Selection	16/01/2014
113	PSC3-06-EPA:19/2014	Discipline	29/01/2014
114	PSC3-14-OPA:33/2014	Discipline	29/01/2014
115	PSC3-20-SAPA:20/2014	Discipline	29/01/2014
116	PSC3-11-MOPA:22/2014	Selection	03/02/2014
117	PSC3-11-MOPA:25/2014	Selection	13/02/2014
118	PSC3-11-MOPA:24/2014	Selection	13/02/2014
119	PSC3-09-MAPA:23/2014	Selection	14/02/2014
120	PSC3-07-GPA:26/2014	Discipline	21/02/2014
121	PSC3-07-GPA:45/2014	Selection	28/02/2014
122	PSC3-11-MOPA:14/2014	Selection	03/03/2014

123	PSC03-08-MDPA:108/2013	Discipline	10/03/2014
124	PSC3-11-MOPA:29/2014	Selection	10/03/2014
125	PSC3-15-SPA:31/2014	Discipline	25/03/2014
126	PSC3-08-MDPA:35/2014	Discipline	11/04/2014
127	PSC3-03-ENBPA:36/2014	Discipline	24/04/2014
128	PSC3-09-MAPA:37/2014	Discipline	28/04/2014
129	PSC3-05-EHPA:27/2014	Discipline	29/04/2014
130	PSC3-09-LGH:42/2014	Discipline	08/05/2014
131	PSC3-11-MOPA:12/2014	Selection	09/05/2014
132	PSC3-09-MAPA:54/2014	Selection	09/05/2014
133	PSC3-09-MAPA:44/2014	Discipline	13/05/2014
134	PSC3-09-MAPA:52/2014	Selection	20/05/2014
135	PSC3-19-WNBPA:32/2014	Discipline	02/06/2014
136	PSC3-11-MOPA:56/2014	Selection	05/06/2014
137	PSC3-11-MOPA:30/2014	Selection	10/06/2014
138	PSC3-02-CPA:59/2014	Discipline	20/06/2014
139	PSC3-19-WNBPA:57/2014	Discipline	24/06/2014
140	PSC3-02-CPA:65/2014	Discipline	27/06/2014
141	PSC3-11-MOPA:61/2014	Discipline	08/07/2014
142	PSC3-03-ENBPA:50/2014	Discipline	08/07/2014
143	PSC3-16-SHPA:75/2014	Discipline	08/07/2014
144	PSC3-02-CPA:70/2014	Discipline	28/07/2014
145	PSC3-03-ENBPA:78/2014	Discipline	28/07/2014
146	PSC3-09-MAPA:62/2014	Discipline	28/07/2014
147	PSC3-09-MAPA:71/2014	Selection	28/07/2014
148	PSC3-09-MAPA:68/2014	Discipline	28/07/2014
149	PSC3-09-MAPA:72/2014	Entitlement	28/07/2014
150	PSC3-09-MAPA:69/2014	Selection	29/07/2014

151	PSC3-15-SPA:76/2014	Discipline	29/07/2014
152	PSC3-09-MAPA:74/2014	Discipline	31/07/2014
153	PSC3-09-MAPA:73/2014	Discipline	31/07/2014
154	PSC3-14-OPA:77/2014	Entitlement	01/08/2014
155	PSC3-03-ENBPA:86/2014	Discipline	20/08/2014
156	PSC3-19-KIMGH:82/2014	Discipline	20/08/2014
157	PSC3-19-WNBPA:87/2014	Selection	01/09/2014
158	PSC3-14-POPGH:90/2014	Discipline	09/09/2014
159	PSC3-05-EHPA:107/2013	Discipline	31/09/2014
160	PSC3-05-EHPA:13/2014	Selection	31/09/2014
161	PSC3-05-EHPA:48/2014	Discipline	31/09/2014
162	PSC3-05-EHPA:51/2014	Discipline	31/09/2014
163	PSC3-05-EHPA:49/2014	Discipline	31/09/2014
164	PSC3-05-EHPA:64/2014	Discipline	31/09/2014
165	PSC3-05-EHPA:53/2014	Discipline	31/09/2014
166	PSC3-06-EPA:79/2014	Discipline	10/10/2014
167	PSC3-16-SHPA:93/2014	Discipline	15/10/2014
168	PSC3-21-HPA:111/2014	Discipline	20/10/2014
169	PSC3-21-HPA:124/2014	Discipline	20/10/2014
170	PSC3-21-HPA:116/2014	Discipline	20/10/2014
171	PSC3-21-HPA:117/2014	Discipline	20/10/2014
172	PSC3-21-HPA:112/2014	Discipline	20/10/2014
173	PSC3-21-HPA:104/2014	Discipline	20/10/2014
174	PSC3-21-HPA:103/2014	Discipline	20/10/2014
175	PSC3-21-HPA:99/2014	Discipline	20/10/2014
176	PSC3-21-HPA:118/2014	Discipline	20/10/2014
177	PSC3-21-HPA:114/2014	Discipline	20/10/2014
178	PSC3-21-HPA:96/2014	Discipline	20/10/2014

