



# PUBLIC SERVICES COMMISSION



# ANNUAL REPORT 2022



PUBLIC SERVICES COMMISSION

# ANNUAL REPORT

## 2022

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



## PUBLIC SERVICES COMMISSION

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PSC Reference: PSC 1 -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: PRESENTATION OF THE PUBLIC SERVICES COMMISSION 2022 ANNUAL REPORT**

It is my honour to submit to your highly esteemed office for presentation to the National Parliament, the 2022 Annual Report of the Public Services Commission as outlined under *Section 191 (4)* of the *Papua New Guinea National Constitution* and *Section 17* of the *Public Services (Management) Act 1995 (as amended)*.

The Annual Report covers the period from January 01<sup>st</sup>, 2022 to December 31<sup>st</sup> of the same. It entails the performance reports from each Division within the Public Services Commission, highlighting each of their activities, achievements, and challenges with recommendations provided by the Commission with relevant appendices.

I am, your obedient servant,

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

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## CHAIRMAN'S OVERVIEW



As the Chairman of the Public Services Commission (The Commission), I am honored to present this statement on the overall performance of the Commission for the year 2022. This report provides an overview of the Commission's functions, challenges, and accomplishments.

The Commission is a Constitutional body established under Section 190 of the National Constitution of the Independent State of Papua New Guinea and is composed of three members with one serving as the Chairman. The Salaries and Conditions of employment for the Commission Members are determined by the Salaries and Remuneration Commission (SRC). Sections 191 and 192 of the National Constitution outline the functions and independence of the Commission, respectively.

Currently, the Commission comprises of Mr. Apeo Fuata Sione, LM, M. PP (ANU), serving as the Chairman; Ms. Judith Stenis, MBA, as Commissioner (National) and Mr. Joseph Aka, M. Econ, B. Econ, LL. B as Commissioner (Provincial). The membership of the Commission is vital to ensure continuity and stability in the decision-making process, allowing the Commission to fulfill its Constitutional roles, responsibilities, and mandate with confidence.

### **FUNCTIONS OF THE COMMISSION**

**Review of Personnel Matters:** The Review of Personnel Matters, pertaining to the National Public Service, constitutes a core function of the Commission, as stated in Section 191 (1) of the National Constitution.

Throughout 2022, the Commission diligently performed this function, despite facing funding constraints in its budget allocation. The National and Provincial Review Divisions performed to the Commission's expectations and satisfaction. Detailed statistics and activity reports for the Review of Personnel Matters are available from Commissioner (National) and Commissioner (Provincial), who are responsible for review matters in their respective divisions.

**Review of Organizational Matters:** The Review of Organizational matters, concerning states services, is another function of the Commission as outlined in Section 191 (2) of the National Constitution.

In our 2021 Annual Report, we stated that no reviews of organizational matters were conducted in 2020 due to the absence of complaints or issues lodged with the Commission. This status remained unchanged in 2022. However, it is important to note that the Commission took a proactive step in 2022, with the assistance of the



Constitutional Law Reform Commission (CLRC), to develop the required 'Regulation' to reactivate and operationalize this function to serve its constitutional purpose.

**Appointment Function:** In 2022, the Assessment Division completed twenty-seven (27) Consultations on Permanent Appointments, with only four (4) cases carried over into 2023; completion of seventy-nine (79) Consultations on Acting Permanent Appointments within a reasonable time frame; completion of nine (9) Consultations on Boards of Regulatory Statutory Authorities, with only one (1) case carried over into 2023. The Division performed exceptionally well, thus meeting the expected turnaround time of two (2) months for Consultations on Permanent Appointments.

## **CHALLENGES AND CONSTRAINTS**

Throughout 2022, the Commission faced significant challenges, including continuous budgetary cuts imposed by the Department of Treasury, akin to the preceding years from 2018 to 2021. The slow economic recovery and stringent Government prioritization and spending resulted in operational downsizing across government departments and agencies.

Delays in the timely release of warrants from the Department of Treasury seriously impacted the Commission's routine operations, affecting duty travels to provinces for commission hearings and hindering planned upgrades to digitize the Commission's work. The scaling down of other essential operational activities also occurred.

The global economic recovery in 2022 was overshadowed by the ongoing Russia-Ukraine war and the resurgence of COVID-19 variants, particularly in developed countries. These events further impeded local economic recovery, posing unprecedented challenges to the Commission, the Government, and its people. The impact was keenly felt in work and production outputs within government service delivery processes and systems, including the Public Services Commission.

## **ACCOMPLISHMENTS**

Despite these challenges, The Public Services Commission successfully fulfilled its core Constitutional functions and responsibilities, adhering to work plans and programmed activities to provide seamless services to our clients and stakeholders.

In 2022, the Commission effectively conducted scheduled meetings to make determinations on Review Applications. The National Review Division (NRD) registered 353 personnel review cases, of which 121 cases were completed, and files were closed with aggrieved officers informed of the Commission's decisions. Additionally, 232 uncompleted case files were carried forward to 2023 as 'outstanding' review matters. The Provincial Review Division (PRD), registered 197 cases, with 68 cases completed and files closed, while 129 cases were brought forward to 2023.

The Commission successfully launched its Anti-Corruption & Integrity Strategy in October 2022, following the signing of a Memorandum of Understanding (MoU) with

Transparency International PNG in 2021. The strategy provides a channel for all Commission clients, stakeholders, and staff to report allegations of corrupt practices to the PSC Anti-Corruption & Complaints Desk.

In December 2022, the PSC Case Management System (CMS) was officially launched by both the Minister for Public Service and the Ambassador to the European Union in PNG. The CMS empowers the Commission's key divisions, including Review, Investigations, Assessments, and Legal to make informed decisions that lead to optimal solutions for pending cases within expected timeframes. Furthermore, the Commission's online social media presence received a modern and vibrant upgrade in 2022, continuing to raise awareness and disseminate information on the Commission's roles, functions, and organizational developments.

## **CONCLUSION**

In conclusion, I am pleased to report that despite financial constraints impacting the Commission's overall operations, the Public Services Commission diligently discharged its Constitutional mandate throughout 2022 without fear or favor.

I extend my sincere gratitude to Commissioner (P) Mr. Joseph Aka, Commissioner (N) Ms. Judith Stenis, and Secretary, PSC Secretariat Mr. Terence Tupi for their unwavering support in ensuring the successful fulfillment of the Commission's Constitutional responsibilities during these years of slow economic recovery.

I also express my appreciation to the staff of the Legal, Advisory & Litigation Division for their exceptional efforts in providing advice and legal opinions, and the Corporate Services Division for the logistical and financial support they provide the staff of the PSC. I also thank the staff of the Review and Investigation Divisions for their relentless commitment to review and investigation matters, and to the Assessment Division for their dedication to the appointment of consultation matters.

I am deeply grateful to all individuals who contributed to the Commission's overall performance in 2022, providing technical, financial, and moral support without fear or favor. Above all, I acknowledge and thank the Almighty God for guiding and leading the Commission through its endeavours.

Thank you all for your kind and loyal support.

**Apeo Fuata Sione, LM, M. PP**  
**Chairman, Public Services Commission**

## STATEMENT OF COMMISSIONER NATIONAL



It is my pleasure to contribute to the Commission's Annual Report for 2022 in my capacity as the Commissioner (National). The Commissioner (National) is one of the three members of the Public Services Commission established under Section 190 of the Constitution mandated with duties and responsibilities stipulated under Section 191 and 193 1A-1D and Section 208B of the Constitution and Section 4-7 of the Regulatory Authorities (Appointment to Certain Offices) Act 2004; and Sections 31A- 31D and Section 18 and 19 of the Public Services (Management) Act 1995 (amended).

In performing the above duties and responsibilities, the Commissioner (National) independently participates in all aspects of the Commission's functions pertaining to; review of personnel matters; consultations on appointments, suspension and revocation of appointment for Departmental Heads, Provincial Administrators and Chief Executive Officers Regulatory Statutory Authorities (RSAs); including appointment of members of RSA Boards. Commissioner (National) is also involved in chairing and co-chairing of Oral hearings related to review of personnel matters under Section 18 of the Public Services (Management) Act 1995 (as amended).

### **REVIEW OF PERSONNEL MATTERS UNDER SECTION 18 OF THE PSMA 1995**

The Commissioner (National) oversees the Review of Personnel Matter function in relation to National Departments, Hospitals, and Public Health Authorities and other Agencies within the ambit of the national public services located in the National Capital District through the National Review Division. In 2022 the Division recorded 353 appeal cases for review, of which 121 were cases from 2021 while the balance of 237 cases were from previous years carried over into 2022. From the total, 121 cases were completed at the end of 2022 while the other 232 cases were carried over into 2023.

Several factors affected the performances of the division resulting in the huge carryover of cases into 2023, which range from financial constraints to resources constraints and most importantly manpower shortages. The Division could have done better if given the necessary resources it required and appropriate management measures were put in place to monitor and manage performance issues.

Despite the setbacks, it is fair to state that the National Review Division in 2022 maintained its performance and reported considerable achievements. The general quality of work output improved and there were notable improvements to



employee commitment towards work. This may be attributed to good leadership and other strategic interventions such as effective management and supervision of work load; work flow and a culture of discipline being maintained on the part of the Director.

## **INVESTIGATIONS**

The Commission also investigates allegations of misconduct in office against Departmental Heads, under section 31 C and section 31 D of the PSMA 1995 (as amended). There were fewer cases being reported to the Commission by whistle blowers under the Whistle Blowers Act 2014; and relevant Boards and portfolio Ministers; however, which have been dealt with by the Commission in 2022. Going forward, the Commission needs to utilize its mandated powers to investigate corruption allegations against Departmental Heads on its own volition to effectively combat corruption in the public service and promote good governance.

## **ACHIEVEMENTS**

Despite the challenges, the Commission has managed to deliver on its constitutional duties and responsibilities under the Constitution. A total of 121 Review of Personal Matters were determined by the Commission under the National Review Function, significant number of Review Matters have been determined and decisions conveyed to respective parties. Of the 49 cases properly reviewed, 38 appeals we upheld meaning decision of departmental heads being reviewed were quashed by the Commission were due to lack of compliance by Departmental Heads with lawfully established disciplinary procedures in the General Orders and the PSMA 1995 (amended). The notable achievements reported can be attributed to the increased level of commitment to tasks by the Secretariat staff and positive interventions by the Director Mr Joshua Ngawi to improve performance and work output.

## **CHALLENGES & WAY FORWARD**

From my perspective, the main factor that hindered the Commission from achieving optimal performance levels is funding. Monthly allocation was insufficient and allocated via a single economic activity; and further shared by six (6) divisions of the Commission; hence making it impossible to deliver on its targeted outcomes. Lack of consistent monthly funding allocation contributed to the carry overs of work and plan constrained work targets set under the PSC 2022 Annual Management Work Plan from being fully achieved. Other internal factors that contributed performances issues in 2022 were high staff turnover in certain critical positions; and the obsolete organisational structure that the Commission continues to operate under since 2007.

As way forward, there is an immediate need for the review of the current organisational structure to pave way for the Commission to accommodate establishment of the regional offices and position itself to effectively drive its

vision to transform the public service into a vibrant service delivery mechanism and mandate.

## **CONCLUSION**

The year 2022 ended on a positive note; despite the setbacks and challenges, the overall performance of the Commission is considered exceptional. The Commission takes pride in the manner in which it discharges its constitutional mandate in that; it maintains absolute independence in the performance of its constitutional duties without fear or favour; firmly guided by the values and principles of good governance and transparency while maintaining the highest level of integrity and professionalism.

As I conclude, let me acknowledge the dedication and commitments of the staff of the Commission Secretariat and the senior management team led by Secretary Mr Terence Tupi. I am also delighted to have served under the strong leadership of the Chairman Mr Apeo Fuata Sione and alongside my colleague Commissioner (Provincial) Mr Joseph Aka. The harmonious working relationship between the Commission and the Secretariat and of course the strength, wisdom, and guidance of God have been the cornerstone of the Commission's resilience in all seasons.

**Judith Stenis, MBA**  
**Commissioner - National**

# STATEMENT OF COMMISSIONER PROVINCIAL



It is with great pleasure that I present to you this Annual Report, detailing the operations of the Provincial Review Division (PRD) for the fiscal year 2022. The contents of this report serve to reinforce the unwavering dedication of the Director of the Provincial Review Division and Review Officers in fulfilling the constitutional mandate of the Public Services Commission (PSC).

In January 2022, I assumed the role of Commissioner Provincial within the Commission. The Office of Commissioner Provincial bears direct responsibility for the Review of Personnel Matters stemming from the decisions made by the Provincial Administrators and CEOs of Provincial Health Authorities (PHA), excluding the NCD Provincial Health Authority and Port Moresby General Hospital.

Additionally, the Office of Commissioner Provincial carries out other essential functions mandated by the PSC. These functions encompass the appointment, suspension, and revocation of appointments for Departmental Heads, Provincial Administrators, CEOs, and non-ex-officio board members of Regulatory Statutory Authorities (RSA).

In the following statement, I shall provide an overview of the core functions performed by the Provincial Review Division when addressing the Review of Personnel Matters under the Public Services (Management) Act 1995 (as amended).

## **REVIEW OF PERSONNEL MATTERS PURSUANT TO SECTION 18 OF THE PS(M) ACT 1995 (AS AMENDED)**

The mandate of the Provincial Review Division encompasses the facilitation of investigations and resolution of grievances raised by public servants employed in the National Public Service. Particularly, the division addressed issues arising from decisions made by the Heads of Provincial Health Authorities and Provincial Administrations regarding termination, discipline, appointment, and selection, in accordance with Section 18 of the PS(M) Act 1995 (as amended).

During the year 2022, the Provincial Review Division received a total of one-hundred and ninety-seven (197) registered grievances filed by public servants from Provincial Administrators and Provincial Health Authorities across the provinces. The division completed and resolved sixty-eight (68) grievances. It is noteworthy that this number is lower than in previous years, mainly attributed to financial constraints that limited the conduct of hearings in the provinces, lack of staff on strength, and delays in accessing information from both agencies and aggrieved parties.

