



**PUBLIC SERVICES COMMISSION**

# **2020**

## **ANNUAL REPORT**

*To transform the National Public Service into a vibrant, effective and efficient service delivery machinery'.*



**PUBLIC SERVICES COMMISSION**

**2020**

**ANNUAL REPORT**





## **PUBLIC SERVICES COMMISSION**

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PSC Reference: PSC1 – 1 – GEN

His Excellency, The Governor General  
Grand Chief Sir Bob Bofeng Dadae, GCL, GCMG, KStJ.  
Government House,  
Konedobu  
National Capital District  
Papua New Guinea

Your Excellency,

**RE: PUBLIC SERVICES COMMISSION 2020 ANNUAL REPORT**

In accordance with Section 191 (4) of the National Constitution of Papua New Guinea and Section 17 of the *Public Services (Management) Act 1995 (as amended)*, I have the honour of submitting to you for presentation to Parliament, the 2020 Annual Report of the Public Services Commission.

The 2020 Annual Report covers the period from January 01<sup>st</sup>, 2020 to December 31<sup>st</sup> of the same, and entails the activities, achievements, challenges and recommendations of the Commission with relevant appendices.

I am, your obedient servant,

**APEO FUATA SIONE, LM, M. PP**  
Chairman, PSC

# Table of Contents

<b>1. CHAIRMAN'S OVERVIEW.....</b>	<b>Page 4</b>
<b>2. STATEMENT FROM ACTING COMMISSIONER NATIONAL.....</b>	<b>Page 8</b>
<b>3. STATEMENT FROM ACTING COMMISSIONER PROVINCIAL.....</b>	<b>Page 11</b>
<b>4. INTRODUCTION.....</b>	<b>Page 15</b>
<b>5. PUBLIC SERVICES COMMISSION.....</b>	<b>Page 16</b>
<b>6. MISSION STATEMENT.....</b>	<b>Page 18</b>
<b>7. PSC ORGANIZATIONAL STRUCTURE.....</b>	<b>Page 20</b>
<b>8 PSC STRUCTURE.....</b>	<b>Page 21</b>
<b>9. MEMBERS OF THE COMMISSION.....</b>	<b>Page 22</b>
<b>10. PSC SECRETARIAT.....</b>	<b>Page 25</b>
<b>11. 2020 PERFORMANCE REPORT</b>	
Executive Services Unit.....	Page 30
National Review Division.....	Page 35
Provincial Review Division.....	Page 40
Assessment Division.....	Page 46
Investigation Division.....	Page 50
Legal, Advisory & Litigation Division.....	Page 56
Corporate Services Division.....	Page 59
<b>12. 2020 UNAUDITED FINANCIAL YEAR REPORT.....</b>	<b>Page 80</b>
<b>13. ACHIEVEMENTS.....</b>	<b>Page 81</b>
<b>14. CHALLENGES.....</b>	<b>Page 83</b>
<b>15. RECOMMENDATION.....</b>	<b>Page 85</b>
<b>16. CONCLUSION.....</b>	<b>Page 86</b>
<b>17. APPENDICES.....</b>	<b>Page 88</b>

# Chairman's Overview



It gives me pleasure as the Chairman of the Public Services Commission (The Commission) to provide an overview on the overall performance of the Commission in the year 2020. At this juncture, it is fitting for me also to mention that it was this year that I got appointed as Chairman of the Commission by the Public Services Commission Appointment Committee (PSCAC) on the 24<sup>th</sup> of April, 2020.

This overview will basically encapsulate the Commission; the functions of the Commission; challenges; accomplishments and conclusion.

## THE COMMISSION

The Commission is a Constitutional body established under Section 190 of the *National Constitution*. It comprises three (3) Members, in which one of the three (3) is the Chairman. The salary and other conditions of employment of the Commission Members are as determined by the *Salaries and Remuneration Commission (SRC)*. Also, Sections 191 and 192 of the *National Constitution* provides for the functions of the Commission and the Independence of the Commission respectively.

The current members of the Commission are comprised of Mr. Apeo Fuata Sione, LM, M. PP as Chairman-PSC; Ms. Judith Stenis, MBA as Acting Commissioner (National) and Mr. Richard M. Simbil, LLB, LL.M as Acting Commissioner (Provincial).

The Membership of the Commission is considered to be of vital importance to ensure continuity and stability in the Commission's decision making to enable the Commission to satisfactorily fulfil its Constitutional roles, responsibilities and mandate with confidence.

## FUNCTIONS OF THE COMMISSION

### Review of Personnel Matters

The Review of Personnel Matters connected with the National Public Service is one of the core functions of the Commission provided for under Section 191 (1) of the *National Constitution*.

In this reporting period, the Commission continued to vigorously perform this function despite funding constraints in the Commission's budget appropriation in 2020.



Despite that, the National and Provincial Review Divisions performed to the expectation and satisfaction of the Commission.

The detailed statistics on the review of personnel matters and reports of activities carried out during the year are adequately covered by the Commissioner (National) and Commissioner (Provincial) who are responsible for review matters in each respective division.

### **Review of Organizational Matters**

The Review of Organizational Matters or *Review of State Services* is the other function of the Commission provided for under Section 191 of the *National Constitution*.

We reported in our 2018 Annual Report that there were no reviews or organizational matters in 2019 due to the reason that there were no complaints or issues raised from concerned persons or government bodies. And the situation is still the same in 2020. As reported in our 2019 Annual Report, this is one of the functions of the Commission where its specific role has never been properly defined by law. And this is one of the grey areas that the Commission will continue to address in future policy discussions in the government's '*Public Service Reform Agenda*', to have this function reactivated and operationalized.

### **Consultation Matters**

The Commission's Assessment Division was able to perform its role to conduct merit-based assessment for appointments of departmental and agency heads as provided for under Sections 193 and 208B of the *Constitution*, and Section 73 of the *Organic Law on Provincial Government & Local Level Governments* and the *Public Services (Management) Act 1995 (as amended)*.

The Assessment Division was able to achieve the following: completion of fifty (50) consultations on Permanent Appointments with only six (6) cases carried over into year 2021; and completion of one-hundred and twenty-seven (127) consultations on Acting Appointments with nil cases carried over into year 2021. Evidently, the division performed exceptionally well in meeting the expected turnaround time of two (2) months for the completion of consultations on Permanent Appointments.

### **CHALLENGE(S)**

In 2020, the Public Services Commission had a number of important challenges it had to deal with. Some of those challenges include the Department of Treasury directing all Government agencies to make cuts to their budgets allocated for the year 2020, just like what happened in the previous year's 2017, 2018 and 2019. Due to the continuous economic downturn, a significant financial cut to each government department and agency was required, thus forcing some government

departments and agencies to scale down their operations. The continuous delays in the release of warrants on time from the Department of Treasury seriously affected PSC's routine operations. This ultimately impacted duty travel into the provinces for the Commission Hearings.

Moreover, the Commission's I.T Branch is yet to receive funding to replace the old operating system with a new one; and the scaling down of other essential operational activities of the Commission.

The outbreak of the COVID-19 pandemic brought about unprecedented challenges not only for the Commission, but also to the Government, its people and the economic systems of the world.

Another significant challenge was the two (2) lock-down periods nationwide imposed by the Government for ten (10) weeks to contain the spread of the COVID-19 pandemic. This to a greater extent, affected work and production outputs in the Government's service delivery process and systems in all its agencies and departments including that of the Public Services Commission.

## **ACHIEVEMENTS**

It is worth noting that despite these challenges, PSC continued to perform its core constitutional functions and responsibilities in line with its work plan and programmed activities to achieve a smooth flow of services to its stakeholders.

The Commission continues to effectively conduct its scheduled meetings in 2020 to make determinations on Review Applications lodged. A total of three-hundred and sixty-seven (367) personnel review cases were registered by the National Review Division (NRD) of which one-hundred and twenty-nine (129) cases were completed and files closed and aggrieved officers have been advised of the Commission's decision.

There were a total of two-hundred and thirty-eight (238) uncompleted case files from the National Review Division that will be carried over to the year 2021 as Outstanding Matters. Also, a total of two-hundred and seventy-six (276) cases were registered by the Provincial Review Division (PRD) of which one-hundred and forty-one (141) cases were completed and files were closed, whilst one-hundred and thirty-five (135) cases remain outstanding and have been carried over into the following year.

In 2015, the I.T Branch launched the Public Services Commission website ([www.psc.gov.pg](http://www.psc.gov.pg)) which was further revamped in 2018 to link the PSC Facebook Page which was set up in December, 2017. Since the creation of the PSC Facebook Page, it has attracted over eight-hundred and forty-one (841) followers with the potential to increase to reach more clients as they become more aware of PSC's online presence.

Moreover, despite the technical delay with the European Union (EU) project funding in 2020 to over-haul the Commission's Case Management System due to the COVID-19 issue, this year, the EU in consultation with PSC will be implementing this project. The project will incorporate core activities of other divisions that include Investigations, Legal, Advisory & Litigation and Assessment Divisions.

## **CONCLUSION**

I am pleased to report that in 2020 the Public Services Commission continued to discharge its constitutional mandate without fear or favour despite financial constraints which continued to affect the overall operations of the Public Services Commission.

I sincerely thank Acting Commissioner (Provincial) Mr. Richard M. Simbil, Acting Commissioner (National) Ms. Judith Stenis and Secretary, PSC Secretariat Mr. Terence Tupi for their support to the Commission in ensuring that it successfully discharged its constitutional responsibilities and mandate without any difficulty. Also I extend my appreciation to the staff of the Legal, Advisory & Litigation Division for the excellent job in the clearances of all advices and provision of legal opinions sought; staff of the Corporate Services Division for the logistical and financial support they provide; staff of the National and Provincial Review Divisions together with the Investigation Division for their untiring effort in undertaking review and investigation matters respectively; and staff of the Assessment Division for their commitment on consultation matters.

I sincerely thank all the staff for fulfilling their part in the overall performance of the Commission in year 2020 without fear or favour, particularly in the provision of technical, financial and moral support to the Commission. And above all, a huge thank you to the Great God for His leading and guidance for bringing the Commission to where it is today.

Thank you all for your kind and loyal support.

**APEO FUATA SIONE, LM, M. PP**

Chairman, PSC



# Statement of Acting Commissioner National



The statement of the Commissioner National forms part of the Annual Report for the year 2020 and contains details on the roles and responsibilities of the Commission, discharged by the Commissioner National under Sections 191 and 193 of the *National Constitution* and Sections 18 and 19 of the *Public Services (Management) Act 1995 (as amended)*.

I am therefore privileged to contribute towards this Annual Report 2020 as Acting Commissioner for the first time, given my recent Acting Appointment to the office of the Commissioner National on 16<sup>th</sup> October,

2020. While in that capacity, I have been involved in making decisions on Review of Personnel Matter appeals filed by aggrieved public servants in National Departments and some Statutory Authorities including Public Hospitals in the Nation's Capital; making recommendations through the merit based appointment process on appointment, suspension, revocation of appointments and acting appointments of Departmental Heads, Provincial Administrators and Head of other Public or Statutory Authorities in the Public Service. I have also been involved in chairing and co-chairing Commission Hearings into Review of Personnel Matters.

## **REVIEW OF PERSONNEL MATTERS UNDER SECTION 18 OF THE PUBLIC SERVICES (MANAGEMENT) ACT 1995 (AS AMENDED)**

The Review of Personnel Matter function of the Commission is performed by the National Review Division of the Commission. The Division's performance in 2020 was average, but consistent. It could have done better without the unexpected COVID-19 pandemic, where productive time was lost with the lockdowns. With our staff capacity of seven (7) personnel out of a total staff ceiling of twelve (12), the National Review Division (NRD) received and recorded a total of three-hundred and sixty-seven (367) review cases, from which one-hundred and fifty (150) of those Review Applications were lodged in 2020, whilst the remaining two-hundred and seventeen (217) cases were carried over from previous years. The Division managed to complete and close one-hundred and twenty-nine (129) Review Cases in 2020, which is about 45% of the total workload for the year. The Division could have done more with a full staff capacity improvement in-terms of the number of cases closed compared to the previous year, 2019. The Division conducted a total of forty-four (44) Commission hearings and three (3) duty travels to hear appeal matters outside of NCD.

Due to the effects of the COVID-19 pandemic, the Division did not actively participate in any external programs or other projects related to activities of the Commission, however, kept it to its core functional responsibility of Review of Personnel Matters. This was also the only activity plotted for the Division under the PSC Management Action Plan 2020.

### **REVIEW OF ORGANIZATIONAL MATTERS UNDER SECTION 19 OF THE PUBLIC SERVICE (MANAGEMENT) ACT 1995 (AS AMENDED)**

Review of Organizational Matters under Section 19 of the *Public Services (Management) Act 1995(as amended)* is also a function of the Commission; however, in the year 2020, there was no review of organizational matters carried out by the Commission largely due to the lack of manpower capacity and resource constraints.

### **CONSULTATION ON APPOINTMENT, SUSPENSION & REVOCATION OF APPOINTMENT OF DEPARTMENTAL HEADS & CEO'S**

I was involved in the final quarter of 2020 in consultation matters relating to appointment, suspension and revocation of appointment of Departmental Heads and CEO's, however, the Assessment Division that facilitated this function, performed exceptionally well despite unexpected disruptions to services by the pandemic. A total of fifty (50) consultations on Permanent Appointments, one-hundred and twenty-seven (127) consultations on Acting Appointments and thirty-six (36) Advices on various consultation related matters is a notable improvement in the turnaround time for consultation matters, whereby almost all the consultation matters referred to the Commission in 2020 were completed with few carry-overs. This significant improvement in productivity can be attributed to the full staff capacity within the Division and staff commitment resulting in the high productivity, leading to timely government decisions on appointment matters in the Public Service.

### **ACHIEVEMENTS**

We have managed to deliver on our constitutional duties and responsibilities, despite the effects of external factors which affected work and productivity. Some milestone projects were achieved during this reporting year such as the funding, launch and implementation of the first phase of the Commission's Regional Office in the Highlands Region under the leadership of Secretary of the PSC Secretariat Mr Terence Tupi. In terms of the constitutional duties and responsibilities, we have delivered exceptionally well, while in other areas there was reasonable performance, given the difficulties and challenges encountered. However, all in all, the Commission managed to deliver in-terms of its overall performance in the year 2020.

## **CHALLENGES**

The challenges brought about by the global COVID-19 pandemic seriously affected our workflow in the functional areas and prevented the National Review Division from achieving its anticipated goals. The lock-downs imposed in the Nations Capital further contributed to increased workload in 2020 and delays in the turnaround time particularly for Review Matters under the National Review Division.

Resource constraints were another major factor that affected the Commission's service delivery efforts in a timely manner. As the Government priorities and focus shifted in response to the pandemic, our funding allocation was reduced significantly which prevented our staff from achieving their set work goals and targets. A reduction in the Commission's budget meant that much of the planned work programs and activities could not be accomplished in some areas, resulting in disappointment from our clients.

## **CONCLUSION**

The challenges faced in the year 2020 by the global pandemic COVID-19 surpass many challenges in global history and severely affected government business including the Commission. Despite these challenges, the Commission has managed to mitigate the effects and stay on course to conclude the year 2020 with some positive accomplishments. Our achievements can be accredited to our hard-working staff commitment.

At this juncture, let me acknowledge the leadership of Chairman Mr. Apeo Fuata Sione, LM, M. PP who has provided strong leadership to the Commission during these difficult times. I also acknowledge the leadership of my colleague Acting Commissioner Provincial Mr. Richard M. Simbil, LLB, LLM for his leadership and invaluable contribution to the Commission. Lastly and most importantly, I acknowledge and appreciate the hard working, committed and dedicated staff of the Commission and PSC Secretariat headed by Secretary, Mr. Terence Tupi during this challenging year.

**JUDITH STENIS, MBA**

Acting Commissioner – National

# Statement of Acting Commissioner Provincial



It gives me great pleasure to provide this Statement for the Commission's 2020 Annual Report. The statement encompasses the functions performed by the Office of the Commissioner Provincial under **Sections 191, 193 and 208B** of the *Constitution* which are implemented under **Sections 18, 31A, 31B, 31C, 31D, 60, 60A, 60B and 60C** of the *Public Services (Management) Act 1995 (as amended)* and **Sections 4, 5, 6, 7, 9 and 10** of the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*.

I was appointed Acting Commissioner Provincial on the 24<sup>th</sup> of April, 2020; that came into effect on the 26<sup>th</sup> of February 2020 by the Public Services Commission Appointment Committee, following the retirement of the former Commissioner Mr. Hansel Kakimo, LM. Hence, I am honoured and privileged to be providing my statement on behalf of the Office of Commissioner Provincial.

## **REVIEW OF PERSONNEL MATTERS UNDER SECTION 18 OF THE PUBLIC SERVICES (MANAGEMENT) ACT 1995 (AS AMENDED)**

Officers of the National Public Service employed in the Provincial Administration and Provincial Health Authorities or Public Hospitals who are aggrieved by decisions of their Departmental Heads can lodge their complaints on 'Personnel Matters' with the Commission. The Provincial Review Division which falls under my supervision is tasked to carry out investigations into these complaints, by arranging hearings to gather evidence, analysing the evidence and present their findings to the Commission for its decision.

In 2020, the functions of the Division were seriously hampered by the COVID-19 pandemic, which resulted in travel restrictions and budgetary cuts that prevented the Commission from traveling to the provincial centres to conduct hearings. The Provincial Review Division (PRD) in 2020 recorded a total of two-hundred and seventy-six (276) active cases, comprising freshly lodged cases and those carried over from previous years. From those cases, one-hundred and forty-one (141) were fully determined and closed, whilst one-hundred and thirty-five (135) remain outstanding and will be carried over into the year 2021. These cases were shared amongst the six (6) Review Officers of the PRD, including Director of the Provincial Review Division at the time, Ms. Judith Stenis. Moreover, Ms. Stenis was there until October, 2020 when she was appointed Acting Commissioner National, which saw

Principal Review Officer Ms. Koya Leslie assume the role as Acting Director of the Provincial Review Division.

Despite the effects of the pandemic and the change in leadership at the Divisional Head level, the Provincial Review Division performed exceptionally well and was able to close over half of the cases and advised parties accordingly. Even though there is still room for improvement, I commend the Division for this great achievement.

### **CONSULTATION ON MERIT - BASED APPOINTMENT OF DEPARTMENTAL HEADS, PROVINCIAL ADMINISTRATORS, CHIEF EXECUTIVE OFFICERS OF REGULATORY STATUTORY AUTHORITIES & NON-EX OFFICIO BOARD MEMBERS OF REGULATORY STATUTORY AUTHORITIES**

Under this function, the Commission as an independent constitutional institution is empowered by the *Constitution* to be consulted on the appointment of Departmental Heads, Provincial Administrators, Chief Executive Officers of Regulatory Statutory Authorities and Non-Ex Officio Board Members of Regulatory Statutory Authorities. The Commission implements the 'fit and proper persons test' to ensure that the most suitable and qualified candidate is recommended to the National Executive Council for appointment to these various executive positions.

In 2020, for Substantive Appointments, the Commission was consulted on ten (10) Departmental Heads; five (5) Provincial Administrators; twenty-one (21) Chief Executive Officers and fourteen (14) Non-Ex Officio Board Members of RSA's. In terms of temporary or Acting Appointments, the Commission was consulted on twenty-six (26) Departmental Heads, twenty-five (25) Provincial Administrators and seventy-six (76) CEOs of RSA's. I commend the Assessment Division for providing valuable, technical support in assisting the Commission to perform this function efficiently.

### **CONSULTATIONS ON THE SUSPENSION & REVOCATION OF APPOINTMENTS OF DEPARTMENTAL HEADS, PROVINCIAL ADMINISTRATORS & CHIEF EXECUTIVE OFFICERS OF REGULATORY STATUTORY AUTHORITIES**

The Public Services Commission is empowered by the *Constitution* to be consulted before a portfolio Minister, Provincial Executive Council or Board of an RSA decides to suspend and/or revoke the appointment of a Departmental Head, Provincial Administrator or Chief Executive Officer of an RSA.

In 2020, the Commission was consulted on the suspension of two (2) Departmental Heads and the revocation of appointment of two (2) Departmental Heads.

### **ISSUES & CONSTRAINTS**

Like all other government institutions throughout the country, the onset of the COVID-19 pandemic disrupted the operations of the Commission throughout the

year. That said, funding constraints and capacity issues have been ongoing problems for the Commission preceding the pandemic. In the last five (5) years, the Commission has experienced severe cuts in its budget allocation, which has prevented it from conducting Hearings in the twenty-two (22) provinces of the country, resulting in a back-log of cases. This is despite the fact that *Section 225 of the Constitution* imposes a statutory obligation on the National Government and its agents to provide the necessary resources to Constitutional Offices like the Public Services Commission to carry out their Constitutional roles and functions.

Furthermore, the current Organizational Structure of the PSC Secretariat came into effect in 2007. Hence, the Commission is overdue for a restructure to cater for the large number of public servants and comply with its statutory obligations under the *Public Services (Management) Act 1995 (as amended)*.

## **OUTLOOK 2021 – 2022**

The COVID-19 pandemic and its consequential effects will be present for several years to come. The Commission therefore has to adapt to the 'Nuipla Pasin' strategy, to ensure it can carry out its functions and deliver services without risking the health and safety of its staff and stakeholders. The Commission with its severe constraints was able to implement the 'new normal' throughout the year, with Commission hearings and executive appointment interviews conducted, by maintaining social distancing, the wearing of face masks, temperature checks and the use of hand sanitizers.

In terms of projects under the PSC Corporate Plan 2019 – 2023, the Commission was able to source funding under the PIP Program and secure a site in Mt. Hagen for the establishment of the Highlands Regional Office as the pilot project for the establishment of regional offices throughout the country. This should continue throughout 2021 and 2022 with the completion of the tender process and initiation of the construction phase. Furthermore, the Commission needs to progress the passage of the Public Services Commission Bill 2020 which will result in the amalgamation of the Secretariat with the Commission, thereby strengthening its independence and making it more robust and relevant to the challenges of the 21<sup>st</sup> Century.

## **CONCLUSION**

In conclusion, I would like to convey my heartfelt gratitude to the Chairman Mr. Apeo Fuata Sione, LM, M. PP for his guidance and valuable support as well as Acting Commissioner (National) Ms. Judith Stenis, MBA, for the cordial working relationship we have had so far. I would also like to acknowledge the support of the hardworking officers of the PSC Secretariat including the Secretary Mr. Terence Tupi; staff of the two (2) Review Divisions; Assessment Division, Legal, Advisory & Litigation Division; Investigation Division and Corporate Services Division who have ensured



through their tireless efforts and commitment, that the Commission had diligently fulfilled its constitutional roles and functions despite the immense challenges faced throughout the year.

Thank you and God bless.

**RICHARD M. SIMBIL, LL. B (UPNG), LL.M (ANU)**

Acting Commissioner – Provincial

# Introduction

This is the 25<sup>th</sup> Annual Report of the Public Services Commission (PSC). It is produced and submitted in accordance with *Section 191 (4) of the National Constitution of Papua New Guinea* and *Section 17 of the Public Services (Management) Act 1995 (as amended)*.

The report covers the performance of the Public Services Commission in 2020, covering the period from January 01<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020.

The Annual Report begins with the Chairman's Overview, outlining the general performance of the Commission, followed by two (2) separate statements from Acting Commissioner National and Acting Commissioner Provincial pertaining to the performance of the two (2) Review Divisions (National and Provincial).

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

The main body of this Annual Report provides a detailed account of tasks performed by the Commission from January 01<sup>st</sup>, 2020 to December, 31<sup>st</sup>, 2020. The bulk of the activity for this reporting period surrounds the Review of Personnel Matters and the implementation of various projects contained in the Public Services Commission's Corporate Plan 2019 – 2023.

The 2020 Annual Report also contains an unaudited financial statement on the Commission's Budget for the 2020 Fiscal Year and highlights the achievements and challenges faced by the Commission. The report also provides recommendations on how the work of the Commission could be improved to adequately fulfil its Constitutional role in the National Public Service to ultimately achieve our Vision '*To transform the National Public Service into vibrant, effective and efficient service delivery machinery*'.

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

# Public Services Commission

The Public Services Commission (PSC) is a constitutional office, having been established under *Section 190* of the *National Constitution* of the Independent State of Papua New Guinea.<sup>1</sup>

The Commission consists of three (3) members appointed for a five (5) year term by the Head of State, upon recommendation by the Public Services Commission Appointment Committee consisting of-

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

as provided by *Section 190 (2)* of the *National Constitution*.

The PSC being a constitutional office is guaranteed its independence under *Section 192* of the *National Constitution*<sup>2</sup> in performing its constitutional functions and responsibilities.

Prior to a major reform of the National Public Service in 1986, the Commission had the executive and administrative powers relating to, or dealing with all executive or administrative and personnel matters in the National Public Service and was known as the Department of Public Services Commission (DPSC). The Commission also had the right under the *Constitution* at that time to be consulted by the National Executive Council (NEC) for its views on the appointment of Heads of Departments in the public service.

Although the Commission had the right at the time to be consulted on the appointments of Departmental Heads and Heads of government agencies, the NEC, legally was not bound to act on the expressed views of the Commission, and some of the appointments at the time were essentially political in nature, as the NEC basically, had the discretion or prerogative over the matter of the appointment. The Commission's views given in the consultation process, in some cases were not taken into account or simply ignored and some appointments were not made on merit (or not merit based), but rather made on the political considerations or on other ulterior motives.

The public service reform in 1986 saw the abolition of the DPSC and the establishment of the current Commission with its new semi-quasi-judicial review function. The then Commission's executive and administrative powers and functions were given to a newly created Department of Personnel Management (DPM) – this included power over personnel matters, e.g; appointment, promotion, disciplinary, etc. The Commission was made a semi-quasi-judicial body to conduct reviews into personnel and organizational matters under *Section 191 of the National Constitution*<sup>3</sup> with the right to be consulted on matters, the Commission could only make recommendations – its review decisions were not legally binding. As a result, most of its review decisions were not implemented by Departmental Heads and Heads of government agencies that were subject to the review jurisdiction of the Commission at the time.

The Government of the day, at the time, then realized the need to strengthen the role of the Commission in appointment, revocation of appointment and suspension of Departmental Heads, Provincial Administrators and Chief Executive Officers (CEO's) of *Regulatory Statutory Authorities*<sup>4</sup> as well as its role in the Review of Personnel matters (as defined by *Section 194*<sup>5</sup> of the Constitution). Through a Constitutional Amendment in 2003, the Commission was empowered to conduct merit-based assessments on candidates or applicants for the positions of Departmental Heads and Provincial Administrators and to make appropriate recommendations to NEC on the issue of suspension or revocation of appointment. The amendment also made the Commission's decision on review of personnel matters (under *Section 191*) of the *National Constitution* and *Sections 18 and 19* of the *Public Services (Management) Act 1995 (as amended)* legally binding (after 30 days of its making) rather than being merely recommendatory in nature.