179	PSC3-21-HPA:112/2014	Discipline	20/10/2014
180	PSC3-21-HPA:123/2014	Discipline	20/10/2014
181	PSC3-21-HPA:121/2014	Discipline	20/10/2014
182	PSC3-21-HPA:120/2014	Discipline	20/10/2014
183	PSC3-21-HPA:98/2014	Discipline	20/10/2014
184	PSC3-21-HPA:119/2014	Discipline	20/10/2014
185	PSC3-21-HPA:113/2014	Discipline	20/10/2014
186	PSC3-21-HPA:110/2014	Discipline	20/10/2014
187	PSC3-21-HPA:127/2014	Discipline	21/10/2014
188	PSC3-21-HPA:95/2014	Discipline	21/10/2014
189	PSC3-21-HPA:101/2014	Discipline	21/10/2014
190	PSC3-21-HPA:102/2014	Discipline	21/10/2014
191	PSC3-21-HPA:97/2014	Discipline	21/10/2014
192	PSC3-21-HPA:100/2014	Discipline	21/10/2014
193	PSC3-21-HPA:126/2014	Discipline	21/10/2014
194	PSC3-21-HPA:107/2014	Discipline	21/10/2014
195	PSC3-21-HPA:125/2014	Discipline	23/10/2014
196	PSC3-21-HPA:106/2014	Discipline	23/10/2014
197	PSC3-21-HPA:108/2014	Discipline	23/10/2014
198	PSC3-21-HPA:109/2014	Discipline	23/10/2014
199	PSC3-21-HPA:132/2014	Discipline	23/10/2014
200	PSC3-21-HPA:130/2014	Discipline	23/10/2014
201	PSC3-21-HPA:133/2014	Discipline	23/10/2014
202	PSC3-21-HPA:134/2014	Discipline	23/10/2014
203	PSC3-21-HPA:131/2014	Discipline	23/10/2014
204	PSC3-21-HPA:129/2014	Discipline	23/10/2014
205	PSC3-21-HPA:128/2014	Discipline	23/10/2014
206	PSC3-21-HPA:115/2014	Discipline	23/10/2014

207	PSC3-21-HPA:135/2014	Discipline	24/10/2014
208	PSC3-21-HPA:136/2014	Discipline	24/10/2014
209	PSC3-16-SHPA:138/2014	Resignation	28/10/2014
210	PSC3-09-MAPA:137/2014	Discipline	29/10/2014
211	PSC3-06-EPA:80/2014	Discipline	31/10/2014
212	PSC3-09-MAPA:138/2014	Selection	31/10/2014
213	PSC3-09-MAPA:188/2014	Discipline	31/10/2014
214	PSC3-09-MAPA:189/2014	Entitlement	31/10/2014
215	PSC3-21-HPA:139/2014	Discipline	03/11/2014
216	PSC3-21-HPA:140/2014	Discipline	03/11/2014
217	PSC3-21-HPA:141/2014	Discipline	03/11/2014
218	PSC3-21-HPA:142/2014	Discipline	03/11/2014
219	PSC3-21-HPA:143/2014	Discipline	03/11/2014
220	PSC3-21-HPA:144/2014	Discipline	03/11/2014
221	PSC3-21-HPA:145/2014	Discipline	03/11/2014
222	PSC3-21-HPA:146/2014	Discipline	03/11/2014
223	PSC3-21-HPA:147/2014	Discipline	03/11/2014
224	PSC3-21-HPA:148/2014	Discipline	03/11/2014
225	PSC3-21-HPA:149/2014	Discipline	03/11/2014
226	PSC3-21-HPA:150/2014	Discipline	03/11/2014
227	PSC3-21-HPA:151/2014	Discipline	03/11/2014
228	PSC3-21-HPA:152/2014	Discipline	03/11/2014
229	PSC3-21-HPA:153/2014	Discipline	03/11/2014
230	PSC3-21-HPA:154/2014	Discipline	03/11/2014
231	PSC3-21-HPA:155/2014	Discipline	03/11/2014
232	PSC3-21-HPA:156/2014	Discipline	03/11/2014
233	PSC3-21-HPA:157/2014	Discipline	03/11/2014
234	PSC3-21-HPA:158/2014	Discipline	03/11/2014