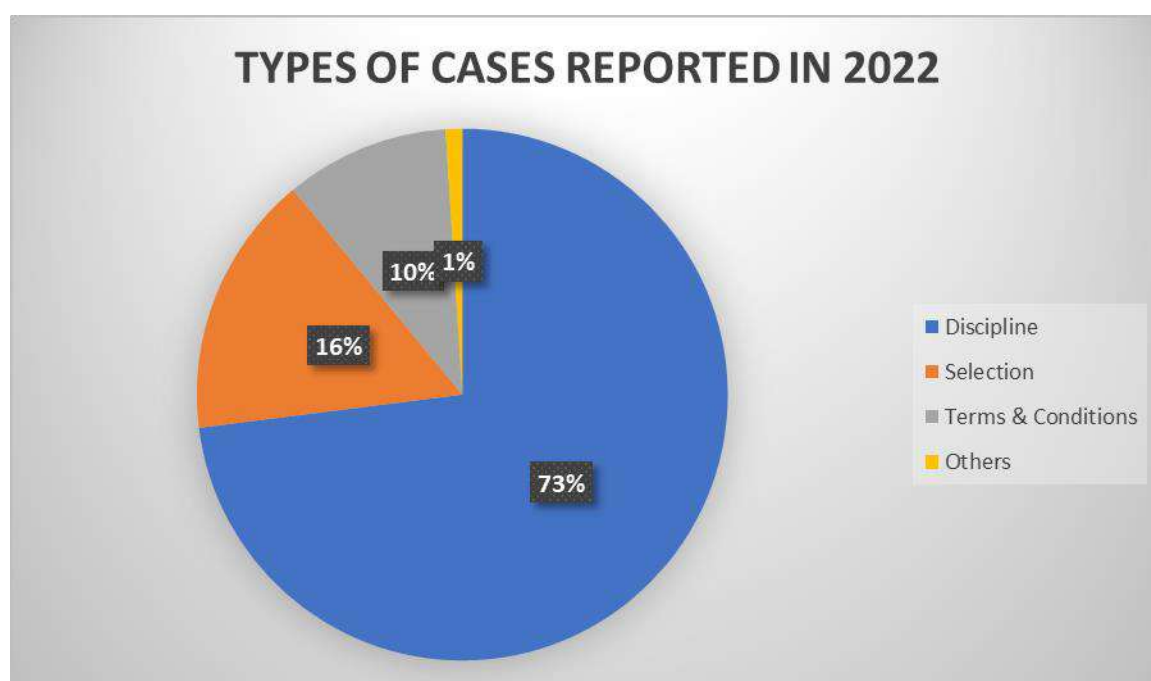
The process of addressing these grievances entails the issuance of Summonses to all involved parties, followed by conducting Hearings to gather evidence, which is then

thoroughly analyzed. Subsequently, submissions are prepared for determination by the Commission. The decisions made by the Commission are communicated to the concerned parties through Advice, conveyed in the form of a Letter.

The Provincial Review Division remains steadfast in its commitment to ensuring fair and just resolutions to grievances within the National Public Service, despite the challenges faced during this reporting period.

## OVERVIEW OF THE OPERATIONS

The 197 cases registered in 2022, were less, compared to the cases registered in 2021. The reduction in the cases was mainly due to the closure of cases for lack of jurisdiction, and others succumbed to death. In all, the performance of the division was exceptional due to the combined effort of the divisional Director and hard-working Review Officers. Below is the breakdown of the type of cases received by the division.



**Case Registration and Distribution:** Throughout the year, the PRD registered a total of 197 cases. Among these, 144 cases (73%) pertained to Discipline, 32 cases (16%) to Selection, 19 cases (10%) to Terms & Conditions (T&C), while 2 cases (1%) were related to employment contracts and displacement from substantive positions.

**Challenges and Constraints:** The PRD encountered significant challenges in the form of financial constraints and inadequate manpower, which persisted from previous years and resulted in an accumulation of pending cases entering 2022. To address the manpower issue, the PRD recommended the advertisement of vacant positions to enhance its capacity. However, delays in the recruitment process hindered the division from fully executing its review function.

Moreover, budgetary constraints within the PSC limited the PRD's ability to travel to provinces for oral hearings. As a consequence, out of 197 registered cases, only 68 were fully determined and concluded, while others may carry over into 2023 and be closed as *Information Papers*.

The current staff strength revealed a challenging staff-to-workload ratio of 1:40, indicating that one officer had to handle forty cases – a significant workload for an individual. Despite these obstacles, the PRD demonstrated commendable performance and achieved notable outcomes.

**Commendations and Acknowledgments:** I extend my gratitude to the PSC appointment Committee for bestowing confidence in appointing me as Commissioner Provincial in 2022. Additionally, I acknowledge and appreciate the invaluable support and guidance offered by other members of the Commission, namely Chairman Mr. Apeo Fuata Sione, L.M, M. PP, and Commissioner National Ms. Judith Stenis, MBA, during my initial months of tenure with the Commission.

Special recognition is reserved for the dedicated PRD team, led by Mrs. Koya Leslie, whose unwavering commitment ensured exemplary operations and assistance throughout 2022. The entire PSC Secretariat, I extend my heartfelt appreciation for their continuous support and dedication to fulfilling the mandate of the PSC.

## **CONCLUSION**

Despite challenges faced in 2022, the Provincial Review Division persistently worked with the limited resources at hand to achieve the outcomes highlighted in this report. I am deeply grateful to all PSC staff for their steadfast cooperation and support throughout the year.

Moving forward, the PRD remains committed to upholding its responsibilities in contributing to the efficient functioning of the National Public Service.

**Joseph Aka, M. Econ, B. Econ, LL. B**  
**Commissioner Provincial**



# INTRODUCTION

This is the twenty-seventh (27<sup>th</sup>) Annual Report of the Public Services Commission (PSC). It is produced and submitted in accordance with *Section 191 (4) of the Papua New Guinea National Constitution* and *Section 17 of the Public Services (Management) Act 1995 (as amended)*.

The report highlights the performance of the Public Services Commission in 2022, covering the period from January 01<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022.

The Annual Report begins with the Overview of the Chairman of the Public Services Commission outlining the general performance of the Commission, followed by two (2) separate statements from Commissioner National and Commissioner Provincial about the performance of the National and Provincial Review Divisions respectively.

The report also contains general information on the establishment of the Commission and its core roles and functions as specified 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 report of the tasks performed by the Commission from January 01<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022. The bulk of the activity for this reporting period surrounds the Review of Personnel Matters and also Assessment and Investigation Matters and the implementation of the various projects captured in the Public Services Commission Corporate Plan 2019 – 2023.

Furthermore, the 2022 Annual Report contains an unaudited financial statement on the Commission's budget for the 2022 Fiscal Year, it highlights the achievements and challenges faced by the Commission, and offers recommendations on how best the Commission could be improved to adequately fulfill its Constitutional role in the National Public Service to ultimately achieve its Vision, which is '*to transform the National Public Service into a vibrant, effective and efficient service delivery machinery*'.

All relevant sections of the *National Constitution* and *Acts* together with other important statistics alluded to in the main body of this report can be found in the Appendices for ease of reference.

## PUBLIC SERVICES COMMISSION

The Public Services Commission (PSC) is a Constitutional office 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, who are appointed by the Head of State for five (5) years, upon recommendation of the Public Service Commission Appointment Committee consisting of –

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

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

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

Before 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 of at the time were essentially political, as the NEC basically, had the discretion or prerogative over the matters of appointment. In some cases, the Commission's views given in the consultation process were not taken into account or simply ignored. Some appointments were not made on merit (or not merit-based), but rather made on political considerations or 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<sup>3</sup> under *Section 191* of the *National Constitution* 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 there were within 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 the appointment, revocation of appointment, and suspension of Departmental Heads, Provincial Administrators, and Chief Executive Officers (CEOs) 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 applications for Departmental Heads and Provincial Administrators and make appropriate recommendations to NEC on the issues 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. Through further amendments to the Constitution and the enactment of the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004 (RSA Act)* the appointment, suspension, and termination of

Chief Executive Officers (CEOs) of RSAs also became subject to the recommendations of the PSC, following Merit-Based Assessment (*Section 208A and 208B* of the *National Constitution*).

The procedures for appointment, suspension, and revocation of the appointment of Departmental Heads, Provincial Administrators, and CEO's of RSAs are provided for under *Sections 31A, 31B, 31C, and 31D (for Departmental Heads)* and *Sections 4, 5, 6, 7, 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 applications for appointments to conduct investigations (for suspension or termination) and to make appropriate recommendations to the National Executive Council.

*NOTE: References 1 – 5 and other supporting Legislations of the Commission's functions are found in Appendices A - R on Pages 77 - 116.*

# MISSION STATEMENT



## OUR VISION



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

## OUR MISSION



*'To promote a highly competent, non-partisan, and representative public service that is based on the values of fairness, integrity, transparency, and accessibility'.*

## OUR CORE VALUES



- Our Staff
- Our Professionalism
- Our Integrity
- Our Decisions
- Our Commitment
- Our Stakeholders

# PSC ORGANIZATIONAL STRUCTURE

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

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

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

## STAFF ON STRENGTH

In this reporting period, there are fifty- nine (59) staff on strength with thirty (30) vacancies. However, the number of staff on strength is expected to increase next year, as ten (10) vacancies were advertised for positions within the National Review Division, Provincial Review Division, and Corporate Services Division.

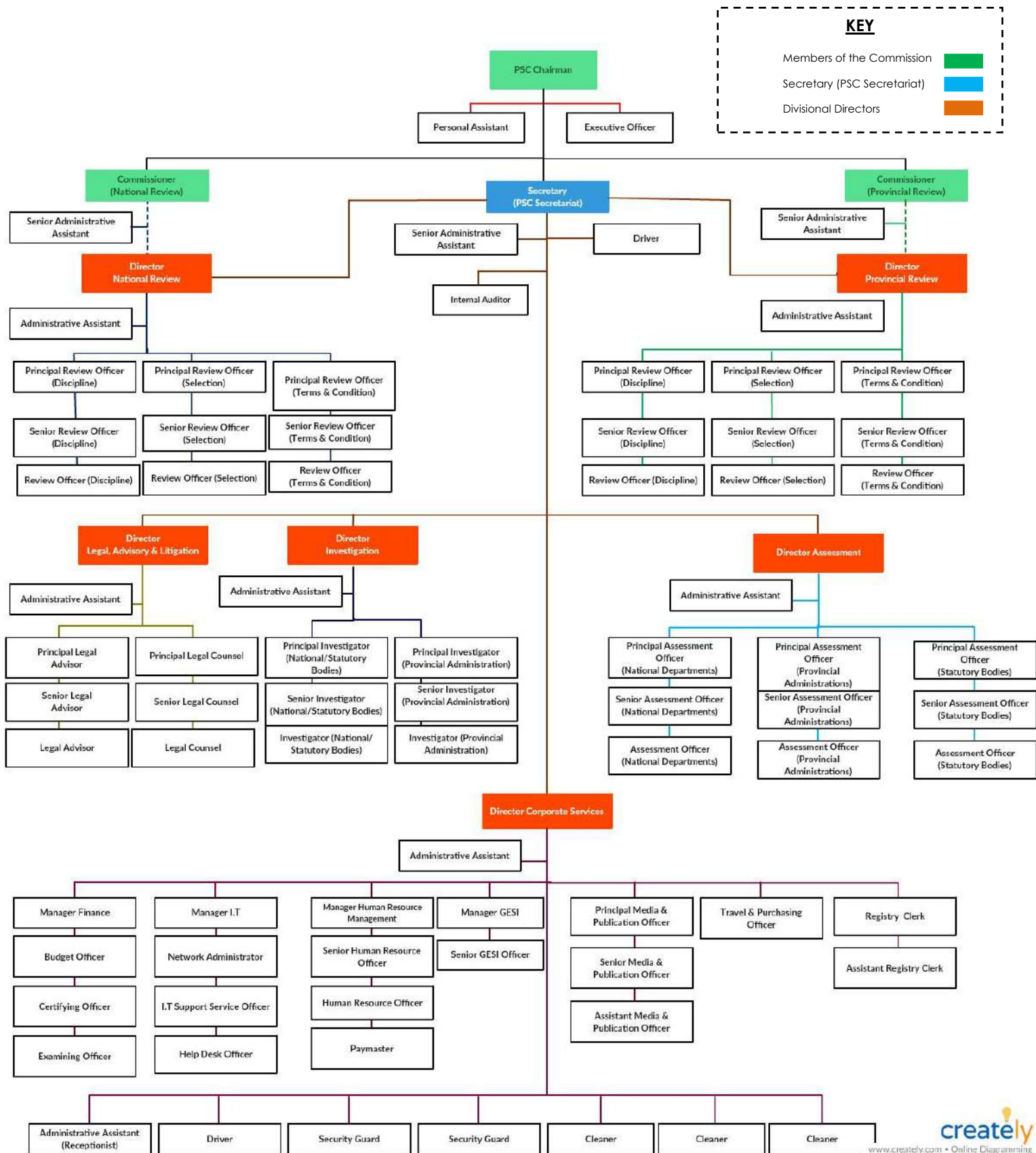
The Public Services Commission structure is captured on page 19.



Staff of the Public Services Commission at the launch of the PSC Anti-Corruption & Integrity Strategy at the Holiday Inn in Port Moresby.



# PSC STRUCTURE



## MEMBERS OF THE COMMISSION

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

The Members of the Commission in 2022 are Mr. Apeo Fuata Sione, LM, M.PP as Chairman; Ms. Judith Stenis, MBA as Commissioner National and Mr. Joseph Aka, MEcon, BEcon, LLB as Commissioner Provincial.

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



Mr. Apeo Fuata Sione has twenty-seven (27) years of experience in the National Public Service. He served the Public Services Commission in various management positions from Director of the National Review Division, Acting Director of the Assessment Division to being appointed Permanent Secretary of the PSC Secretariat. He was also appointed Commissioner of the Public Service by the Public Services Commission Appointments Committee (PSCAC) for a period of five (5) years commencing the 2<sup>nd</sup> of May, 2012. He was re-appointed for a second term as Commissioner National by the PSCAC on the 3<sup>rd</sup> of May, 2017.

The PSCAC further appointed Mr. Sione as Chairman of the Public Services Commission for five (5) years on 24<sup>th</sup> April, 2020.

Mr. Sione holds a Graduate Diploma in Public Administration and a Masters Degree in Public Policy, specializing in Development Administration (with merit) from the Australian National University (ANU) in Canberra, A.C.T, Australia and graduated in 2005. He also holds a Bachelor of Arts Degree majoring in Political Science and Public Administration with a minor in Industrial Organizational Psychology from the University of Papua New Guinea (UPNG) in 1994.

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



Ms. Judith Stenis has twenty-three (23) years of experience in the National Public Service. She graduated from the University of Papua New Guinea (UPNG) with a Bachelor of Arts Degree in Public Policy and Administration. Ms. Stenis was a Research Officer with the Department of Personnel Management (DPM) for seven (7) years before joining PSC in March 2007 as a Principal Review Officer.

She 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.

Ms. Stenis' commitment and dedication in her role as Principal Review Officer together with her successful completion of her MBA saw her promoted 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, then reverted back to her substantive as Director of Provincial Review in September, 2019. On the 16<sup>th</sup> of October 2020, Ms. Stenis was appointed Acting Commissioner National until she was confirmed as Commissioner National in January 2022.