And through further amendment to the *Constitution* and the enactment of the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004 (the RSA Act)* the appointment, suspension and termination of Chief Executive Officers (the CEO's) of RSA's also became subject to the recommendation of the PSC, following merit-based assessment (*Sections 208A and 208B of the Constitution*).

The procedures for appointment, suspension and revocation of appointment of Departmental Heads, Provincial Administrators and CEO's of RSA's are provided for under *Sections 31A, 31B, 31C and 31D* (for the Departmental Heads) and *Section 60, 60A, 60B and 60C* (for Provincial Administrators) and *Sections 4, 5, 6, 7 and 9 and 10* of the *RSA Act 2004* (for CEO's and Provincial Administrators) and under the procedures the Commission has the powers, (and was required) to conduct merit-based assessments on applicants for appointments to conduct investigations (for suspension or termination) and to make appropriate recommendations to the National Executive Council.

• References 1 – 5 refer to Appendices on page 88 - 93

# Mission Statement

## VISION

'Our Vision is to transform the National Public Service into a vibrant, effective and efficient service delivery machinery'.

## MISSION

'Our Mission is to promote a highly competent, non-partisan and representative Public Service that is based on the values of fairness, integrity, transparency and accessibility'.

## PROFESSIONAL VALUES

### ➤ Our Staff;

- We value diversity and promote unity of our staff.
- We ensure a secure and conducive working environment for our staff.
- We provide opportunities for our staff to strive for professional excellence through skills and competency enhancement.
- We promote equal employment and participation.

### ➤ Our Professionalism;

- Maintaining impartiality in our Review Process, Merit Based Appointment proceedings, Investigations and Legal representation in accordance with the rule of law.

### ➤ Our Integrity;

- Performing duties to the highest principles of honesty, fairness, accountability and transparency.

### ➤ Our Decisions;

- We value compliance with and take full responsibility of our decisions.
- We respect and understand the views of stakeholders on our decisions.

➤ **Our Commitment;**

- We are dedicated to achieving our goals and demonstrating loyalty to the Public Services Commission.

➤ **Our Stakeholders;**

- We strive to meet the professional expectation of our stakeholders and value and respect their feedback.



Staff of the PSC Secretariat successfully completed and graduated with their certificates after undergoing the *Public Service Induction Program* facilitated by the Pacific Institute of Leadership and Governance (PILAG).



# PSC Organizational Structure

The Public Services Commission (PSC) comprises the Commission and Secretariat.

The PSC's last restructure was undertaken in mid-2007 and was approved by the Department of Personnel Management (DPM) on the 27<sup>th</sup> of July, 2007. Apart from the Offices of the Chairman, Commissioner National, Commissioner Provincial and Secretary of the PSC Secretariat, the structure is made up of six (6) divisions with a total staff ceiling of eighty-nine (89) as per the approved structure.

In 2017, as per Government directive for all Departments and State agencies to implement the Gender, Equity and Social Inclusion Policy (GESI), two (2) more positions; Manager GESI and Senior GESI Officer were added onto PSC's approved structure, taking the total staff ceiling to ninety-one (91) positions.

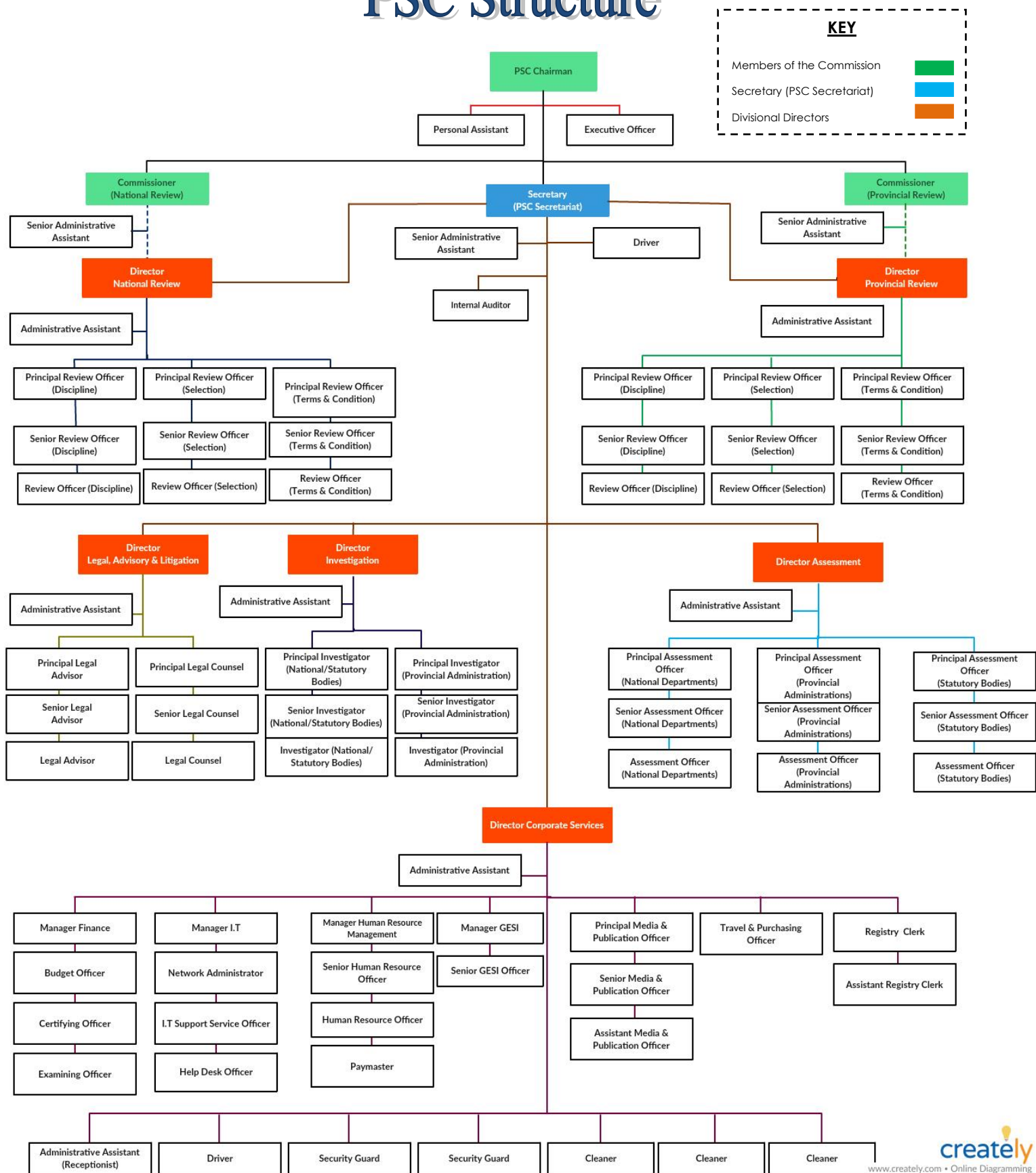
## STAFF ON STRENGTH

In this reporting period there are sixty-seven (67) staff on strength with twenty-two (22) vacancies.

Additionally, the number of staff on strength is expected to increase in 2021 by three (3); one (1) will join the National Review Division as the *Principal Review Officer* and another two (2) will join the I.T Branch as *Network Administrator* and *I.T Support Services*.

- Refer to PSC Structure on Page 21.

# PSC Structure



# Members of the Commission

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

The Members of the Commission for this reporting period are Mr. Apeo Fuata Sione, LM, M. PP as Chairman; Ms. Judith Stenis, MBA as Acting Commissioner National and Mr. Richard M. Simbil, LL. B (UPNG), LL.M (ANU) as Acting Commissioner Provincial.

## **CHAIRMAN – MR. APEO FUATA SIONE, LM, M. PP**



Mr. Apeo Fuata Sione has well over twenty-four (24) years of professional experience in the National Public Service, having worked with the Department of Labour & Industrial Relations, Ombudsman Commission and the Public Services Commission (PSC) focusing in the areas of Governance, Policy Development, Review and Investigation.

Mr. Sione holds a Masters Degree in Public Policy specializing in Development Administration (with merit) from the Australian National University (ANU) in Canberra, A.C.T, Australia in 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 (UPNG) in the year 1994.

Mr. Sione has served PSC for twenty (20) years holding various management positions from Permanent Secretary of the PSC Secretariat to Director National Review Division and Acting Director of the Assessment Division.

Prior to his appointment as the Chairman of PSC on April 23<sup>rd</sup>, 2020, Mr. Sione was Commissioner National, the position he held for over eight (8) years.

## **ACTING COMMISSIONER NATIONAL – MS. JUDITH STENIS, MBA**



Ms. Judith Stenis has twenty-one (21) years of experience in the National Public Service. After graduating from the University of Papua New Guinea (UPNG) with a Bachelor of Arts Degree majoring in Public Policy & Administration she started her career in the National Public Service as a Research Officer with the Department of Personnel Management (DPM) in November, 2000. Ms. Stenis worked in that role for over seven (7) years before leaving to join the Public Services Commission in March, 2007 as a Principal Review Officer.

Ms. Stenis then pursued further studies in Australia and successfully completed and attained a Master of Business Administration (MBA) from the University of Technology in Sydney in 2013.

Her commitment and dedication in her role as Principal Review Officer together with her successful completion of her MBA saw her elevated to the position of Director of the Provincial Review Division upon her return.

On the 27<sup>th</sup> of May, 2014, Ms. Stenis was appointed Acting Secretary of the PSC Secretariat until she reverted back to her substantive as Director Provincial Review in September, 2019. On the 16<sup>th</sup> of October, 2020 Ms. Stenis was appointed Acting Commissioner National.

## **ACTING COMMISSIONER PROVINCIAL – MR. RICHARD M. SIMBIL, LL. B (UPNG), LL.M (ANU)**



Mr. Richard M. Simbil graduated with a Bachelor of Laws Degree (LL.B) with Honors from the University of Papua New Guinea in 2009. He then proceeded onto the Legal Training Institute (LTI) where he graduated in 2009 and was admitted to the Bar.

Mr. Simbil's career began with Paraka Lawyers in Port Moresby in 2010 as a Junior Lawyer; and in 2012 he successfully secured a scholarship to do his postgraduate studies at the Australian National University (ANU) under the Australian Development Scholarship (ADS). He was one of the eight (8) successful PNG ADS scholars who were further awarded the prestigious Australian Leadership Award (ALA).

He completed his studies at ANU in 2013 and successfully graduated with a Master of Laws Degree (LL.M) with merit.

Mr. Simbil joined the Public Services Commission in January 2015 as Senior Legal Officer, where he worked in that capacity for a year and a half, before being promoted in May, 2016 to the position of Director Legal, Advisory & Litigation Division.

Mr. Simbil was appointed Acting Commissioner Provincial on the 27<sup>th</sup> of April, 2020.

# PSC Secretariat

The Public Services Commission Secretariat is established under Section 17A of the *Public Services (Management) Act 1995 (as amended)*.

It plays a supportive role in providing the Commission the required resources needed to carry out its Constitutional responsibilities and mandate as set out under Section 191 – *Review of Personnel and Organizational Matters* and Sections 193 and 208B of the *National Constitution* (relating to review of NEC's decisions on all appointments, etc., of Departmental Heads made under Section 193 of the *Constitution*, generally).

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

The PSC Secretariat is headed by Secretary Mr. Terence Tupi, who was acting in that capacity since July, 2019 until his appointment to the said position on the 29<sup>th</sup> of October, 2020.

The profile of the Secretary and six (6) Divisional Directors who make up the Senior Management Committee (SMC) are captured below;

## SENIOR MANAGEMENT COMMITTEE (SMC)

### SECRETARY PSC SECRETARIAT – MR. TERENCE B. TUPI



Mr. Terence B. Tupi joined the Public Services Commission (PSC) 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, he was promoted to Principal Review Officer after which he resigned to pursue further studies abroad at the China Foreign Affairs University – Institute of International Relations in Beijing, China. He successfully completed and defended his research program and attained a Masters Degree in International Relations, graduating in July, 2012.

Upon his return from his studies in 2013, he applied for and won the position of Principal Review Officer (Discipline) in the Provincial Review Division. In July, 2019 he was appointed the Acting Secretary of the PSC Secretariat and was further confirmed to that position on the 29<sup>th</sup> of October, 2020.



Mr. Tupi has a Bachelor of Arts Degree in Social Work and Bachelor of Business Management (Public Policy & Management) Degree with Honors from the University of Papua New Guinea (UPNG), which he acquired in 2005 and 2010 respectively. His first employment was with the Department of National Planning and Monitoring as a Monitoring & Evaluation Officer after completing his studies at UPNG in 2004.

#### **DIRECTOR NATIONAL REVIEW DIVISION – MR. JOSHUA NGAWI**



Mr. Joshua Ngawi joined the Public Services Commission (PSC) 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 Acting Director of the National Review Division. Mr. Ngawi's confirmation as the Director was made in August, 2013, after serving in that position as the Acting Director for two (2) years. He has well over eighteen (18) years of professional experience in the private as well as the public sector.

Mr. Ngawi graduated from the University of Papua New Guinea in 2004 with a Bachelor of Arts Degree in Public Policy & Management. He also attained a Masters in Public Administration from the Divine Word University in April, 2020.

#### **ACTING DIRECTOR PROVINCIAL REVIEW DIVISION – MS. KOYA OPE LESLIE**



Ms. Koya Ope Leslie joined the Public Services Commission on the 05<sup>th</sup> of February, 2001 as the Senior Executive Secretary to the Office of Commissioner Provincial. She served in that capacity for seven (7) years before she was appointed as a Review Officer in the Provincial Review Division on the 06<sup>th</sup> of March, 2009. In June, 2009 Ms. Leslie was promoted to Senior Review Officer and in 2015, she was further promoted to Principal Review Officer.

In September, 2020 Ms. Leslie was appointed to act as the Director of the Provincial Review Division whilst the incumbent Ms. Judith Stenis was elevated to Acting Commissioner of the National Review Division.

Ms. Leslie attained her Bachelor in Business Management Degree in 2020 from the Divine Word University.

## **DIRECTOR ASSESSMENT – MS. RACHEL WII**



Ms. Rachel WII has a Bachelor of Arts Degree in Public Policy & Management from the University of Papua New Guinea (UPNG) in 2003.

She commenced her career in the National Public Service in January, 2004 when she joined the Internal Revenue Commission as a Revenue Assessment Officer. In 2006, Ms WII 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 (PSC) under the Assessment Division as the Principal Assessment Officer for Provincial Administrations. A little over two (2) years later, she was further promoted to Director of the Assessment Division. In November, 2014 she was appointed Acting Director of the Investigation Division, and then returned back to her substantive position as Director of the Assessment Division on 27<sup>th</sup> January, 2020.

Ms. WII has 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 has well over fifteen (15) years of professional experience in the National Public Service.

## **DIRECTOR INVESTIGATION – MR. DAVID HANAROMO**



Mr. David Hanaromo joined the Public Services Commission (PSC) in July, 2014 as a Senior Review Officer in the National Review Division. In December, of the same year, he was promoted to Principal Review Officer (Selection) in the National Review Division.

Prior to joining PSC, Mr. Hanaromo was employed in various organizations starting with the Gulf Provincial Administration as a Research Assistant in the year 2000. In July, 2001 he moved over to the Department of Provincial and Local Level Government under the PNG Fire Service also as a Research Officer, then in 2002 he was promoted to Project Officer.

In 2005, Mr Hanaromo joined the National Intelligence Organization as the Regional Operations Officer for the New Guinea Islands (NGI) region. He worked in that position until 2007 when he left to join the Ombudsman Commission (OC) as a Senior Investigator and was based in Kokopo, East New Britain Province. Two (2) years later Mr. Hanaromo was promoted to Regional Manager (NGI). He left the Ombudsman Commission in 2013 and returned home to East Sepik Province until 2014 when he was recruited by the Public Services Commission.

Mr. Hanaromo graduated from the University of Papua New Guinea in the year 2000 with a Bachelor of Arts Degree in Public Policy & Management.

### **ACTING DIRECTOR LEGAL, ADVISORY & LITIGATION DIVISION – MR. MANASSEH RANYETA**



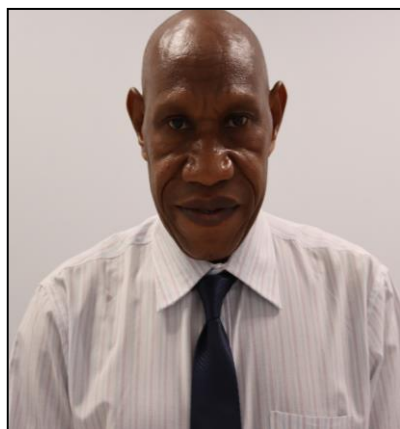
Mr. Manasseh Ranyeta graduated from the University of Papua New Guinea in 2010 with a Bachelor of Laws Degree and was admitted to the Bar in 2011 after undergoing further legal training at the Legal Training Institute.

Mr. Ranyeta joined private law firm Steeles Lawyers in 2011 as a Commercial Litigation Lawyer, the position he held for three (3) years. A year later, he joined Gelu Lawyers as a Litigation Lawyer where he served for a year and in 2015 moved over to Win and Win Attorneys also performing the role of a Litigation Lawyer.

In 2016 he was recruited to Hardy & Stocks as a Senior Associate to the Firm, where he served for three (3) years and in July, 2018, he was appointed the Principal Legal Officer – Litigation in the Public Services Commission.

Mr. Ranyeta has ten (10) years of experience as a senior lawyer in the private sector and three (3) years in the public service.

## **DIRECTOR CORPORATE SERVICES DIVISION – MR. WAGA NAVEI**



Mr. Waga Navei joined the Public Services Commission (PSC) in September, 2018. Prior to joining PSC, he was employed as a teacher with the Mt. Diamond Adventist Secondary School.

Mr. Navei graduated with a Bachelor of Arts Degree in Politics & Public Administration and International Relations from the University of Papua New Guinea (UPNG) in 1993. He then pursued further studies in 1994 at UPNG and graduated with a Post Graduate Diploma in Education.

Mr. Navei joined UPNG as an Administrative Officer in the Human Resource Division after graduating, and in 1997 he was selected under the ADB Scholarship Program to take up a Graduate Diploma Program in Development Administration at the School of Asia & Pacific Studies at the Australian National University (ANU) in Canberra, Australia and graduated a year later.

He continued his employment with UPNG in 1998 after returning from ANU. In 1999, he joined the University of Goroka (UoG) as Senior Human Resource Officer in the Personnel Management Division, and after two (2) months was promoted to Foundation Executive Officer of the Science Faculty. In 2003 he left UoG and took up a teaching position at Bareji High School in Oro Province. He was given a promotional transfer and taught Social Sciences at the Passam National High School in East Sepik Province from 2005 – 2006.

In 2007, Mr. Navei joined the Port Moresby National High School as a teacher, but after two (2) months he resigned to join the National Institute of Standards and Industrial Technology (NISIT) as Director Corporate Services, the position he held until late 2012. In 2014, he joined Mt Diamond Adventist Secondary School.

Mr. Navei boasts twenty-three (23) years of experience in the National Public Service in education and government administration.

# 2020 PERFORMANCE REPORT

## Executive Services Unit

The Executive Services is comprised of the Office of the Secretary of the PSC Secretariat, Internal Audit Unit and Special Projects Unit. The key function of the Executive Services is to provide over-all leadership, management, direction and control of the Secretariat to offer the necessary support to the Commission. Executive Services is quite small in-terms of manpower; however, it has a wider span and scope of responsibility considering its oversight role over the PSC Secretariat through the Secretary's Office.

There are four (4) staff in the Executive Services Unit as indicated in the table below;

### OFFICERS OF THE EXECUTIVE SERVICES UNIT

No.	STAFF	DESIGNATION
1.	Mr. Terence B. Tupi	Secretary, PSC Secretariat
2.	Mr. Dickson Nakande	Executive Officer to the Chairman, PSC
3.	Ms. Dorothy Memafu	Personal Assistant to the Office of the Chairman
4.	Mrs. Raga Wele	Senior Administrative Assistant to the Office of the Secretary, PSC Secretariat

## PERFORMANCE REPORT

The Executive Services Unit through the Office of the Secretary manages staff, resources and all operational aspects of the Commission.

The Unit coordinates annual work programs, the Commission's Corporate Plans and Management Action Plans (MAP) to ensure they are aligned with the Vision and Mission of the Commission and implemented in-line with the annual budgetary allocation. Personnel matters relating to the Members of the Commission and staff of the Secretariat are also managed by the Executive Services Unit.

In 2020, the Executive Services Unit undertook several key activities as part of its reform agenda to advance the Commission's corporate goals as per the PSC Corporate Plan 2019 – 2023. Apart from the key activities, one major activity that got underway was the establishment of the PSC Regional Offices.

## ESTABLISHMENT OF THE PSC REGIONAL OFFICES

The establishment of the PSC Regional Office Project commenced in mid-2019. A project proposal submission was made to the Department of National Planning & Monitoring to secure funding under the Public Investment Programme (PIP) in 2020 under 'Institutional Capacity Building' to establish three (3) regional offices in Papua New Guinea (PNG), to strengthen the Commission's constitutional roles and responsibilities. The Commission is currently implementing its first Regional Office in Mt. Hagen, Western Highlands Province for the Highlands Region and construction has started. The contractor *Atika Investment Limited* has used its own finances to get the project off the ground, whilst awaiting the National Government to release funds.

The main objective of the establishment of the Regional Offices is to allow public servants in the provinces and districts to access the service offered by the Public Services Commission. Dissemination of appropriate and accurate information regarding PSC's core functions to the stakeholders at the sub-national levels is paramount, culminating with the high efficiency in service delivery.

Furthermore, the establishment of the PSC Regional Offices will ease the burden of aggrieved public servants to travel to Port Moresby to access the services offered by PSC.

This year, the National Government through the Department of National Planning & Monitoring (DNPM) Public Investment Program (PIP) appropriated K3 million to the Public Services Commission for this project. To comply with the DNPM PIP Guideline, a Project Steering Committee was set up to oversee the coordination and implementation of the project.

The Public Services Commission was then advised to comply with the National Procurement Commission (NPC) to tender the project design and costing. Whilst the procurement process with NPC was in progress for tendering and awarding of contract, K1.5 million out of the K3 million allocated was remitted to the National Government to fund its Supplementary Budget.

At the end of 2020, *Atika Investment Limited* was the successful bidder having met the criteria and requirements of the NPC. The awarding and signing of the contract between NPC on-behalf of the Independent State of PNG is scheduled to take place in early 2021.

Moreover, with the remittance of K3 million back to the government, by the end of the fiscal year and the close of accounts in 2020 there was no funds to commence work on the construction of the regional office.

Additionally, the COVID-19 pandemic was also a major setback for the project due to the restrictions imposed by the National Government and all travel within and



abroad was shut down; that meant meetings, seminars, workshops and public gatherings were not entertained for almost six (6) months. Consequently, appropriation of the K3 million allocated to the Commission was not fully utilized on the project due to the reasons alluded to above.

The Project Steering Committee was established in 2020 in accordance with the Department of Planning & Monitoring's Public Investment Program (PIP) guidelines. Therefore, the implementing agency which is the Public Services Commission is the Chairperson of the Committee, whilst a representative from the Department of National Planning & Monitoring as the Deputy Chairperson. The structure of the Project Steering Committee is indicated in the table below:

### **PROJECT STEERING COMMITTEE**

<b>No.</b>	<b>MEMBER</b>	<b>DESIGNATION IN THE COMMITTEE</b>
1.	Mr. Apeo F. Sione, LM, M. PP Chairman, PSC	Chairman of the Project Steering Committee
2.	Mr. Jonathan Kennett First Assistant Secretary – Administration & Governance Division, DNPM	Delegate Chairperson
3.	Mr. Terence B. Tupi Secretary, PSC Secretariat	Delegate
4.	Mr. Joe Sapa First Assistant Secretary Corporate Services Division, DoF	Delegate
5.	Ms. Roselyn Irum Assistant Secretary, DoT	Delegate
6.	Mr. Michael Moke Acting Director Corporate Services, DPM	Delegate
7.	Mr. Thomas J. Nori Advisor, Western Highlands Provincial Government	Delegate
8.	Mr. Linus Billy Chief Physical Planner, DLPP	Delegate
9.	Mr. Caspar Morong Senior Building Inspector, DOW	Delegate
<b>SUPPORT MEMBERS</b>		<b>DESIGNATION</b>
10.	Mr. Dickson Nakande (Project Officer)	Executive Officer, Office of the PSC Chairman

11.	Ms. Grace Mick	Assistant Secretary, Administrative Sector, DNPM
12.	Mr. Timothy Leo	Planning and Programming Officer, DNPM
13.	Mr. Lawrence Talipao	APC Officer, APCC Secretariat
14.	Ms. Oune Kali	APC Officer, APCC Secretariat
15.	Mr. Augustine Talia	APC Officer, APCC Secretariat
16.	Ms. Helga Bosum	APC Officer, APCC Secretariat
17.	Mr. Daniel Kopel	Budget Officer, DoT
18.	Mr. Rick Kogen	Executive Manager, Reforms, DPM
19.	Mr. Gibson Pitz	Manager, Physical Planning, DLPP
20.	Mr. Jim Tali	Assistant Secretary, Budget Management, DoF

The Project Steering Committee Meetings are held every quarter; however, meetings can be held if there are urgent matters to discuss. The Project Steering Committee successfully hosted one meeting on the 3<sup>rd</sup> of June, 2020. Following on from that meeting, there were no other meetings held in the 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2020 due to the COVID-19 restrictions imposed.

### **ACHIEVEMENT(S)**

The key milestone from this project was the set-up of the Project Steering Committee; as a result, the Commission was able to comply with the set processes and guidelines that will successfully, as we envision, see the project commence in 2021. The Commission gained a lot in terms of the advice given by the members of the different stakeholders that made up the Committee.

### **CHALLENGE (S)**

Since the first Project Steering Committee meeting on the 3<sup>rd</sup> of June, 2020, there were no other meetings held due to the COVID-19 pandemic restrictions. Moreover, the members of the committee are adamant that the quarterly meetings will be held in 2021 to ensure the project is implemented in accordance with the project activity plan.

### **RECOMMENDATION(S)**

It is highly recommended that the Department of National Planning & Monitoring, Department of Treasury and Department of Finance take into consideration these points;

- Approval granted by the Authority to Pre-Commit Committee (APCC) Secretariat to secure funding for the project in the 2021 fiscal year; and
- Release **K2, 625, 850.00** to the contractor, *Atika Investment Limited* to progress the project implementation forthwith.