235	PSC3-21-HPA:159/2014	Discipline	03/11/2014
236	PSC3-21-HPA:160/2014	Discipline	03/11/2014
237	PSC3-21-HPA:161/2014	Discipline	03/11/2014
238	PSC3-21-HPA:162/2014	Discipline	03/11/2014
239	PSC3-21-HPA:163/2014	Discipline	03/11/2014
240	PSC3-21-HPA:164/2014	Discipline	03/11/2014
241	PSC3-21-HPA:165/2014	Discipline	03/11/2014
242	PSC3-21-HPA:166/2014	Discipline	03/11/2014
243	PSC3-21-HPA:167/2014	Discipline	03/11/2014
244	PSC3-21-HPA:168/2014	Discipline	03/11/2014
245	PSC3-21-HPA:169/2014	Discipline	03/11/2014
246	PSC3-21-HPA:170/2014	Discipline	03/11/2014
247	PSC3-21-HPA:171/2014	Discipline	03/11/2014
248	PSC3-21-HPA:172/2014	Discipline	03/11/2014
249	PSC3-21-HPA:173/2014	Discipline	03/11/2014
250	PSC3-21-HPA:174/2014	Discipline	03/11/2014
251	PSC3-21-HPA:175/2014	Discipline	03/11/2014
252	PSC3-21-HPA:177/2014	Discipline	03/11/2014
253	PSC3-21-HPA:178/2014	Discipline	03/11/2014
254	PSC3-21-HPA:179/2014	Discipline	03/11/2014
255	PSC3-21-HPA:180/2014	Discipline	03/11/2014
256	PSC3-21-HPA:181/2014	Discipline	03/11/2014
257	PSC3-21-HPA:182/2014	Discipline	03/11/2014
258	PSC3-21-HPA:183/2014	Discipline	03/11/2014
259	PSC3-21-HPA:184/2014	Discipline	03/11/2014
260	PSC3-21-HPA:185/2014	Discipline	03/11/2014
261	PSC3-21-HPA:186/2014	Discipline	03/11/2014
262	PSC3-21-HPA:187/2014	Discipline	03/11/2014

(ii)

PENDING PROPER REVIEW APPLICATIONS TO FILE

NO.	REVIEW FILE NUMBER	NATURE OF CASE	DATE RECEIVED	DEPARTMENT/PROVINCE
1	PSC3-19-WNBPA:58/2014	Discipline/Demotion	20/06/2014	West New Britain Provincial Administration
2	PSC3-11-MOPA:55/2014	Entitlement/ Re-deployment	12/06/2014	Morobe Provincial Administration
3	PSC3-17-WPA:67/2014	Discipline	21/07/2014	Western Provincial Administration
4	PSC3-22-JPA:85/2014	Discipline	18/08/2014	Jiwaka Provincial Administration
5	PSC3-20-SAPA:84/2014	Entitlement	18/08/2014	Sandaun Provincial Administration

(iii)

TIME-BARRED REVIEW APPLICATIONS

NO.	REVIEW FILE NUMBER	NATURE OF CASE	DATE RECEIVED	DEPARTMENT/PROVINCE
1	PSC3-02-CPA:41/2014	Entitlement	05/03/2014	Central Provincial Administration
2	PSC3-20-SAPA:66/2014	Entitlement	17/07/2014	Sandaun Provincial Administration
3	PSC3-17-WPA:83/2014	Discipline	14/08/2014	Western Provincial Administration
4	PSC3-15-SPA:46/2016	Discipline	18/08/2014	Simbu Provincial Administration
5	PSC3-19-WNBPA:88/2014	Selection	01/09/2014	West New Britain Provincial Administration