#### **COMMISSIONER PROVINCIAL – MR. JOSEPH AKA, MEcon, BEcon, LL.B**



Mr. Joseph Aka has twenty-one (21) years of experience in the National Public Service, having worked in various roles in the National Statistical Office (NSO).

He joined NSO in 1992 as a Statistical Officer after graduating from the University of Papua New Guinea (UPNG) with a Bachelor of Economics Degree.

In 1997, Mr. Aka applied to take up post-graduate studies in Applied Economics at the University of Queensland, Australia. After completing his postgraduate program, he went on to attain his Master's in Economics degree at the University of Queensland in 1999.

Mr. Aka also has a Degree in Law from the University of Papua New Guinea.

He was appointed National Statistician in 2009 after serving as the Deputy National Statistician (Economics) for nine (9) years.

Mr. Aka was appointed Commissioner Provincial on the 26<sup>th</sup> of January, 2022.

## PSC SECRETARIAT

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

The Secretariat plays a supportive role in providing the Commission the required resources 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 the recommendation to NEC 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 were created under the approved restructure in 2007. The Divisions include National Review, Provincial Review, Assessment, Investigation, Legal, Advisory & Litigation, and Corporate Services. The Secretariat is headed by Secretary Mr. Terence Tupi, who was appointed on the 29<sup>th</sup> of October, 2020.

The Secretary and six (6) Divisional Directors make up the Senior Management Committee (SMC) and each of their profiles is highlighted below.

### SENIOR MANAGEMENT COMMITTEE (SMC)

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



Mr. Terence B. Tupi joined the Public Services Commission in 2007 as an Investigator in the Investigation Division. In 2008, after internal recruitment, Mr. Tupi moved to the National Review Division (NRD) as the 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 completed and defended his research program and graduated with a Master's in International Relations in July 2012.

Upon return from his studies in 2013, he applied for the Principal Review Officer's position in the Provincial Review Division and was successful. In 2014, he was appointed Acting Director of the Provincial Review Division and in July 2019, he was further appointed Acting Secretary of the PSC Secretariat.

Mr. Tupi was confirmed as the Secretary of the PSC Secretariat on the 29<sup>th</sup> of October, 2020.

Mr. Tupi has a Bachelor of Arts Degree in Social Work and a Bachelor of Business Management (Public Policy & Management) with Honors from the University of Papua New Guinea which he attained in 2005 and 2010 respectively.

His first employment was with the Department of National Planning & Monitoring as a Monitoring & Evaluation Officer after completing his studies at UPNG.

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



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

In September 2011, Mr. Ngawi was appointed Acting Director of the National Review Division, and in August 2013, he was further confirmed to that position.

He has well over nineteen (19) years of professional experience in the private as well as the public sector.

Mr. Ngawi has a Master in Public Administration Degree from the Divine Word University graduating in 2020 and a Bachelor of Arts Degree in Public Policy & Management from the University of Papua New Guinea in 2004.

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



Ms. Koya Ope Leslie joined the Public Services Commission on the 5<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 6<sup>th</sup> of March, 2009. Then in June of the same year, Ms. Leslie was promoted to Senior Review Officer and in 2015 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 has a Bachelor in Business Management Degree from Divine Word University after graduating in 2020.



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



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

She has worked in various organizations that include the Internal Revenue Commission (IRC) and Ombudsman Commission as an Assessor in the Annual Statement Assessment Unit. She joined PSC as the Principal Assessment Officer (Provincial Administrations) in August 2009. In 2011, she was promoted to Director of the Assessment Division.

In November 2014, Ms. Wii was further appointed Acting Director of the Investigation Division and reverted back to her substantive as Director Assessment in January 2020.

Ms. Wii has acted in various Senior Executive Management positions in PSC, that include Acting Commissioner Provincial and Acting Secretary, PSC Secretariat.

Ms. Wii has seventeen (17) years of professional experience in the National Public Service.

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



Mr. David Hanaromo joined the Public Services Commission 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).

Before 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 to the Department of Provincial & Local Level Government Affairs under the PNG Fire Service serving as a Research Officer then a year later he was

promoted to Project Officer.

In 2005, Mr. Hanaromo joined the National Intelligence Organization (NIO) as the Regional Operations Officer for the New Guinea Islands region. He then resigned from the NIO in 2007 and joined the Ombudsman Commission as a Senior Investigator and was based in Kokopo, East New Britain Province. He was promoted in 2009 to Regional Manager, a position he held until 2013 when he resigned. In 2014, he was recruited by PSC.

Mr. Hanaromo has a Bachelor of Arts Degree in Public Policy & Management after graduating from the University of Papua New Guinea in 2000.

## **DIRECTOR LEGAL, ADVISORY & LITIGATION DIVISION – MR. RICHARD SIMBIL**



Mr. Richard Simbil graduated with a Bachelor of Laws Degree (LL. B) with Honors from the University of Papua New Guinea in 2009. He then proceeded to 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. 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 eight (8) successful PNG ADS Scholars who were further awarded the prestigious Australian Leadership Award (ALA).

In 2013, Mr. Simbil completed his studies at ANU and graduated with a Master of Laws Degree (LL.M) with Merit. In 2015, Mr. Simbil joined the PSC as a Senior Legal Officer where he worked in that capacity for a year before being promoted in May 2016 to the position of Director of the Legal, Advisory & Litigation Division.

Mr. Simbil was also appointed Acting Commissioner Provincial on the 27<sup>th</sup> of April, 2020 where he served until 2022 when he reverted to his substantive position.

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



Mr. Waga Navei has a rich academic background having earned his Bachelor of Arts Degree in Politics & Public Administration from the University of Papua New Guinea (UPNG) in 1993. Subsequently, he obtained a Post Graduate Diploma in Education from UPNG in 1994 and a Diploma in Development Administration from the Australia National University in 1998.

Mr. Navei boasts 24 years of public service experience in the education and government administrations. He has held various roles including Administrative Officer in the Human Resource Division at UPNG, senior Human Resource Officer in the Personnel Management Division at the University of Goroka (UoG), where he ascended to the position of Foundation Executive Officer of the Science Faculty. He left UoG in 2003 and assumed a teaching position at Bareiji High School in Oro Province before receiving a promotional transfer to Passam National High School in East Sepik Province, where he served from 2005 to 2006.

Mr. Navei joined Port Moresby National High School as a teacher and after two months transitioned to the National Institute of Standards and Industrial Technology (NISIT) as Director Corporate Services. He left NISIT in 2012 and was teaching at the Mount Diamond Adventist Secondary School before joining PSC in 2018.

# 2022 PERFORMANCE REPORT

## EXECUTIVE SERVICES

The Executive Services Unit is comprised of the Office of the Secretary of the PSC Secretariat, the Internal Audit Unit, and Special Projects.

The key function of the Executive Services Unit is to provide overall leadership, management, direction, and control of the Secretariat to offer the necessary support to the Commission. The Executive Services Unit is small in terms of manpower; however, it has a wide scope of responsibility considering its oversight role over the PSC Secretariat through the Office of the Secretary.

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

### OFFICERS OF THE EXECUTIVE SERVICES UNIT

No.	NAME OF OFFICER	DESIGNATION
1.	Mr. Terence Tupi	Secretary, PSC Secretariat
2.	Mr. Dickson Nakande	Executive Officer to the Office of the Chairman, PSC
3.	Mrs. Raga Wele	Acting Personal Assistant to the office of the Chairman, PSC
4.	Mrs. Noho Daera	Acting Administrative Assistant to the Office of the Secretary, PSC Secretariat

*NB: Mrs. Noho Daera who is the Acting Admin. Assistant to the Secretary, PSC Secretariat joined PSC in October 2022, following the departure of Miss Sybil Taule.*

## PERFORMANCE REPORT

The Executive Services Unit has achieved several projects in this reporting period. However, not all programs under the *PSC Corporate Plan 2019 – 2023* were fully implemented in 2022, due to insufficient funding.

Below are some of the achievements and challenges encountered.

### ACHIEVEMENT(S)

- **Establishment of Regional Offices.**

The Commission's first regional office is currently being built in Mount Hagen, Western Highlands Province, and is expected to be completed in May 2023. This initiative was made possible through the Public Investment Program under the 'Institutional Capacity Building Program. Furthermore, preliminary discussions have commenced securing land in Madang Province for the construction of a regional office for the Momase region.

- **Establishment of the Organizational Review Division.**

The Commission is currently working with the Department of Personnel Management and Constitutional Law Reform Commission to re-establish the Organizational Review function. This activity is currently in progress.

- **PSC Anti-Corruption & Integrity Strategy.**

PSC successfully launched its *Anti-Corruption & Integrity Strategy 2022 - 2025* in October 2022 following the signing of a Memorandum of Understanding (MoU) with Transparency International PNG in October 2021. The *Anti-Corruption & Integrity Strategy* provides an avenue for our clients, stakeholders, and staff to report allegations of corrupt practices by the Staff of PSC. A PSC Anti-Corruption & Complaints Desk has been set up to manage the complaints that come into the Commission.

The Commission hopes this will reinforce trust and confidence in our decisions and recommendations, and further uphold our Mission, which is *'to promote a highly competent, non-partisan, and representative Public Service that is based on the values of fairness, integrity, transparency, and accessibility'*.

- **Development of Case Management System and other related databases.**

This project commenced in 2019 in consultation with our development partner the European Union (E.U) which has assisted the Commission with financial support of approximately K1.7 million which also included consultancy services to PSC to develop our Case Management System. The CMS was successfully launched by the Minister of Public Service Hon. Joe Sungi, MP, and the Ambassador to the E.U His Excellency Jacques Fradin in December 2022. The CMS is now pending the upgrade of our Office Desktops before it can be fully accessed and operational.

- **Amalgamation of the Commission and the PSC Secretariat.**

The Amalgamation of the Commission and the PSC Secretariat to become a fully independent Commission under its own legislation is currently underway. A Technical Working Committee was set up in 2019 to deliver this project which has been progressing well. The Commission was advised by the Office of the State Solicitor to get a Clearance Letter from the Department of Finance and the Department of Treasury respectively in order for a Submission to be drafted and sent to the Office of the State Solicitor, which will then go to the National Executive Council (NEC) for endorsement before it reaches Parliament. The Commission has already received a Clearance Letter from the Department of Treasury and is awaiting a similar letter from the Minister for Finance, Hon. Renbo Paita, MP.

- **PSC New Look.**

This project started in 2016 following the establishment of the PSC Research and Review Committee. The Committee studied various Public Service Commission (PSC) models among the Commonwealth countries from which a Concept Paper was developed and has progressed into a Policy Paper, and is ready to be submitted to the NEC to seek their endorsement for funding to support the Commission to carry out Stakeholder Consultation Workshops to gauge views for the PSC New Look Model.

## **CHALLENGE (S)**

The Public Services Commission has encountered numerous challenges in the course of implementing its key projects. The implementation of most of our projects and programs is at a slow pace due to funding constraints. Moreover, the Commission projects involve more than one actor or agency, which can be very challenging as there are compliance processes and requirements of those agencies that must be met, which can be time-consuming and slows the phase of the project. The challenges that have been identified have created delays in the implementation of many of the Commission's projects, thereby, prompting the Commission to carry most of the projects over into the following years to achieve when funding becomes available.

## **CONCLUSION**

The Public Services Commission through its Corporate Plan 2019 – 2023 envisages upholding its Constitutional mandated roles and functions and corporate goals to better serve the Public Service. The Commission aims to promote the principles of good governance, accountability, and transparency to ultimately achieve its vision, *'to transform the National Public Service into a vibrant, effective and efficient service delivery machinery'*.



## NATIONAL REVIEW DIVISION

The National Review Division (NRD) is responsible for the review and investigation of 'Personnel Matter' decisions and complaints lodged with the Public Services Commission (PSC) by officers from National Departments who are employed in the National Public Service; some Statutory Bodies, where PSC has jurisdiction to review personnel matters that include the Port Moresby and Gerehu General Hospitals, Laloki Psychiatric Hospital, and the National Capital District Provincial Health Authority.

The Division is headed by Commissioner National – Ms. Judith Stenis, MBA, and is supported by the Director of NRD Mr. Joshua Ngawi

There are currently seven (7) officers in the Division, six (6) of whom are Review Officers, while one (1) is the Senior Administrative Assistant to the Office of Commissioner National. The position of Admin. Assistant to the Office of the Director NRD was left vacant in May 2022 when the incumbent resigned.

Details of the Officers are provided in the table below:

### OFFICERS OF THE NATIONAL REVIEW DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	Mr. Joshua Ngawi	Director National Review Division
2.	Mr. Steven Haibaku	Principal Review Officer (Discipline)
3.	Mr. Joshua Heape	Principal Review Officer (Selection)
4.	Mrs. Kovina Kinawi	Acting Principal Review Officer (Terms & Conditions)
5.	Mrs. Dorothy Murray	Senior Review Officer (Discipline)
6.	Ms. Eileen Loghuip	Acting Senior Review Officer (Selection)
7.	Mrs. Mary Yano	Senior Admin. Assistant to Commissioner National

## PERFORMANCE REPORT

The overall performance of the NRD in 2022 was exceptional resulting in the completion of hundred and twenty-one (121) Review Cases from a total of three-hundred fifty-three (353) cases that were handled. Of the total of 353 cases, one-hundred and sixteen (116) cases were from 2022, and two-hundred and thirty-seven (237) cases were from 2021 and previous years.

In comparison to the performance of the Division in 2021, the NRD was able to complete forty-nine (49) Submissions in this reporting period, compared to the year 2021 which were fifty-eight (58) Submissions. On the other hand, 2022 was again a very challenging year for the Division and the Commission as a whole due to the effects of the COVID-19 pandemic, financial constraints, and manpower shortage.

Areas for improvement in 2023 have been identified and will be raised with the Office of the Secretary, PSC Secretariat, the Senior Management, and the Executive Management Committees for redress.

## **ACHIEVEMENT(S)**

The Division had three (3) main goals to achieve in 2022, which included:

- To conduct reviews into the application of Personnel Matters in a responsible and timely manner;
- To complete reviews of Personnel Matters within the Statutory period of 90 days; and
- To provide high-quality Submissions, Information Papers, and their respective Advice for Commissions' decisions.

In 2022, a total of one-hundred and sixteen (116) Applications for Review were received and registered by the NRD through the Office of Commissioner National. This is fourteen (14) Review Cases less than in the year 2021 when one-hundred and twenty-eight (128) Review Applications were received and registered.

To that total, two-hundred and thirty-even (237) review matters were carried over from 2021 and added to the number of cases registered in 2022 taking the progressive total to three-hundred and fifty-three (353) cases that were in the carriage of the NRD. From the three-hundred and fifty-three (353) cases, one-hundred and twenty-one (121) cases have been completed leaving two-hundred and thirty-two (232) still pending review. At the end of 2022, the NRD will carry over two-hundred and thirty-two (232) cases into 2023 as Outstanding Matters.