## CONCLUSION

It is imperative for the Public Services Commission to immediately hold a Project Steering Committee meeting forthwith to discuss the funding aspect of the project, because the committee is the only coordinating mechanism that provides advice in-terms of guidance and funding support for the project to move forward. Moreover, members of the committee are in the key Departments who will advise their respective Departmental Heads to release funds for the project to be implemented as per the Project Activity Plan. The site is in the Kagamuga area and the construction phase will commence in 2021 after the completion of the Tender Process. The project is expected to be delivered in 2022



Youths fencing off the land in Kagamuga that will see the construction of the first Public Service Commission regional office for the Highlands region.

# National Review Division

The National Review Division is responsible for the review and investigation of 'Personnel Matters or Complaints' lodged with the Commission by officers of the National Departments in the National Public Service. Statutory Bodies (*where it has jurisdiction to Review Personnel Matters*), include the Port Moresby and Gerehu General Hospitals and the Laloki Psychiatric Hospital.

The Division is headed by Acting Commissioner National Ms Judith Stenis and supported by Director of the National Review Division Mr Joshua Ngawi.

There are currently seven (7) officers in the division; five (5) are Review Officers, while two (2) are Administrative Assistants (*Senior Admin Assistant to the Commissioner National and Admin Assistant to Director National*). One (1) Review officer left the Division in 2020; a Principal Review Officer through promotion to another Division within the Commission and a Review Officer was recruited through the normal Public Service recruitment process. Furthermore, the former Administrative Assistant to Director National also left the Division through promotion to the office of Commissioner Provincial. Hence, a new Administrative Assistant was recruited on short Term Contract to fill the position. Details of the current officers are provided in the table below.

## OFFICERS OF THE PROVINCIAL REVIEW DIVISION

NO.	STAFF	DESIGNATION
1.	Mr. Joshua Ngawi	Director National Review Division
2.	Mr. Steven Haibaku	Principal Review Officer (Discipline)
3.	Mrs. Dorothy Murray	Senior Review Officer (Discipline)
4.	Mrs. Kovina Kinawi	Senior Review Officer (Selection)
5.	Mrs. Eileen Loghuip	Review officer (Selection)
6.	Mrs. Mary Yano	Senior Admin Assistant to Commissioner National
7.	Ms. Henrietta Takaili	Admin Assistant to Director National

## PERFORMANCE REPORT

The overall performance of the National Review Division in 2020 saw marked improvement with the completion of one-hundred and twenty-nine (129) review cases from three-hundred and sixty-seven (367) cases handled. While one-hundred and fifty (150) cases were from 2020, the other two-hundred and seventeen (217) cases were from 2019 and other previous years. By comparison to 2019, the division completed forty-one (41) submissions in the year 2020 to twenty-eight (28) submissions completed in 2019. On the other hand, the year 2020 was again a very

challenging year for the division and the Commission as whole due to the COVID-19 pandemic, financial constraints and manpower shortage. Although, the Division performed exceptionally well in a very challenging year, not all review officers performed to expectations. Furthermore, areas for improvement in 2021 and beyond have been identified and conveyed to officers in the Division.

## **ACHIVEMENT(S)**

The Division had three (3) main aims or goals to achieve in 2020, which included the following;

1. To complete most of the two-hundred and seventeen (217) Outstanding Review Matters currently pending in various stages of the review process by 31<sup>st</sup> July, 2020.
2. Director (N) to continuously prepare information papers for Application for Reviews of Personnel Matters which qualify for immediate closure such as; Commission's lack of jurisdiction, time barred review cases, lack of interest displayed by applicant and cases of administrative nature. This role was effectively performed by the division's new Review Officer, Ms Eileen Loghuip who completed more than fifty (50) Information Papers.
3. All two-hundred and seventeen (217) outstanding Review Matters will be fairly redistributed to all review officers together with new cases registered in 2020. Meanwhile, Director National fully participated to reduce the number of pending cases by producing numerous submissions since July, 2020 given the man-power shortage in the Division.

In 2020, a total of one-hundred and fifty (150) Applications for Review were received by the Division through the Office of Commissioner National. This is 19 review cases more than the one-hundred and thirty-one (131) Review Applications received and registered in 2019.

To that total, two-hundred and seventeen (217) Outstanding Review Matters were carried over from 2019 and added taking the total number of cases up to three-hundred and sixty-seven (367) in the carriage of the division. From that total, one-hundred and twenty-nine (129) cases were completed, with two-hundred and thirty-eight (238) pending review. At the end of 2020, the National Review Division carried over two-hundred and thirty-eight (238) cases into the year 2021 as Outstanding Matters.

The overall performance of the division in this reporting period has been exceptional and has improved in comparison to the slight drop registered in 2018 and 2019. Even though 2020 was a very challenging year due to the COVID-19 pandemic lockdown



for at least 10 weeks, and with manpower shortage due to promotions and maternity leave of key officers, the division managed to complete one-hundred and twenty-nine (129) cases; forty-one (41) were Submissions (substantive matters) and eighty-eight (88) were Information Papers (non-substantive matters).

Furthermore, the quality of the contents of the submissions and advices conveying Commission decisions improved tremendously, thus raising the quality and standard of the Submissions and Advices.

### **Management Action Plan- Activities (MAP 2020)**

Generally, the Division delivered on its main activity plan in the 2020 Management Action Plan under activity 2.1- *Review of Personnel Matters*.

### **KEY ISSUES & SUMMARY POINTS**

- In 2020, the National Review Division took carriage of a total of three-hundred and sixty-seven (367) Review Matters, from which one-hundred and fifty (150) cases were from 2020 and two-hundred and seventeen (217) cases were Outstanding Matters carried over from previous years.
- In 2020 the division received and registered one-hundred and fifty (150) cases, from that total thirty-seven (37) were completed while one-hundred and thirteen (113) cases are pending.
- In 2020, the Division completed a total of one-hundred and twenty-nine (129) cases; thirty-seven (37) cases were from 2020 and ninety-two (92) cases were from 2019 and other previous years.
- A total of two-hundred and thirty-eight (238) Outstanding Review Matters have been carried over into 2021.
- The Division has two-hundred and thirty-eight (238) Outstanding Review Matters currently at various stages of the review process. Some cases are before the Commission for determination, whilst others have been identified for closure as Information Papers for various reasons including 'lack of jurisdiction. Some cases are pending appeals are for waiver of the 60 days statutory time limitations; while others are pending legal advice; pending decision from their respective Departmental Head, while other cases are under the substantive reviews are within their respective case.
- The National Review Division undertook few Duty Travels that was combined with the Provincial Review Division.



- There are ten (10) cases from the provinces (Provincial Cases) currently pending review, and have been carried over into 2021 as outstanding matters.
- For the 41 submissions (substantive matters) completed by the division in 2020 the Commission made the following decisions;
  - Annulled twenty-eight (28) decisions of heads of Agencies;
  - Upheld eleven (11) decisions of Heads of Agencies; and
  - Varied two (2) decisions of Heads of Agencies respectively.
 Those decisions were conveyed to parties concerned.

### **STATISTICAL SUMMARY OF REVIEW MATTERS BY THEIR NATURE OF COMPLAINTS & REVIEWED IN 2020**

<b>CASES</b>	<b>DISCIPLINE</b>	<b>SELECTION</b>	<b>TERMS &amp; CONDITIONS</b>	<b>OTHERS</b>	<b>TOTAL</b>
Registered	96	22	12	20	150
Completed	29	1	4	3	37
Pending	67	21	8	17	113

**NB:** Two-hundred and thirty-eight (238) Review Matters (on Record) are Outstanding Matters and have been carried over into 2021. The Table shows Review Matters received, registered and reviewed in 2020 only.

### **CHALLENGE(S)**

It was more challenging in 2020 than in previous years, largely due to the COVID-19 pandemic that brought unprecedented challenges not only to the Commission, but also to the government, the people and the economic systems of the whole world. The government imposed two (2) State of Emergencies nation-wide for ten (10) weeks to contain the spread of COVID. The lock-down affected work and production outputs in the government's service delivery process and systems, which inclusively affected the Commission's constitutional functions and service delivery.

The monthly government warrants not being released in a timely manner also had some bearing and for some month's funds allocated were reduced and for other months no funding was given at all. Thus, budgetary cuts by the Department of Treasury also had a profound effect on daily operations of the division and the Commission as a whole, in terms of logistics. This is an ongoing problem that started in 2015.

Shortage in manpower also affected the division's performance, where two (2) officers left the division in 2020 through promotions to other divisions. One of them, a Principal Review officer was promoted to a divisional head position, while former Admin Assistant to Director National was promoted to the office of the Commissioner Provincial as a Senior Administrative Assistant. On the other hand, a new Review officer was recruited to the division and a new Administrative Assistant to Director

National was employed on a short-term contract. However, it will take some time for them to deliver on the expected performance outcomes in their own respective positions, as well as the division's expectation from them.

Financial constraints continued to affect the division's duty travel into provinces to attend to review matters. However, the division made few duty travels to some provinces that include Morobe, Madang and East Sepik through combine duty travel with the Provincial Review Division. The Division currently has ten (10) cases yet to attend to in the provinces.

## **CONCLUSION**

Although 2020 was a very challenging year, the National Review Division managed to complete one- hundred and twenty- nine (129) Review Matters which was a marked improvement in the division's performance. Whilst thirty-seven (37) cases were from 2020, the other ninety – two (92) were from 2019 and other previous years. The division improved its performance in 2020, although the COVID-19 pandemic affected its operations through the government-imposed State of Emergency lock-down for ten (10) weeks.

Furthermore, the division is under-staffed with one of its former Principal Review Officer promoted to head the Investigation Division in the Commission. However, that officer still continues to greatly assist the division in taking carriage of exceptional review cases, for which the National Review Division and the Commission is very grateful for his generous contributions.

The division carried over two-hundred and thirty-eight (238) Review Matters as Outstanding Matters into 2021, were out from the total Outstanding Matter few cases are pending decisions before the Commission; while others are pending appeals for waiver of the 60 days statutory time, and some are pending decisions from the aggrieveds respective Departmental Heads. Also, some cases are pending legal advice, while many others are at various stages of the review process. There are also sixteen (16) other cases pending confirmation from Departmental Heads decisions for some individual applications since they lodged those review matters with the Commission as a group petition. Otherwise, they will be discontinued of their review and closed as Information Papers for lack of an appropriate decision for the Commission to review.

It is envisioned that the National Review Division will try its best to maintain the rate of performance conducted in 2020 and the years prior to 2018, however, assistance will be required from the Office of the Secretary in terms of manpower.

Finally, the hard work of the Review Officers, Director Investigations, Legal, Advisory & Litigation Division and the Finance Branch from the Corporate Services Division are commended for another very challenging year. Without their effort and commitment, the NRD would not have achieved what is reported here. The division's

acknowledgment and appreciation is also extended to the leadership and management of the Commission for the vision, direction and decisions made to maximise the limited resources to carry out the work of the Commission.

## Provincial Review Division

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 Public Hospitals in the National Public Service, with the only exception of the Port Moresby and Gerehu General Hospitals and Laloki Psychiatric Hospital that 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 from Provincial Administrations and Public Hospitals;
- Prepare case briefs and summonses for the Commission's Oral Hearing;
- Conduct the Commissions' Oral Hearings in Provinces;
- Prepare submissions for Commission decisions; and
- Prepare Advices to all parties based on Commissions' decisions.

The Division is headed by Acting Commissioner Provincial Mr. Richard M. Simbil and supported by Acting Director Ms. Koya Ope Leslie.

There are currently seven (7) Officers in the Division; five (5) of whom are Review Officers while one (1) is an Administrative Assistant to the Office of Director Provincial and the other is the Senior Administrative Assistant to the Office of Commissioner Provincial. Details of the officers are listed on the next page:

## OFFICERS OF THE PROVINCIAL REVIEW DIVISION

No.	STAFF	DESIGNATION
1.	Ms. Koya Ope Leslie	Acting Director Provincial Review Division
2.	Mrs. Schola Muou	Principal Review Officer (Terms & Conditions)
3.	Mr. Joshua Heape	Acting Principal Review Officer (Selection)
4.	Mr. Barnabas Bineke	Acting Principal Review Officer (Discipline)
5.	Mr. Enos Gura	Review Officer (Selection)
6.	Mrs. Norris Sevese	Senior Administrative Assistant to Commissioner Provincial
7.	Mrs. Mary Feaviri	Administrative Assistant to Director Provincial

## PERFORMANCE REPORT

The Provincial Review Division has undertaken review into matters concerning Discipline, Selection and Terms & Conditions of employment in the following provinces; East Sepik, Morobe, Madang, Enga, Western Highlands, Jiwaka, Southern Highlands and Simbu.

The performance of the division provides different aspects of managing personnel review matters and also highlights the achievements, challenges and provides recommendations to realise PSC's statutory obligations to effectively and efficiently review personnel matters from Provincial Administrations and Public Hospitals or Health Authorities within the 90 Days mandatory period required under *Section 18 (3) (d) (i) of the Public Services (Management) Act, 1995 (as amended)* and to minimise the backlog of cases accrued over the three (3) year since 2018.

A total of two-hundred and seventy-six (276) cases was registered in 2020. Many of those cases were carried over from previous years and are categorized under four (4) major sub headings that includes; *Completed Cases, Review in Progress, Cases Pending Oral Hearing and Cases Held in Abeyance*. From the 276 cases registered 141 cases were reviewed and 135 cases are still outstanding, and have been carried over into 2021 as outlined in *Table 1*.

**Table 1: Summary of Personnel Matters Registered in 2020**

<b>Cases Completed</b>	A total of ninety-four (94) cases were completed and dispatched to the relevant parties. Out of the ninety-four (94) cases, forty-eight (48) are Submissions and forty-six (46) are Information	<b>94</b>
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	Papers.	
<b>Review in Progress</b>	A total of forty-seven (47) cases are pending review. Out of the 47 cases, nine (9) are Information Papers whilst thirty-eight (38) are Submissions.	<b>47</b>
<b>Cases Pending Oral Hearing</b>	A total of seventy-eight (78) cases were brought forward to 2021 from previous years and are pending Oral Hearing when funds are released by the Department of Treasury.	<b>78</b>
<b>Cases Held in Abeyance</b>	A total of fifty – seven (57) cases are held in Abeyance due to non-compliance to the Commission's review process.	<b>57</b>
<b>Grand Total</b>	<b>276</b>	

**Table 2: Summary of Cases Completed in 2020**

<b>No. Of Submissions</b>	<b>No. Of Information Papers</b>	<b>Sub total</b>
48	46	<b>94</b>

**Table 3: Summary of Decisions (Upheld, Annulled and Varied)**

<b>UPHELD</b>	A total of fifteen (15) cases were upheld, out of which, three (3) are Selection and twelve (12) are Discipline cases.	<b>15</b>
<b>ANNULLED</b>	A total of thirty-three (33) cases were Annulled. Out of the thirty-three (33) cases, three (3) are Selection, one (1) Terms & Conditions of Employment and twenty-nine (29) are Discipline.	<b>33</b>
<b>VARIED</b>	Nil (0) number of cases for Varying of decision.	<b>0</b>
<b>Grand Total</b>		<b>48</b>

**Table 4: Summary of Cases Undergoing Review**

<b>No. Of Submissions</b>	<b>No. Of Information Papers</b>	<b>Sub total</b>
34	13	<b>47</b>

**Table 5: Summary of Cases Pending Oral Hearing**

No. Of Submissions	No. Of Information Papers	Sub total
34	13	47

**Table 6: Summary of Cases Held in Abeyance**

Types of Cases	Sub total
Discipline	41
Selection	16
Terms & Conditions	0
<b>Grand Total</b>	<b>57</b>

**Table 7: Summary of Hearings Completed in 2020**

No.	Province	Provincial Administration	Hospital	Health Authority	Sub total
1.	Western Highlands	2	0	3	5
2.	Southern Highlands	0	0	3	3
3.	Jiwaka	2	0	0	2
4.	Enga	0	0	7	7
5.	Morobe	6	5	0	11
6.	East Sepik	5	0	0	5
7.	Madang	2	0	0	2
8.	Central	9	0	0	9
<b>Grand Total</b>					<b>44</b>



**Table 8: Summary of Financial Cost (K) for Duty Travel**

No.	Trip to Province	Cost (K)
1.	Highlands (Western Highlands, Jiwaka, Enga, Southern Highlands & Simbu)	K37, 046.00
2.	East Sepik	K22, 691.00
3.	Morobe	K35, 094. 90
4.	Madang	K20, 961.80
Grand Total		K115, 793. 70

**NOTE:** Refer to Appendix J for all statistics of the Provincial Review Matters.

## **ACHIEVEMENT(S)**

The Provincial Review Division has performed exceptionally well in 2020 despite the financial constraints and manpower shortage. From the one-hundred and forty-one (141) cases reviewed in 2020 (*which is about fifty-one percent (51%)*) ninety-four (94) cases were completed from which forty-eight (48) were *Submissions* and forty-six (46) were *Information Papers*.

In addition, thirty-four (34) *Submissions* and thirteen (13) *Information Papers* are undergoing review and are anticipated to be completed in the first quarter of 2021.

Another notable achievement is the recruitment of Review Officer Mr. Enos Gura in January, 2020. He has performed exceptionally well, particularly in closing twenty-five (25) *Information Papers* in the first quarter of 2020. Mr Gura is also knowledgeable with the preparation of summonses, briefs and has produced quality *Submissions* that will be reviewed in 2021.

Moreover, officers of the Provincial Review Division continue to work together as a team to ensure the division achieves the Commission's corporate goal of '*Complying with Statutory Time Limit for the Successful completion of Review Matters and the delivery of quality decisions*' as set out in the PSC Corporate Plan 2019 – 2023.

## **CHALLENGE(S)**

Funding continues to be a constraint and has hindered the division from undertaking Oral Hearings into matters scheduled for Eastern Highlands and the Simbu Provinces in the fourth quarter of 2020.

Despite the challenges of the COVID-19 pandemic and the slashing of the Commissions' funds by the Department of Treasury, the division has performed

exceptionally well during this reporting period, however, the division anticipates that cases will double in 2021 and are prepared to manage those challenges accordingly.

## RECOMMENDATION(S)

To ensure that the Provincial Review Division achieve all its plans in 2021 the following are strongly recommended:

- All Duty Travel must commence in February, 2021 so that Oral Hearings can be conducted between February – June, 2021, since travel in 2020 was affected around July through to December as funds were put towards the National Government's Supplementary Budget.
- Director Corporate Services and the Office of the Secretary to advertise the remaining vacant positions within the Provincial Review Division in 2021.
- Director Legal, Advisory and Litigation Division to set a turnaround time for Legal Officers to vet *Draft Submissions* and *Advices* to comply with the statutory time period of 90 Days as required by law.
- The Commission Members in consultation with Director Legal must set a time limit for the cases *Held in Abeyance* to comply with the requirements of the Commission to achieve the one-hundred percent (100%) increase in the closure of carried over cases for 2018 and 2019 as anticipated in the Provincial Review Divisions 2021 Divisional Work Plan.
- The Public Services Commission to summon and fine the Department of Personnel Management for failing to appear at ALL Oral Hearings conducted by PSC, and ensure they start in 2021.

## CONCLUSION

The Provincial Review Division is embarking on reducing the backlog of cases from previous years by 100%, hence the 2018 and 2019 cases will be closed between the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2021 by way of *Information Papers* if all the compulsory requirements, particularly the 60 days statutory period and the application forms are not returned by the aggrieved officers.

Furthermore, additional fourteen (14) day notices will be issued to the aggrieved officers, advising them to write to the Chairman of the Commission, if they wish to pursue their cases. Failure to respond implies the lack of interest on their part, and this approach is consistent with the 90-day statutory period required by law, provided under *Section 18* of the *Public Services (Management) Act 1995 (as amended)*.

# Assessment Division

The core function of the Assessment Division is to conduct detailed assessment of all applications for the positions of heads of National Government Departments, Provincial Administrations, Regulatory Statutory Authorities (RSA's) and other Government Bodies and is tasked with the highest responsibility to ensure that the Commission is seen capable at fulfilling this role by making recommendations on appointments based solely on merit or in-compliance with the 'Merit -Based Appointment' statutory requirements. It ensures that all appointments are carried out in a fair and transparent manner.

The 'Merit-Based Appointment' process is set out under *Section 193 (2) to (4) of the National Constitution, Section 25A of the Public Services (Management) Act 1995 (as amended); and Sections 5 and 6 of the Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004.*

The Division manages all consultations on appointments and provides suitable recommendations to the Commission Members through its assessments for endorsement and decision. It is based on that recommendation that the Commission deliberates and advice the Government by way of recommendation to the National Executive Council (NEC) regarding appointments, suspensions and revocations of appointments of Departmental Heads, Provincial Administrators, Heads of Regulatory Statutory Bodies, and non-ex-officio Board members of RSA's.

The Division has a staffing strength of nine (9) officers, in which six (6) new officers came on board in February. The Division is under the leadership of Ms. Rachel Wii.

## OFFICERS OF THE ASSESSMENT DIVISION

No.	STAFF	DESIGNATION
1.	Ms. Rachel Wii	Director Assessment Division
2.	Mr. Timothy Waringe	Principal Assessment Officer (Provincial Administration)
3.	Mr. Victor Lismond	Principal Assessment Officer (Statutory Bodies)
4.	Mr. Oscar Maina	Senior Assessment Officer (Provincial Administration)
5.	Ms. Geraldine Pai	Senior Assessment Officer (Statutory Bodies)
6.	Ms. Shashoney Waila	Assessment Officer (National Departments)

7.	Ms. Geraldine Simai	Assessment Officer (Provincial Administration)
8.	Ms. Carolyn Pirika	Assessment officer (Statutory Bodies)
9.	Ms. Maggie Willie	Admin Assistant to Director Assessment

**NOTE:** *The Assessment Division has a total of eleven (11) positions with two (2) funded positions yet to be filled.*

## PERFORMANCE REPORT

The Assessment Division has performed exceptionally well in the expected turnaround time for consultation matters, where all the requirements were met and provided at the earliest by the shortlisted candidates and respective agencies and Ministries.

In this reporting period the division focused on its main objective which is to ensure that the appointment process is fair and transparent based on merit. The Division was able to complete fifty (50) consultation matters on permanent appointment, and one-hundred and twenty-seven (127) consultation matters on acting appointments.

It also provided thirty-six (36) appropriate responses on a number of consultations on permanent appointments, acting appointments and RSA Boards appointments.

The Division also assisted the Media & Publication Branch with awareness materials by providing feedback and suggestions for improvements and inclusions to the *Power Point Presentation on the 'Public Service Induction Program on the Role and Functions of the Public Services Commission'* and a brochure on the *'Role of the Assessment Division'*.

There have been a lot of improvements in the quality of the assessments produced by the new Assessment Officers. They have been able to adapt well to the expectation of the division to produce quality submissions within the two (2) months turnaround time to ensure that the submission of consultation to the Commission is in order.

We have also tried to maintain the standard operating procedures in terms of administration of consultation matters within our carriage; and maintain uniformity and consistency in our assessments.

In terms of staffing, the attendance and punctuality has been excellent.

## ACHIEVEMENT(S)

The main achievements of the division in this reporting period include:

- Completion of fifty (50) Consultations on Permanent Appointments with only six (6) cases carried over into year 2021 (*four (4) are RSA's and two (2) are RSA Boards*).
- Completion of one-hundred and twenty-seven (127) Consultation on Acting Permanent Appointments with nil cases carried over into year 2021.
- The division performed exceptionally well in meeting the expected turnaround time, which is two (2) months for the completion of Consultations on Permanent Appointments.

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**\*NOTE:** Refer to Appendix 'K' on pages 106 – 124 for the statistics of all Assessment Matters.

- The division also contributed towards the development of the *PSC Motor Vehicle Management Policy*; the review of the *PSC Training and Development Policy 2021 – 2023*; and also provided input on the *Public Service Induction Presentation* and brochures on the *Roles and Functions of the Assessment Division and Investigation Division*.
- Director Assessment was Chair of the Organizing Committee tasked to organize a farewell function for the outgoing Chairman and Commissioner Provincial who were retiring from the Public Service. Officers within the Media & Publication Branch were responsible for the administration and logistics, while other officers including Assessment officers were at hand to assist with preparations on the day. The event was held at the APEC Haus and was a successful event, that was well attended by various Heads of the Public Service, media representatives and staff of the PSC Secretariat and families of the two (2) retirees.

## CHALLENGE(S)

There were a number of challenges that slightly hindered the performance of the division. The greatest challenge was the effects of the COVID-19 pandemic that brought about panic and uncertainty. The division had to schedule officers to come in to work, while maintaining social distancing in the workplace.

Another issue was that the division could not conduct meaningful consultation with our clients, and stakeholder agencies as some were unavailable and also had their

own work schedules to follow resulting in a lot of unnecessary delays in the mandatory functions of the division.

Finally, the lack of funding was also a major challenge encountered in the year, as a result of budget cuts to PSC's budget. This hindered progress and caused delays in meeting deadlines and reporting effectively to management.

The Division only took two (2) Duty Travels to conduct interviews which are a necessary part of the consultation process to assess the performance of shortlisted candidates when they are interviewed. However, even though the interviews were delayed, most of the shortlisted candidates were more than willing to meet their own expenses to fly into Port Moresby to attend the interviews.

Another challenge is the continuously low supply of office stationaries like paper, and most times the division resorted to borrowing from other Divisions, or even officers voluntarily purchased paper in order to complete work. Also, another major challenge for the division was the access to a good working printer. The printer that serves the staff on the second (2<sup>nd</sup>) floor in which the division is housed needs to be properly maintained or replaced as it continues to produce poor quality prints. Therefore, the quality of consultation submissions, correspondences and so forth has been challenging with officers having to move from floor to floor to print quality submissions.

## **RECOMMENDATION(S)**

- It is strongly recommended that separate funding should be allocated for the division, so that Assessment Officers can organise travel to conduct interviews in the provinces when required.
- Purchase a brand-new printer for the second floor; and a separate printer for the Office of the Director for Assessment to print final submissions.

## **CONCLUSION**

In 2020, the Assessment Division performed exceptionally well. The Division continues to contribute meaningfully as and when required to work on other projects from time to time. For instance, the division contributed immensely towards the development of the *PSC Motor Vehicle Management Policy*; and the review of the *PSC Training and Development Policy 2021 – 2023*.