6	PSC3-17-WAPA:89/2014	Discipline	04/09/2014	Western Provincial Administration
7	PSC3-07-KGH:92/2014	Discipline	01/10/2014	Gulf Provincial Administration

(iv)

CASE FILES PENDING ALLOCATION

REFERENCE		PARTICULARS OF CLIENT	
NO.	REVIEW FILE NUMBER	NATURE OF CASE	DEPARTMENT/PROVINCIAL ADMINISTRATION
1	PSC3-07-GPA:176/2014	Discipline	Gulf Provincial Administration
2	PSc3-14-POPGH:91/2014	Discipline	Popondetta General Hospital
3	PSC3-22-JPA:191/2014	Discipline	Jiwaka Provincial Administration
4	PSC3-21-HPA:192/2014	Selection	Hela Provincial Administration
5	PSC3-17-WPA:89/2014	Discipline	Western Provincial Administration
6	PSC3-19-WNBPA:195/2014	Appointment	West New Britain Provincial Administration
7	PSC3-12-NIPA:105/2014	Discipline	New Ireland Provincial Administration
8	PSC3-10-MBPA:43/2014	Discipline	Milne Bay Provincial Administration
9	PSC3-02-CPA:41/2014	Discipline	Central Provincial Administration
10	PSC3-17-WPA:83/2014	Discipline	Western Provincial Administration
11	PSC3-15-SPA:46/2014	Selection	Simbu Provincial Administration
12	PSC3-20-SAPA:194/2014	Selection	Sandaun Provincial Administration
13	PSC3-20-SAPA:66/2014	Entitlement	Sandaun Provincial Administration
14	PSC3-07-KGH:92/2014	Discipline	Kerema General Hospital
15	PSC3-12-NIPA:94/2014	Discipline	New Ireland Provincial Administration
16	PSC3-19-KIMGH:81/2014	Selection	Kavieng General Hospital
17	PSC3-21-HPA:196/2014	Selection	Hela Provincial Administration
18	PSC3-05-EHPA:201/2014	Discipline	Eastern Highlands Provincial Administration
19	PSC3-11-MOPA:193/2014	Selection	Morobe Provincial Administration
20	PSC3-19-WNBPA:58/2014	Discipline	West New Britain Provincial Administration

21	PSC3-17-WPA:67/2014	Discipline	Western Provincial Administration
22	PSC3-20-SAPA:84/2014	Entitlement	Sandaun Provincial Administration
23	PSC3-12-NIPA:190/2014	Selection	New Ireland Provincial Administration
24	PSC3-22-JPA:85/2014	Discipline	Jiwaka Provincial Administration
25	PSC3-11-MOPA:55/2014	Discipline	Morobe Provincial Administration

ASSESSMENT DIVISION

APPENDIX I:

TABLE 1: PERMANENT APPOINTMENT OF NATIONAL DEPARTMENTAL HEADS - 2014

DEPARTMENT	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of Permanent National Statistician of the National Statistical Office	19/02/2014	22/05/2014
Appointment of Permanent Secretary for the Department of Works	07/04/2014	16/05/2014
Appointment of Permanent Police Commissioner for the Royal Papua New Guinea Constabulary	18/06/2014	23/06/2014
Appointment of Permanent Commissioner for the Department of PNG Correctional Services	10/07/2014	09/09/2014
Appointment of Permanent Secretary for the Department of Treasury	17/07/2014	13/10/2014
Appointment of Commissioner Taxation of the Internal Revenue Commission	29/07/2014	16/10/2014

TABLE 2: PERMANENT RE-APPOINTMENT OF NATIONAL DEPARTMENTAL HEADS - 2014

DEPARTMENT	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Re-appointment of Permanent Secretary for the Department of Labour & Industrial Relations	30/07/2014	06/08/2014

TABLE 3: ACTING APPOINTMENT OF NATIONAL DEPARTMENTAL HEADS - 2014

DEPARTMENT	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of an Acting National Statistician of the National Statistical Office	14/01/2014	23/01/2014
Extension on Acting Appointment of Secretary for the Department of Personnel Management	27/01/2014	04/02/2014
Appointment of an Acting Commissioner for PNG Correctional Services	24/02/2014	25/02/2014
Appointment of an Acting Secretary to Government for the Department of Prime Minister & NEC	19/03/2014	31/03/2014
Appointment of an Acting Secretary to Government for the Department of Prime Minister & NEC	31/03/2014	28/04/2014
Appointment of an Acting National Statistician of the National Statistical Office	16/04/2014	29/04/2014
Appointment of an Acting Secretary for the Department of Labour & Industrial Relations	26/05/2014	03/06/2014
Appointment of an Acting Commissioner for PNG Correctional Services	06/06/2014	24/06/2014
Appointment of an Acting Secretary for the Department of	16/06/2014	01/07/2014