The overall performance of the Division in 2022 has been exceptional which has continued since the year 2020. Although the year 2022 continued to be a very challenging year with the effects of the COVID-19 Pandemic, financial constraints, and manpower shortage, the Division managed to complete a high number of Submissions totaling forty-nine (49) which were substantive matters, while seventy-two (72) were Information Papers (non-substantive matters). Furthermore, the quality of the contents of the Submissions and Advices conveying the decisions of the Commission was improved, further giving confidence to the Review Officers to write better Submissions through the improvement in their analytical skills brought about through vigorous mentoring and coaching sessions in the Division.

## **MANAGEMENT ACTION PLAN ACTIVITIES 2022**

Generally, the Division delivered on its main activity which is *Activity 2.1 – Review of Personnel Matters* captured in the PSC 2022 Management Action Plan.

## **KEY ISSUES & SUMMARY POINTS**

- In 2022, the National Review Division took carriage of three-hundred and fifty-three (53) Review Matters. One-hundred and sixteen (116) cases were from 2022 and two-hundred and thirty-seven (237) cases were Outstanding Matters that were carried over from previous years.

- In 2022, the Division received and registered one-hundred and sixteen (116) cases from which, thirty-three (33) cases are complete while eighty-three (83) cases are pending.
- In 2022 the Division completed a total of one-hundred and twenty-one (121) cases meaning that thirty-three (33) cases were from 2022 and eighty-eight (88) cases are from 2021 and previous years.
- In 2022, the Division completed forty-nine (49) Submissions and seventy-two (72) Information Papers which is less than nine (9) Submissions from 2021 performance.
- A total of two-hundred and thirty-two (232) Outstanding Review Matters have been carried over into 2023.
- The Division has two-hundred and thirty-two (232) Outstanding Review Matters currently under review at various stages. They include review matters at various stages of the review process, including a few before the Commission for determinations/decisions; those that have been identified for closure as Information Papers for various reasons, including 'lack of jurisdiction'; those pending appeals for waiver of the 60 days statutory time periods; pending legal advice; others pending decisions of the Departmental Heads concerned; and those that are under substantive reviews with their respective Case Officers.
- The NRD undertook only two (2) Duty Travels to Mt. Hagen, Western Highlands Province, and Madang Province to conduct hearings for review matters.
- There are fifteen (15) cases from the provinces currently pending review and have been carried over into 2023 as Outstanding Matters.
- The Commission made the following decisions on the forty-nine (49) Submissions that were completed in 2022 and conveyed to the parties concerned. Thirty-eight (38) decisions were annulled; Eleven (11) decisions were upheld: and Zero (0) decisions were varied

**STATISTICAL SUMMARY OF REVIEW MATTERS BY THEIR NATURE OF COMPLAINTS  
& REVIEWED IN 2022**

CASES	DISCIPLINE	SELECTION	TERMS & CONDITIONS	OTHERS	TOTAL
Registered	105	7	4	-	<b>116</b>
Completed	30	1	2	-	<b>33</b>
Pending	75	6	2	-	<b>83</b>

**NB:** Two-hundred and thirty-two (232) Review Matters (on record) are Outstanding Matters and have been carried over into 2023.

The table above provides for Review Matters that have been Registered, Completed, and are Pending review in 2022 only.

## **CHALLENGE (S)**

The effects of the COVID-19 Pandemic left unprecedented challenges not only to the Commission but also to the Government, the people, and the economic systems of the world. The effects of the pandemic continued into 2022 and therefore affected work and production outputs in the governments' service delivery process and systems, which inclusively affected the Commission's constitutional functions and service delivery just like any other organization.

The monthly warrants from the Government were not released in a timely manner and for some months, funds allocated were reduced, whilst in other months there was no funding at all. This is evident in the Division making only two (2) Duty Travel to Western Highlands and Madang Provinces in 2022 to attend Review Matters that was combined with the Provincial Review Division. Thus, budgetary cuts by the Department of Treasury (DoT) also had a profound effect on the daily operations of the NRD and the Commission as a whole in terms of logistics. This is a prolonged problem that started in 2015.

Furthermore, shortages in manpower also affected the Division's performance following the resignation of the Admin. Assistant to the Director of the National Review Division in May 2022 which affected the Division's ability to produce Transcripts of Hearings for the Review Matters conducted by the Commission. As a result, Review Officers were unable to complete Submissions for the decision of the Commission in a timely manner despite the numerous cases that were heard by the Commission. On a positive note, the recently concluded Selection proceedings in 2022 by the Commission and the Department of Personnel Management should see the appointment of four (4) new officers in the Division; three (3) Review Officers and an Admin. Assistant will increase the manpower in the Division.

Financial constraints continued to affect Duty Travel into the provinces, which also affected the Provincial Review Division and the Commission in 2022. As a result, the Division made only two (2) Duty Travels to Mount Hagen, Western Highlands Province, and Madang Province to attend to Review Matters. The NRD currently has fifteen (15) cases to attend in the provinces.

## **CONCLUSION**

Although 2022 was a very challenging year, the National Review Division managed to complete one-hundred and twenty-one (121) Review Matters; which saw a marked improvement in the Division's performance. Whilst thirty-three (33) cases were from the year 2022, the other eighty-eight (88) were from 2021 and previous years. The Division maintained a similar performance for 2022, although the COVID-19 pandemic and financial constraints continued to affect its operations. Furthermore, the Division was understaffed, especially with the departure of the Directors Admin. Assistant that affected the Division's ability to produce Transcripts from the Oral Hearings for Review Matters. However, the Division remains hopeful that the recruitment of new officers in the new year will help the Division to overcome this issue.

The Division carried over two-hundred and thirty-two (232) Review Matters as Outstanding Matters in 2023, where out of these Review Cases, few are pending decisions with the Commission, while others are pending appeals for waiver of the sixty (60) Days statutory time-limit, and some are pending decisions from the Departmental Heads concerned, and few are pending Legal Advices. Furthermore, twelve (12) cases have been identified for discontinuity of their respective reviews, and Information Papers are being prepared for the Commission's determination to close them.

It is envisioned that the National Review Division will try its best to maintain the *Rate of Performance* conducted in 2022 and 2021 respectively, which saw continuous improvements in a timely and objective manner; however, assistance will be required from the Office of the Secretary, PSC Secretariat to find practical solutions for the timely production of Transcripts of Hearings of Review Matters where the Commission has and continues to conduct numerous Oral Hearings. Many Review Officers are understood to be holding on to numerous *Submissions* and drafts pending the completion of Transcripts.

Finally, the effort and hard work of the Review Officers, Administrative Assistants, Director of the Investigation Division, the Legal, Advisory & Litigation Division, and the Corporate Services Division in particular the I.T Branch must be commended for helping the Division to accomplish its plans and programs in another challenging year. Without their effort and commitment, the NRD would not have achieved what is reported here. The Division's acknowledgment and appreciation are further extended to the leadership and management of the Commission and the Executive Management Team for their vision, direction, and decisions made despite the limited resources.



## PROVINCIAL REVIEW DIVISION

The core function of the Provincial Review Division (PRD) is to undertake a Review of Personnel Matters lodged by aggrieved public servants employed by the Provincial Administrations and Public Hospitals or Health Authorities established in the provinces as stipulated under *Section 18 of the Public Services (Management) Act 1995 (as amended)*. The report provides different aspects of managing *Personnel Review Matters* and outlines the Division's achievements, challenges, and recommendations to manage the challenges.

The Division is under the leadership of Commissioner Provincial Mr. Joseph Aka who is supported by the Acting Director of the Provincial Review Division Ms. Koya Ope Leslie.

There are currently seven (7) Officers in the Division, five (5) of whom are Review Officers whilst two (2) are Administrative Assistants to the Office of Commissioner Provincial and Director of the Provincial Review Division respectively. Details of the Officers and their designations are provided in the table below:

### OFFICERS OF THE PROVINCIAL REVIEW DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	Ms. Koya Ope Leslie	Acting Director Provincial Review Division
2.	Ms. Schola Muou	Principal Review Officer (Terms & Conditions)
3.	Mr. Barnabas Bineke	Acting Principal Review Officer (Discipline)
4.	Mr. Enos Gura	Review Officer (Selection)
5.	Ms. Dorothy Memafu	Acting Review Officer (Discipline)
6.	Mrs. Norris Sevese	Senior Administrative Assistant to Commissioner Provincial
7.	Mrs. Chrysolyte Nicholas	Administrative Assistant to Director Provincial Review

**NOTE:** Mrs. Nicholas is reliving Mrs. Mary Feaviri who is currently serving as the Admin. Assistant to Director Investigation

There are a number of vacancies in the Division as a result of Staff leaving on promotional offers within the Commission, while four (4) positions remain vacant for several years now. This year, three (3) positions were advertised that included Principal Review Officer (Discipline), Senior Review Officer (Discipline), Senior Review Officer (Selection), and Review Officer (Discipline), and Officers are expected to take office sometime in 2023.

## PERFORMANCE REPORT

The total number of cases undertaken by the Provincial Review Division (PRD) in the year 2022 totaled one-hundred and ninety-seven (197) cases. Forty-two (42) cases were registered in 2022 whilst one-hundred and fifty-five (155) cases were carried over

from the previous years (2020 and 2021) into this reporting period. From the total of one-hundred and ninety-seven (197) cases; sixty-eight (68) cases were reviewed and closed whilst one-hundred and twenty-nine (129) cases will be carried over in 2023. Details of the cases are provided in the tables below:

**TABLE 1: SUMMARY OF PERSONNEL REVIEW MATTERS REGISTERED**

No.	STATUS OF CASES	NUMBER OF CASES
1.	Total Cases Registered	197
2.	Cases Completed	68
3.	Cases carried over into 2023	129

**TABLE 2: SUMMARY OF THE NATURE OF CASES REGISTERED OVER A PERIOD OF FIVE YEARS**

**2018 - 2020**

No.	NATURE OF CASES	NUMBER OF CASES
1.	Discipline	69
2.	Selection	18
3.	Terms & Conditions of Employment	2
<b>TOTAL NUMBER OF CASES</b>		<b>89</b>

**2021**

No.	NATURE OF CASES	NUMBER OF CASES
1.	Discipline	46
2.	Selection	13
3.	Terms & Conditions of Employment	7
<b>TOTAL NUMBER OF CASES</b>		<b>66</b>

**2022**

No.	NATURE OF CASES	NUMBER OF CASES
1.	Discipline	29
2.	Selection	1
3.	Terms & Conditions of Employment	10
4.	Others (Contractual or Revocation Matters)	2
<b>TOTAL NUMBER OF CASES</b>		<b>42</b>
<b>GRAND TOTAL OF CASES FROM 2018 - 2022</b>		<b>197</b>

**TABLE 3: SUMMARY OF PERSONNEL REVIEW MATTERS BROUGHT FORWARD INTO 2023**

No.	STATUS OF CASES	NUMBER OF CASES
1.	New Cases	89
2.	Submissions & Information Papers being drafted	40

	or review if ongoing	
<b>TOTAL NUMBER OF CASES</b>		<b>129</b>

**TABLE 4: STATISTICAL SUMMARY OF COMPLETED CASES**

<b>No.</b>	<b>STATUS OF CASES</b>	<b>NUMBER OF CASES</b>
1.	Submissions with Advices	32
2.	Information Papers with Advices	36
<b>TOTAL NUMBER OF SUBMISSIONS AND ADVICES COMPLETED</b>		<b>68</b>

**TABLE 5: SUMMARY OF COMMISSION'S ORAL HEARINGS CONDUCTED IN 2022 BY THE PROVINCIAL REVIEW DIVISION**

<b>No.</b>	<b>PROVINCE</b>	<b>ORGANIZATION</b>	<b>No. OF CASES</b>
1.	Western Highlands Province	Provincial Administration and Provincial Health Authority	12
2.	Morobe Province	Provincial Administration	4
3.	New Ireland Province	Provincial Administration	3
4.	Oro Province	Provincial Administration	6
5.	Western Province (Kiunga)	Provincial Administration	3
6.	Western Province (Daru)	Provincial Health Authority	5
7.	Milne Bay Province	Provincial Health Authority	5
8.	Gulf Province	Provincial Health Authority	3
9.	Manus Province	Provincial Health Authority	5
10.	Autonomous Region of Bougainville	AROB Administration	5
11.	Madang Province	Provincial Administration	4
12.	Central Province	Provincial Administration	1
<b>TOTAL NUMBER OF ORAL HEARINGS CONDUCTED</b>			<b>56</b>

As highlighted in the table above the PRD has conducted twelve (12) Oral Hearings in the Provinces indicated above, in which fifty-six (56) Review Matters surrounding Discipline, Selection, and Terms & Conditions of Employment in Western Highlands, Morobe, New Ireland, Oro, Western, Milne Bay, Gulf, Manus and Madang Provinces and the Autonomous Region of Bougainville were heard in this reporting period. Decisions have been made and the cases are pending closure by way of *Information Papers* or *Submissions* based on the evidence provided to the Commission.

**TABLE 6: SUMMARY OF THE FINANCIAL COST OF THE DUTY TRAVEL(S) TO CONDUCT ORAL HEARINGS IN 2022 BY THE PROVINCIAL REVIEW DIVISION**

No.	PROVINCE	No. OF CASES	COST (K)
1.	Western Highlands Province	12	K25, 349. 23
2.	Morobe Province	4	K17, 734. 02
3.	New Ireland Province	3	K34, 292. 00
4.	Oro Province	6	K15, 604.04
5.	Western Province (Kiunga)	3	K32, 421.02
6.	Western Province (Daru)	5	K25, 972.50
7.	Milne Bay Province	5	K19, 552.92
8.	Gulf Province	3	K20, 021.55
9.	Manus Province	5	K28, 219.41
10.	Autonomous Region of Bougainville	5	K28, 219.41
11.	Madang Province	4	K39, 386.90
12.	Central Province	1	K19, 318.03
<b>GRAND TOTAL</b>			<b>K277, 871.62</b>

### **ACHIEVEMENT(S)**

This year has been a successful one for the Provincial Review Division in terms of the Review of Personnel Matters despite funding constraints. The achievements of the Division are as follows:

- The Division was able to complete sixty-eight (68) cases in 2022 from one-hundred and ninety-seven (197) cases.
- The Division conducted Oral Hearings in twelve (12) different provinces resulting in the completion of fifty-six (56) cases.

### **CHALLENGE (S)**

Financial constraints continue to be a major challenge for the Division when carrying out its role and function as required under *Section 18* of the *Public Services (Management) Act 1995 (as amended)*.