# Investigation Division

The core function of the Investigation Division is to conduct investigations into serious allegations made against Departmental Heads, Provincial Administrators and Chief Executive Officers of Regulatory Statutory Authorities in accordance with Section 31C,31D,60B and 60C of the *Public Services (Management) Act 1996 (as amended)* and Section 7 of the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*. This is captured in the *Public Services Commission Corporate Plan 2019-2023* under *Corporate Plan Outcome 1*.

## **Corporate Plan outcome 1 - Improvement in Compliance with Mandatory Functions and Requirements of the PSC.**

The goal of the division is to comply with relevant legislations and implement recommendations of three (3) Corporate Strategies this year. We will know we have achieved this when quality investigations are concluded and recommendations are implemented within reasonable time.

The division has a staffing strength of four (4) officers and is under the leadership of Director Investigation Mr. David Hanaromo. The division has a total staffing strength of eight (8) with four (4) vacant positions.

### **OFFICERS OF THE INVESTIGATION DIVISION**

NO.	STAFF	DESIGNATION
1	Mr. David Hanaromo	Director
2	Mrs. Ravugerea Vagoli Ginis	Principal Investigator-National/Statutory Bodies
3	Mr. Vali Vanua	Principal Investigator-Provincial Administration
4	Mrs Chrysolyte Nicholas	Administrative Assistant

## **PERFORMANCE REPORT**

The Investigation Division performed well in this reporting period focusing on three (3) Corporate Strategies under *Corporate Outcome 1*;

1. Implement the Investigations Standard Operating Procedures (SOP) Manual;
2. Conduct investigations as directed by the Office of the Chairman and consistent with above;
3. Conduct awareness on Investigation Process; and

4. Publish materials on Investigation Process.

***Corporate Strategy: Implement the Investigations Standard Operating Procedures (SOP) Manual.***

The Investigators Standard Operating Procedures (SOP) Manual is completed and endorsed by both the Senior Management Committee (SMC) and the Commission members and is used as a guide for Investigators to conduct effective investigations into serious allegations against Departmental Heads, Provincial Administrators and CEOs of RSA's.

The other guidelines like Police Complaint Process and the Investigators Code of Ethics & Conduct have also been completed and endorsed by the Senior Management Committee (SMC) and Commission members. The Investigators Guide is now with the Commission members for their comments and feedback before being finalised.

***Corporate Strategy: Conduct awareness on investigation process.***

The division has already completed the slide-show presentation which spells out the role and function of the division for inclusion in the PSC awareness program. This has been incorporated into the Commission's slide-show presentation by the Media & Publication Branch and is ready for presentation.

This year, however, the Commission did not conduct any awareness program due to funding constraints and the COVID-19 pandemic.

***Corporate Strategy: Publish materials on Investigations Process.***

The division has completed the awareness brochure which has been finalized and endorsed by the Senior Management Committee (SMC) and the Commission members. The brochure highlights the role and functions of the division in PSC and has been endorsed, printed and disseminated to the Commissions clients and stakeholders.

***Investigation Matter(s)***

Below is a summary table of serious allegations against Departmental Heads, Provincial Administrators and CEOs of the Regulatory Statutory Authorities that were referred to the Commission by the Minister for Public Service for investigation.

In 2020 the following matters were received by the Commission and investigations were conducted.

No.	Department/Provincial Administration	Nature of Allegations	Remarks
1.	Secretary Department of Finance	Organizational Mismanagement & Misappropriation of Public Funds.	Investigation completed and report submitted to the Public Service Minister.
2.	Secretary Department of Foreign Affairs & International Trade	Incompetence; Negligence of duty; Undermining executive government's decision; Abuse of office; Official corruption; Fraud and Misapplication of State funds.	Investigation completed and report submitted to the Public Service Minister. The Secretary has been suspended from office.
3.	Provincial Administrator East New Britain Province	Misconduct in office.	Investigation completed and report submitted to the Public Service Minister.

### Matters carried over into 2020

Below is a table of investigation matters that were carried over into 2020.

No.	Department/Provincial Administration	Nature of Allegations	Remarks
1.	Secretary Department of Defence	Illegal appointment of Secretary	No jurisdiction. Case closed
2.	Managing Director Mineral Resources Authority	Illegal appointment	No jurisdiction. Case closed
3.	Board Members of Mineral Resources Authority	Illegal appointment	No jurisdiction. Case closed
4.	Secretary Department of Commerce Trade and Industry	Sexual harassment	Disciplinary process not fully complied with.  Referred back to the Public Service Minister
5.	National Statistician	Misconduct and mismanagement in Office.	Consultation process not proper. Referred back to

	National Statistical Office		the Public Service Minister.
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Hence, only two (2) investigation matters are outstanding due to procedural errors.

There were two (2) internal investigation matters involving two (2) officers of the Commission on allegations of divulging of confidential information to unauthorised persons. These investigations are still pending. One of the matters was concluded, however, the file was re-opened with the availability of new evidence. This matter is now awaiting certain information to be furnished to the division in order for this matter to be concluded.

The other matter is pending because the officer concerned is on leave, hence certain information cannot be obtained to properly conclude this investigation.

### **Assist National/Provincial Review Division with review of personnel matters.**

The division was able to close eighteen (18) review files from both National and Provincial Review Divisions. All cases were closed by the Director. Below is a table of the closed files.

No.	Department	Review No.	Nature of case	Type of decision
1.	Community Development	PSC2-3CDEV: 205/2017	Discipline	Annul
2.	Community Development	PSC2-3-CDEV: 21/2019	Discipline	Annul
3.	Community Development	PSC2-3-CDEV:34/2019	Discipline	Annul
4.	Education	PSC2-6-EDU:73/2015	Discipline	Information Paper. Lack of interest
5.	Finance	PSC2-8-FIN:230/2017	Discipline	Uphold
6.	Justice & Attorney General	PSC2-11-JAG:44/2018	Discipline	Uphold
7.	PNG Immigration & Citizenship Services Authority	PSC2-9A-ICSA:92/2019	Discipline	Information Paper. withdrew

8.	PNG Immigration & Citizenship Services Authority	PSC2-9A-ICSA:114/2019	Discipline	Annul
9.	National Planning & Monitoring	PSC2-15-NPM: 135/2018	Discipline	Annul
10.	Treasury	PSC2-24-TREA:110/2018	Discipline	Annul
11.	Police	PSC2-16-POL:31/2018	Discipline	Uphold
12.	Autonomous Bougainville Government	PSC3-13-ABGA:111/2018	Discipline	Annul
13.	Autonomous Bougainville Government	PSC3-13-ABGA:114/2018	Discipline	Annul
14.	Autonomous Bougainville Government	PSC3-13-ABGA:115/2018	Discipline	Annul
15.	Autonomous Bougainville Government	PSC3-13-ABGA:125/2018	Discipline	Annul
16.	New Ireland Provincial Administration	PSC3-12-NIPA:180/2017	Discipline	Uphold
17.	Department of Justice & Attorney General	PSC2-11K-PCO:03/2019	Discipline	Annul
18.	Department of Provincial & Local Level Government	PSC2-20-PLGA:128/2018	Discipline	Annul

The division also undertook two (2) duty travels with the National Review Division to Madang and Morobe provinces to conduct oral hearing into review of personnel matters.

### **ACHIEVEMENT(S)**

The Investigation Division has closed all three (3) cases that were referred to the division by the Commission. Investigations were completed and the findings and recommendations signed by the Commission members and forwarded to the Public

Service Minister to go before the National Executive Council (NEC). The division has also closed three (3) investigation matters that were carried over from 2019.

The division has completed a number of internal policies; the Standard Operating Procedure Manual (SOP), Police Complaint Process and the Investigators Code of Ethics which are now operational.

The division has further developed and finalised the awareness slide-show presentation on the roles and function of the division. This has now been put together with the presentation slides for the 'Commission's Awareness Program'.

The Investigation Division worked alongside the Media & Publication Branch to create the division's awareness brochure which was endorsed, printed and distributed.

The division in this reporting period has achieved all the three (3) Corporate Strategies outlined under its activities in the PSC Corporate Plan 2019-2023. The Division also assisted the Provincial and National Review divisions and closed eighteen (18) Personnel Review Matters in 2020.

## **CHALLENGE(S)**

The division encountered some challenges in performing its role in 2020, one of which was finding appropriate or specific training in the field of investigation. This will greatly assist and equip the Investigation officers to conduct investigations and provide quality investigation reports and recommendations to the Commission.

The other challenge is the delay in responses and feedback from the other departments in relation to investigation matters. This has hampered the division's performance in disposing investigation matters in a timely manner.

## **RECOMMENDATION**

It is recommended that the division be strengthened and officers be recruited to the vacant positions to assist the division to achieve its activities under its Corporate Plan outcome.

## **CONCLUSION**

In conclusion, the division has performed well in 2020 and will continue to improve and contribute meaningfully in performing the mandated function of the Commission from time to time.



## Legal, Advisory & Litigation Division

The core function of the Legal, Advisory and Litigation Division is to provide efficient and effective in-house legal services to the Public Services Commission and the PSC Secretariat.

The Division consists of two (2) Branches; the Advisory Branch and the Litigation Branch.

The main functions of the Advisory Branch are to;

- Provide Legal Opinion/ Advice upon request by the Commission and the PSC Secretariat;
- Correct Draft Submissions prepared by Review Officers before they are finalized and presented for Commission decision;
- Correct Draft Advices prepared in line with the Commission's decision for the Chairman's signature;
- Represent the Commission or accompany Commission Members to legal conferences whenever required; and
- Attend *Section 18* Commission Oral Hearings.

The main functions of the Litigation Branch are to;

- Appear for the Commission in legal proceedings in which the Commission or Commission Members are a party to;
- Prepare court documents in legal proceedings in which the Commission or Commission Members are a party to;
- Liaise with Legal Officers and private law firms representing other parties to legal proceedings in which the Commission is a party to; and
- Attend *Section 18* Commission Oral Hearings.

The Legal, Advisory & Litigation (LA&L) Division currently has six (6) legal officers and an Administrative Officer to the Director. In the second (2<sup>nd</sup>) Quarter of 2020, the substantive Director for the LA&L Division Mr Richard M. Simbil was appointed as Acting Commissioner (Provincial) in May 2020, and as a result of Mr. Simbil's elevation, Mr. Manasseh Ranyeta was appointed the Acting Director for the LA&L Division effective as of 04<sup>th</sup> May, 2020. Details of the officers of the Legal, Advisory & Litigation Division are shown below;

## OFFICERS OF THE LEGAL, ADVISORY & LITIGATION DIVISION

NO.	STAFF	DESIGNATION
1.	Mr. Manasseh Ranyeta	Acting Director Legal, Advisory & Litigation Division
2.	Mr. Tobert Torato	Acting Principal Legal Officer (Advisory)
3.	Miss. Fiona Yandi	Acting Senior Legal Officer (Advisory)
4.	Ms. Monica Kale	Senior Legal Officer (Advisory)
5..	Mrs. Mectil Iga	Admin Assistant to Director Legal, Advisory & Litigation

*NB: Legal Advisor Mr Salmet Sakarias resigned in October, 2020 to pursue other opportunities in the private sector. Therefore, the positions that remain vacant include Legal Advisor and Principal Legal Officer (Advisory).*

## PERFORMANCE REPORT

The first and second quarter was a challenging quarter for the division and the Secretariat as a whole. The global community including PNG was hit hard by the COVID-19 pandemic hence it greatly affected the operations of both the private and public sector and the Public Services Commission was no exception. The 2<sup>nd</sup> Quarter a lockdown was imposed by the government; hence the Legal, Advisory & Litigation Division including all other Divisions were placed on scheduled working days resulting in minimal work progress.

## EFFECTIVE & EFFICIENT LEGAL ADVISORY AND LITIGATION SERVICES

### Advisory Function

The Advisory Branch is responsible for the provision of appropriate legal opinions/advices to the Commission members and the Secretariat Staff as and when requested by the Members and staff accordingly. The Chairman, Acting Commissioner (P) and Acting Commissioner (N) are at liberty to request any opinions and or advices in relation to areas of law they are uncertain with, in relation to their constitutional functions, which the advisory branch is ready to assist.

Staff of PSC Secretariat can also through their respective divisional Directors seek legal opinions and advices from the Advisory Branch insofar as it relates to the constitutional duties and functions of PSC.

The branch is also responsible for the vetting of *Submissions, Information Papers* and *Advices*. In the second (2<sup>nd</sup>) quarter of 2020, work was stalled due to the lockdown period.

## **Litigation Matters**

This task entails the defending and prosecution or progression of court matters dealt by the Commission as a whole in both the Supreme and National Courts of Papua New Guinea. The litigation lawyers of the division are tasked to attend all court matters for and on behalf of the Commission and prosecute or defend accordingly. In this reporting period, due to COVID- 19 all court files have not been dealt with. Reason being the Supreme and National Court houses were closed due to the COVID-19 lockdown period.

Appendix 1 contains the list of court matters the division had been attending to and their current status. All in all, during the lockdown there were no court attendances.

## **ACHIEVEMENT(S)**

Even though the pandemic had a significant effect on the activities of the division, the Legal, Advisory & Litigation Division was able to achieve some of its activities. The main achievements of the Division include;

- The successful completion of trial matters in Goroka National Court **O.S (JR) No. 501 of 2020: Eastern Highlands Provincial Health Authority vs. PSC & the State.**
- Completion of Wabag National Court Matter in; **OS (JR) No. 94 of 2020: Thomas Lombe Lemon vs. PSC & Ors.**
- Successful vetting of one-hundred and thirty-one (131) files that included twenty-five (25) Submissions, sixty-three (63) Advices and forty-two (42) Information Papers.
- New vehicle was allocated to the Division.

## **CHALLENGE(S)**

In the 2<sup>nd</sup> quarter, COVID-19 was the the biggest challenge faced by PSC and other State Agencies including the Private Sector, that affected service delivery across the line. At the Divisional level, the challenge faced was in terms of transportation to carry out the work of the division. However, significant progress has been made in this area with the SMC making funds available to purchase a Divisional vehicle.

## **CONCLUSION**

Despite the COVID-19 lockdown period in the year 2020, the division's legal officers were able to attend to the office per their schedules and continued to perform some of their duties.

# Corporate Services Division

The primary role of the Corporate Services Division (CSD) is to provide a high standard of corporate administrative services to support the core divisions, to achieve the Commission's mission and objectives, as outlined in the Public Services Commission's Corporate Plan 2019 – 2023.

There are five (5) branches that make-up the Corporate Services Division. They include: Human Resource Management, Finance, Information Technology, Media & Publication and Registry. The Division is under the leadership of Mr. Waga Navei who is the Director of CSD. He oversees twenty-one (21) staff as indicated in the table below.

## OFFICERS OF THE CORPORATE SERVICES DIVISION

NO.	STAFF	DESIGNATION
1.	<b>OFFICE OF THE DIRECTOR CORPORATE SERVICES</b>	
	Mr. Waga Navei	Director Corporate Services
	Mrs. Kerry Gapi	Administrative Assistant to Director Corporate Services
	Mrs. Elizabeth Unido	Receptionist/Administrative Assistant
	Mr. Julius Omuru	Senior Driver
	Mr. Dennis Joke	Driver
	Mr. Leo Paiera	Driver
	Mr. Joe Rove	Executive Security Officer
	Mr. James Kepe	Front Desk Security Officer
	Mr. Jaymex Elia	Cleaner
	Mrs. Tonica Nano	Cleaner
	Ms. Ronny Meck	Cleaner (Casual)
2.	<b>HUMAN RESOURCE MANAGEMENT (HRM) BRANCH</b>	
	Mrs. Mary Solomon	Manager Human Resource Management
	Mr. Douglas Formai	Senior Human Resource Officer
	Mrs. Geraldine Sema	Human Resource Officer
3.	<b>FINANCE BRANCH</b>	
	Mr. Goodwin Beliga	Manager Finance
	Mr. Freddy Walkin	Budget Officer
	Mr. Neidab Ulu	Certifying Officer
	Miss. Miriam Namesi	Examiner
	Ms. Gaye Lausi	Paymaster

	Miss. Idalyn Jonah	Travel & Purchasing Officer
<b>4.</b>	<b>INFORMATION TECHNOLOGY (I.T) BRANCH</b>	
	Mr. Aaron Uri	Acting Manager, I. T
	Mr. Rogana Mala	Network Administrator
<b>5.</b>	<b>MEDIA &amp; PUBLICATION BRANCH</b>	
	Ms. Dorah Gawi	Principal Media & Publication Officer
	Miss. Nadia Marai	Senior Media & Publication Officer
<b>6.</b>	<b>REGISTRY BRANCH</b>	
	Mr. Daera Papua	Registry Clerk
	Mr. Eli Iwa	Assistant Registry Clerk

## PERFORMANCE REPORT

The Division has performed well in 2020 as indicative of some of the major achievements and progress made. In this reporting period, the Director for Corporate Services who is responsible for coordinating the division also undertook a number of activities and programs that are reported below, followed by the reports from the five (5) Branches.

The Director is an automatic member to a number of committees that include the PSC Disciplinary Committee; PSC Training and Development Committee; PSC Contract Review Committee; and he is also a Co-opt member to the PSC Corporate Image Committee. Below are statistics highlighting the performance of the Disciplinary and Contract Review Committee in this reporting period.

### PSC Disciplinary Committee

No. of Meetings Held	No. of Disciplinary Cases Received	Types of Disciplinary Matters	Matters Completed	Matters Pending
2	2	Maladministration of CMS Project	NIL	2
	2	Improper Advice and Maladministration of HR Policy Matters	NIL	2

### PSC Contract Review Committee

No. of Meetings Held	No. of Contracts Reviewed	Types of Contracts	Status of Contracts	Contracts Pending
3	4	Termination of Contract; Contract Renewal and Short-Term Contract.	One (1) Contract was terminated; two (2) Contracts were renewed; and one (1) Short-Term Contract was awarded.	NIL

- **Effective Management of the Corporate Services Division**

The Office of the Director CS continued to provide advice to Branch Managers and staff on various administrative issues of Finance, Human Resource, I.T, Media & Publication and Registry matters and attended to administrative tasks in terms of facilitating decisions of the Secretary, PSC Secretariat through Minutes and also referred administrative matters procedurally to the Office of the Secretary.

- **Office Maintenance Matters**

The Office of Director CS continued to follow-up on a number of requests that were made to L.J Hooker on matters relating to the Tan Investment Building in which PSC is housed. There were various maintenance issues with the air-conditions, sewerage leakages, ground floor office flooding, power point faults and electrical wiring issues.

- **Senior Management Committee & Executive Management Committee Meetings**

Director CS attended SMC and EMC meetings contributing to discussions on matters to enhance the output of activities and programs of the Public Services Commission.

- **Management of PSC Vehicle**

The Office of Director continued to coordinate and manage the PSC vehicles and drivers and further advised drivers, including custodians of vehicles to be mindful of the usage of fuel and to ensure the servicing of vehicles is undertaken. Drivers were also advised to ensure runs were strictly for official duties only.

- **Punctuality and Attendance of staff of the CSD**



All Corporate Services Staff were consistently advised to be punctual and attend to work at all times, unless they are sick and there are proper reasons given with documentation and prior notice is given to supervisors. Below are the statistics on the Corporate Services Division attendance and punctuality in this reporting period.

#### **Data on CSD Staff Attendance & Punctuality in 2020**

<b>No.</b>	<b>Type of Attendance</b>	<b>Total Number</b>
1.	Lateness	94
2.	Absence without Official Leave (AWOL)	51

- **PSC Motor Vehicle Management Policy**

The final copy of the PSC Motor Vehicle Management Policy was approved by the Secretary, PSC and endorsed by Commission Members and will be implemented in 2021.

## **HUMAN RESOURCE MANAGEMENT BRANCH**

The Human Resource Management (HRM) Branch is responsible for the proper management of human resource functions and activities within the Commission and PSC Secretariat. This is done through continuous communication with staff and assessment of human resource capacity; enhancements of training capacity building; strengthening and ensuring effective coordination of organizational methods, functions and manpower planning; ensuring compliance with the public service laws and regulations; and effective management and implementation of human resource policy and staff recruitment.

### **Manpower & Recruitment**

There was a significant increase to the Staff Establishment & Position Occupancy within the PSC Secretariat in 2020. The increase is largely due to the recruitment of new staff who took office in January, 2020 in the National and Provincial Review Divisions, Assessment Division and the Corporate Services Division.

#### **STAFF ESTABLISHMENT & MANPOWER**

<b>NO.</b>	<b>DIVISION</b>	<b>No. OF STAFF ON STRENGTH</b>	<b>No. OF VACANCIES</b>	<b>TOTAL No. OF POSITIONS</b>
1.	Commission	1	2	3

2.	Executive	3	1	4
3.	National Review	8	4	12
4.	Provincial Review	9	2	11
5.	Legal, Advisory & Litigation	7	1	8
6.	Investigation	4	4	8
7.	Assessment	9	2	11
8.	Corporate Services	26	6	32
<b>TOTAL</b>		67	22	89

## Training & Development

The PSC Training & Development Committee had six (6) meetings in 2020 and endorsed ten (10) training courses for staff to undertake in 2021. The Committee also resolved to prioritize those training based on funding resulting in two (2) senior officers miss out on training due to insufficient funds as indicated in the table below.

### PSC 2020 TRAINING & DEVELOPMENT REPORT

No.	PROGRAM	DURATION	COST (K)	STATUS OF TRAINING
1.	Masters in Economic & Public Policy (UPNG)	2 Years (Part- Time)	K6, 290.00 (Per Semester)	Progressing
2.	Bachelor of Management (DWU)	2 Years (Part – Time)	K3,000.00 (Per Semester)	Progressing
3.	Diploma in Public Administration (PILAG)	2 Years (Part-Time)	NIL	Not Approved
4.	Re-Enrolment for Bachelor of Laws Degree (UPNG)	1 Year	NIL	Not Approved

5.	Investigation Short-Course (PILAG)	1 Week	K2,550.00	Not Taken
6.	Certificate in Middle-Management (PILAG)	40 Weeks	K3, 200.00	Progressing
7.	CPA PNG Courses	1 Week	K990.00	Progressing
8.	Master of Leadership in Business Administration (DWU)	2 Years	K22,530.00	Insufficient training funds.
9.	Master of Public Administration (DWU)	2 Years	K22,530.00	Insufficient training funds.
10.	Bachelor of Public Accounting (UPNG Open Campus)	1 Year	K3, 070.00	Not Taken
11.	Diploma in Public Administration for two (2) officers (PILAG)	1 Year	K12, 120.00	To commence in July, 2021.

For the Induction Program the Committee resolved for the Pacific Institute of Leadership & Governance (PILAG) to facilitate an In-House Induction Program in early 2021 for the new staff that were recruited in 2020.

### **Employment Contracts**

Three (3) Senior Officers Contracts were reviewed while one (1) Officer on Contract was invalid in 2020 and two (2) personnel were engaged on Short-Term Contracts. The PSC Contract Review Committee in one of its meetings resolved that all employment Contracts including Short-Term Contracts must be deliberated by the Committee before it is submitted to the Secretary for consideration.

### **Staff Performance Appraisal**

The Staff Performance Appraisals were undertaken in two (2) six months periods (*January to June, 2020 and July to December, 2020*). According to HR records twenty-five (25) officers are on Salary Grade Point 5.

## Interview of Applicants

A request was made to the Secretary Department of Personnel Management to advertise vacant positions; however, approval was given for only one position which is for *Position No. COMNR. 005 – Principal Review Officer, Grade 16*, and hence the position was advertised in September, 2020 and interviews for seven (7) candidates were conducted on 22<sup>nd</sup> December, 2020.

Interviews were also conducted on 22<sup>nd</sup> December, 2020 for *Position No. COMCS.12 – Network Administrator* and *COMCS.13 – I.T Support Services, Grade 12*, of two (2) applicants who sent in their Expression of Interest letters. They were interviewed and a report will be compiled and will be further considered based on the availability of funds.

## FINANCE BRANCH

The Finance Branch ensures there is effective management, monitoring and control 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 Commission on all financial matters; preparation of the Commission's annual budget submission; ensuring an effective implementation of the Commission's budget, ensuring proper certification and examination of all claims and issuance of transaction cheques and provision of competent advice on fund appropriation.

The 2020 total Budget Appropriation given to the Public Services Commission was **K7, 136, 000.00 million** which consists of *Personnel Emoluments* totalling *K5, 510,000.00 million* and *Goods & Services* with a budget allocation of *K1,626,000.00*.

However, after the Supplementary Budget, thirty percent (30%) of *Goods & Services* totalling **K487, 566.00** was removed leaving a revised budget of **K6, 648, 434 million** comprising a revised *Goods & Services* budget of *K1, 138, 402.00 million* with no changes to the *Personnel Emoluments* budget.

### Expenditure for the Year Ending 31<sup>st</sup> December, 2020

The Commission's overall total expenditure for the year which was made up of *Personnel Emoluments* and *Goods & Services* was **K7, 299, 523 million** against the total warrant received totalling **K6, 648, 434 million** that left the Commission with an over expenditure of *K651, 121* and reflected a negative ten percent (-10%).

- *Personnel Emoluments Expenditure YTD – K6, 161, 120. 00*
- *Goods & Services Expenditure YTD – K1, 138, 402. 00*

## Budget Over Expenditure at the Fiscal Year 2020

The Commission's budget over-expenditure under Personnel Emoluments was **K651, 121** that was from *Salaries and Allowances – Item 211* for **K616, 911** and *Gratuity and Retrenchment – Item 215* for **K34, 209.00**.

Some of the factors identified in the budget over-expenditure are highlighted below;

- The Commission was under funded in *Salaries and Allowances* by **K383, 500.00**. The Commission's initial request was based on the seventy-seven (77) Staff on Strength (SOS) totalling **K 5, 243, 700.00 million** however, **K4, 860, 200.00 million** was allocated.
- The Commission made a total payment of **K329, 981.40** for underpaid salaries and allowances for retired PSC Chairman, Dr. Philip Kereme.
- Under the *Item 215 – Retirements, Pensions, Gratuities* – **K34, 209.00** was the over-expenditure amount. This is due to the total allocation of **K448, 856.00** which was under-funded, compared to twenty-seven (27) National Contract Officers which was initially estimated for **K543, 103. 00**.
- Under the Goods & Services funding, the Public Services Commission received a total warrant of **K1, 138, 402.00**. The expenditure also stands at **K1, 138, 402.00** which reflects zero percent (0%).

The Original Appropriation under *Goods & Services* was **K1, 626, 000.00** however, **K487, 566.00** was removed in the Supplementary Budget, as a result of the Revised Appropriation was **K1, 138, 402.00**.

## Bank Reconciliation

The Public Services Commission has completed its yearly Bank Reconciliation up to 31<sup>st</sup> December, 2020. However, there are a number of cheques unrecorded totalling **K12, 430.75**. These cheques are either stale or un-presented cheques.