Personnel Management		
Appointment of an Acting Commissioner for Taxation & Internal Revenue Commission	17/06/2014	24/06/2014
Appointment of an Acting Police Commissioner for the Royal Papua New Guinea Constabulary	18/06/2014	23/06/2014

TABLE 4: PERMANENT APPOINTMENT OF PROVINCIAL ADMINISTRATORS - 2014

PROVINCIAL ADMINISTRATIONS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of a new Provincial Administrator for East Sepik Provincial Administration	21/10/2013	22/01/2014
Appointment of a new Provincial Administrator for Manus Provincial Administration	21/10/2013	27/01/2014
Appointment of a new Provincial Administrator for Western Highlands Provincial Administration	24/03/2014	19/06/2014
Appointment of a new Provincial Administrator for Eastern Highlands Provincial Administration	24/03/2014	15/05/2014
Appointment of a new Provincial Administrator for Jiwaka Provincial Administration	24/03/2014	19/06/2014
Appointment of a new Provincial Administrator for Milne Bay Provincial Administration	07/04/2014	21/07/2014

TABLE 5: ACTING APPOINTMENTS OF PROVINCIAL ADMINISTRATORS - 2014

PROVINCIAL ADMINISTRATIONS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of an Acting Provincial Administrator for	13/01/2014	23/01/2014

Eastern Highlands Provincial Administration		
Appointment of an Acting Provincial Administrator for Western Highlands Provincial Administration	24/01/2014	03/02/2014
Appointment of an Acting Provincial Administrator for Jiwaka Provincial Administration	19/02/2014	21/02/2014
Appointment of an Acting Provincial Administrator for Western Highlands Provincial Administration	22/04/2014	06/05/2014
Appointment of an Acting Provincial Administrator for Madang Provincial Administration	21/05/2014	03/06/2014
Appointment of an Acting Provincial Administrator for Eastern Highlands Provincial Administration	11/06/2014	17/07/2014
Appointment of an Acting Provincial Administrator for East Sepik Provincial Administration	12/06/2014	17/06/2014
Appointment of an Acting Provincial Administrator for Oro Provincial Administration	30/06/2014	09/07/2014
Appointment of an Acting Provincial Administrator for Southern Highlands Provincial Administration	28/07/2014	22/08/2014
Appointment of an Acting Provincial Administrator for Oro Provincial Administration	20/08/2014	01/09/2014
Appointment of an Acting Provincial Administrator for Western Highlands Provincial Administration	12/09/2014	22/09/2014

TABLE 6: PERMANENT APPOINTMENT OF HEADS OF STATUTORY BODIES - 2014

STATUTORY BODY/ORGANIZATION/OFFICE	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of the Permanent Chief Executive Officer of Coastal Fisheries	04/11/2013	14/02/2014
Appointment of a Permanent Managing Director of the Small Business Development Corporation	25/03/2014	15/05/2014
Appointment of the Permanent Director of the Papua New Guinea Institute of Public Administration	06/03/2013	21/08/2014
Appointment of the Permanent Executive Director of the Papua New Guinea Sports Foundation	27/03/2014	10/06/2014
Appointment of the Permanent Chief Censor of the Censorship Board of PNG	10/04/2014	02/09/2014
Appointment of the Permanent Executive Director of the Office of Tourism & Culture	04/06/2014	07/10/2014
Appointment of the Permanent General Secretary for the Oil Palm Industry Corporation	18/07/2014	30/09/2014

TABLE 7: ACTING APPOINTMENTS OF HEADS OF STATUTORY BODIES - 2014

STATUTORY BODY/ORGANIZATION/OFFICE	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of Acting Executive Director of the Papua New Guinea Sports Foundation	05/11/2013	27/01/2014
Appointment of Acting Director General of the Office of Tourism, Arts & Culture	24/01/2014	30/01/2014
Appointment of Acting Chief Executive Office of National	03/03/2014	24/03/2014