Another constraint is the lack of manpower in the Division to undertake the increasing number of Review Matters that come into the Division each year coupled with the backlog of cases from previous years.

### **RECOMMENDATION**

- It is strongly recommended that additional funding be sought from the Department of Treasury so that the Division can efficiently and effectively perform its role to reduce the number of cases that have accumulated over the years.
- Recruitment must be undertaken immediately to fill the four (4) vacant positions within the Division to address the manpower issues faced.

### **CONCLUSION**

The Provincial Review Division continues to perform its role and function diligently despite funding constraints and will continue to do so in the new year but will require immediate assistance in regard to the recommendations outlined to effectively perform its role.



## ASSESSMENT DIVISION

The core function of the Division is to conduct a detailed assessment of all applications for the positions of Heads of National Government Departments, Provincial Administrations, Regulatory Statutory Authorities (RSAs'), and other Government Bodies and is tasked with the highest responsibility to ensure that the Commission is seen capable of 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 advises the Government, by way of recommendation to the National Executive Council (NEC) regarding appointments, suspension, and revocations of appointments of Departmental Heads, Provincial Administrators, Heads of Regulatory Statutory Bodies, and Ex Officio Board Members of RSAs'.

The Division has a staffing strength of eight (8) Officers, who serve under the leadership of the Director Assessment – Ms. Rachel Wii. Details of the Officers are indicated in the table below:

### OFFICERS OF THE ASSESSMENT DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	Ms. Rachel Wii	Director Assessment
2.	Mr. Timothy Waringe	Principal Assessment Officer (Provincial Administration)
3.	Mr. Victor Lismond	Principal Assessment Officer (Statutory Bodies)
4.	Ms. Geraldine Pai	Senior Assessment Officer (Statutory Bodies)
5.	Ms. Sashoney Waila	Assessment Officer (National Departments)
6.	Ms. Geraldine Simai	Assessment Officer (Provincial Administration)
7.	Ms. Carolyn Pirika	Assessment Officer (Statutory Bodies)
8.	Ms. Maggie Willie	Administrative Assistant

*NOTE: The Assessment Division has a total of eleven (11) positions with three (3) funded positions vacant and yet to be filled.*

## PERFORMANCE REPORT

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

In this reporting period, the Division focused on its main objective which is to ensure that the recruitment process is fair and transparent based on merit. The Division was able to complete twenty-seven (27) *Consultation Matters on Permanent Appointment*, within the two (2) months turnaround time, considering that the submission of consultation to PSC is in order; nine (9) assessments of Members of Boards of Regulatory Statutory Authorities, and seventy-nine (79) consultation matters on Acting Appointments were done within a reasonable time (at least a week or less upon receipt of the consultation).

The Division also provided nineteen (19) appropriate responses on a number of consultations surrounding Permanent Appointments, Acting Appointments, and RSA Board Appointments, by providing correct and quality advice.

The Division also assisted the Media & Publication Branch to develop a Brochure on the *Role of the Assessment Division* by providing constructive feedback and suggestions for improvements and inclusion into the brochure.

The Division continues to maintain the standard operating procedures in terms of administration of consultation within our carriage, by maintaining uniformity and consistency in our assessments.

In terms of staffing, attendance, and punctuality have been generally good.

## ACHIEVEMENT(S)

The main achievements of the Division in 2022 include:

- Completion of twenty-seven (27) Consultations on Permanent Appointments with only four (4) cases carried over into 2023 (three (3) Provincial Administrators and one (1) RSA).
- Completion of nine (9) Consultations on Boards of Regulatory Statutory Authorities with only one (1) case carried over into the year 2023.
- Completion of seventy-nine (79) Consultations on Acting Appointments.
- The Division performed exceptionally well in meeting the expected turnaround time, which is two months for the completion of Consultations on Permanent Appointments.

- Director Assessment as a member of the PSC Anti-Corruption & Integrity Strategy Committee, alongside Director Investigation and Principal Media & Publication Officer was involved in the development of the *PSC Anti-Corruption & Integrity Strategy 2022 – 2025* in consultation with Square-Circle, which is a consulting firm in Australia. The development of a strategy came about after PSC signed a Memorandum of Agreement (MoA) with Transparency International PNG (TIPNG) in October 2021. The Strategy was completed in June 2022, and was successfully launched on Friday 28<sup>th</sup> of October, 2022 at the Holiday Inn, Port Moresby. PSC is one (1) of five (5) Agencies to sign an MoA and was actually one (1) of two (2) agencies to complete and launch its strategy. The other agency was the National Economic & Fiscal Commission.
- Prepared a Submission containing PSC's views on the Independent Review of the Roles & Functions of the PSC and Department of Personnel Management (DPM) relating to the Appointment and Performance Management of the Agency Head, along with other Officers from the Investigation and Legal, Advisory & Litigation Divisions, who were also involved. A Terms of Reference (ToR) was provided by the Independent Reviewer, Mr. Robert Igara in a letter dated 30<sup>th</sup> August 2022, which was received on the 9<sup>th</sup> of September, 2022, and soon after, a Technical Working Committee was set up. The Submission was completed on the 28<sup>th</sup> of October, 2022, and submitted to Mr. Igara on the said date.

## CHALLENGE(S)

There were a number of challenges that slightly hindered the performance of the division. Lack of funding was an ongoing challenge encountered in the year, as a result of budget cuts to PSC's budget. This hindered progress and caused unnecessary delays in meeting deadlines and reporting effectively to management.

Fourteen (14) Consultations on Permanent Appointments of a new Provincial Administrator (only two (2) are re-appointment matters) were received in 2022. However, the Division was not able to travel to most of the provinces to conduct interviews, which is a necessary part of the consultation process, to assess the performance of shortlisted candidates. In total, the Division only went on five (5) official travel as some interviews for positions were delayed due to funding constraints for Officers of the Assessment Division to travel into the provinces to conduct interviews. That being the case, some candidates who were shortlisted for positions were more than willing to meet their own expenses to fly into Port Moresby for the interviews.

Another challenge was the continuous low supply of office stationaries such as paper, resulting in officers either borrowing from other divisions or even buying their own papers to print important documents. Also, the continuous breakdown of the printer on the 2<sup>nd</sup> floor, that the Division occupies posed another major challenge for the Division in this reporting period.

Towards the fourth (4<sup>th</sup>) Quarter, the Divisional vehicle went in for service. The service provider did not have the vehicle part that needed to be replaced, leaving the Division

without a vehicle for some time, thus affecting the operations of the Division. To avoid instances of this occurring again, a suitable arrangement must be made in accordance with the *PSC Motor Vehicle Management Policy* under 3.1 (g) which states “Maintenance and mechanical repairs of Commission vehicles must be given priority to the respective, reliable vehicle dealers. To minimize costs, arrangements can also be made with reliable Auto Repair Dealers. Such arrangements shall be made by the Director of Corporate Services in consultation with Secretary, PSC Secretariat.

## **RECOMMENDATION(S)**

It is strongly recommended that separate funding be allocated for the Division so that Officers from the Assessment Division can organize Duty Travel to conduct interviews in the provinces when required.

Moreover, it is also recommended that a new printer be purchased for the 2<sup>nd</sup> Floor and a separate printer for the Office of the Director Assessment to print final submissions.

## **CONCLUSION**

In 2022, the Assessment Division performed exceptionally well and continues to contribute meaningfully as and when required to work on other projects from time to time.

## INVESTIGATION DIVISION

The core function of the Investigation Division is to investigate allegations of misconduct in office by Departmental Heads, Provincial Administrators, and the revocation of appointments of Chief Executive Officers of Regulatory Statutory Authorities. The division performs this function under *Sections 31C, 31D, 60B, and 60C of the Public Services (Management) Act 1995 (as amended); Section 7 of the Regulatory Statutory Act 2004, and Regulation 7 of 2003.*

This is also captured under the Public Services Commission Corporate Plan 2019 – 2023 under *Corporate Plan Outcome 1- Improvement in compliance with mandatory functions and requirements of the Public Services Commission.*

The division has a total manpower ceiling of eight (8) under the structure. However, four (4) of those positions are still vacant, whilst the other four (4) positions are substantively occupied. Details of the Officers are indicated in the table below:

### OFFICERS OF THE INVESTIGATION DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	Mr. David Hanaromo	Director Investigation.
2.	Mrs. Ravugera Vagoli Ginis	Principal Investigator (National/Statutory Bodies).
3.	Mr. Vali Vanua	Principal Investigator (Provincial Administrations).
4.	Mrs. Mary Feaviri	Administrative Assistant to Director Investigation.

## PERFORMANCE REPORT

Principal Investigator- National/Statutory bodies, Mrs. Ginis was away on approved sick leave for the first six (6) months due to medical reasons. She then continued on with her furlough leave which was also approved by the Secretary. During the second six months, she was in and out of the office attending to her pre-departure training and preparing for her departure to Australia on an Australian Awards Scholarship in which her application was successful.

Mrs. Nicholas is temporarily relieving Mrs. Mary Feaviri in the Provincial Review Division who has been sick for some time. Upon her recovery, Mrs. Feaviri has been attached to the Investigation Division as the Administrative Assistant to the Director of Investigation on a temporary arrangement.

There is no urgency for recruitment for the four (4) vacant positions because the division receives consultation matters on investigation/ suspension and revocation of



appointments for Departmental Heads, Provincial Administrators, and Chief Executive Officers of Regulatory Statutory Authorities on an ad-hoc basis therefore, the current staff ceiling is sufficient at this time.

## **PUNCTUALITY & ATTENDANCE**

Punctuality and attendance for the division has been good. The Division keeps a daily register of staff attendance and indicated that the staff come to work on or before 7:45 am and leave on or after 4:06 pm on most occasions. They seek permission and complete the necessary Leave Forms before taking a leave of absence, especially female officers to attend to family emergencies. The daily staff attendance register is sent to the Human Resource Branch every quarter.

## **RECREATION & FURLOUGH-LEAVE**

Three (3) officers in the Division took their recreational and furlough leave during the year. The three officers are:

- Director Investigation - David Hanaromo in July 2022 but was recalled and remained in office;
- Administrative Assistant to Director Investigation - Mary Feaviri in December 2022; and
- Principal Investigator National/Statutory Bodies- Ravugerea Vagoli Ginis took her sick leave and furlough leave respectively.

## **DIVISIONAL VEHICLE**

The division was allocated a vehicle to perform its duties and also assists the Assessment Division and National Review Division when their respective Divisional vehicles have mechanical problems or are due for service. The Vehicle Log Book is submitted to the Corporate Services Division at the end of every quarter.

The vehicle refuels at the end of every week and receipts of the fuel are given to the Finance Manager for records and acquittals. The allocated amount is K150.00 every week. When funds are not available, fuel is purchased by the Director and later reimbursed by the finance branch when funds become available.

## **INVESTIGATION/ CONSULTATION MATTERS**

- **SUSPENSION**

The table below highlights the number of suspensions that were made following allegations that were raised against Departmental Heads and Provincial Administrators in 2022.

Department/ Provincial Administration	Allegation(s)	Date referred to PSC	Date of PSC's Recommendation to Public Service Minister
Madang Provincial Administrator	Misappropriation and abuse of office/authority	09/11/2022	02/12/2022
Simbu Provincial Administrator	Misconduct in Office	21/02/2022	14/04/2022

- **TERMINATION OF CONTRACT OF EMPLOYMENT & REVOCATION OF APPOINTMENT**

Department	Allegation(s)	Date Final Investigation Report referred to PSC	Date of PSC's Recommendation to Public Service Minister
Secretary Department of Agriculture & Livestock	Misappropriation of K21.5 million of the Agriculture Commodities Price Support and Intervention Function for 2021.	10/10/2022	28/11/2022

There was no consultation on the Revocation of the Appointment of Chief Executive Officers of Regulatory Statutory Authorities received by the Commission in 2022. As spelled out under *Section 7* of the *RSA Act 2004*, the Commission only makes recommendations to the respective Boards on the revocation of appointments and termination of contracts of CEOs of RSAs', not recommendations on suspension and investigation which is done by their respective Boards.

*Sections 31C and 60C* of the *Public Services (Management) Act 1995 (as amended)* are silent on the turnaround time for the PSC to provide its recommendation to the NEC on the suspension and revocation of appointments of Provincial Administrators and Departmental Heads. However, the division has set its turnaround time for consultation on suspension at 21 days upon receipt of a referral from the Minister for Public Service and Revocation of appointment at 30 days from the date of receipt of the final investigation report from the Public Service Independent Investigation Committee (PSIIC).

## **OWN VOLITION INVESTIGATION**

There were no volition investigations conducted in 2022 because there were no requests received by the Commission. This function to conduct investigations at the Commission's own volition is provided for under *Sections 31C, 31D, 60 B, and 60C* of the *Public Services (Management) Act 1995 (as amended)*.

## **INTERNAL INVESTIGATION**

A total of three (3) internal investigations were conducted by the division in 2022. Two (2) of those investigations have been completed and investigation reports have been submitted to the Office of the Secretary and the Chairman of the Disciplinary Committee.

All of those investigations were conducted at the request of the Disciplinary Committee, in which the final investigation reports were used to make determinations against officers of the Commission in regard to their disciplinary matters.

## **REVIEW OF PERSONNEL MATTERS**

The Director and the Administrative Assistant to the Director – Investigation have been assisting with review matters and transcribing. The Personal Assistant has undertaken one (1) duty travel with the Provincial Review Division to Manus. She has also assisted and completed ten (10) transcripts for the National Review Division and four (4) transcripts for the Provincial Review Division.

The Director has undertaken two (2) duty travels with the National Review Division in 2022, one to Mt Hagen, Western Highlands Province and the other to Madang, Madang Province as case Officer and Commission delegate to conduct oral hearing into review of personnel matters.

The Director completed a total of twelve (12) review matters in 2022 in which advices were dispatched to all parties concerned and files closed, whilst another three (3) matters remain outstanding pending completion of transcripts.

Two (2) cases in the provinces still remain outstanding pending oral hearing, one (1) for the Department of Works in New Ireland Province and one (1) for the Department of Finance in Madang Province (Note: this is a new case assigned after the team returned from the trip to Madang in November 2022). Hence a total of fifteen (15) Review of Personnel Matter files was handled in 2022.

## ACHIEVEMENT(S)

The division has achieved all its three (3) activities carried in the Management Action Plan 2022, which include:

- Publish material on the role and function of the Investigation Division in liaison with the Media & Publication Branch. A brochure has been developed and endorsed and disseminated to our clients and stakeholders.
- An Investigation Standard Operating Procedural Manual has been developed and is now in use.
- PowerPoint slides on the role of the Division have been developed by the Media & Publication Branch for the awareness and Public Service Induction programs in consultation with the Division.
- Under the leadership of the Director of Investigation, the Commission successfully developed its *Anti-Corruption & Integrity Strategy* in liaison with consultants from Square-Circle and launched the strategy in October 2022.