# PUBLIC SERVICES COMMISSION – FINANCIAL STATEMENTS

OPERATIONAL (RECURRENT) BUDGET - QUARTERLY REPORT ON EXPENDITURE BY ITEMS: QTR ENDING: 31st DECEMBER 2020.							Attachment D
Item  "Col. A"	Original Appropriation  "Col. B"	Revised Appropriation  "Col. C"	Warrants YTD  "Col. D"	Prorata (100%)  "Col. E" [Col. C x %] 100	Expenditure YTD.  "Col. F"	Variance (Expenditure YTD less Prorata)  "Col. G" [Col. D---Col. F]	Justification  (explanation needed if variance is more than 10 per cent) "Col. H"
<b>Personnel Emoluments (PE)</b>							
210000 - Personnel Costs							
211000 - Salaries and Allowances	4,860,221	4,860,221	4,860,221	4,860,221	5,477,132	(616,911)	-13
212000 - Wages	-	-	-	-	-	-	
213000 - Overtime	10,475	10,475	10,475	10,475	10,475	-	0
214000 - Leave Fares	190,448	190,448	190,448	190,448	190,448	-	0
215000 - Retirement Benefits, Pensions, Gratuities and Retrenchment	448,856	448,856	448,856	448,856	483,065	(34,209)	-8
<b>Total PE</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>6,161,120.6</b>	<b>- 651,121</b>	<b>-12</b>
<b>Goods and Services (G&amp;S)</b>							
221000 - Domestic Travel				-			
222000 - Travel and Subsistence	485,296	191,746	191,738	191,746	191,738	-	0
222100 - Overseas Travel	-	-		-		-	
223000 - Office Materials and Supplies	86,205	64,170	65,000	64,170	65,000	-	0
224000 - Operational Materials and Supplies	-	-	-	-	-	-	
225000 - Transport and Fuel	82,844	74,258	66,287	74,258	66,287	-	0
226000 - Administrative Consultancy Fees	84,748	61,690	61,685	61,690	61,685	-	0
227000 - Other Operational Expenses	114,649	114,648	114,644	114,648	114,644	-	0
228000 - Training	73,512	54,747	54,745	54,747	54,745	-	0
<b>231000 - Utilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
233000 - Routine Maintenance	96,918	29,726	29,726	29,726	29,726	-	0
251000 - Membership Fees and Contributions	19,045	18,165	18,165	18,165	18,165	-	0
271000 - Office Furniture and Equipment	106,669	53,169	60,298	53,169	60,298	-	0
273000 - Motor Vehicle Purchase.	476,114	476,114	476,114	476,114	476,114	-	0
<b>Total Goods and Services</b>	<b>1,626,000</b>	<b>1,138,433</b>	<b>1,138,402</b>	<b>1,138,433</b>	<b>1,138,402</b>	<b>-</b>	<b>0</b>
<b>Grand Total (PE + GS)</b>	<b>7,136,000</b>	<b>6,648,433</b>	<b>6,648,402</b>	<b>6,648,433</b>	<b>7,299,523</b>	<b>- 651,121</b>	<b>-10</b>



## Supplementary Budget

In the Supplementary Budget, thirty (30%) percent of Goods and Services funding was removed totalling **K487, 566. 00**

The table below show the figures that were removed under the Goods and Services funding.

### COMPARATIVE TABLE OF SUPPLEMENTARY BUDGET CUT

PUBLIC SERVICE COMMISSION								
2020 BUDGET CUT - (SUPPLEMENTARY BUDGET):								
OPERATIONAL EXPENDITURE - (06/10/2020)								
Item No.	Item Description	2020 ORIGINAL APPROPRIATION:	2020 REVISED APPROPRIATION.	BUDGET CUT (AMOUNTS)	WARRANT RELEASED YTD.	ACTUAL SPENT YTD.	OUTSTANDING WARRANT.	FUNDING AVAILABLE
Col 01	Col.02	Col.03	Col. 04	Col.05	Col. 06	Col. 07	Col. 08	Col. 09 (col06-col07)
	<b>PERSONNEL EMOLUMENTS</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>-</b>	<b>808,500</b>	<b>4,666,016</b>	<b>4,701,500</b>	<b>3,857,516</b>
111	Salaries and Allowances	4,860,221	4,860,221	-	505,018	4,224,841	4,355,203	3,719,823
112	Wages							-
113	Overtime	10,475	10,475	-	10,366	9,467	109	899
114	Leave Fares	190,448	190,448	-	190,448	112,822	-	77,626
141	Retirement, Pensions, Gratuities and Retrenchment	448,856	448,856	-	102,668	318,886	346,188	216,218
	<b>TOTAL OTHER GOODS &amp; SERVICES</b>	<b>1,626,000</b>	<b>1,138,434</b>	<b>487,566</b>	<b>1,081,004</b>	<b>1,079,129</b>	<b>57,430</b>	<b>1,873</b>
	<b>FIXED COSTS</b>	<b>84,748</b>	<b>61,690</b>	<b>23,058</b>	<b>61,690</b>	<b>59,895</b>	<b>-</b>	<b>1,795</b>
122	Utilities							
226	Administrative Consultancy Fees	84,748	61,690	23,058	61,690	59,895	-	1,795
127	Rental of Property							
	<b>VARIABLE COSTS / OTHER GOODS &amp; SERVICES</b>	<b>1,541,252</b>	<b>1,076,744</b>	<b>464,508</b>	<b>1,019,314</b>	<b>1,019,234</b>	<b>57,430</b>	<b>78</b>
222	Travel and Subsistence	485,296	191,746	293,550	191,746	191,708	-	38
223	Office Materials and Supplies	86,205	64,170	22,035	65,000	65,000	830	-
225	Transport and Fuel	82,844	74,258	8,586	13,528	13,528	60,730	-
233	Routine Maintenance	96,918	29,726	67,192	29,726	29,726	-	-
227	Other Operational Expenses	114,649	114,649	-	114,649	114,649	-	-
228	Education, Training and Workshops	73,512	54,747	18,765	54,747	54,707	-	40
251	Membership Fees, Subscriptions and Contributions	19,045	18,165	880	13,500	13,500	4,665	-
271	Office Equipment, Fittings and Furnitures	106,669	53,169	53,500	60,304	60,304	7,135	-
273	Purchased of vehicles	476,114	476,114	-	476,114	476,112	-	2
	<b>TOTAL</b>	<b>7,136,000</b>	<b>6,648,434</b>	<b>487,566</b>	<b>1,889,504</b>	<b>5,745,145</b>	<b>4,758,930</b>	<b>3,855,643</b>

## **Public Investment Program – Capacity Building Program**

The original appropriation was **K3, 000, 000. 00** was further revised to **K1, 500, 000. 00**, and the warrant released totalled the revised appropriation.

The Public Services Commission has spent **K351, 942.00** from the total warrant received of **K1, 500, 000. 00**.

### **ACHIEVEMENT(S)**

The Public Services Commission was able to settle all outstanding claims, especially to our service providers, despite a funding cut under the Goods & Services component.

Moreover, there are no outstanding cash advances recorded, due to prudent action taken by the Branch in managing advances and working closely with staff in relation to the Advance requirements as stipulated under the *Public Finance (Management) Act 1995*.

### **CHALLENGE(S)**

This reporting period proved to be a very challenging year for the Commission, as the country went into lock-down due to the COVID-19 pandemic, which also affected funding for the PSC. The Commission did not receive any funding for the months of *February, September and October*.

The Commission's remaining funds under Goods & Services totalling **K487, 566.00** was removed to fund the governments Supplementary Budget. Therefore, with the above challenges, most of the Commission's Programs and activities were not completed or implemented.

### **CONCLUSION**

The Finance Branch performed exceptionally well in 2020 by ensuring that funds allocated to the Commission to perform its mandated role was prudently managed and the available resources, despite massive funding cuts was maximized to ensure the smooth operations of the Commission.

Additionally, the Public Services Commission would like to have its own Divisional Budget in the future as this will greatly assist the level of budget allocation on an annual basis. At the moment, all six (6) Divisions are placed under one (1) budget and when distributing funds for monthly allocations it does not meet the needs of some Divisions due to the insufficient funds received each year. Therefore, it is imperative that sufficient funding be allocated to the PSC to undertake its roles and functions amicably in the future.

## **INFORMATION TECHNOLOGY BRANCH**

The Information Technology Branch is responsible for effective planning, implementation, organization, procurement and installation of the I.T facilities. The Branch is also required to provide effective advice to the management on I.T requirements of the Commission.

Apart from the daily support and management of the Commission's I.T Infrastructure, below are some of the notable achievements as well as challenges faced in 2020.

### **ACHIEVEMENT(S)**

- The Case Management System (CMS) project was tendered by the European Union (E.U) and the successful bidder/contractor was scheduled to start in March, 2020, however, the COVID-19 pandemic forced the world into a total lock-down, further postponing the project to March, 2021.
- The Public Services Commission successfully engaged Telikom PNG as the new Internet Service Provider (ISP). Telikom is offering PSC at an extremely high bandwidth speed of 50mbps which is a lot faster than the previous ISP- Datec Ltd.
- The PSC Website is working fine and is being managed by the I.T Branch with content being consistently updated by the Media & Publication Branch highlighting the roles and functions of the Commission. The Website is a platform for aggrieved officers to send their Review Applications or seek advice on issues relating to their personnel matters.

### **CHALLENGE(S)**

There were a number of new projects initiated by the branch in this reporting period, however most were not accomplished largely due to funding constraints and also the COVID-19 Pandemic. The projects include;

- Overhauling the I.T Server Infrastructure/Facilities;
- Upgrade the User PC's Operating Systems from Windows 7 Professional to Windows 10;
- Purchase and set up new Network Printers;
- Purchase and set up a new scanner for the Registry Branch to scan Commission files;
- Upgrade the Commissions' telephone system; and
- Video Conferencing.

The PSC has old infrastructure and most of them have reached their life cycle and therefore it is imperative that they be replaced, from printers to computers, servers, switches, routers telephone PABX and Cat5 Cables.

Additionally, the Commission needs to address these issues to avoid the possible risk of system crashes and downtime; increased costs; decrease in productivity levels; security holes and legal and regulatory compliance risks.

Moreover, PSC has lost two (2) of its very important Physical Servers (Server 1 and Email Exchange Server that crashed in 2019 and Server 2 which is the File and Antivirus Server that also crashed in November, 2020.

As per Financial Records, PSC has paid a lot to Central Business System in maintenance costs for support, parts and servicing of our three (3) old and obsolete printers and would therefore need to purchase new printers for each of the floors.

## **CONCLUSION**

The Public Services Commission needs to understand the urgency to tap into the virtual and digital world. The world of work is undergoing radical change and business as we know it, has become a real-time experience. We deal with a relentless stream of messages and communications each day, and we operate in a network of teams. Therefore, PSC's Information Communication Technology (ICT) needs to adjust with the global digital change.

The PSC has the Case Management System (CMS) database project coming up, and we will definitely need a good ICT infrastructure platform to cater for that. Also, based on the ICT Branch assessment with costs involved in the upgrading and overhauling of PSC ICT infrastructure an estimated funding of K1.5 million is needed.

## **MEDIA & PUBLICATION BRANCH**

The role of the Media & Publication Branch is to provide an effective means of managing media and publication matters within the Commission, by optimizing on the best possible avenue to disseminate information through the utilization of the various forms of media, including print, electronic and social media.

The basic roles and functions of the branch is to deal with media, marketing and publication matters, together with other services offered by the Branch for the Commission and PSC Secretariat. It is the prerogative of the Branch to create awareness on the roles and functions of the Commission amongst public servants and stakeholders in the National Public Service.

Another vitally important role of the Branch is to compile the Commission's Annual Reports, Management Action Plans and other publications and policies sanctioned by the Commission that is to be performed with the utmost efficiency to fulfil the over-all objective of the Commission.

At the beginning of the year, Senior Media & Publication Officer Miss. Nadia Marai was recruited bringing with her new ideas, perspectives and talent to the Branch and Commission. The Branch has been faced with manpower issues since the recruitment of the Principal Media & Publication Officer in 2013, and therefore, an additional staff provided much needed support to achieve the branch plans and activities.

Also, at the start of the year and for the first time, the Commission opened its doors to allow a journalism student from the University of Papua New Guinea to undertake thirteen (13) weeks of Public Relations Industrial Training with the Media & Publication Branch. Mr. Stephen Mase joined PSC on the 06<sup>th</sup> of January. 2020, however, he was not able to complete his 13 weeks of training due to the COVID-19 pandemic, and the subsequent lockdown of residents in the Nation's Capital forced him to leave a week early in March.

Mr. Mase's tenure with PSC was an insightful experience for both him and the Branch. He learnt the procedures and processes of the National Public Service and the legislations and regulations that dictate the roles and functions of the PSC and other Departments and agencies. His contribution to the Branch was immense, culminating to a great feature story that he wrote about the retiring Commissioner Provincial Mr. Hansel Kakimo that was published by both daily newspapers.

The Media & Publication Branch continues to perform exceptionally well, despite limited funding. Outlined below are the achievements that are categorized into three (3) main areas; *Corporate Plan Activities*, *Major Branch Activities* and *Branch Tasks* together with the numerous challenges faced in this reporting period.

## **ACHIEVEMENT(S)**

There were several achievements of the Media & Publication Branch as indicated below;

### **Corporate Plan Activities**

#### **➤ Upgrade Media Equipment**

The aim of this activity is to improve the quality of publications and is linked to the upgrading of the Media & Publication Software. A quote for the purchase of a new Canon Camera and other items was obtained from Theodist and funds were released to purchase the items. The camera will improve the quality of footage for our social media pages, website, newsletters, media releases and other publications.

#### **➤ Initiate a Corporate Image for PSC**

This activity falls under the Human Resource Management Branch. A Committee was formed in August, comprising officers from the various Divisions within the PSC Secretariat to work alongside the HRM Branch to develop a new, vibrant and innovative image for the Commission. Two (2) meetings have been held so far and resulted in the committee initiating a survey for staff and our clients. Their feedback will be used to formulate the Committee's Terms of Reference (ToR).

### **Branch Major Activities**

#### **➤ PSC 2020 Management Action Plan**

The Management Action Plan (MAP) for the PSC Secretariat was successfully compiled and submitted to the Senior Management Committee (SMC) for their comments and endorsement. The MAP was then submitted to the Commission Members through the Office of the Secretary for their endorsement and distributed to all Directors and Officers of the PSC Secretariat for implementation.

#### **➤ PSC 2019 Annual Report**

This report was successfully compiled, endorsed by the Commission Members, printed and presented by the Chairman of PSC, Mr. Apeo Fuata Sione to the Governor General on the 3<sup>rd</sup> of September, 2020 at Government House. The Report will be forwarded to Parliament through the Office of the Governor General.

#### **➤ Website**

The PSC website has been updated each week by the Senior Media & Publication Officer with occasional stories or awareness on the roles and functions of the Commission. Moreover, the enquiries email on our website is the main platform or avenue for the Commission's clients to send in their

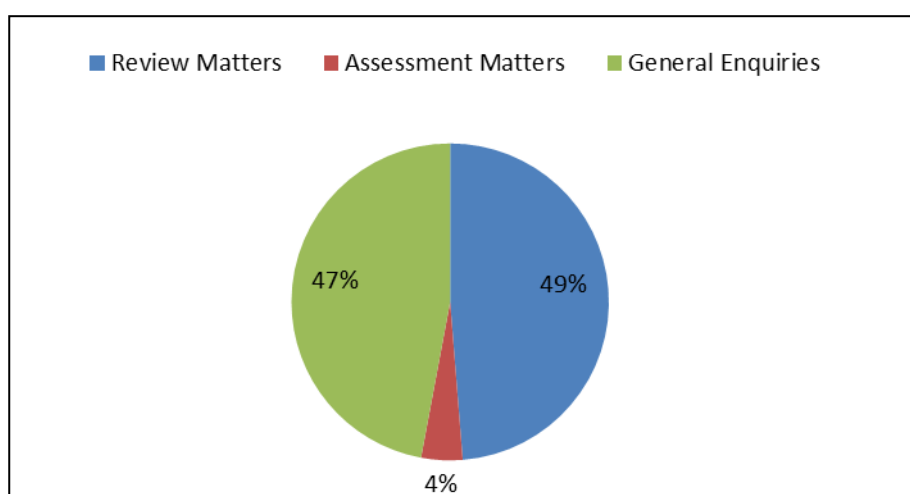


queries, which are then forwarded to the relevant Divisions for their perusal and response.

The PSC Enquiries email account was revived in March, 2020 to foster relationships and create good public relations with the Commission's clients and stakeholders whilst also maintaining an online presence for PSC, and drive awareness on the roles and functions of the Commission.

Below is a graph highlighting the types of enquiries that are received via the PSC Enquiries Email Account from the periods of March – November, 2020.

#### **TYPES OF MATTERS RECORDED IN THE PSC WEBSITE ENQUIRIES EMAIL ACCOUNT**

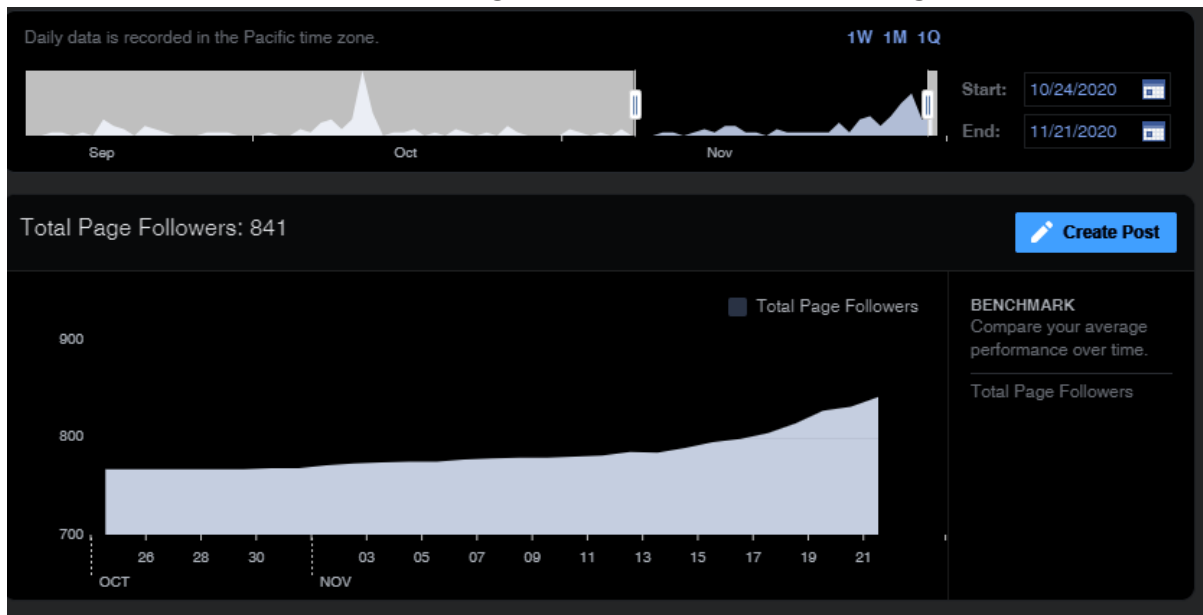


#### ➤ **Social Media – PSC Facebook Page**

The PSC Facebook page serves as an online tool for publications, news releases, notices and also receiving general enquires and correspondences from aggrieved public servants across the country in a timely and effective manner. The Branch also tries to have a one-hundred percent (100%) response rate when dealing with the Commission's clients.

The following snippets show the number of people the page has reached using online statistics extracted from the page itself. The data indicates a significant increase of audience we have each week that visit the page. The data also shows the forecasted increase of visitors to the page in the preceding months as plans are now in place to commence the PSC Awareness online in 2021.

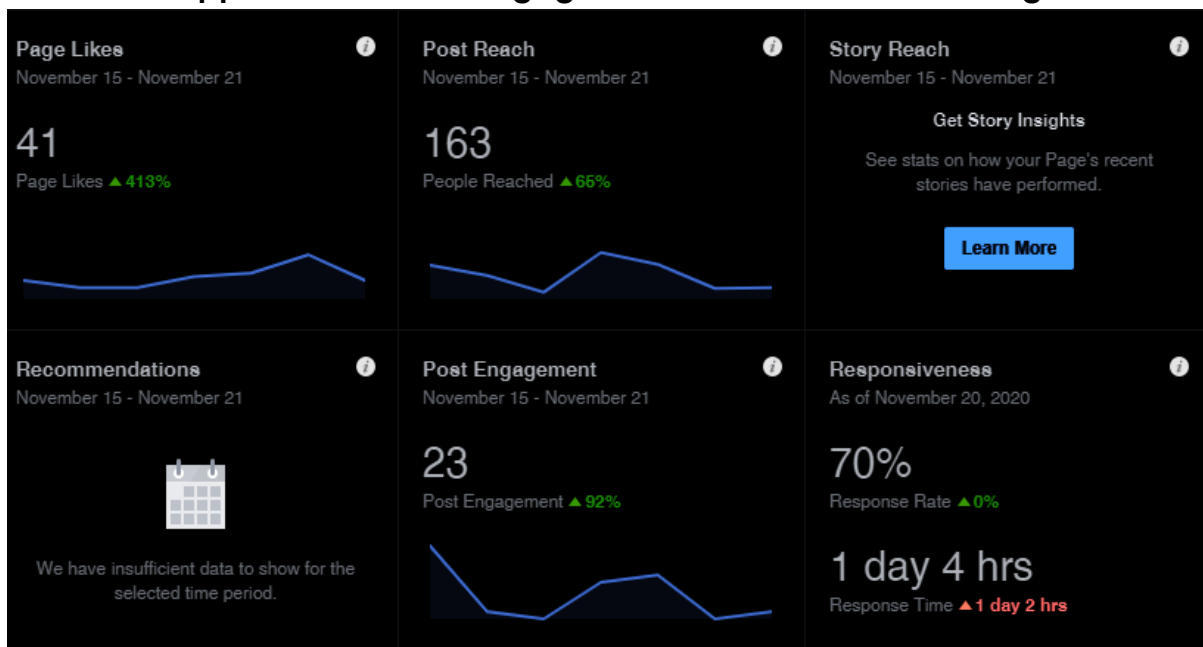
### Snippet 1: Page Reach- 841 and counting



NOTE: Date of data extraction 23rd November 2020.

The snippet below shows the results on Page Likes, Post Reach, Recommendations and Engagements from November 15- 21<sup>st</sup>, 2020. There has been an increase in Page likes up to 413% a 65% Increase in Reach and a 92% increase in post engagements.

### Snippet 2: Audience Engagements on PSC Facebook Page



NOTE: Date of data extraction 23rd November 2020

➤ **Review of Personnel Matter – Oral Hearing Handbook**

The handbook is complete and has been cited by the Commission Members who have given their feedback. Once the Chairman completes the Foreword, it will be finalized and sent up to the SMC and Commission Members for their endorsement before it is printed.

➤ **GESI Sensitization Program**

The Branch in consultation with the HRM Branch, plan to invite the GESI Branch at the Department of Personnel Management (DPM) to mainstream the GESI Policy to staff of the PSC, and introduce inclusive and equity initiatives in PSC by instilling and promoting the GESI principles. The program was set for March, 2020, however, due to the COVID-19 pandemic; it was postponed indefinitely and will most probably be carried out in the second quarter of 2021.

➤ **Brochures – Investigation and Assessment Divisions**

Brochures for both the Investigation and Assessment Divisions were completed and sent to the Commission Members for their endorsement. The brochure for the Investigation Division was endorsed by the Commission Members, printed and has been placed at the reception area for our clients. Once sufficient funds are available, the brochure will be printed preferably at the Government Printing Office and distributed to our clients and stakeholders.

Moreover, the Assessment brochure has been sent to the Commission Members for their comments and endorsement.

➤ **Public Service Induction Presentation**

A draft of the presentation is complete and was presented to the Assessment and Investigation Divisions for their feedback. The presentation was forwarded to the Divisions for their comments before it was submitted to the SMC and EMC for their comments and endorsement. The presentation will be used at all induction programs attended by PSC.

➤ **Hand-Over Take-over Ceremony of retiring PSC Chairman**

The Branch successfully prepared the program for the hand-over take-over ceremony for the outgoing Chairman of PSC Dr. Philip Kereme and incumbent Mr. Apeo Fuata Sione that was witnessed by staff of the PSC Secretariat.

➤ **Swearing in Ceremony of Incumbent PSC Chairman at Government House**

The Chairman was sworn into Office by the Governor General on 04<sup>th</sup> June, 2020 at Government House. The Branch was on hand to organize a press

conference thereafter for the media representatives; a Media Release was also drafted and disseminated to media houses.

➤ **PSC Retirement Function**

The Branch was part of the committee tasked to organize a farewell function for the outgoing Chairman and Commissioner Provincial who were retiring from the Public Service. The event was held at the APEC Haus and was well attended by various Heads of the Public Service, Media representatives and staff of the PSC Secretariat.

➤ **PSC Yearly Planner**

The Commission's 2020 Yearly Planner was drafted by our UPNG Trainee Student Mr. Stephen Mase and highlights the Commissions meetings and other important schedules for the Commission. The Planner was formally endorsed by the Commission members, printed and distributed to all staff of the PSC Secretariat.

## **CHALLENGE(S)**

The lack of funding was a major concern in 2020. The *PSC Today Newsletter* was again affected as funding was not available to print the newsletter; furthermore, the proposed upgrading of the branch publishing software was not undertaken due to this issue.

## **CONCLUSION**

The performance of the Media & Publication Branch in 2020 is exceptional and has continued to deliver on its planned activities and tasks despite the limited funds allocated. Moreover, the recruitment of a Senior Media & Publication Officer has boosted the Commission's Social Media presence especially in disseminating information and assisting aggrieved officers through the Commission's Facebook page and Website.

The New Year brings with it numerous challenges; however, the Branch remains optimistic and stands committed to achieve its goals as it looks forward to a successful 2021.

## REGISTRY BRANCH

The Registry Branch is responsible for the effective maintenance and registration of all records and correspondence of the Commission. The branch primary objective is to dispose all out-dated files to create sufficient storage space for cases that need to be archived. This task continues to be a challenge because of the lack of a scanning machine to facilitate the process of scanning all files before they are disposed.

This report covers the period 2020 and further highlights achievements, despite the COVID-19 pandemic that resulted in two (2) lockdowns within the National Capital District, affecting the implementation of some of the branch activities.