Gaming Control Board		
Appointment of Acting Insurance Commissioner of the Insurance Commission	19/03/2014	24/03/2014
Appointment of Acting Chief Censor of the Censorship Board of PNG	27/03/2014	23/04/2014
Appointment of Acting Director of the Papua New Guinea Institute of Public Administration	24/04/2014	30/04/2014
Appointment of Acting Chief Executive Office of the National Gaming Control Board	02/05/2014	23/05/2014
Appointment of Acting Executive Director of the Papua New Guinea Sports Foundation	05/05/2014	13/05/2014
Appointment of Acting Director for National Narcotics Bureau	13/06/2014	20/06/2014
Appointment of an Acting Managing Director of the National Agriculture & Quarantine Inspection Authority	17/06/2014	17/07/2014
Appointment of Acting Executive Director of Papua New Guinea Sports Foundation	30/06/2014	09/07/2014
Appointment of an Acting Director of the Papua New Guinea Institute of Public Administration	15/07/2014	21/07/2014
Appointment of an Acting Director for National Narcotics Bureau	29/07/2014	11/08/2014
Appointment of an Acting Chief Executive Officer for National Gaming Control Board	22/08/2014	08/09/2014
Appointment of an Acting Managing Director of National Agriculture & Quarantine Inspection Authority	12/09/2014	22/09/2014
Appointment of an Acting Appointment of the Managing	12/09/2014	07/10/2014

Director of the Konebada Petroleum Park Authority		
Appointment of an Acting Managing Director of the National Broadcasting Corporation	25/09/2014	13/10/2014

TABLE 8: PERMANENT APPOINTMENT OF CHIEF EXECUTIVE OFFICERS OF PUBLIC HOSPITALS - 2014

HOSPITALS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of Chief Executive Officer for Wabag General Hospital	18/11/2013	20/03/2014
Appointment of Chief Executive Officer for Daru General Hospital	17/03/2014	28/04/2014
Appointment of Chief Executive Officer for Modilon General Hospital	10/04/2014	21/07/2014
Appointment of Chief Executive Officer for Kerema General Hospital	11/04/2014	24/06/2014

TABLE 9: ACTING APPOINTMENTS OF CHIEF EXECUTIVE OFFICERS OF PUBLIC HOSPITALS - 2014

HOSPITALS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Acting Appointment of Chief Executive Officer for Daru General Hospital	12/03/2014	07/04/2014
Acting Appointment of Chief Executive Officer of Daru General Hospital	23/05/2014	06/06/2014

TABLE 10: ACTING APPOINTMENTS OF PROVINCIAL HEALTH AUTHORITY CHIEF EXECUTIVE OFFICERS - 2014

HOSPITALS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of Acting Chief Executive Officer of Manus Provincial Health Authority	18/02/2014	21/03/2014
Appointment of Acting Chief Executive Officer of Kimbe Provincial Health Authority	18/02/2014	21/03/2014
Appointment of Acting Chief Executive Officer of Sandaun Provincial Health Authority	18/02/2014	21/03/2014
Appointment of Acting Chief Executive Officer of Enga Provincial Health Authority	18/02/2014	PENDING

TABLE 11: APPOINTMENT OF BOARD MEMBERS OF STATUTORY BODIES - 2014

STATUTORY BODIES & ORGANIZATIONS	DATE OF CONSULTATION (Date on the letter received)	DATE OF PSC RESPONSE (Final submission date)
Appointment of Permanent Board Chairman for the National Broadcasting Corporation	27/02/2014	31/03/2014
Appointment of the Members of the PNG Physical Planning Appeals Tribunal Board	12/03/2014	24/03/2014
Appointment of the Council Members for the National Volunteer Services	10/04/2014	29/04/2014
Appointment of the Members of the Industrial Centres Development Corporation Board	11/04/2014	04/06/2014
Appointment of the Members of the PNG Physical Planning Appeals Tribunal Board	14/04/2014	PENDING
Appointment of the board Member of the Mineral Resources	30/04/2014	13/05/2014