## CHALLENGE(S)

There were several constraints faced by the Investigation Division in this reporting period, which include:

- The final investigation report by the Public Service Independent Committee (PSIIC) chaired by the Secretary, Department of Personnel Management looking into allegations against Departmental Heads and Provincial Administrators does not come to the Commission within thirty days, as stipulated under Section 31C (b) (ii) and Section 60B (b) (iv) of the Public Services (Management) Act 1995 (as amended). This makes it hard for the matter to be concluded within a reasonable time.
- The correct disciplinary process spelled out under the Public Services (Management) Act 1995 (as amended) and Regulation 7 of 2003 was not complied with, therefore the matter was prolonged and reverted back to the relevant Departments and Provincial Administrations to correct the process. This took a while; hence, matters were not concluded within a reasonable time.
- The final investigation report to the Commission in most cases does not contain evidence that the Committee relies upon to make findings which makes it difficult for the Commission to make a decision or request for evidence from the PSIIC.

- In terms of the Review Matters that the Division took carriage of in this reporting period, transcripts from the Oral Hearings were not completed by the transcribers in the time expected, which delayed the preparation of Submissions and decisions for the parties concerned. This is the main delay in having the Review Matters concluded within the 90 Days statutory time.
- Funding has been a major constraint to attending to Review Matters from the National Departments that are based in the provinces.
- Officers within the Investigation Division require relevant training so they are able to provide quality investigation reports to the Commission members and the management.

## CONCLUSION

The division will continue to assist the National Review Division with the Review of Personnel matters because investigation matters into allegations against Departmental Heads and Provincial Administrators come on an ad-hoc basis. The Personal Assistant to the Director will also continue to assist both review divisions with the transcribing of oral hearing transcripts.

In terms of the constraints associated with the Final Investigation Report into allegations against Departmental Heads and Provincial Administrators, the division will follow up with the Office of the Secretary, Department of Personnel Management.

The division will also continue to ensure that appropriate recommendations on suspension of Provincial Administrators and Departmental Heads and termination of contracts and revocation of appointments for Departmental Heads, Provincial Administrators, and Chief Executive Officers of Regulatory Statutory Authorities are handled within a reasonable time upon the referral from the Minister for Public Service; and upon receipt of the Final Investigation Report from PSIIC. It is also important to note that in the case of CEOs of RSAs, the Commission only deals with their Termination of Contracts and Revocation of Appointment as stipulated under *Section 7 of the RSA Act 2004*.

Furthermore, the Investigation Division will continue to work with the respective Committees that have been set up in the Commission, in order for the Commission to achieve its goals and objectives as set out in its Corporate Plan and the Management Action Plan respectively.

The Investigation division has performed well in the year 2022 and has achieved all of its activities that were set out in the 2022 Management Action Plan. The division will continue to do its best in 2023.



## LEGAL, ADVISORY & LITIGATION DIVISION

The core purpose of the Legal, Advisory & Litigation Division is to provide efficient and effective in-house legal services to the Commission and the Secretariat.

The Division consists of two (2) branches, namely 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 Secretariat;
- Correct Draft Submissions prepared by Review Officers before they are finished and presented for Commission decision;
- Correct Draft Advices prepared in line with the Commission's decisions for dispatch to the respective parties.
- Represent the Commission or accompany members of the Commission to Legal conferences whenever required; and
- Attend Section 18 Commission Hearings.

The main functions of the Litigation Branch are to:

- Appear for the Commission in Legal Proceedings in which the Commission or the Commission Members are party to;
- Prepare court documents in Legal proceedings in which the Commission or the 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 Hearings.

The Division currently has five (5) staff comprising three (3) Legal Officers and an Administrative Assistant to the Director. The table below shows the current officers in the Division.

### OFFICERS OF THE LEGAL, ADVISORY & LITIGATION DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	Mr. Richard Simbil	Director Legal, Advisory & Litigation
2.	Mr. Tobert Torato	Senior Legal Officer (Litigation)

3.	Ms. Monica Kale	Senior Legal Officer (Advisory)
5.	Miss. Fiona Yandi	Legal Counsel
6.	Mrs. Mectil Iga	Administrative Assistant to Director LA&L

## **PERFORMANCE REPORT**

This year has been a very productive year for the Division. The Division was able to vet around one-hundred and thirty-six (136) Review Files as well as have one (1) National Court Judicial Review proceedings against the Commission was dismissed. The Division also provided fourteen (14) Legal Opinions and performed other functions and responsibilities under its Annual Work Plan.

This report will therefore outline the Division's achievements in 2022 as well as the challenges faced.

### **ACHIEVEMENT (S)**

The main achievements of the Division in 2022 include:

- Successfully dismissing one (1) Judicial Review Proceeding instituted by former employees of the Mount Hagen General Hospital seeking to force the Commission to review their personnel matters.
- The provision of fourteen (14) Legal Opinions/Advices to the Members of the Commission and Officers of the Secretariat on various legal issues regarding the roles and functions of the Commission.
- Full and complete vetting of one-hundred and ninety-eight (198) Submissions and/or Information Papers, and one-hundred and eighteen (118) Advices from the two (2) Review Divisions.

### **CHALLENGE (S)**

The main challenge for the Division this year related to staff attendance and punctuality. Disciplinary measures were taken against offending officers after formal warnings were issued.

Furthermore, there are three (3) vacancies in the Division with two (2) being those of Principal Legal Officer and Principal Legal Advisor. As a consequence, the staff in the Division are experiencing higher workloads.

## **RECOMMENDATION(S)**

These are some recommendations (s) to be considered:

- The Office of the Secretary and PSC Disciplinary Committee to action recommendations from the Director of the Legal, Advisory & Litigation Division regarding disciplining of offending officers in the Division;
- Recruitment to be undertaken for the three (3) vacant positions within the Division; and
- Immediate review of the current packages and incentives offered to lawyers so that it is competitive and on par with that of private law firms, companies, and other Constitutional Offices and State agencies.

## **CONCLUSION**

The Division was able to fulfill its tasks and responsibilities and provide effective and efficient legal services to the Commission and the Secretariat despite challenges with staff capacity and behavior.

## CORPORATE SERVICES DIVISION

The primary role of the Corporate Services Division (CSD) is to provide a high standard of corporate administrative service 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 makeup CSD which 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 and oversees twenty-five (25) staff as indicated in the table below.

### OFFICERS OF THE CORPORATE SERVICES DIVISION

No.	NAME OF OFFICER	DESIGNATION
1.	<b>OFFICE OF THE DIRECTOR OF CORPORATE SERVICES</b>	
	Mr. Waga Navei	Director Corporate Services
	Mrs. Kerry Gapi	Administrative Assistant to the Office of Director Corporate Services.
	Mrs. Elizabeth Unido	Receptionist/Administrative Assistant.
	Mr. Denys Joke	Driver
	Mr. Leo Paiera	Driver
	Mr. Joe Rove	Executive Security Officer
	Mr. James Kepe	Front Desk Security Officer
	Mrs. Tonica Nano	Auxiliary Staff (Cleaner)
	Ms. Ronney Mek	Auxiliary Staff (Cleaner)
2.	<b>HUMAN RESOURCE MANAGEMENT (HRM) BRANCH</b>	
	Mr. Douglas Formai	Acting Manager (HRM)
	Mrs. Geraldine Sema	Acting Senior Human Resource Officer
	Ms. Gaye Lausi	Acting Human Resource Officer/Paymaster
3.	<b>FINANCE BRANCH</b>	
	Mr. Goodwin Beliga	Manager Finance
	Mr. Freddy Walkin	Budget Officer
	Mr. Neidab Ulu	Certifying Officer
	Miss. Miriam Namesi	Examiner
	Miss. Idalyn Jonah	Travel & Purchasing Officer
4.	<b>INFORMATION TECHNOLOGY (I.T) BRANCH</b>	
	Mr. Terupo	Acting Network Administrator
5.	<b>MEDIA &amp; PUBLICATION BRANCH</b>	
	Ms. Dorah Gawi	Principal Media & Publication Officer

	Miss. Nadia Marai	Senior Media & Publication Officer
6.	<b>REGISTRY BRANCH</b>	
	Mr. Eli Iwa	Acting Registry Officer
	Mr. Julius Omuru	Acting Assistant Registry Officer

## PERFORMANCE REPORT

This Annual Performance Report 2022 for Corporate Services Division (CSD) contains the information provided by the managers of the branches in the CSD.

It has been a challenging year for branches in CSD to implement most of their work programs, due to the financial constraints the Commission continues to face from the first quarter to the fourth quarter, as the initial amount that was budgeted for 2022 was not given by the Department of Treasury due to budget cuts. Although CSD was adversely affected, it has continued to support other divisions with the limited financial resources available as outlined in the reports provided.

### OFFICE OF THE DIRECTOR CORPORATE SERVICES DIVISION

The Office of Director Corporate Services plays an important role in leading and managing five branches to ensure that proper policy advice is given to the Office of the Secretary, PSC Secretariat and to the Senior Management Committee, and also the Directors of the Divisions on the day to day policy and administrative matters under the policy and legislative instruments of the ***Public Finance Management Act*** and the ***Public Services General Orders***, and other related acts and guidelines of the public service.

The Division within its duties and responsibilities encountered difficulties and challenges, especially insufficient funds that were received from the Department of Treasury due to continued budget cuts. It was an unfortunate situation; however, the Finance Branch prioritized some savings of funds that were received from the Department of Treasury and managed to make payments to priority areas. Continuous follow-ups with the Department of Treasury saw the release of some funds to settle outstanding claims. It was also unfortunate that funds that were requested to the Department of Treasury for the purchase of Commission member's vehicles, were released towards the end of 2022.

The Director CSD is an automatic member of several Committees that include the PSC Disciplinary Committee, PSC Training & Development Committee, PSC Contract Review Committee and he is also a Co-opt member of the PSC Corporate Image Committee.

Below are the statistics highlighting the performance of the Disciplinary and Contract Review Committees in this reporting period.

### PSC DISCIPLINARY COMMITTEE

No. OF MEETINGS HELD	No. OF DISCIPLINARY CASES RECEIVED	TYPES OF DISCIPLINARY MATTERS	MATTERS COMPLETED	MATTERS PENDING
5	5	<p>One case on the allegation of assisting thieves to steal a PSC vehicle.</p> <p>Defaults on loans by six officers in PSC.</p> <p>Allegation of personal relationship between two (2) officers in PSC.</p> <p>Abscondment by an Officer in PSC.</p>	3	2

### PSC CONTRACT REVIEW COMMITTEE

No. OF MEETINGS HELD	No. OF CONTRACT CASES RECEIVED	TYPES OF CONTRACT MATTERS	MATTERS COMPLETED	MATTERS PENDING
5	10	<p>Seven (7) matters surrounded the expiration and renewal of Senior Officers' Contracts.</p> <p>One (1) matter was the Termination of a staff on a Short-Term Contract.</p> <p>One (1) matter was on upgrading Salary Grades for two (2) Senior Officer's positions.</p> <p>One (2) case was on the permanent withholding of Contract Gratuity of one Senior Officer due to poor performance issues.</p>	10	NIL

### Management and Advice to Branch Managers and Staff

The Director of CSD continued to manage the Division and advised Branch Managers and staff on various official and administrative issues of Finance, Human Resource, Information Technology, Media & Publication, and Registry, to perform their respective tasks diligently, and to adhere to the rules of the public service that are contained in the *Public Services (Management) Act 1995 (as amended)* and the *Public Service General Orders*.

The Director diligently attended to the administrative tasks in terms of facilitating decisions of the Secretary, PSC Secretariat through Minutes, and also referred



administrative matters procedurally to the Secretary. Also advised and ensured Security Staff and Receptionist to continuously provide services at the front desk.

The Director also advised the Acting Manager HRM and HR Officers to administer and advise his Office and the Office of the Secretary on HR issues that have risen and are evident over the past years up until 2022. HR matters must be administered in compliance with the *PS(M) Act 1995 (as amended)* and the *Public Service General Orders*.

The Director ensured that the Acting Registry Officer was reminded to upgrade the Archive Room with Crystal Files and to also ensure that he performs his duties effectively and supervise the Acting Assistant Registry Officer.

The Acting Network Administrator was also advised to continue to work on all I.T matters, especially to troubleshoot email problems and ensure that I.T systems are maintained; and also assist in updating fixed assets in liaison with the Travel & Purchasing Officer to keep proper records of the assets of the Commission.

Manager Finance and staff of the Finance Branch were advised to continue to administer acquittals of public funds that are used by PSC and that Claims that are approved by the Secretary, PSC Secretariat, must be made in compliance with the *Public Finance (Management) Act 1995*.

### **Office Maintenance Matters**

Followed up on several requests that were made to L.J. Hooker, who are the property managers of the Tan Investment Building housing the Public Services Commission. Some of the major maintenance requests that were forwarded by Secretary, PSC Secretariat were either delayed or not attended to by L.J Hooker.

### **PSC Motor Vehicle Management Policy**

The Division continues to implement the PSC Motor Vehicle Management Policy by managing the PSC Bus and Toyota Hilux, and further advised Drivers to ensure that vehicles are used based on the availability of fuel, and to ensure there are no mechanical problems encountered.

### **Payroll Reconciliation**

Payroll Reconciliation is an ongoing and important official activity as per the directive of PSC Audit Committee. The Human Resource Management Branch was tasked to work on the Payroll Reconciliation each fortnight to ensure there are no discrepancies with PSC's salary threshold.

Moreover, Branches within the Corporate Services Division have highlighted their performance in this reporting period.

## **HUMAN RESOURCE MANAGEMENT (HRM) BRANCH**

The Human Resource Management 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 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.

In this reporting period, Senior HR Officer Mr. Douglas Formai oversaw the activities and programs of the HR Branch in his capacity as the Acting Manager HRM and was supported by Human Resource Officer Mrs. Geraldine Sema as Acting Senior HR Officer and Paymaster Ms. Gaye Lausi as Acting Human Resource Officer.

### **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>
<b>1.</b>	Commission	<b>3</b>	<b>0</b>	<b>3</b>
<b>2.</b>	Executive Services Unit	<b>4</b>	<b>0</b>	<b>4</b>
<b>3.</b>	National Review Division	<b>7</b>	<b>5</b>	<b>12</b>
<b>4.</b>	Provincial Review Division	<b>7</b>	<b>4</b>	<b>11</b>
<b>5.</b>	Assessment Division	<b>8</b>	<b>3</b>	<b>11</b>
<b>6.</b>	Investigation Division	<b>4</b>	<b>4</b>	<b>8</b>
<b>7.</b>	Legal, Advisory & Litigation Division	<b>5</b>	<b>3</b>	<b>8</b>
<b>8.</b>	Corporate Services Division	<b>21</b>	<b>11</b>	<b>32</b>
<b>TOTAL</b>		<b>59</b>	<b>30</b>	<b>89</b>

Moreover, the number of staff on strength is expected to increase in 2023 following the advertising of ten (10) vacant positions in March, 2022. Interviews were carried out and seven (7) new hires are expected to join the Commission in 2023. Two (2) positions were withdrawn and one (1) position was deferred until November 14<sup>th</sup>, 2022 for further vetting.