### ACHIEVEMENT(S)

There were numerous achievements of the Registry Branch in this reporting period in regard to two (2) activities in the PSC Corporate Plan 2019 – 2023. These activities include;

- 1. Document Management System** – this activity once implemented will reduce the storage space, enhance security and make it easier to retrieve electronic file copies with better backup and recovery purposes.
- 2. Upgrade the Commissions Filing System** – this task was completed in December, 2020 and the Crystal Files Holder was placed in the compactor for easier filing when undertaking the Commissions core business.

The Registry Branch in this reporting period received and recorded ninety-nine (99) files; thirty-nine (39) files were from the Provincial Review Division and sixty-two (62) from the National Review Division as indicated in the table below:

No.	Nature of Case	National Review Division	Provincial Review Division
1.	Terms & Condition	6	4
2.	Retrenchment	6	NIL
3.	Discipline	34	22
4.	Entitlement	11	4
5.	Selection	3	9
6.	Reinstatement	1	NIL
7.	Termination	1	NIL

**NOTE:** Refer to Appendix 'L' for all statistics on all closed files.

Additionally, the branch was also able to update the Commission's Official Stamps for the Commission members, Office of the Secretary and the Divisions of the PSC Secretariat; as well as purchase a new shredding machine for the section and renew the Commission's yearly rental postage account.



Registry Officer sorting through the Commission's closed files that will be archived.

# 2020 UNAUDITED FINANCIAL YEAR REPORT

OPERATIONAL (RECURRENT) BUDGET - QUARTERLY REPORT ON EXPENDITURE BY ITEMS: QTR ENDING: 31st DECEMBER 2020.							Attachment D
Item  "Col. A"	Original Appropriation  "Col. B"	Revised Appropriation  "Col. C"	Warrants YTD  "Col. D"	Prorata (100%)  "Col. E" [Col. C x %] 100	Expenditure YTD.  "Col. F"	Variance (Expenditure YTD less Prorata)  "Col. G" [Col. D---Col. F]	Justification  (explanation needed if variance is more than 10 per cent) "Col. H"
<b>Personnel Emoluments (PE)</b>							
210000 - Personnel Costs							
211000 - Salaries and Allowances	4,860,221	4,860,221	4,860,221	4,860,221	5,477,132	(616,911)	-13
212000 - Wages	-	-	-	-	-	-	-
213000 - Overtime	10,475	10,475	10,475	10,475	10,475	-	0
214000 - Leave Fares	190,448	190,448	190,448	190,448	190,448	-	0
215000 - Retirement Benefits, Pensions, Gratuities and Retrenchment	448,856	448,856	448,856	448,856	483,065	(34,209)	-8
<b>Total PE</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>5,510,000</b>	<b>6,161,120.6</b>	<b>- 651,121</b>	<b>-12</b>
<b>Goods and Services (G&amp;S)</b>							
221000 - Domestic Travel				-			
222000 - Travel and Subsistence	485,296	191,746	191,738	191,746	191,738	-	0
222100 - Overseas Travel	-	-		-		-	-
223000 - Office Materials and Supplies	86,205	64,170	65,000	64,170	65,000	-	0
224000 - Operational Materials and Supplies	-	-	-	-	-	-	-
225000 - Transport and Fuel	82,844	74,258	66,287	74,258	66,287	-	0
226000 - Administrative Consultancy Fees	84,748	61,690	61,685	61,690	61,685	-	0
227000 - Other Operational Expenses	114,649	114,648	114,644	114,648	114,644	-	0
228000 - Training	73,512	54,747	54,745	54,747	54,745	-	0
<b>231000 - Utilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
233000 - Routine Maintenance	96,918	29,726	29,726	29,726	29,726	-	0
251000 - Membership Fees and Contributions	19,045	18,165	18,165	18,165	18,165	-	0
271000 - Office Furniture and Equipment	106,669	53,169	60,298	53,169	60,298	-	0
273000 - Motor Vehicle Purchase.	476,114	476,114	476,114	476,114	476,114	-	0
<b>Total Goods and Services</b>	<b>1,626,000</b>	<b>1,138,433</b>	<b>1,138,402</b>	<b>1,138,433</b>	<b>1,138,402</b>	<b>-</b>	<b>0</b>
<b>Grand Total (PE + GS)</b>	<b>7,136,000</b>	<b>6,648,433</b>	<b>6,648,402</b>	<b>6,648,433</b>	<b>7,299,523</b>	<b>- 651,121</b>	<b>-10</b>



## ACHIEVEMENT(S)

The following are the achievements of the Public Services Commission in this reporting period, despite numerous constraints faced.

- The National Review Division completed one-hundred and twenty-nine (129) cases from a total of three-hundred and sixty-seven (367) cases. From that total one-hundred and fifty (150) were from 2020, whilst two-hundred and seventeen (217) cases were from 2019 and previous years. There is approximately two-hundred and thirty-eight (238) cases still pending review that will be carried over into 2021.
- The Provincial Review Division registered a total of two-hundred and seventy-six (276) cases in 2020; thirty-four (34) cases were carried over from 2019. From the total of two-hundred and seventy-six (276), one-hundred and forty-one (141) cases were reviewed and completed, leaving one-hundred and thirty-five (135) cases outstanding and will be carried over in 2021.
- The Assessment Division completed fifty (50) Consultation on Permanent Appointments with only six (6) cases carried over in 2021, from which four (4) are CEOs of RSA's and two (2) are RSA Boards. The Division was also able to complete one-hundred and twenty-seven (127) Consultations on Acting Permanent Appointments with nil cases carried over in 2021. Moreover, the Division performed exceptionally well in meeting the expected turnaround time, which is two (2) months for the completion of consultations on permanent appointments.
- Other significant achievements for the Assessment Division would be its valuable contributions towards the development of the *PSC Motor Vehicle Management Policy*; the review of the *PSC Training and Development Policy 2021 – 2023*; and input on the *Public Service Induction Presentation* and brochures on the *Roles and Functions of the Assessment Division and Investigation Division*. And also, its involvement in organizing the retirement function for outgoing Chairman Dr. Philip Kereme and Commissioner Provincial Mr. Hansel Kakimo at the APEC Haus.
- The Investigation Division closed all three (3) cases that were referred to the division by the Commission. Another achievement was the completion of the *Standard Operating Procedure Manual (SOP)*, *Police Complaint Process Guideline* and the *Investigators Code of Ethics Guideline* that are now operational. Additionally, a brochure for the Division was developed with the assistance of the Media & Publication Branch that was formally endorsed and will be used in the awareness on the roles and functions of the Division.

- The Legal, Advisory & Litigation Division achieved some of its activities in this reporting period that included the successful completion of trail matters in Goroka National Court [O.S (JR) No. 501 of 2020: Eastern Highlands Provincial Health Authority vs. PSC & the State]; and Wabag National Court [O.S (JR) No. 94 of 2020: Thomas Lombe Lemon vs. PSC & Ors.]. The Division also successfully vetted one-hundred and thirty-one (131) files that included twenty-five (25) Submissions; sixty-three (63) Advices and forty-two (42) Information Papers. Another achievement was the allocation of a new vehicle for the Division.
- The five (5) Branches under the Corporate Services Division also had numerous achievements for the year as indicated below;
  - The successful development of the *PSC Motor Vehicle Management Policy* that is aimed at ensuring there is a consistent, reliable, effective and efficient management and operation of the Commission's fleet of vehicles. The Policy has been endorsed and will be fully implemented in 2021.
  - The Human Resource Management Branch conducted a successful recruitment drive that saw ten (10) new officers take up their roles in January, 2020 in the National & Provincial Review Divisions, Assessment Division and Corporate Services Division.
  - The Finance Branch successfully settled all outstanding claims to service providers despite funding cut under the Goods & Services component. Moreover, there were no outstanding cash advances recorded, largely due to the prudent action taken by staff of the branch in managing advances and working closely with staff to adhere to Advance requirements stipulated under the *Public Finance (Management) Act 1995*.
  - A significant achievement for the I.T Branch was the Commission's Case Management System (CMS) project that was tendered by the European Union (E.U) and a successful contractor was awarded the bid. However, due to the COVID-19 Pandemic the commencement of the project was deferred to 2021. Another achievement for the I.T branch was the successful engagement of Telikom PNG to serve as the new Internet Service Provider (ISP) for the Commission.
  - A major achievement for the Media & Publication Branch this year was the recruitment of Senior Media & Publication Officer Miss. Nadia Marai. Her recruitment saw the Branch realign some of its major activities one of which was to improve the Commission's online presence in linking the aggrieved clients to the service provided by the Commission. This saw the revitalization of PSC's social media page and website, which has increased its audience by 92% in 2020. The PSC Facebook and Website are platforms aimed at fostering cordial relationships with the Commissions clients and stakeholders and drive awareness on the roles and functions of the Commission.

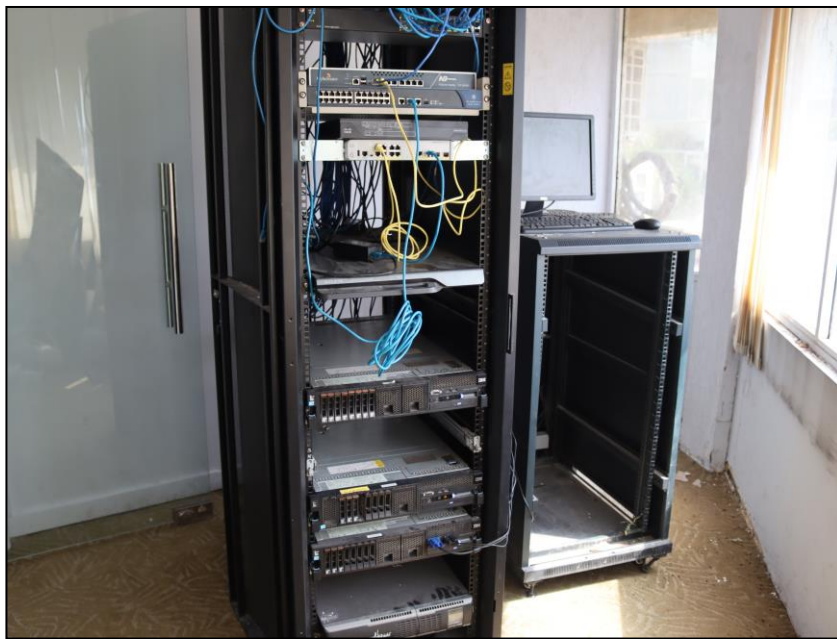
- Other significant achievements for the Media & Publication Branch include the successful compilation of the PSC 2019 Annual Report which was presented to the Governor General by the PSC Chairman, Mr. Apeo Fuata Sione in September, 2020; compilation of the Review of Personnel Matter – Oral Hearing Handbook; PSC 2020 Management Action Plan; creation of brochures for the Assessment and Investigation Divisions; compilation of PSC's Public Service Induction PowerPoint Presentation and the planning and organizing of the retirement function for outgoing Chairman Dr. Philip Kereme and Commissioner Provincial Mr. Hansel Kakimo.
- The Registry Branch was able to develop a *Document Management System Policy* that is awaiting endorsement before it is fully implemented. The policy aims to assist the Branch and the Commission to reduce the storage capacity, enhance security and make it easier to retrieve electronic file copies with better back-up. Another achievement was the upgrade of the Commission's filing system that was completed in December, 2020 and the Crystal Files Holder was placed in the compactor for ease of filing.

## CHALLENGE(S)

The Public Services Commission continues to fulfil its Constitutional role under extreme conditions, largely due to inadequate funding that continues to affect the operations of the Commission. In 2020, one significant challenge was the global COVID-19 pandemic that had a detrimental effect on the workflow and activities of the Commission. Some of these challenges are highlighted below:

- Funding constraints and capacity issues have been ongoing problems for the Commission preceding the pandemic. In the last five (5) years, the Commission has experienced severe cuts in its budget allocation that has prevented it from conducting Hearings in the twenty-two (22) provinces resulting in a back-log of cases. This is despite the fact that *Sections 225* of the *National Constitution* imposes a statutory obligation on the National Government and its agents to provide the necessary resources to Constitutional offices like the Public Services Commission to carry out its Constitutional roles and functions.
- Monthly government warrants are not released in a timely manner; and for some months, funds allocated are either reduced or there is no funding at all.
- Budgetary cuts by the Department of Treasury have had a profound effect on the daily operations of the Division and the Commission as a whole in terms of logistics. This is a prolonged issue since 2015.

- The Investigation Division encountered some challenges one of which was to offer appropriate and specific training in the field of investigation for its officers. This would assist and equip the officers to conduct investigations and provide quality investigation reports and recommendations to the Commission. Another challenge for the Investigation Division is the delay in responses or feedback from other departments in relation to Investigation matters. This has hampered the Divisions performance in disposing investigation matters in a timely manner.
- The Commission's remaining funds under Goods & Services totalling **K487, 566.00** was removed to fund the Supplementary Budget; therefore, most of the Commission's programs and activities were not completed or implemented in 2020.
- The Commissions old I.T infrastructure has reached its life cycle and therefore it is imperative that printers, computers, servers, switchers, routers, telephone PABX and Cat5 Cables be replaced. The Commission needs to immediately address this issue to avoid the possibility of system crashes thus increasing cost to maintain these ICT infrastructures.



The PSC Server room housing the Commission's server that needs to be urgently replaced.

## RECOMMENDATION (S)

It is the objective of the Public Services Commission to see a fair and proper administration of personnel matters of public servants in the National Public Service, through rigorous checks and balances.

The Commission's Mission to promote a highly competent, non-partisan and representative Public Service that is based on the values of fairness, integrity, transparency and accessibility may be formidable task in itself, given the challenges highlighted in this report, however, it can be achieved through the recommendations provided.

- The Commission and the PSC Secretariat be 'Amalgamated' through an Organic law to enhance its status of independence as a Constitutional body in the National Public Service of PNG.
- A consultation workshop is to be held for all stakeholders once the NEC Policy Submission is approved and funding is allocated for the proposed New Look PSC Model.
- The Public Services Commission is a Constitutional Office and requires Government support in-terms of funding to carry out its role.
- ALL Duty Travels to commence in February, 2021 so that Oral Hearings can be conducted between February – June, 2021, since travel in 2020 was affected around July through to December as funds were put towards the Governments Supplementary Budget.
- Director Corporate Services and the Office of the Secretary to advertise the remaining vacant positions within the Provincial and National Review Divisions together with the Investigation Division in 2021.
- Director Legal, Advisory and Litigation to set a turnaround time for Legal Officers to vet *Draft Submissions* and *Advices* to comply with the statutory time period of 90 days as required by law.
- Commission Members in consultation with Director Legal, Advisory & Litigation must set a time limit for the cases *Held in Abeyance* to comply with the requirements of the Commission to achieve the one-hundred percent (100%) increase in the closure of carried over cases from 2018 and 2019.
- It is strongly recommended that separate funding be allocated to all Divisions in PSC to implement their respective Divisional activities.
- As alluded to by the Provincial Review Division in its report the Department of Personnel Management (DPM) to be summoned and fined for failing to

appear at ALL Oral Hearings conducted by PSC, and to ensure that DPM starts attending in 2021 and beyond.

## CONCLUSION

The Public Services Commission is a Constitutional body established under *Section 190 of the National Constitution of Papua New Guinea*. Its core function is to 'Review Personnel and Organizational Matters' in the National Public Service.

The year 2020 has been a very challenging year for the Commission, as operations came to a stand-still in March and July of this year due to the COVID-19 global pandemic, which resulted in two lock-down periods that were imposed by the government. Funding during this period was also a major concern, as it was diverted to fund the government's response to the COVID-19 effects in the country. However, despite these issues the Commission managed to mitigate these challenges and completed the year with some positive accomplishments.

Under its Review mandate, the Commission registered a combined total of six-hundred and forty-three (643) personnel matters under the National and Provincial Review Divisions. From this combined total, two-hundred and seventy (270) cases were completed and closed (129 from the National Review Division and 141 from the Provincial Review Division) leaving a total of three-hundred and seventy-three (373) cases that were carried over into 2021; (*two hundred and thirty-eight (238) are from the National Review Division and one-hundred and thirty-five (135) from the Provincial Review Division*).

It is envisioned that in 2021, both review divisions will embark on reducing the backlog of cases, but in order to achieve this, it is imperative that manpower is increased for both the National and Provincial Review Divisions and adequate funding is also made available.

Also, in this reporting period, the Commission embarked on achieving one of its Corporate Plan projects, which is to establish regional offices in some of the province. The Commission under the government's Public Investment Program (PIP) was able to secure funding to the tune of K3 million to construct its first regional office in Western Highlands province, that will service the Highlands region. The site is in the Kagamuga area and the construction phase will commence in 2021 after the completion of the Tender Process. The project is expected to be delivered in 2022.

Another Corporate Plan project in 2020 is the Amalgamation of the PSC Secretariat with the Commission. The Commission at this juncture needs to progress the passage of the Public Services Commission Bill 2020 which will result in the Amalgamation of the Secretariat with the Commission. The reason behind the proposed



Amalgamation is to strengthen the independence of the Secretariat and the Commission by making it more robust and relevant to the challenges of the 21<sup>st</sup> Century.

The Public Services Commission continues to perform its mandated role diligently, despite being faced with budgetary or funding issues annually. The achievements of the Commission are reflective of the hard work of the Commission and its staff who continue to maximize on the limited funding allocated to achieve some of its functional and Corporate Plan activities



The Chairmen of the Public Services Commission, both new and old at the retirement function of outgoing Chairman Dr. Philip Kereme, OBE, MA, Ph. D who is standing far left. Former PSC Chairman and Retired Chief Ombudsman Mr. Rigo Lua (centre) is flanked by the incumbent Chairman Mr. Apeo Fuata Sione (right).



# APPENDICES

## APPENDIX A

### Section 190 – Establishment of the Commission

- (1) The Public Services Commission is hereby established.
- (2) 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.
- (3) All of the Members of the Commission must be citizens who have gained substantial experience in the National Public Service.
- (4) Subject to this Constitution, an Act of Parliament shall make a provision of, 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 192 – Independence of the Commission

The Public Services Commission is not subject to direction or control when carrying out its function under Section 19(1)(a) – Functions of the Commission.

## APPENDIX C

### Section 191 – Functions of the Commission

- (1) The Public Services Commission shall be responsible, in accordance with an Act of 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 government 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 carrying out its functions 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 services of other government bodies.
- (4) The Public Services Commission shall, in respect of each year, prepare and forward to the Speaker for presentation to 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 D**

### **Section 193 – Appointment of Certain Offices**

- (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
  - c. The office of the occupant responsible for the administration of the Government broadcasting service, or, of that responsibility rests with a board of commission, the chairman or president of the board or commission; and
  - d. The offices of the persons (including members of the boards of Commissions) responsible for the administration of any State Services; and
  - e. The Office of the Commissioner of Police; and
  - f. The Office of the Commander of the Defence Force; and
  - g. The Office of the Secretary of the National Executive Council;
  - h. Such other offices and positions as are prescribed by an Act of the 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), (e) 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 the parliament by the responsible Minister, as soon as possible after it has been made.

- (3) All appointments (whether temporary or substantive) to which Subsection (1)(a), (d), (f) and (g) apply and such 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.
- (4) An Act of Parliament may make provision for and in respect of a temporary appointment to an office to which this section applies until such time as it is practicable to make an appropriate substantive appointment in accordance with Subsection (2).

## **APPENDIX E**

### **Section 194 – Personnel Matters**

In this Division, '*Personnel Matters*' means decisions and other service matters concerning an individual whether in-relation to his appointment, demotion, transfer, suspension, discipline or cessation or termination of employment (except cessation or termination at the end of his normal period of employment as determined in accordance with law), or otherwise.

## **APPENDIX F**

### **Section 12 – 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 –
    - (i) 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 who not knowingly makes any false or misleading statements in any evidence before the Commission commits an offence.

**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 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, commits 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 a document relevant to the subject of an inspection, inquiry or investigation when required to do so under that Subsection, commits 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 paragraphs (a),(c),(d) or (e); and
- g. an employee, but does not include a member of the PNG Defence Force.

## APPENDIX G

### Section 18 – Review of Personnel Matters

- (1) The Commission shall, following a complaint made by an officer to the Commission in accordance with Subsection (2), review any decision on a personnel matter relating to appointment, selection or discipline connected with the National Public Service, where that officer has been affected by the decision.
- (2) A complaint referred to in Subsection (1) shall be –
  - a. in writing; and
  - b. made to the Commission by the officer within 60 days of the date on which the decision is made, but the Chairman may waive the time limit where the delay beyond the 60 days was beyond the control of the person seeking to make the complaint; and
  - c. copied to the Departmental Head of the Department of Personnel Management by the officer making the complaint.
- (3) The Commission shall summon –
  - a. The Departmental Head of the Department of Personnel Management or his delegate; and
  - b. The Departmental Head of the Department in which the officer is or was employed, or his delegate; and
  - c. The officer making the complaint who may at his request and at his own cost, be represented by an industrial organization of which he is a member, or by a lawyer.
- (4) The person summoned under Subsection (3) shall make himself available to appear before the Commission within 14 days of the date of summons;
- (5) The Commission shall –
  - a. Consider all the facts relevant to the matter, including –
    - (i) The views of persons summonsed under Subsection (3); and
    - (ii) The personnel management policies of the National Public Service; and
    - (iii) The cost implications of any decision which it may make; and
  - b. Make a decision to uphold, vary or annul the decision, the subject of the complaint; and

- c. Give immediate notification of its decision to the persons summonsed under Subsection (3).

(6) The decision of the Commission under Subsection (5)(b) –

- a. Shall be made within 90 days from the date of receipt by the Commission of the complaint, but this period maybe extended by the Commission where the reason for the delay is beyond the control of the Commission; and
- b. Shall become binding after a period of 30 days from the date of the decision.

## **APPENDIX H**

### **Section 19 – Review of Organizational Matters**

- (1) In the performance of its duty under Section 191 (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 other authority on a particular matter, consider-
  - a. The relative importance of that nature; 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 views of the individual members of the Commission as representatives of officers of long-standing and experience in the National Public Service.

## **APPENDIX I**

### **Section 27 – Appointment of Offices of Departmental Head**

- a. This section is subject to Section 193 – *Appointment of Certain Offices* – of the National Constitution.
- b. A Departmental Head shall be appointed by the Head of State, acting on advice given after consultation with the Public Services Commission.

## APPENDIX J

### PROVINCIAL REVIEW DIVISION

#### CASES UNDERGOING REVIEW

NO.	DEPARTMENT	REVIEW No.	NATURE OF CASE	YEAR RECEIVED
1.	Central Provincial Administration	PSC3-02-CPA:26/2020	Discipline	2020
2.	East New Britain Provincial Administration	PSC3-03-ENBPA:53/2020	Discipline	2020
3.	East New Britain Provincial Health Authority	PSC3-03-NONGH:54/2020	Discipline	2020
4.	Enga Provincial Administration	PSC3-06-EPA:94/2020	T & C	2020
5.	Madang Provincial Health Authority	PSC3-08-MDPHA:52/2020	Discipline	2020
6.	Morobe Provincial Administration	PSC3-11-MOPA:05/2020	Selection	2020
7.	Morobe Provincial Administration	PSC3-11-MOPA:06/2020	Selection	2020
8.	Morobe Provincial Administration	PSC3-11-MOPA:07/2020	Selection	2020
9.	Morobe Provincial Administration	PSC3-11-MOPA:08/2020	Selection	2020
10.	Morobe Provincial Administration	PSC3-11-MOPA:09/2020	Selection	2020
11.	Morobe Provincial Administration	PSC3-11-MOPA:10/2020	Selection	2020
12.	Morobe Provincial Administration	PSC3-11-MOPA:11/2020	Selection	2020
13.	Simbu Provincial Health Authority	PSC3-15-KUGH:18/2020	Discipline	2020
14.	Sandaun Provincial Health Authority	PSC3-15-SPHA:72/2020	Selection	2020
15.	Simbu Provincial	PSC3-15-SPA:95/2020	T & C	2020



	Administration			
16.	Southern Highlands Provincial Administration	PSC3-16-SHPA:59/2020	T & C	2020
17.	Western Highlands Provincial Health Authority	PSC3-18-WHPHA:96/2020	Discipline	2020
18.	Central Provincial Administration	PSC3-02-CPA:10/2019	Discipline	2019
19.	East Sepik Provincial Administration	PSC3-04-ESPA:77/2019	T & C	2019
20.	Madang Provincial Administration	PSC3-08-MDPA:104/2019	Discipline	2019
21.	Mile Bay Provincial Health Authority	PSC3-10-MBPHA:29/2019	Discipline	2019
22.	Angau Memorial Hospital	PSC3-11-AMGH:03/2019	Discipline	2019
24.	Angau Memorial Hospital	PSC3-11-AMGH:15/2019	Discipline	2019
25.	Angau Memorial Hospital	PSC3-11-AMGH:24/2019	Discipline	2019
26.	Angau Memorial Hospital	PSC3-11-AMGH:97/2019	Discipline	2019
27.	Simbu Provincial Administration	PSC3-15-SPA:17/2019	Discipline	2019
28.	West Sepik Provincial Administration	PSC3-20-WSPA:40/2019	Discipline	2019
29.	East Sepik Provincial Administration	PSC3-04-ESPA:139/2018	Discipline	2018
30.	Madang Provincial Administration	PSC3-08-MDPA:110/2018	Discipline	2018
31.	Milne Bay Provincial Administration	PSC3-10-MBPA:02/2018	Discipline	2018
32.	Milne Bay Provincial Administration	PSC3-10-MBPA:03/2018	Discipline	2018
33.	Milne Bay Provincial Health Authority	PSC3-10-MBPHA:70/2018	Discipline	2018
34.	Western Highlands Provincial Health	PSC3-18-WHPHA:124/2018	Discipline	2018

	Authority			
35.	West Sepik Provincial Administration	PSC3-20-WSPA:80/2018	Discipline	2018
36.	West Sepik Provincial Administration	PSC3-20-WSPA:104/2018	Discipline	2018
37.	West Sepik Provincial Administration	PSC3-20-WSPA:105/2018	Discipline	2018
38.	Madang Provincial Administration	PSC3-08-MDPA:82/2012	Discipline	2012

### **CASES PENDING LEGAL VETTING**

NO.	DEPARTMENT	REVIEW No.	NATURE OF CASE	YEAR RECEIVED
1.	Central Provincial Administration	PSC3-02-CPA:15/2020	Discipline	2020
2.	Central Provincial Administration	PSC3-02-CPA:19/2020	Discipline	2020
3.	Central Provincial Administration	PSC3-02-CPA:20/2020	Discipline	2020
4.	Central Provincial Administration	PSC3-02-CPA:21/2020	Discipline	2020
5.	Central Provincial Administration	PSC3-02-CPA:22/2020	Discipline	2020
6.	Central Provincial Administration	PSC3-02-CPA:23/2020	Discipline	2020
7.	Central Provincial Administration	PSC3-02-CPA:24/2020	Discipline	2020
8.	Central Provincial Administration	PSC3-02-CPA:27/2020	Discipline	2020