Authority Board		
Appointment of the Members of the Small Business Development Corporation Board	02/05/2014	02/06/2014
Appointment of the Council Members for the National Volunteer Services	05/05/2014	22/07/2014
Appointment of the Members of the Enga Provincial Health Authority	06/05/2014	06/06/2014
Appointment of the Members of the Small Business Development Corporation Board	20/06/2014	26/06/2014
Appointment of the Board of Directors for Industrial Centres Development Corporation Board	20/06/2014	26/06/2014
Appointment of the Board Members for National Agriculture Research Institute	04/07/2014	18/07/2014
Appointment of the Members of the Papua New Guinea Institute of Public Administration Governing Council	10/07/2014	18/08/2014
Appointment of the Board Members of the PNG Immigration & Citizenship Services Authority	04/08/2014	08/09/2014
Appointment of the Members of the PNG Physical Planning Appeals Tribunal Board	05/08/2014	22/08/2014
Appointment of the Members of the National Museum & Art Gallery Board	20/08/2014	10/09/2014
Appointment of the Members of the Papua New Guinea Institute of Public Administration Governing Council	01/09/2014	07/10/2014
Appointment of the Members of the Milne Bay Provincial Health Authority	02/09/2014	07/10/2014

Appointment of the Members of the Western Highlands Provincial Health Authority	02/09/2014	22/09/2014
Appointment of the Members of the Enga Provincial Health Authority	17/09/2014	07/10/2014

LEGAL, ADVISORY & LITIGATION DIVISION

APPENDIX J:

(i) LEGAL PROCEEDINGS FOR 2014

NO.	PARTICULARS OF CASE	CORAM
1	<i>S.C.A No. 112/2012: John Patrick Nauro-v-PSC & Others.</i>	Pending Supreme Court Appeal – Appeal of National Court review Proceedings for reinstatement.
2	<i>O.S (JR) No. 36/2013: William Goinau-v-PSC & Others.</i>	National Court – Judicial Review Proceedings pending.
3	<i>O.S (JR) No. 801/2013: Rendel Rimua-v-PSC & Others.</i>	National Court – Judicial Review Proceedings pending.
4	<i>S.C.M No.15/2014: Solo Pittard-v-PSC & Others.</i>	Supreme Court Motion – Application for Leave to Appeal a National Court decision still pending.
5	<i>O.S (JR) No. 637/2013: Solo Pittard-v-Paul Sa'ai, PSC & Others.</i>	National Court – Judicial Review Proceedings pending.
6	<i>O.S (JR) No. 324/2013: Joseph Klapat-v-Anna Solomon, PSC & Others.</i>	National Court – Judicial Review Proceedings against legality of suspension and appointment is still pending.
7	<i>S.C Rev. No. 801/2013: National Narcotics Bureau-v-John Patrick Nauro, PSC & Others.</i>	Supreme Court Review- Supreme Court Review against National Court Judicial Review decision still pending.
8	<i>O.S (JR) No. 143/2014: Joseph Klapat-v-PSC & Others.</i>	National Court – Judicial Review Proceedings against actions of NEC

		still is pending.
9	<i>S.C.M No.13/2014:Peter O'Neil & Others-v-Joseph Klapat & PSC</i>	Supreme Court Motion – Application for leave to Appeal and Dismiss the whole proceedings for Vexations still pending.
10	<i>O.S (JR) No. 139/2014: Popondetta General Hospital-v-Phillip Tepi, PSC & Others.</i>	National Court – Judicial Review Proceedings to Review PSC's decision still pending.
11	<i>O.S (JR) No. 140/2014: Popondetta General Hospital-v-Ammy Ameki, PSC & Others.</i>	National Court – Judicial Review proceedings to Review PSC's decision still pending.
12	<i>O.S No. 98/2014: Bonaventure Warokra & Another-v-PSC & Others.</i>	National Court – Judicial Review Proceedings to Review PSC decisions still pending.
13	<i>O.S (JR) No. 706/2013: Christine Gawi-v-PSC & Others.</i>	National Court Decision appealed pending before the Supreme Court.
14	<i>O.S (JR) No.337/2014: Betty Palaso-v-Phillip Kereme, PSC & Others.</i>	National Court- Judicial Review Proceedings to Review PSC decision still pending.
15	<i>O.S (JR) No. 387/2014: Betty Palaso-v-Phillip Kereme & Others.</i>	National Court- Judicial Review Proceedings to Review PSC decision still pending.
16	<i>O.S (JR) No. 523/2014: Israel Waine-v-Betty Palaso, Phillip Kereme & the State.</i>	National Court- Judicial Review Proceedings to Review PSC decision to up-hold the decision of IRD Commissioner still pending.
17	<i>O.S (JR) No. 636/2014: Weli Kalabus-v-Secretary for Works Department, PSC & the State.</i>	National Court- Judicial Review Proceedings to Review decision of Secretary for Works decision to demote him and seek declaratory orders for the implementation of PSC's decision annulling the decision of Works Secretary which is still pending.
18	<i>O.S (JR) 371/2014: Small Business Development Corporation-v-PSC & the State.</i>	National Court- Judicial Review proceedings to Review PSC's decision still pending.
19	<i>O.S (JR) 496/2014: Otto Ganali-v-Michael Somare, Puka Temu & Christopher Asa.</i>	National Court- Judicial Review proceedings to review PSC's