### **Training & Development**

The PSC Training & Development Committee held two (2) meetings up to the fourth quarter, 2022 and further endorsed staff training for the year 2023 as well as fees to be paid by the Finance Branch when funds are available.

In this reporting period, three (3) Senior Officers took up postgraduate studies; two (2) at the Divine Word University and one (1) at the University of Papua New Guinea. Their tuition and other allowances are paid for by the Public Services Commission.

Four female officers also undertook further skills training; two were enrolled for the Diploma in Public Administration Program at the Pacific Institute of Leadership and Governance (PILAG) and two (2) senior officers successfully graduated with a Certificate in Leadership & Management from the Business Coalition for Women in Leadership.

A table of the training programs and the duration is outlined below.

#### **PSC TRAINING & DEVELOPMENT**

<b>No.</b>	<b>NAME OF OFFICER/DESIGNATION/DIVISION</b>	<b>PROGRAM OF STUDY INSTITUTION</b>	<b>DURATION</b>	<b>STATUS OF TRAINING</b>
<b>1.</b>	Mr. Timothy Waring Principal Assessment Officer  Assessment Division	Master in Public Administration (DWU)	2 years	Successfully completed two (2) semesters for this year and will continue with another two semesters in 2023.
<b>2.</b>	Ms. Dorah Gawi Principal Media & Publication Officer  Corporate Services Division	Master of Leadership in Business Administration (DWU)	2 years	Successfully completed one (1) semester for this year and will continue with another two semesters in 2023.
<b>3.</b>	Mr. Waga Navei Director Corporate Services  Corporate Services Division	Graduate Diploma in Economics & Public Policy (UPNG)	2 years	
<b>4.</b>	Mrs. Mary Yano Personal Assistant to Commissioner National  National Review Division	Diploma in Public Administration (PILAG)	1 year	Successfully completed studies and will be graduating in the 1 <sup>st</sup> week of April, 2023.
<b>5.</b>	Miss. Miriam Namesi Examiner  Corporate Services Division	Diploma in Public Administration (PILAG)	1 year	Withdrew from studies due to ongoing medical issues.
<b>6.</b>	Miss. Fiona Yandi Legal Counsel  Legal, Advisory & Litigation	Certificate in Leadership & Management (Business Coalition)	1 year	Successfully completed the training program and

	Division	for Women)		graduated with a certificate.
7.	Mrs. Ravugera Ginis Principal Investigator  Investigation Division	Certificate in Leadership & Management (Business Coalition for Women)	1 year	Successfully completed the training program and graduated with a certificate.

## Training & Development

Staff Performance Appraisals (SPA) were carried out for the two (2) six-month periods. All Divisions have submitted their SPA's and PBSS Increments for Officers were processed in Pay 25 and 26 of 2022 and Pay 1 of 2023. Out of the total of fifty-nine (59) Officers only three (3) Officers missed out on Increments; two (2) officers for non-performance whilst one senior officers' assessment is still outstanding.

## 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 effective implementation of the Commissions' Budget; ensuring proper certification and examination of all claims and issuance of transaction cheques and provision of competent advice on fund appropriation.

The Branch prudently managed funds allocated to the Commission and closely liaised with the Department of Treasury on Budgeted and Expenditure matters and processed approved claims transparently using the Integrated Financial Management System (IFMS).

The 2022 Revised Budget Appropriation given to PSC was **K7, 822, 521** which consists of Personnel Emoluments and Goods & Services as indicated in the Year Ending Financial Performance Report below:

### YEAR-ENDING FINANCIAL PERFORMANCE REPORT FOR 2022

#### Recurrent or Operational Expenditure Report

##### ➤ Operational Appropriation:

The Commission's Original Appropriation in 2022 was **K6, 939, 000 million** this consist of;

➤ Personnel Emoluments	K5, 509, 000
------------------------	--------------

➤ Goods & Services	<u>K1,430,000</u>
<b>TOTAL BUDGET APPROPRIATION</b>	<b><u>K6,939,000</u></b>

➤ **Revised Appropriation:**

The Commission's Revised Operational Budget Appropriation in 2022 was **K7,822,521 million** consisting of;

➤ Personnel Emoluments	K5,574,150
➤ Goods & Services	<u>K2,248,371</u>
<b>TOTAL BUDGET APPROPRIATION</b>	<b><u>K7,822,521</u></b>

The increase in the original appropriation in the Personnel Emoluments was due to the 3% Public Servants Pay Increase whilst the Goods & Services allocation was increased from K1,430,000 to K2,248,371 to cater for the purchase of the three (3) Commissioners vehicles.

➤ **Total Warrant released for the Year Ending:**

Total funding received in the form of Warrants was **K7,757,371 million** which is comprising Personnel Emoluments and Goods & Services.

➤ Personnel Emoluments	K5,509,000
➤ Goods & Services	<u>K2,248,371</u>
<b>TOTAL APPROPRIATION</b>	<b><u>K7,757,371</u></b>

The Warrant for December for the Personnel Emolument component totalling K65,150 was not released thus the P.E remained unchanged to the Original P.E Appropriation.

➤ **Expenditure for the Year Ending 31<sup>st</sup> December, 2022:**

The Commissions' overall total expenditure for the Year Ending 31<sup>st</sup> December, 2022 for Personnel Emoluments and Goods & Services was **K8,200,344** the over-expenditure of **K442,973** which reflected a negative 6%.

➤ Personnel Emoluments YTD	K5,951,973
➤ Goods & Services YTD	<u>K2,248,371</u>
<b>TOTAL APPROPRIATION YTD</b>	<b><u>K8,200,344</u></b>

➤ **Budget Expenditure at the Fiscal Year 2022:**

The Commission's Budget Over Expenditure under Personnel Emolument was **K448, 854** and was mainly from the *Salaries & Allowances Item – 211*.

Some of the factors identified in the Budget Over-Expenditure are highlighted below:

- The Commission was under funded in the Original Budget under *Salaries & Allowances* by **K54, 520**. The Commission's initial request based on the sixty-three (63) Staff on Strength was **K4, 990, 520** however, only **K4, 936, 000** was allocated.
- The Commission received extra funding of **K883, 521** in the fourth quarter Revised Budget. The funding was given to cater for the increase in Allowances for the Commission Members under *Salaries & Allowances* totalling K65, 150.00 and under *Goods & Services* K818, 371. 00 were released together by the Department of Treasury to purchase the Commission Members Official Vehicles.
- Under *Goods & Services* funding, the Public Services Commission received a total warrant of **K2, 248, 371**. The expenditure stands at **K2, 248, 372** which reflects zero percent (0%).

**Bank Reconciliation**

The Public Services Commission has completed its Yearly Bank Reconciliation up to the 31<sup>st</sup> of July, 2022.

**Manpower Statistics**

<b>Manpower</b>	<b>Funding Ceiling</b>	<b>Total Agency Headcount</b>	<b>Payroll Alesco</b>	<b>Payroll IFMS</b>	<b>Approved Establishment</b>
Permanent Staff	59	59	59	0	59
Casual Staff	3	3	3	0	3
Funded Vacancies	2	2	-	-	2
Unfunded Vacancies	26	-	-	-	25
<b>TOTAL STAFF CEILING</b>	<b>91</b>	<b>64</b>	<b>62</b>	<b>0</b>	<b>90</b>
Unattached/ Retrenchment					
Unattached/Retiring					



## **UNAUDITED FINANCIAL END OF YEAR REPORT**

OPERATIONAL (RECURRENT) BUDGET - QUARTERLY REPORT ON EXPENDITURE BY ITEMS: QTR ENDING: 31st December 2022						Attachment D	
Item	Original Appropriation	Revised Appropriation	Warrants YTD	Prorata (100%)	Expenditure YTD.	Variance (Expenditure YTD less Prorata)	Justification
"Col. A"	"Col. B"	"Col. C"	"Col. D"	"Col. E" [Col. C x %] 100	"Col. F"	"Col. G" [Col. D--Col F]	(explanation needed if variance is more than 10 per cent) "Col. H"
<b>Personnel Emoluments (PE)</b>							
210000 - Personnel Costs							
211000 - Salaries and Allowances	4,936,000	5,001,150	4,936,000	5,001,150	5,379,854	(443,854)	-9
212000 - Wages		-		-		-	0
213000 - Overtime	20,000	20,000	20,000	20,000	19,999	1	0
214000 - Leave Fares	190,000	190,000	190,000	190,000	190,000	-	0
215000 - Retirement Benefits, Pensions, Gratuities and Retrenchment	363,000	363,000	363,000	363,000	362,120	880	0
<b>Total PE</b>	<b>5,509,000</b>	<b>5,574,150</b>	<b>5,509,000</b>	<b>5,574,150</b>	<b>5,951,973.0</b>	<b>- 442,973</b>	<b>-8</b>
<b>Goods and Services (G&amp;S)</b>							
222000 - Travel and Subsistence	382,000	382,000	382,000	382,000	382,000	-	0
222110 - Overseas Travel	-	-	-	-	-	-	-
223000 - Office Materials and Supplies	50,000	50,000	50,000	50,000	50,000	-	0
224000 - Operational Materials and Supplies	-	-	-	-	-	-	-
225000 - Transport and Fuel	83,000	83,000	83,000	83,000	83,000	-	0
226000 - Administrative Consultancy Fees	42,000	42,000	42,000	42,000	42,000	-	0
227000 - Other Operational Expenses	836,000	836,000	836,000	836,000	836,000	-	0
228000 - Training	37,000	37,000	37,000	37,000	37,000	-	0
273000 - Motor Vehicles		818,371	818,371	818,371	818,371		
<b>Total Goods and Services</b>	<b>1,430,000</b>	<b>2,248,371</b>	<b>2,248,371</b>	<b>2,248,371</b>	<b>2,248,371</b>	<b>-</b>	<b>0</b>
<b>Grand Total (PE + G&amp;S)</b>	<b>6,939,000</b>	<b>7,822,521</b>	<b>7,757,371</b>	<b>7,822,521</b>	<b>8,200,344</b>	<b>- 442,973</b>	<b>-6</b>

### **ACHIEVEMENT (S)**

- PSC was able to settle all outstanding claims, especially service providers despite a cut to the *Goods & Services* funding.
- There are no outstanding case Advances recorded due to prudent action taken by staff in managing Advances and working closely with staff in relation to Advance requirements as stipulated under the *Public Finance (Management) Act 1995*.

### **CHALLENGE (S)**

- The Commission is made up of six (6) Divisions and have only one Program and Activity in which allocation is given is not sufficient to cater for all the activities of six (6) Divisions. As a result, most the Commission's programs and activities were not completed or implemented in this reporting period.

## **CONCLUSION**

The PSC is a Constitutional Office and is mandated to perform an important role on behalf of the government in terms of the appointment of Departmental Heads, Provincial Administrators and CEOs of Regulatory Statutory Authorities, therefore it is imperative that sufficient funding is allocated to the Commission to undertake its roles and functions amicably.

Additionally, the Public Services Commission would like to have its Divisional Budget in the future as this will greatly assist the level of Budget Allocation on an annual basis and will address challenges that the Commission faces each year. 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, because funding is always insufficient.

## **INFORMATION TECHNOLOGY BRANCH**

The Information Technology (I.T) Branch is responsible for the effective planning, implementation, organization, procurement, and installation of all I.T facilities. The Branch is also required to provide advice to the Senior Management Committee (SMC) on all I.T requirements of PSC.

Despite funding constraints, the PSC ICT projects are progressing well, but there is still a lot of work that needs to be done. Below are some of the notable achievements as well as challenges faced in this reporting period.

### **ACHIEVEMENT (S)**

One of the major achievements of the Branch is the PSC System Rebuild Project in which some of the activities under this project were achieved in this reporting period. This project focuses on building a new Server for the PSC Local Network which will include four (4) new Servers that will be built in the VMWare environment.

Server 1 is the Active Directory Server and acts as a database and service system that connects users with the network resources to get work done. The Database or Directory contains critical information about the environment in the system, including what users and computers are doing what they are allowed to access; Server 2 is where the Microsoft Exchange Server is run and configured; Server 3 is where PSC daily data is stored and secured; and Server 4 acts as the Backup of the PSC Local Network and data is stored onto an External Drive for recovery.

Listed below are some of the successful activities associated with the PSC System Rebuild Project.

- **PSC New Server**

Hardware and software licences were purchased through DigiTech Limited. Installation and Configuration were carried out by the Branch and supported by DigiTech Engineers.

- **Purchase of three Main Network Printers**

The Commission was able to purchase three new printers from ABLE Computing Service Ltd. Installation and Configuration is completed and printers are now in use.

- **PBX VoIP Phone Server**

The hardware and software licences were purchased from Telikom Ltd, and installation of the hardware and configuration of software was done by Engineers from Telikom who were supported by the I.T Branch. The new handsets have been installed and are currently in use in the Commission.

- **VMWare**

For the PSC Server Hardware, installation and configuration was done by DigiTech Engineers.

- **Case Management System (CMS)**

The CMS project was launched in December, 2022 and is currently being managed and maintained by the I.T Branch. The system is not operational as yet pending the upgrade of the Desktop computers of all staff.

- **Clock-In Machine**

A new Clock-In machine has been purchased from Wintop Ltd, and has been configured and installed in the reception area. The clocking in system is a way of tracking the hours of staff each working day.

## **CHALLENGE (S)**

The biggest challenge for the I.T branch is the lack of funding to carry out some of the major upgrades in the Commission. I.T is the back-bone that supports the Commission in digitizing the work of the organization, and therefore needs consistent funding to meet its annual needs like subscription and certifying licenses. Another challenge is having no support staff for the I.T Branch as there is only one officer in the Branch dealing with all I.T issues and it can be overwhelming at times. Therefore, it is gravely important that the Commission seriously look at recruiting I.T personnel for the branch.

Meantime due to these challenges there are some activities that have been carried over into 2023. These activities include:

- Purchase of Media & Publication Branch Desktop Publishing Software – Adobe Full Suite and Licensing for three (3) Officers.
- Software and Licensing for PSC Staff – Win 2022 Professional, Office 2022, Adobe Reader.
- Upgrade and change the obsolete Desktops of 70 PSC staff.
- Upgrade the Internet from Radio Link to Fibre Optic.
- Upgrade PSC Users Software Office and Licensing.
- Upgrade and install PSC Network Devices (Aps, Switches, Cabling, etc)
- PSC Back Storage sinology (4TB)

## **CONCLUSION**

Although it has been a challenging year, the I.T Branch continues to do its best to improve some of the Commission's existing I.T infrastructure, thus heralding new developments with the tremendous support from development partners like the European Union which was fostered through the leadership of the Secretary, PSC Secretariat, Mr. Terence Tupi.