### **CASES PENDING ORAL HEARING**

NO.	DEPARTMENT	REVIEW No.	NATURE OF CASE	YEAR RECEIVED
1.	East New Britain Provincial Administration	PSC3-03-ENBPA:16/2020	Discipline	2020
2.	East New Britain Provincial	PSC3-03-ENBPA:37/2019	Discipline	2020

	Administration			
3.	East New Britain Provincial Administration	PSC3-03-ENBPA:38/2019	Discipline	2020
4.	East New Britain Provincial Administration	PSC3-03-ENBPA:40/2020	Discipline	2020
5.	East New Britain Provincial Health Authority	PSC3-03-ENBPHA:44/2020	Discipline	2020
6.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:37/2020	Selection	2020
7.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:39/2020	Selection	2020
8.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:39/2020	Selection	2020
9.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:43/2020	Selection	2020
10.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:43/2020	Selection	2020
11.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:73/2020	T & C	2020
12.	Enga Provincial Health Authority	PSC3-06-EPHA:14/2020	Discipline	2020
13.	Enga Provincial Health Authority	PSC3-06-EPHA:87/2020	Discipline	2020
14.	Enga Provincial Health Authority	PSC3-06-EPHA:91/2020	Discipline	2020
15.	Gulf Provincial Health Authority	PSC3-07-GPHA:04/2020	Discipline	2020
16.	Gulf Provincial Administration	PSC3-07-GPA:86/2020	Discipline	2020
17.	Manus Provincial Administration	PSC3-09-MAPA:70/2020	Discipline	2020
18.	New Ireland Provincial Health Authority	PSC3-12-NIPHA:33/2020	Discipline	2020
19.	Autonomous Bougainville	PSC3-13-ABG:02/2020	Discipline	2020

	Government			
20.	Oro Provincial Administration	PSC3-14-OPHA:50/2020	Discipline	2020
21.	Oro Provincial Administration	PSC3-14-OPHA:51/2020	Discipline	2020
22.	Oro Provincial Administration	PSC3-14-NPHA:82/2020	Discipline	2020
23.	Simbu Provincial Administration	PSC3-15-SPA:01/2020	Discipline	2020
24.	Simbu Provincial Administration	PSC3-15-SPA:31/2020	Discipline	2020
25.	Simbu Provincial Administration	PSC3-15-SPA:34/2019	Discipline	2020
26.	Simbu Provincial Administration	PSC3-15-SPA:89/2020	Discipline	2020
27.	Southern Highlands Provincial Health Authority	PSC3-16-SHPHA:36/2020	Discipline	2020
28.	Western Provincial Health Authority	PSC3-17-WPHA:80/2020	Discipline	2020
29.	Western Provincial Health Authority	PSC3-17-WPHA:93/2002	Discipline	2020
30.	Western Highlands Provincial Health Authority	PSC3-18-WHPHA:76/2020	Discipline	2020
31.	Western Highlands Provincial Health Authority	PSC3-18-WHPHA:88/2020	Discipline	2020
32.	West New Britain Provincial Administration	PSC3-19-WNBPA:30/2020	Discipline	2020
33.	West New Britain Provincial Administration	PSC3-19-WNBPA:45/2020	Discipline	2020
34.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:47/2020	Discipline	2020
35.	West New Britain	PSC3-19-WNBPHA:56/2020	Discipline	2020

	Provincial Health Authority			
36.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:83/2020	Discipline	2020
37.	West Sepik Provincial Administration	PSC3-20-SAPA:53/2019	Discipline	2020
38.	Hela Provincial Health Authority	PSC3-21-HPHA:34/2020	Discipline	2020
39.	Hela Provincial Health Authority	PSC3-21-HPHA:60/2020	Discipline	2020
40.	Central Provincial Administration	PSC3-02-CPA:77/2019	Discipline	2019
41.	Central Provincial Administration	PSC3-02-CPA:93/2019	Discipline	2019
42.	East New Britain Provincial Administration	PSC3-03-ENBPA:65/2019	Selection	2019
43.	Eastern Highlands Provincial Health Authority	PSC3-05-EHPHA:11/2019	Discipline	2019
44.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:37/2020	Discipline	2019
45.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:102/2019	Discipline	2019
46.	Enga Provincial Health Authority	PSC3-06-EPHA:103/2019	Selection	2019
47.	Eastern Highlands Provincial Health Authority	PSC3-05-EHPHA:108/2019	Discipline	2019
48.	Manus Provincial Administration	PSC3-09-MAPA:55/2019	Discipline	2019
49.	Manus Provincial Health Authority	PSC3-09-MPHA:60/2019	Discipline	2019
50.	Manus Provincial Administration	PSC3-09-MAPA:79/2019	Discipline	2019
51.	Milne Bay Provincial	PSC3-10-MBPHA:42/2019	Discipline	2019

	Health Authority			
52.	Milne Bay Provincial Health Authority	PSC3-10-MBPHA:66/2019	Discipline	2019
53.	Milne Bay Provincial Health Authority	PSC3-10-MBPHA:71/2019	Discipline	2019
54.	Milne Bay Provincial Health Authority	PSC3-10-MBPHA:72/2019	Discipline	2019
55.	Milne Bay Provincial Health Authority	PSC3-10-MBPHA:98/2019	Discipline	2019
56.	Morobe Provincial Administration	PSC3-11-MOPA:06/2019	Selection	2019
57.	Morobe Provincial Administration	PSC3-11-MOPA:74/2019	Selection	2019
58.	Morobe Provincial Administration	PSC3-11-MOPA:76/2019	Selection	2019
59.	Morobe Provincial Administration	PSC3-11-MOPA:78/2019	Discipline	2019
60.	New Ireland Provincial Health Authority	PSC3-12-NIPHA:14/2019	T & C	2019
61.	Autonomous Bougainville Government	PSC3-13-ABG:77/2019	Discipline	2019
62.	Autonomous Bougainville Government	PSC3-13-ABG:80/2019	Discipline	2019
63.	Autonomous Bougainville Government	PSC3-13-ABG:85/2019	Discipline	2019
64.	Autonomous Bougainville Government	PSC3-13-ABG:88/2019	Discipline	2019
65.	Southern Highlands Provincial Health Authority	PSC3-16-SHPHA:08/2019	Discipline	2019
66.	Southern Highlands Provincial Administration	PSC3-16-SHPA:78/2020	Discipline	2019
67.	Western Provincial Health Authority	PSC3-17-DGH:84/2002	Discipline	2019
68.	West New Britain	PSC3-19-WNBPA:61/2019	Discipline	2019

	Provincial Administration			
69.	West New Britain Provincial Administration	PSC3-19-WNBPA:84/2019	Discipline	2019
70.	West Sepik Provincial Administration	PSC3-20-SAPA:106/2019	Discipline	2019
71.	Hela Provincial Health Authority	PSC3-21-HPHA:100/2019	Discipline	2019
72.	East New Britain Provincial Health Authority	PSC3-03-NONGH:94/2018	Discipline	2018
73.	Gulf Provincial Health Authority	PSC3-07-KEGH:124/2018	Discipline	2018
74.	Manus Provincial Health Authority	PSC3-09-MPHA:25/2018	Discipline	2018
75.	Manus Provincial Health Authority	PSC3-09-MPHA:70/2020	Discipline	2018
76.	New Ireland Provincial Health Authority	PSC3-12-NIPHA:12/2018	Discipline	2018
77.	Simbu Provincial Administration	PSC3-15-SPA:102/2018	Discipline	2018
78.	Simbu Provincial Administration	PSC3-15-SPA:130/2018	Discipline	2018
79.	Western Highlands Provincial Health Authority	PSC3-18-WHPHA:49/2018	Discipline	2018

### **CASES HELD IN ABBEYANCE**

NO.	DEPARTMENT	REVIEW No.	NATURE OF CASE	YEAR RECEIVED
1.	Central Provincial Administration	PSC3-02-CPA:28/2020	Discipline	2020
2.	East New Britain Provincial Health Authority	PSC3-03-ENBPHA:44/2020	Discipline	2020
3.	East New Britain Provincial Health Authority	PSC3-03-ENBPHA:53/2020	Discipline	2020
4.	Eastern Highlands	PSC3-05-EHPA:37/2020	Selection	2020



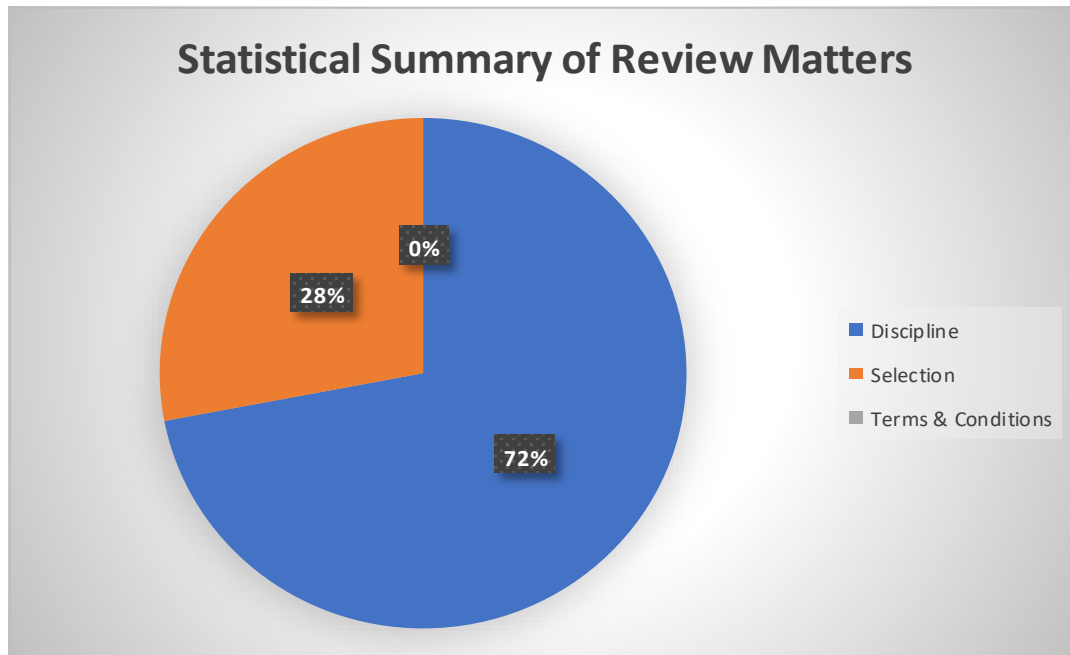
	Provincial Administration			
5.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:38/2020	Selection	2020
6.	Eastern Highlands Provincial Administration	PSC3-05-EHPA:46/2020	Selection	2020
7.	Eastern Highlands Provincial Administration	PSC3-06-EHPA:14/2020	Discipline	2020
8.	Eastern Highlands Provincial Administration	PSC3-06-EHPA:68/2020	Discipline	2020
9.	Eastern Highlands Provincial Administration	PSC3-06-EHPA:87/2020	Discipline	2020
10.	Eastern Highlands Provincial Administration	PSC3-06-EHPA:91/2020	Discipline	2020
11.	Madang Provincial Health Authority	PSC3-08-MDPHA:29/2020	Discipline	2020
12.	Manus Provincial Health Authority	PSC3-08-MPHA:52/2020	Discipline	2020
13.	Morobe Provincial Administration	PSC3-11-MOPA:12/2020	Selection	2020
14.	Morobe Provincial Administration	PSC3-11-MOPA:13/2020	Selection	2020
15.	Morobe Provincial Administration	PSC3-11-MOPA:14/2020	Selection	2020
16.	Morobe Provincial Administration	PSC3-11-MOPA:90/2020	Selection	2020
17.	New Ireland Provincial Administration	PSC3-12-NIPA:17/2020	Discipline	2020
18.	Autonomous Bougainville Government	PSC3-13-ABG:32/2020	Discipline	2020
19.	Autonomous Bougainville Government	PSC3-13-ABG:69/2020	Discipline	2020
20.	Simbu Provincial Administration	PSC3-15-SPA:79/2020	Discipline	2020
21.	Southern Highlands Provincial Health	PSC3-16-SHPHA:35/2020	Discipline	2020

	Authority			
22.	Southern Highlands Provincial Health Authority	PSC3-16-SHPHA:75/202	Discipline	2020
23.	Western Provincial Administration	PSC3-17-WPA:64/2020	Discipline	2020
24.	Western Provincial Administration	PSC3-17-WPA:71/2020	Discipline	2020
25.	Western Provincial Health Authority	PSC3-17-WPHA:82/2020	Discipline	2020
26.	Western Provincial Health Authority	PSC3-17-WPHA:85/2020	Selection	2020
27.	West New Britain Provincial Administration	PSC3-19-WNBPA:30/2020	Discipline	2020
28.	West New Britain Provincial Administration	PSC3-19-WNBPA:47/2020	Discipline	2020
29.	West New Britain Provincial Administration	PSC3-19-WNBPA:49/2020	Discipline	2020
30.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:66/2020	Discipline	2020
31.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:74/2020	Discipline	2020
32.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:81/2020	Selection	2020
33.	West New Britain Provincial Administration	PSC3-19-WNBPA:81/2020	Discipline	2020
34.	Jiwaka Provincial Administration	PSC3-22-JPA:29/2020	Discipline	2020
35.	East New Britain Provincial Administration	PSC3-03-ENBPA:36/2019	Discipline	2019
36.	East New Britain Provincial Administration	PSC3-03-ENBPA:39/2019	Discipline	2019
37.	East Sepik Provincial	PSC3-04-ESPA:77/2019	Selection	2019

	Administration			
38.	Enga Provincial Health Authority	PSC3-06-EPHA:51/2019	Selection	2019
39.	Enga Provincial Health Authority	PSC3-06-EPHA:68/2019	Selection	2019
40.	Enga Provincial Health Authority	PSC3-06-EPHA:94/2019	Selection	2019
41.	Morobe Provincial Administration	PSC3-11-MOPA:05/2019	Selection	2019
42.	Morobe Provincial Administration	PSC3-11-MOPA:09/2019	Selection	2019
43.	Morobe Provincial Administration	PSC3-11-MOPA:42/2019	Selection	2019
44.	Autonomous Bougainville Government	PSC3-13-ABG:25/2019	Discipline	2019
45.	Autonomous Bougainville Government	PSC3-13-ABG:35/2019	Discipline	2019
46.	Autonomous Bougainville Government	PSC3-13-ABG:80/2019	Discipline	2019
47.	Autonomous Bougainville Government	PSC3-13-ABG:95/2019	Discipline	2019
48.	Autonomous Bougainville Government	PSC3-13-ABG:99/2019	Discipline	2019
49.	Simbu Provincial Health Authority	PSC3-15-KUGH:34/2019	Discipline	2019
50.	Western Provincial Administration	PSC3-17-WPA:62/2019	Discipline	2019
51.	Western Provincial Administration	PSC3-17-WPA:62/2019	Discipline	2019
52.	West New Britain Provincial Administration	PSC3-19-WNBPA:54/2019	Discipline	2019
53.	West New Britain Provincial Health Authority	PSC3-19-WNBPHA:54/2019	Discipline	2019
54.	West Sepik Provincial	PSC3-20-WSPA:106/2019	Discipline	2019

	Administration			
55.	Autonomous Bougainville Government	PSC3-13-ABGA:88/2018	Discipline	2018
56.	Autonomous Bougainville Government	PSC3-13-ABGA:113/2018	Discipline	2018
57.	Bougainville Provincial Administration	PSC3-13-BIPA:116/2018	Discipline	2018

STATISTICAL SUMMARY	
Discipline	41
Selection	16
Terms & Condition	0
<b>GRAND TOTAL:</b>	<b>57</b>



## APPENDIX K

### ASSESSMENT DIVISION

**TABLE 1: PERMANENT APPOINTMENTS OF NATIONAL DEPARTMENTAL HEADS-  
2020**

<b>Department</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
Appointment of a new Chief Secretary for Department of Prime Minister & National Executive Council	12/12/2019	17/12/2019	27/01/2020
Appointment of a new Auditor General for Auditor General's Office	12/12/2019	17/12/2019	10/03/2020
Re-Appointment of the First Legislative Counsel for Office of Legislative Counsel	17/03/2020	18/03/2020	24/03/2020
Re-Appointment of the Secretary for Department of Education	28/05/2020	01/06/2020	10/06/2020
Appointment of a new Secretary for Department of Health	26/06/2020	24/06/2020	02/10/2020
Appointment of a new Director for National Coordination Office for Bougainville Affairs	10/08/2020	12/08/2020	30/10/2020
Appointment of a new Secretary for Department Communication & Information Technology	02/09/2020	04/09/2020	11/11/2020
Re-Appointment of Deputy Director for Conservation & Environment Protection Authority	15/06/2020	25/09/2020	06/10/2020
Appointment of a new Secretary for Department of Prime Minister	11/11/2020	17/11/2020	08/12/2020

**TABLE 2: ACTING APPOINTMENTS OF NATIONAL DEPARTMENTAL HEADS -2020**

<b>Department</b>	<b>Date of Consultation</b>	<b>Date of Consultation</b>	<b>Date of PSC Response (final Submission date)</b>
Consultation on the Extension of the Acting Appointment for Registrar General for PNG Civil Registry and Identity Registry	20/01/2020	20/01/2020	22/01/2020
Consultation on the Extension of the Acting Appointment for Director for National Coordination Office for Bougainville Affairs	20/01/2019	20/01/2020	22/01/2020
Appointment of an Acting Secretary for Department of Health	27/01/2020	28/01/2020	06/02/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Communication & Information Technology	5/02/2020	06/02/2020	10/02/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Commerce & Industry	05/02/2020	06/02/2020	19/02/2020
Appointment of an Acting Chief Secretary to Government & Secretary to the Department of Prime Minister & National Executive Council	10/02/2020	11/02/2020	11/02/2020
Consultation on the Extension of the Acting Appointment for Chief Secretary to Government & Secretary to the Department of Prime Minister & National Executive Council	06/05/2020	06/05/2020	07/05/2020
Consultation on the Extension of the Acting Appointment for	25/05/2020	26/05/2020	28/05/2020

Secretary for Department of Communication & Information Technology			
Consultation on the Extension of the Acting Appointment for Director for National Coordination Officer for Bougainville Affairs	25/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Commerce & Industry	27/05/2020	29/05/2020	01/06/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Health	02/06/2020	03/06/2020	04/06/2020
Consultation on the Extension of the Acting Appointment for Registrar General for PNG Civil Registry and Identity Registry	22/06/2020	23/06/2020	24/06/2020
Consultation on the Extension of the Acting Appointment for Director for National Coordination Office for Bougainville Affairs	10/07/2020	14/07/2020	24/07/2020
Consultation on the Extension of the Acting Appointment for First Legislative Counsel for Office of the First Legislative Counsel	07/08/2020	10/08/2020	19/08/2020
Consultation on the Extension of the Acting Appointment for Registrar General for PNG Civil Registry and Identity Registry	18/09/2020	29/09/2020	02/10/2020
Consultation on the Extension of the Acting Appointment for Director for National Coordination Office for Bougainville Affairs	18/10/2020	13/10/2020	13/10/2020
Appointment of a new Acting Secretary for Department of	28/10/2020	02/11/2020	03/11/2020



Foreign Affairs & International Trade			
Consultation on the Extension of the Acting Appointment for Chief Secretary to Government & Secretary to the Department of Prime Minister & National Executive Council	19/11/2020	23/11/2020	04/12/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Communication & Information Technology	18/11/2020	27/11/2020	02/12/2020
Consultation on the Extension of the Acting Appointment for Secretary for Department of Commerce & Industry	18/11/2020	27/11/2020	02/12/2020
Consultation on the Extension of the Acting Appointment for First Legislative Counsel for Office of the First Legislative Counsel	18/11/2020	27/11/2020	02/12/2020

**TABLE 3: PERMANENT APPOINTMENTS OF PROVINCIAL ADMINISTRATORS - 2020**

Department	Date of Consultation	Date of Consultation	Date of PSC Response (final Submission date)
Appointment of a new Provincial Administrator for Jiwaka Provincial Administration	06/06/2020	16/06/2020	19/08/2020
Appointment of a new Provincial Administrator for Western Highlands Provincial Administration	09/06/2020	16/06/2020	31/07/2020
Appointment of a new Provincial Administrator for Oro Provincial Administration	22/05/2020	24/06/2020	24/09/2020
Appointment of a new Provincial Administrator for Madang Provincial Administration	08/09/2020	24/09/2020	11/12/2020
Appointment of a new Provincial Administrator for Southern Highlands Provincial Administration	26/10/2020	02/11/2020	PENDING

**TABLE 4: ACTING APPOINTMENTS OF PROVINCIAL ADMINISTRATORS - 2020**

<b>Department</b>	<b>Date of Consultation</b>	<b>Date of Consultation</b>	<b>Date of PSC Response (final Submission date)</b>
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Central Provincial Administration	20/01/2020	20/01/2020	22/01/2020
Appointment of a new Acting Provincial Administrator for Hela Provincial Administration	30/01/2020	03/02/2020	06/02/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Madang Provincial Administration	05/02/2020	06/02/2020	19/02/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Oro Provincial Administration	05/02/2020	06/02/2020	19/02/2020
Consultation on the Revocation of the Acting Appointment for Provincial Administrator for Madang Provincial Administration, and appointment of a new Acting Provincial Administrator for Madang Provincial Administration	25/02/2020	26/02/2020	02/03/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Central Provincial Administrator	07/04/2020	15/04/2020	15/04/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Hela Provincial Administration	15/04/2020	16/04/2020	22/04/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	12/05/2020	18/05/2020	20/05/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Jiwaka Provincial Administration	25/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Oro	25/05/2020	26/05/2020	28/05/2020

Provincial Administration			
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Central Provincial Administration	27/05/2020	29/05/2020	01/06/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	11/06/2020	23/06/2020	24/06/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Central Provincial Administration	10/07/2020	14/07/2020	04/08/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Hela Provincial Administration	03/08/2020	10/08/2020	11/08/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Oro Provincial Administration	07/08/2020	10/08/2020	11/08/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Madang Provincial Administration	07/08/2020	10/08/2020	11/08/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Jiwaka Provincial Administration	07/08/2020	10/08/2020	11/08/2020
Consultation on a new Acting Appointment for Provincial Administrator for East Sepik Provincial Administration	17/09/2020	25/09/2020	28/09/2020
Appointment of a new Acting Provincial Administrator for Hela Provincial Administration	12/10/2020	15/10/2020	16/10/2020
Appointment of a new Acting Provincial Administrator for East New Britain Provincial Administration	19/10/2020	21/10/2020	28/10/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	02/11/2020	05/11/2020	06/11/2020

Consultation on the Extension of the Acting Appointment for Provincial Administrator for East Sepik Provincial Administration	11/11/2020	17/11/2020	24/11/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Central Provincial Administration	10/11/2020	17/11/2020	27/11/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Madang Provincial Administration	18/11/2020	27/11/2020	02/12/2020
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Jiwaka Provincial Administration	18/11/2020	27/11/2020	02/12/2020

**TABLE 5: PERMANENT APPOINTMENTS OF HEADS OF STATUTORY BODIES - 2020**

<b>Statutory Body/Organization/Office</b>	<b>Date of Consultation</b>	<b>Date of Consultation received at PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
Re-appointment of the Director General for the Office of Libraries and Archives	29/11/2019	09/12/2019	10/01/2020
Appointment of a new Director General for National Intelligence Office	11/11/2019	17/12/2019	16/03/2020
Appointment of a new Commissioner General for Internal Revenue Commission	12/12/2019	17/12/2019	15/01/2020
Appointment of a new Commissioner for Border Security and Regional Operations for PNG Customs Service	10/02/2020	17/02/2020	13/05/2020
Appointment of a new Managing Director for National Housing Corporation	25/02/2020	09/03/2020	22/05/2020
Appointment of a new Chief Executive Officer for National Procurement Commission	16/03/2020	19/03/2020	12/06/2020
Appointment of a new Managing Director for Small and Medium Enterprise Corporation	23/03/2020	16/04/2020	02/07/2020
Appointment of a new Chief	12/05/2020	15/05/2020	13/07/2020

Migration Officer for PNG Immigration and Citizenship Services Authority			
Appointment of a new Director General for National Narcotics Bureau	15/05/2020	19/05/2020	09/10/2020
Appointment of a new Executive Director for National Cultural Commission	15/05/2020	26/05/2020	20/07/2020
Appointment of a new Managing Director for National Agriculture Quarantine & Inspection Authority	15/05/2020	26/05/2020	05/08/2020
Appointment of a new Managing Director for Kokonas Industri Koporesen	02/06/2020	15/06/2020	20/08/2020
Appointment of a new Chief Executive Officer for Tourism Promotion Authority	17/06/2020	18/06/2020	28/07/2020
Appointment of a new Chief Commissioner for PNG Customs Service	23/06/2020	09/07/2020	11/09/2020
Appointment of a new Chief Executive Officer of the National Office of Child & Family Services	15/07/2020	21/07/2020	21/09/2020
Permanent Appointment of Director for the National Volunteer Services	01/06/2020	27/07/2020	18/09/2020
Permanent Appointment of Chief Censor for the Office of Censorship	17/07/2020	28/07/2020	08/09/2020
Permanent Appointment of Chief Executive Officer of Coffee Industry Corporation	08/09/2020	15/09/2020	08/12/2020
Permanent Appointment of Chief Executive Officer/ Chairman for the National Economic and Fiscal Commission	26/10/2020	02/11/2020	PENDING
Permanent Appointment of Chief Executive Officer of Civil Aviation Safety Authority of PNG	09/11/2020	10/11/2020	PENDING
Permanent Appointment of Director General for the National Intelligence Office	02/11/2020	17/11/2020	PENDING
Appointment of a new Chief Migration Officer for PNG	11/11/2020	17/11/2020	PENDING

Immigration and Citizenship Services Authority			
Re-appointment of the Managing Director of National Broadcasting Corporation	23/11/2020	25/11/2020	01/12/2020
Permanent Appointment of National Statistician of National Statistical Office	24/11/2020	30/11/2020	PENDING