		decision still pending.
20	<i>O.S (JR) 412/2014: Betty Palaso-v-Phillip Kereme, PSC, Ben Gary & the State.</i>	National Court – Judicial Review proceedings to Review PSC’s decision still pending.
21	<i>O.S (JR) 558/2014: John Andrias-v-Phillip Kereme & John Nap.</i>	National Court- Judicial Review proceedings to Review PSC’s decision still pending.
22	<i>O.S (JR) 621/2014: Lawrence Kalinoe-v-PSC & 2 Others.</i>	National Court-Judicial Review proceedings to Review PSC’s decision still pending.
23	<i>SCC (OC) 6/2014: Applicant pursuant to Constitution, Section 18 (1) by Sir Makena Geno, KBE, still pending.</i>	Supreme Court Reference still pending
24	<i>O.S (JR) 574/2014: Betty Palaso-v-Phillip Kereme, PSC & 2 Others.</i>	National Court- Judicial Review proceedings to Review PSC’s decision still pending.
25	<i>OS (JR) 806/2014: Jacob Yafai-v-Phillip Kereme, PSC & 3 Others.</i>	National Court- Judicial Review proceedings to Review PSC’s decision still pending.
26	<i>O.S (JR) 763/2014: Betty Palaso-v-Dr. Phillip Kereme & Others.</i>	National Court – Judicial Review proceedings to Review PSC’s decision still pending.
27	<i>O.S (JR) 629/2007: Sr. Fine Forno & 10 Others-v-CEO of Goroka Base Hospital.</i>	Application for relief for re-instatement, however proceeding has been adjourned ‘Sine Die’ pending exhaustion of administrative avenues. (Referral for PSC hearing) and case is still pending.

(ii)

LEGAL DIVISION- REFERRAL MATTERS 2014

No.	MATTER	DETAILS	OUTCOME
1	Disciplinary	Johnson Hebe- Investigations, findings and decision.	Pending
2	Disciplinary	Dr. Peter Gallaah Kora – Investigations, findings and decision.	Closed
3	Legal Opinion	Jeffery Martin – Status of permanency in the National Public Service.	Closed

4	Submission	Aquila Sampson – Legal analysis and drafting of submission.	Pending
5	Legal Opinion	Arthur Sisii – Legal analysis involving the question of whether the Commission has jurisdiction to conduct a Section 18 application.	Closed
6	Legal Opinion	John Kwara- Legal analysis involving the question of whether the Commission has jurisdiction to conduct a Section 18 application.	Closed
7	Legal Opinion	Kay Timothy – Legal analysis involving the question of whether the Commission could re-visit its decision.	Closed
8	Legal Opinion	Ronald G. Maru- Legal analysis.	Pending
9	Legal Opinion	Warike Lewis – Legal analysis.	Closed
10	Legal Opinion	Mary Koike- Legal analysis.	Closed
11	Legal Opinion	CEDAW Conference- Legal analysis.	Closed
12	Legal Opinion	James D.Aiwasi- Legal analysis.	Pending
13	Legal Opinion	Raphael Yibmaramba- Legal analysis.	Pending
14	Legal Opinion	Letty Difliapnok- Legal analysis.	Closed

APPROVED FUNCTIONAL & MANAGEMENT STRUCTURE

FUNCTIONAL & MANAGEMENT STRUCTURE

KEY / INDICATOR

- Chairman's Staff = —
- National Branch Staff = —
- Provincial Branch Staff = —
- Secretariat Staff = —
- Relationship Line = —

DPM APPROVED, 2007