**TABLE 6: ACTING APPOINTMENTS OF HEADS OF STATUTORY BODIES - 2020**

<b>Statutory Body/Organization/Office</b>	<b>Date of Consultation</b>	<b>Date of Consultation received at PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
Appointment of Acting Managing Director for National Agriculture Quarantine & Inspection Authority	06/12/2019	09/12/2019	10/01/2020
Appointment of Acting Chief Censor for Censorship Board of PNG	06/01/2020	07/01/2020	10/01/2020
Appointment of new Acting Chairman of Teaching Service Commission	15/01/2020	16/01/2020	17/10/2020
Appointment of Acting Commissioner Policy for Teaching Service Commission	15/01/2020	16/01/2020	17/01/2020
Consultation on the Extension of the Acting Appointment for Chief Commissioner for PNG Customs Service	20/01/2020	20/01/2020	22/01/2020
Consultation on the Extension of the Acting Appointment of Director General for National Narcotics Bureau	20/01/2020	20/01/2020	22/01/2020
Consultation on the Extension of the Acting Appointment of Chief Executive Officer for National Procurement Commission	20/01/2020	20/01/2020	22/01/2020
Consultation on the Extension of the Acting Appointment of Commissioner Border Security and Regional Operations for PNG Customs Service	20/01/2020	20/01/2020	22/01/2020
Consultation on the Extension of	20/01/2020	20/01/2020	22/01/2020

the Acting Appointment of Managing Director for National Housing Corporation			
Consultation on the Extension of the Acting Appointment of Managing Director for Small Medium and Enterprise Corporation	05/02/2020	06/02/2020	10/02/2020
Consultation on the Extension of the Acting Appointment of Managing Director for National Housing Corporation	05/02/2020	06/02/2020	10/02/2020
Consultation on the Extension of the Acting Appointment of Executive Director for National Cultural Commission	05/02/2020	06/02/2020	10/02/2020
Appointment of Acting Chairman and Chief Executive Officer for PNG Research, Science and Technology Council and Secretariat	05/02/2020	06/02/2020	11/03/2020
Consultation on the Extension of the Acting Appointment of Director General for National Intelligence Office	10/02/2020	11/02/2020	11/02/2020
Appointment of Acting Director and Extension of Acting Appointment for Legal Training Institute	10/02/2020	12/02/2020	14/02/2020
Appointment of Acting General Secretary for Oil Palm Industry Corporation	09/12/2019	17/02/2020	25/02/2020
Consultation on the Extension of the Acting Appointment of Director General for National Agricultural Research Institute	28/02/2020	28/02/2020	05/03/2020
Appointment of Acting Tax Commissioner for Tax for Internal Revenue Commission	06/03/2020	10/03/2020	14/04/2020
Appointment of Acting Commissioner and Extension of Acting Appointment of Chief Migration Officer for PNG Immigration & Citizenship Services Authority	06/04/2020	08/04/2020	09/04/2020



Consultation on the Extension of the Acting Appointment for National Statistician for National Statistical Office	17/04/2020	22/04/2020	22/04/2020
Appointment of Acting Director of Legal Training Institute	22/04/2020	24/04/2020	29/04/2020
Consultation on the Extension of the Acting Chairman of Teaching Service Commission	15/04/2020	06/05/2020	07/05/2020
Consultation on the Extension of the Acting Commission Policy for Teaching Service Commission	15/04/2020	06/05/2020	07/05/2020
Consultation on the Extension of the Acting Appointment of Director General for National Intelligence Office	29/04/2020	08/05/2020	11/05/2020
Consultation on the Extension of the Acting Appointment of Executive Director for National Cultural Commission	05/05/2020	08/05/2020	11/05/2020
Consultation on Acting Appointment of Chief Executive Officer for Tourism Promotion Authority	15/05/2020	19/05/2020	20/05/2020
Consultation on the Extension of the Acting Appointment for Chief Executive Officer of the National Office of Child & Family Services	15/05/2020	20/05/2020	20/05/2020
Appointment of Acting Chief Censor for Censorship Board of PNG	21/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment of Chief Executive Officer for National Procurement Commission	25/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment of Managing Director for Small Medium Enterprise Corporation	25/02/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment for Chief Commissioner for PNG Customs Service	25/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment of	25/05/2020	26/05/2020	28/05/2020

Managing Director for National Housing Corporation			
Appointment of Acting Chairman and Chief Executive Officer for PNG Research, Science and Technology and Secretariat	25/05/2020	26/05/2020	28/05/2020
Consultation on the Extension of the Acting Appointment of Commissioner Border Security and Regional Operations for PNG Customs Service	27/05/2020	29/05/2020	01/06/2020
Consultation on the Extension of the Acting Appointment of Director General for National Agricultural Research Institute	03/06/2020	03/06/2020	04/06/2020
Consultation on a new Acting Appointment of Chief Executive Officer for Coffee Industry Corporation	09/06/2020	10/06/2020	12/06/2020
Consultation on a new Acting Appointment of Executive Director for Papua New Guinea Sports Foundation	03/06/2020	11/06/2020	12/06/2020
Consultation on the Extension of the Acting Appointment of Chief Migration Officer for PNG Immigration & Citizenship Services Authority	10/06/2020	11/06/2020	18/06/2020
Appointment of Acting Chairman and Chief Executive Officer for PNG Research Science and Technology and Secretariat	11/06/2020	23/06/2020	24/06/2020
Consultation on the Extension of the Acting Appointment of Director General for National Agriculture Research Institute	11/06/2020	23/06/2020	24/06/2020
Consultation on the Extension of the Acting Appointment of Director National Narcotics Bureau	11/06/2020	23/06/2020	24/06/2020
Appointment of Acting Managing Director for National Agriculture Quarantine & Inspection Authority	22/06/2020	23/06/2020	24/06/2020
Consultation on the Extension of the Acting Appointment for National Statistician for National	10/07/2020	14/07/2020	24/07/2020

Statistical Office			
Consultation on the Extension of the Acting Appointment of Director General for National Intelligence Office	10/07/2020	14/07/2020	24/07/2020
Consultation on the Extension of the Acting Appointment of Managing Director for Small Medium and Enterprise Corporation	10/07/2020	14/07/2020	24/07/2020
Consultation on the Extension of the Acting Appointment for Chief Commissioner for PNG Customs Service	10/07/2020	14/07/2020	24/07/2020
Consultation on a new Acting Appointment of National Trade Officer for National Trade Office	24/07/2020	29/07/2020	30/07/2020
Consultation on a new Acting Appointment of Director for Gas Projects Coordination Office	04/07/2020	06/08/2020	07/08/2020
Consultation on the Extension of the Acting Appointment of Chief Censor for Censorship Board of PNG	07/08/2020	10/08/2020	11/08/2020
Consultation on the Extension of the Acting Appointment of Chief Executive Officer for Coffee Industry Corporation	07/08/2020	10/08/2020	11/08/2020
Consultation on a new Acting Appointment of Chief Executive Officer and Director for Civil Aviation Safety Authority of PNG	11/08/2020	12/08/2020	14/08/2020
Consultation on the Extension of the Acting Appointment of Director Legal Training Institute	14/08/2020	18/08/2020	14/08/2020
Consultation on a new Acting Appointment of National Trade Officer for National Trade Office	13/08/2020	18/08/2020	20/08/2020
Consultation on the Extension of the Acting Appointment for Chief Executive officer of the National Office of Child & Family Services	28/08/2020	31/08/2020	03/09/2020
Consultation on the Extension of the Acting Appointment of Director General for National	02/09/2020	04/09/2020	10/09/2020

Agriculture Research Institute			
Consultation on a new Acting Appointment of Chief Executive Officer for Road Transport Authority	10/09/2020	11/09/2020	25/09/2020
Consultation on the Extension of the Acting Appointment for National Statistician for National Statistical Office	14/09/2020	17/09/2020	23/09/2020
Consultation on a new Acting Appointment of Director General for National Narcotics Bureau	29/09/2020	02/10/2020	02/10/2020
Consultation on the Extension of the Acting Appointment of Chief Migration Officer for PNG Immigration & Citizenship Services Authority	29/09/2020	05/10/2020	09/10/2020
Appointment of Acting Commissioner for Tax for Internal Review Commission	28/09/2020	05/10/2020	07/10/2020
Consultation on the Extension of the Acting Appointment of Director General for National Intelligence Office	08/10/2020	13/10/2020	13/10/2020
Appointment of Acting Chairman and Chief Executive Officer for PNG Research Science and Technology Council and Secretariat	08/10/2020	13/10/2020	13/10/2020
Consultation on the Extension of the Acting Appointment of National Trade Officer for National Trade Office	08/10/2020	13/10/2020	14/10/2020
Consultation on the Revocation of the Acting Appointment of Chief Migration Officer for PNG Immigration & Citizenship Authority, and appointment of a new Acting Chief Migration Officer for PNG Immigration & Citizenship Services Authority	21/10/2020	21/10/2020	28/10/2020
Consultation on the Extension of the Acting Appointment of Chief Executive Officer of the Mt. Hagen City Authority	14/10/2020	28/10/2020	30/10/2020

Appointment of the Extension of the Acting Chairman of the Teaching Service Commission	03/11/2020	05/11/2020	06/11/2020
Appointment of the Extension of the Acting Commissioner Policy for Teaching Service Commission	03/11/2020	05/11/2020	06/11/2020
Consultation on the Extension of the Acting Chief Executive Officer and Director for Civil Aviation Safety Authority of PNG	19/11/2020	20/11/2020	24/11/2020
Consultation on the Extension of the Acting Appointment of Director for Gas Projects Coordination Office	18/11/2020	27/11/2020	02/12/2020
Consultation on the Extension of the Acting Chief Executive Officer and Director for Civil Safety Authority of PNG	18/11/2020	27/11/2020	02/12/2020

**TABLE 7: APPOINTMENT OF BOARD MEMBERS OF STATUTORY BODIES - 2020**

<b>Statutory Body/Organization/Office</b>	<b>Date of Consultation</b>	<b>Date of Consultation received at PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
Appointment of Chairman of National Gaming Control Board	10/02/2020	19/02/2020	25/02/2020
Appointment of Non-Ex-Officio Members of the National Agriculture Research Institute Council	20/02/2020	25/02/2020	18/03/2020
Appointment of Non-Ex-Officio Board Members of National Procurement Commission Board	25/03/2020	08/04/2020	Portfolio Minister submitted new consultation letter dated 15/10/2020 and matter completed
Appointment of Non-Ex-Officio Members of National Fisheries Board	01/05/2020	01/05/2020	06/05/2020
Appointment of Non-Ex-Officio Members of National Airport Corporation Board	08/05/2020	13/05/2020	Portfolio Minister submitted new consultation letter dated 15/10/2020 and matter completed.
Appointment of Non-Ex-Officio Members of National Youth	03/06/2020	09/06/2020	PENDING

Development Authority			
Appointment of Non-Ex-Officio Members of PNG Immigration & Citizenship Services Authority Advisory Board	07/09/2020	17/09/2020	01/10/2020
Appointment of Non-Ex-Officio Members of Small Medium Enterprises Corporation Board	25/08/2020	19/10/2020	28/10/2020
Appointment of Non-Ex-Officio Members of National Procurement Commission Board	15/10/2020	19/10/2020	06/11/2020
Appointment of Non-Ex-Officio Members of Cocoa Board of Papua New Guinea	13/10/2020	23/10/2020	29/10/2020
Appointment of Non-Ex-Officio Members of National Airport Corporation Board	21/10/2020	23/10/2020	29/10/2020
Appointment of Non-Ex-Officio Members of Coffee Industry Corporation Limited Board	20/10/2020	06/11/2020	01/12/2020
Appointment of Non-Ex-Officio Members of Investment Promotion Authority Board	03/11/2020	09/11/2020	08/12/2020
Appointment of Non-Ex-Officio Members of Cocoa Board of Papua New Guinea	17/10/2020	20/11/2020	01/12/2020
Appointment of Non-Ex-Officio Members of PNG Physical Planning Appeals Tribunal	Undated	09/12/2020	11/12/2020

**TABLE 8: ACTING APPOINTMENT OF BOARD MEMBERS OF STATUTORY BODIES - 2020**

<b>Statutory Body/Organization/Office</b>	<b>Date of Consultation</b>	<b>Date of Consultation received at PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
NIL	NIL	NIL	NIL

**TABLE 9: OTHER CONSULTATION MATTERS**

<b>Department/Provincial/ Administration/Statutory Bodies</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received by PSC</b>	<b>Date of PSC Response (Final Submission date)</b>
Permanent Appointment of Director for the National Volunteer Services	28/12/2019 14/02/2020	20/01/2020 27/02/2020	15/04/2020
Acting Appointment of Insurance Commissioner of the Office of the Insurance Commissioner	14/02/2020	17/02/2020	16/04/2020
Appointment of Chief Executive Officer of National Procurement Commission	25/03/2020	08/04/2020	12/05/2020
Appointment of Non-Ex-Officio Members of the National Procurement Commission	25/03/2020	08/04/2020	12/05/2020
Permanent Appointment of Auditor General for the Auditor General's Office	21/04/2020	27/04/2020	20/05/2020
Re-Appointment of the Chief Executive Officer for the Tourism Promotion Authority	24/04/2020	28/04/2020	06/05/2020
Permanent Appointment of Chief Migration Officer for PNG Immigration & Citizenship Services Authority	12/05/2020	15/05/2020	02/06/2020
Appointment of Acting Director and Extension of Acting Appointment for Legal Training Institute	15/05/2020	15/05/2020	18/05/2020
Permanent Appointment of Managing Director for the National Forest Authority	12/05/2020	18/05/2020	26/05/2020
Permanent Appointment of Director General of the National Narcotics Bureau	20/05/2020	22/05/2020	15/06/2020
Consultation on the Extension of the Acting Chief Executive Officer for the Oil Palm Industry Corporation	15/05/2020	25/05/2020	29/05/2020
Permanent Appointment of a new Provincial Administrator for Jiwaka Highlands Province	20/05/2020	28/05/2020	01/06/2020
Permanent Appointment of a new Provincial Administrator for Western	20/05/2020	28/05/2020	01/06/2020



Highlands Province			
Acting Appointment of Chief Executive Officer of the Mt. Hagen City Authority	29/05/2020	01/06/2020	04/06/2020
Permanent Appointment of Auditor General for the Auditor General's Office	25/05/2020	02/06/2020	04/06/2020
Appointment of a new Acting Executive Director for Papua New Guinea Sports Foundation	03/06/2020	04/06/2020	10/06/2020
Consultation on the Revocation of the Acting Appointment for Chief Migration Officer for PNG Immigration & Citizenship Services Authority and Appointment of a new Acting Chief Migration Officer for PNG Immigration & Citizenship Services Authority	05/06/2020	10/06/2020	18/06/2020
Appointment of a new Chief Executive Officer for the Tourism Promotion Authority	17/06/2020	18/06/2020	06/07/2020
Appointment of a new Acting Executive Director for Papua New Guinea Sports Foundation	24/06/2020	29/06/2020	30/06/2020
Appointment of Acting General Secretary for Oil Palm Industry Corporation	01/07/2020	02/07/2020	07/07/2020
Permanent Appointment of a new Director General for National Agriculture Research Institute	24/06/2020	07/07/2020	10/07/2020
Permanent Appointment of Chief Migration Officer for PNG Immigration & Citizenship Services Authority	14/07/2020	14/07/2020	28/07/2020
Permanent Appointment of Director General for National Narcotics Bureau	14/07/2020	17/07/2020	28/07/2020
Permanent Appointment of Director General for National Narcotics Bureau	14/07/2020	17/07/2020	17/08/2020
Appointment of Acting General Secretary for Oil Palm Industry Corporation	16/07/2020	21/07/2020	24/07/2020
Consultation on Extension of Acting Appointment of Director	07/08/2020	10/08/2020	14/09/2020

General for National Narcotics Bureau			
Consultation on Extension of Acting Appointment of Director General for National Narcotics Bureau	24/08/2020	25/08/2020	14/09/2020
Consultation on Extension of Acting Appointment of Managing Director for National Housing Corporation	27/08/2020	28/08/2020	03/09/2020
Permanent Appointment of a new Director General for National Agriculture Research Institute	19/08/2020	21/08/2020	03/09/2020
Permanent Appointment of Director General for National Coordination Office of Bougainville Affairs	18/09/2020	24/09/2020	05/10/2020
Permanent Appointment of Director General for National Coordination Office for Bougainville Affairs	18/09/2020	24/09/2020	05/10/2020
Permanent Appointment of Chief Executive Officer for Coffee Industry Corporation	29/09/2020	30/09/2020	14/10/2020
Permanent Appointment of Director General for National Coordination Office of Bougainville Affairs	15/10/2020	21/10/2020	23/10/2020
Permanent Appointment of a new Provincial Administrator for Oro Provincial Administration	Undated	22/10/2020	28/10/2020
Consultation on the Extension of the Acting Appointment for Chief Secretary to Government & Secretary to the Department of Prime Minister & National Executive Council	19/11/2020	23/11/2020	04/12/2020
Appointment of a new Acting Executive Director for Papua New Guinea Sports Foundation	01/12/2020	03/12/2020	07/12/2020

**APPENDIX L****REGISTRY BRANCH****ARCHIEVED FILES FOR THE PROVINCIAL REVIEW DIVISION**

<b>No.</b>	<b>Department/Agency</b>	<b>Review Number</b>	<b>Nature of Case</b>	<b>Index No.</b>
1.	Western Provincial Administration	PSC3-17-WPA	Discipline	04/2019
2.	Manus Provincial Health Authority	PSC3-19-MPHA	Discipline	07/2019
3.	Morobe Provincial Administration	PSC3-11-MOPA	Discipline	17/2018
4.	Morobe Provincial Administration	PSC3-11-MOPA	Discipline	20/2018
5.	Morobe Provincial Administration	PSC3-11-MOPA	Discipline	26/2018
6.	Morobe Provincial Health Authority	PSC3-11-AMGH	Discipline	58/2018
7.	Manus Provincial Administration	PSC3-09-MAPA	Discipline	67/2018
8.	Morobe Provincial Administration	PSC3-11-MOPA	Discipline	83/2018
9.	Western Provincial Health Authority	PSC3-17-DGH	Discipline	120/2018
10.	West New Britain Provincial Administration	PSC3-19-WNBPA	Discipline	122/2018
11.	Jiwaka Provincial Administration	PSC3-18-WHPA	Discipline	123/2018
12.	Western Provincial Health Authority	PSC3-17-DGH	Discipline	136/2018
13.	Autonomous Bougainville Government Health	PSC3-13-ABGHS	Selection	122/2017
14.	Bougainville Provincial Administration	PSC3-13-BIPA	Selection	147/2017
15.	Bougainville Provincial Administration	PSC3-13-BIPA	Selection	192/2017
16.	Sandaun Provincial Administration	PSC3-20-SAPA	Discipline	14/2015
17.	Autonomous Bougainville Government Health	PSC3-13-BGH	Discipline	78/2015
18.	Modilon General Hospital	PSC3-08-MDPA	Discipline	09/2014
19.	Western Highlands Provincial Administration	PSC3-18-WHPA	Discipline	84/2013
20.	East New Britain Provincial Administration	PSC3-3-ENBPA	Discipline	85/2013
21.	Gulf Provincial	PSC3-07-GPA	Entitlement	87/2013

	Administration			
22.	Mendi General Hospital	PSC3-16-MENGH	Selection	88/2013
23.	Central Provincial Administration	PSC3-02-CPA	Discipline	89/2013
24.	Daru General Hospital	PSC3-17-DAGH	Selection	90/2013
25.	Daru General Hospital	PSC3-17-DAGH	Entitlement	91/2013
26.	Angau Memorial Hospital	PSC3-11-ANGMH	Selection	93/2013
27.	West New Britain Provincial Administration	PSC3-19-WNBPA	Entitlement	94/2013
28.	Mendi General Hospital	PSC3-16-MENGH	Selection	95/2013
29.	Southern Highlands Provincial Administration	PSC3-16-SHPA	Terms & Conditions	96/2013
30.	Western Highlands Provincial Administration	PSC3-18-WHPA	Terms & Conditions	99/2013
31.	Southern Highlands Provincial Administration	PSC3-16-SHPA	Terms & Conditions	104/2013
32.	Southern Highlands Provincial Administration	PSC3-3-SHPA	Selection	105/2013
33.	Southern Highlands Provincial Administration	PSC3-3-SHPA	Entitlement	106/2013
34.	Eastern Highlands Provincial Administration	PSC3-05-EHPA	Selection	107/2013
35.	Madang Provincial Administration	PSC3-08-MDPA	Discipline	108/2013
36.	Western Provincial Administration	PSC3-17-WPA	Discipline	109/2013
37.	Southern Highlands Provincial Administration	PSC3-16-SHPA	Terms & Conditions	115/2013
38.	Mendi General Hospital	PSC3-16-MENGH	Discipline	116/2013
39.	Madang Provincial Administration	PSC2-10N-HSMOGH	Selection	350/2013
40.	Modilon General Hospital	PSC2-10N-HAMOGH	Selection	354/2011

#### ARCHIEVED FILES FOR THE NATIONAL REVIEW DIVISION

No.	Department/Agency	Review Number	Nature of Case	Index No.
1.	Department of Community Development	PSC2-3-CDEV	Discipline	44/2019
2.	Department of National Planning & Monitoring	PSC2-15-NPM	Non-renewal	111/2019
3.	National Youth Development Authority	PSC4-34-NYDA	Resignation	131/2019
4.	Department of Prime Minister & NEC	PSC2-19-PMNEC	Discipline	54/2018

5.	Health Services - POMGEN	PSC2-10B-HSPMGH	Discipline	116/2017
6.	Department of Implementation & Rural Development	PSC2-14-IRD	Retrenchment	117/2017
7.	PNG Fire Service	PSC2-1-FSPNG	Terms & Conditions	119/2017
8.	Department of Transport	PSC2-24-TRAN	Terms & Conditions	121/2017
9.	National Housing Corporation	PSC4-25-NHC	Entitlement	124/2017
10.	Department of Labour & Industrial Relations	PSC2-12-LIR	Retrenchment	130/2017
11.	Department of Implementation & Rural Development	PSC2-14-IRD	Discipline	133/2017
12.	National Statistical Office	PSC4-33-NSO	Discipline	33/2016
13.	Department of Health	PSC2-10-HEA	Discipline	41/2016
14.	Department of Health	PSC2-10B-HSPMGH	Discipline	50/2016
15.	Prime Minister & NEC	PSC4-27-NIO	Entitlement	55/2016
16.	Prime Minister & NEC	PSC4-27-NIO	Entitlement	56/2016
17.	Prime Minister & NEC	PSC4-27-NIO	Entitlement	57/2016
18.	Prime Minister & NEC	PSC4-27-NIO	Entitlement	58/2016
19.	Prime Minister & NEC	PSC4-27-NIO	Entitlement	59/2016
20.	Department of Finance	PSC2-8-FIN	Retrenchment	69/2016
21.	Department of Finance	PSC2-8-FIN	Retrenchment	70/2016
22.	Department of Finance	PSC2-8-FIN	Retrenchment	71/2016
23.	Department of Agriculture & Livestock	PSC2-2-DAL	Reinstatement	77/2016
24.	PNG Education Institute	PSC2-6A-PNGEI	Terms & Conditions	82/2016
25.	Department of Lands & Physical Planning	PSC2-13-LPP	Discipline	84/2016
26.	Department of Agriculture & Livestock	PSC2-2DAL	Terms & Conditions	85/2016
27.	Department of Health	PSC2-10-HEA	Retrenchment	86/2016
28.	National Judicial Staff Services	PSC2-111-NJSS	Entitlement	98/2016
29.	Department of Health	PSC2-10-HEA	Entitlement	106/2016
30.	Department of Foreign Affairs	PSC2-9-FOAI	Discipline	111/2016
31.	Department of Finance	PSC2-8-FIN	Discipline	113/2016
32.	Department of Defence	PSC2-5-DEF	Discipline	125/2016
33.	Department of Finance	PSC2-9-FIN	Discipline	112/2015

34.	Magisterial Services (No Jurisdiction)	PSC2-11L-MS	Entitlement	116/2015
35.	Department of Education	PSC2-6-EDU	Selection	126/2015
36.	Department of Finance	PSC2-8-FIN	Discipline	141/2015
37.	Department of Finance	PSC2-8-FIN	Discipline	61/2014
38.	National Museum & Art Gallery	PSC4-47-PNGNIMAG	Discipline	130/2014
39.	Department of Works	PSC2-23-DOW	Discipline	167/2014
40.	Madang Provincial Administration	PSC2-25A-MRA	Discipline	14/2013
41.	Department of Commerce & Industry	PSC2-21B-CIND	Discipline	59/2013
42.	Daru General Hospital	PSC2-10F-HSDGH	Discipline	109/2013
43.	National AIDS Council Secretariat	PSC4-45-NACS	Discipline	110/2013
44.	Internal Revenue Commission	PSC4-40-PNGIRC	Discipline	113/2013
45.	University of Technology	PSC4-45-UNITECH	Discipline	114/2013
46.	Department of Environment & Conservation	PSC2-7-ENVC	Discipline	115/2013
47.	Enga Provincial Administration	PSC2-13-LPP	Discipline	118/2013
48.	University of Papua New Guinea	PSC4-55-UPNGNR	Discipline	122/2013
49.	Department of Mineral Policy & Geohazard	PSC2-25-MPGM	Resignation	124/2013
50.	Department of Commerce & Industry	PSC2-21-CIND	Discipline	126/2013
51.	Internal Revenue Commission	PSC4-40-PNGIRC	Discipline	127/2013
52.	Internal Revenue Commission	PSC4-40-PNGIRC	Discipline	128/2013
53.	PNG Correctional Services	PSC2-4-CIS	Discipline	132/2013
54.	Department of Prime Minister & NEC	PSC2-19-PM&NEC	Selection	134/2013
55.	Department of Finance	PSC2-8-FIN	Discipline	135/2013
56.	National Agriculture and Quarantine Inspection Authority	PSC4-17-NAQIA	Discipline	139/2013
57.	National Fisheries Authority	PSC4-24-NFA	Discipline	140/2013
58.	Department of Health	PSC2-10-HEA	Entitlement	141/2013
59.	Department of Health	PSC2-10B-HEA	Entitlement	142/2013

60.	Department of Justice & Attorney General	PSC2-11-JAG	Discipline	149/2013
61.	National Agriculture and Quarantine Inspection Authority	PSC4-17-NAQIA	Discipline	150/2013
62.	Department of Works	PSC2-23-DOW	Selection	33/2012
63.	Department of Finance	PSC2-8-FIN	Termination	33/2003
64.	Department of Lands & Physical Planning	PSC2-13-FIN	Selection	86/2000



The background of the page features a large, abstract graphic. It consists of several overlapping, curved shapes in two shades of green: a darker olive green and a lighter lime green. These shapes create a sense of movement and depth, with some areas appearing to be cut out or layered on top of each other. The overall effect is modern and dynamic.

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