## **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 avenues to disseminate information through the utilization of the various forms of media, that includes print, electronic and social media.

It is the primary responsibility of the Branch to create awareness of the roles and functions of the Public Services Commission among public servants and stakeholders in the National Public Service and the public.

Another important role of the Branch is to produce the Commission's Annual Report, Management Action Plan together with other publications sanctioned by the Commission.

Outlined below are the achievements and challenges of the Branch in this reporting period.

### **ACHIEVEMENT(S)**

#### **• PSC 2021 Annual Report**

The 2021 Annual Report was successfully compiled, endorsed by the Commission Members, printed and presented by the Chairman of PSC to the Governor General towards the end of the year at Government House, Konedobu. The Commission's Annual Reports to Parliament are all up to date following the presentation of the 2021 Annual Report.

- **PSC Management Action Plan 2022**

Major programs and projects of the Commission and Work Plans of the Divisions and Branches were successfully compiled into the PSC Management Action Plan 2022 and were submitted to the Commission members, SMC and Staff of the PSC Secretariat for implementation. The MAP guides the Commission to deliver the outcomes of its Corporate Plan 2019 – 2023 and enables the SMC to effectively monitor PSC achievements and challenges against our plans and allocated resources to priority areas as agreed to by the SMC.

- **PSC Today Newsletters**

The Branch was able to put together the first through to the third quarter newsletters and were sent to the Office of the Chairman for endorsement. To date only the 1<sup>st</sup> Quarter newsletter has been published, whilst the 2<sup>nd</sup> and 3<sup>rd</sup> quarters are pending the contributions from the Chairman's Office for the *Message from the Chairman's Column*.

- **Social Media Updates (Facebook & LinkedIn)**

The PSC Facebook and LinkedIn pages continue to be updated with news and information about PSC. The Branch also uses both platforms to carry out awareness of the roles and functions of the Commission to clients, stakeholders and the public.

- **Website**

PSC's Website was migrated to a new host in June, 2022 and became fully operational in August 2022. The website is now hosted by the Department of Information & Communication Technology after it was moved from IsiLink.

The website has been upgraded and has a fresh, vibrant and modern look which was developed solely by the Senior Media & Publication Officer who diligently put in a lot of time, effort and creative flair to develop a user-friendly page that captures the roles and functions of the Commission, brief Bio-Data of the Commission Members and various news articles.

The Branch will also create a link for the Lodgement of Online Applications once the PSC Email Server is fully operational. Currently, the Branch cannot access the Online Email Enquiries to respond to client queries because the Email Server is not operational at the moment.

- **Registry for Client Queries**

The Branch will be developing a database to store all queries that it receives from the Commission's Clients. This is to properly track emails from clients and actions taken and the response time in dealing with queries, the aim of which is to show to our clients and stakeholders that PSC is listening to them and that we value them as our clients and stakeholders.

- **PSC Yearly Planner**

The Branch successfully developed the Commission's Yearly Planner for this year capturing all the important Commission Meeting and SMC Meeting dates together with staff meetings and public holidays. The Planner was endorsed by the Commission Members, printed in-house and distributed to all the staff.

- **PSC Anti-Corruption & Integrity Strategy Committee**

Principal Media & Publication Officer is a member of the Committee that successfully developed in consultation with a Consultant Firm in Australia, Square-Circle the *PSC Anti-Corruption & Integrity Strategy* which was launched in October, 2022 at the Holiday Inn in Port Moresby. The Strategy provides an avenue for PSC's staff, clients and stakeholders to report allegations of corrupt practices by staff of the PSC, to be effectively addressed by the Commission.

## **CHALLENGE (S)**

The lack of adequate funding continues to be a major hinderance for the Media & Publication Branch to complete most of its activities. One major activity of the Branch that needs to be budgeted each year is the printing of the PSC Annual Report. Each year there is no funding allocated towards the printing cost of not only the Annual Report but all publications of the Commission like brochures, leaflets and Oral Hearing Handbook as these items are categorized as 'less of a priority'.

Moreover, the Branch is in dire need to upgrade its publishing software, but funds continue to be a major problem to purchase two (2) licences of the Adobe Suite to assist the branch, which has been outstanding for over three (3) years.

## **CONCLUSION**

The Media & Publication Branch despite funding constraints continues to achieve its activities and programs by learning to adapt and making the most of what is available to the branch during these tough economic times.

The Branch remains optimistic of the opportunities that come with the New Year, by standing committed to achieving the goals of the Branch whilst also meeting the overall expectations of PSC by performing our role diligently and honestly.



## **REGISTRY BRANCH**

The Registry Branch is responsible for the effective maintenance and registration of all records and correspondence of the Commission. The primary objective of the Branch is to properly register and archive all closed files of the Commission and to effectively dispose of all outdated files to create sufficient storage space for cases that need to be achieved.

This report highlights achievements and the challenges faced by the Branch in this reporting period.

### **ACHIEVEMENT(S)**

- A total of eighty-eight (88) Review Files were archived, seventy-five (75) were from the National Review Division; and thirteen (13) were received from the provincial Review Division.
- The National Archives & Public Records Services sent a team of Officers to PSC to help sort out files and archive files of the Commission and other related records such as Financial and Personnel Records.

Records stored in the Finance branch were sorted into chronological order and placed in numbered boxes which were then registered into an automated system.

Whilst Personnel Files from Human Resource Branch were sorted and a registry survey was undertaken. Files were then re-arranged in accordance to their file numbers, indexed, placed in boxes and automated.

- Arranged and sorted out Personnel Records in numerical order and further identified a total of forty-eight (48) boxes. Closed files will be kept in the Human Resource Registry Room.
- Current files of Officers were placed into twenty-five (25) boxes and organized according to various Divisions for easy access.
- Five (5) boxes were packed with Applications for Employment and Expression of Interest Letters for various positions within PSC for the years 2007, 2012, 2017, 2018 and 2020. These boxes have been placed in the Human Resource Registry Room.
- One-hundred and sixty-nine (169) registry files were batched and placed into three (3) boxes. Handwritten lists for each box are now ready to be automated.
- A total of two-thousand three-hundred and forty (2,340) Commission Meeting files were recorded and disposed in 2022. Meanwhile a total of two-hundred (200) files for NRD and one-hundred and nineteen (119) files were recorded and disposed.

## **CHALLENGE (S)**

The Registry Branch is in need of a shredder to carry out the work of the Commission more efficiently and effectively. There are about two-hundred (200) Review Files for the National Review Division and one-hundred and nineteen (119) files for the Provincial Review Division that needs to be archived.

## **CONCLUSION**

The Corporate Services Division has provided services where possible as highlighted in this report using the available manpower, and the limited financial resources that are received from the Department of Treasury. Despite the limited funding, the Corporate Services Division continue to do its best to provide the administrative support to the Divisions within the PSC Secretariat and also to the Commission Members to ensure the Commission continues to perform its roles and functions efficiently and effectively.

## ACHIEVEMENT(S)

Achievements of the Public Services Commission in this reporting period are as follows:

➤ **National Review Division:**

- Closed one hundred and twenty-one (121) cases out of a total of three hundred and fifty-three (353) Personnel Review Matters in 2022.
- Among the closed matters, forty-nine (49) were Submissions, and seventy-two (72) were Information Papers.
- Two hundred and thirty-two (232) matters were carried over into 2023 as Outstanding Review Matters.

➤ **Provincial Review Division:**

- Completed sixty-eight (68) cases out of one hundred and ninety-seven (197) in 2022.
- One hundred and twenty-nine (129)) cases remain outstanding and will be carried over into 2023.

➤ **Assessment Division:**

- Successfully completed twenty-seven (27) Consultations on Permanent Appointments, with only four (4) cases carried over to 2023.
- Completed nine (9) Consultations on Boards of Regulatory Statutory Authorities, with only one (1) case carried over to the new year.
- Completed seventy-nine (79) Consultations on Acting Appointments, maintaining a consistent turnaround time of two (2) months for all Consultations on Permanent Appointments.
- Prepared a Submission containing the Commission's views on the Independent Review of the Roles & Functions of the PSC and Department of Personnel Management, submitted to the National Executive Council's Independent Reviewer, Mr. Robert Igara, on October 28<sup>th</sup>, 2022.

➤ **Investigation Division:**

- Completed six (6) investigation matters, including two (2) suspension cases, one (1) termination case, and three (3) internal investigation matters.
- One (1) internal investigation case remains outstanding.

- Assisted the National Review Division with Personnel Review Matters, completing twelve (12) matters, while three (3) cases are pending transcript completion from Oral Hearings completion from Oral Hearings.

➤ **Legal, Advisory & Litigation Division:**

- Successfully dismissed one (1) Judicial Review Proceeding filed by former employees of the Mount Hagen General Hospital.
- Provided fourteen (14) Legal Opinions/Advice to Commission Members and Officers of the Secretariat.
- Vetted one hundred and ninety-eight (198) Submissions and Information Papers, and one hundred and eighteen (118) Advice for the Review Divisions.

➤ **Corporate Services Division:**

**Finance Branch**

- Settled all outstanding claims for service providers despite cuts to Goods & Services funding.
- No outstanding cases on Advances recorded due to prudent management actions under the Public Finance (Management) Act 1995.

**Information & Technology Branch**

- Accomplished the PSC System Rebuild Program, including the installation and configuration of our (4) new Servers, and a new phone server and handsets.
- Completed the Case Management System, pending desktop computer upgrades for staff.

**Media & Publication Branch**

- Successfully completed and printed the PSC 2021 Annual Report.
- Upgraded the PSC website to have a modern and vibrant look and added a link for Online Review Applications (pending PSC Email Server restoration).

**Registry Branch**

- Archived eighty-eight (88) Review Files in this reporting period, including seventy-five (75) from the National Review Division and thirteen (13) from the Provincial Review Division.
- Assisted by the National Archives & Public Records Service Office in storing and recording files for archiving.

➤ **Corporate Initiatives:**

- Near completion of the first regional office in Mount Hagen, which is expected to be completed in May 2023.
- Commenced preliminary discussions to secure land in Madang Province for a PSC Office in the Momase region.
- Progressing towards re-establishment of the Organizational Review function in consultation with relevant entities.
- Successfully launched the Anti-Corruption & Integrity Strategy, providing an avenue for reporting corrupt practices.
- Launched in December 2022 with funding and support from the European Union (E.U) valued at K1.7 million and will digitize the workflow of the Commission, pending desktop computer upgrades.
- The amalgamation of the Commission and PSC Secretariat is an ongoing project to become a fully independent Commission under its own legislation. The Commission is awaiting Clearance Letters from the Minister of Finance and Minister of Treasury before drafting a Submission for NEC's endorsement and Parliamentary approval.

These achievements reflect the dedication, commitment, and determination of the Public Services Commission and its staff in fulfilling its mission to promote a competent, non-partisan and representative public service based on values of fairness, integrity, transparency, and accessibility to its services.

## CHALLENGE (S)

The Public Services Commission (PSC) steadfastly continues to uphold its constitutional role amid significant financial constraints arising from inadequate funding, significantly impacting the Commission's operations. Insufficient funding remains the foremost concern during this reporting period, exacerbating other challenges, as outlined below:

- **Implementation challenges:** The Commission encountered numerous obstacles in executing its key projects, particularly those involving multiple actors or agencies. The compliance processes and requirements of these agencies necessitate meticulous adherence, leading to time-consuming delays that impede project progression. Consequently, several of the Commission's projects had to be carried over to preceding years, awaiting the availability of funding to achieve successful implementation.
- **Delayed Government Warrants:** Monthly Warrants from the Government have been consistently delayed, with some released several months later. Such delays have significantly impacted the daily operations of the Commission, particularly in the review of personnel matters and assessment processes. Officers responsible for conducting hearings in the provinces and interviewing candidates for appointments have faced difficulties due to the lack of timely funding. The scarcity of office stationaries, such as paper, and persistent printer breakdowns on all three floors have further hampered the Commission's functionality.
- **Manpower Shortage:** Critical divisions, such as the two (2) Review Divisions and the Legal, Advisory & Litigation Division, have faced workforce shortages, leading to increased workloads for officers. Consequently, productivity levels have been affected, particularly in the context of mounting review matters. Additionally, the slow production of Transcripts from Oral Hearings has become an arduous task, further burdening officers. The Information Technology (I.T) Branch, staffed by one (1) Officer, faces overwhelming challenges in handling all I.T issues, necessitating the urgent recruitment of more personnel.
- **Delays in Final Investigation Reports:** The Final Investigation Reports from the Public Service Independent Committee (PSIIC), investigating allegations against Departmental Heads and Provincial Administrators, have not been provided to the Commission within the stipulated thirty (30) days. This delay hampers the Investigation Division's ability to conduct timely and thorough investigations. Moreover, the Final Investigation Reports often lack evidence that the Committee relied upon to make its findings, making it challenging for the Commission to reach informed decisions. In such cases, the Commission must request evidence from the PSIIC.

- **Training Needs:** Officers within the Investigation Division require relevant training to enhance their capacity to produce high-quality investigation reports for Commission Members and the Senior Management Committee.
- **Inadequate Funding Allocation:** The Commission is composed of six (6) Divisions, each responsible for various programs and activities requiring funding. Unfortunately, the allocation received from the Department of Treasury is pooled into a consolidated fund, proving insufficient to cater adequately to diverse programs and activities of all Divisions.

Despite these challenges, the Public Services Commission remains resolute in fulfilling its mandate. It is essential for stakeholders and the Government to recognize the significance of adequate funding to ensure the Commission's efficient operations. The Commission's commitment to delivery exemplary public service remains unwavering, and it strives to overcome obstacles to better serve our nation and its citizens.

## RECOMMENDATION(S)

The Public Services Commission's mission is to promote a highly competent, non-partisan, and representative Public Service, guided by the values of fairness, integrity, transparency, and accessibility to our service. These noble objectives, however, present significant challenges, as highlighted in this report. Consequently, the following recommendations are proposed as the most favourable course of action to achieve the programs and activities of the PSC.

- **Additional Funding Allocation:** It is strongly recommended that the Public Services Commission proactively seek additional funding from the Department of Treasury. This crucial step will enable the Divisions to operate efficiently and effectively in performing their roles and functions amicably. Adequate funding is imperative to overcome the financial constraints faced by the Commission and to bolster its capacity to deliver on its mandate.
- **Manpower Augmentation:** Recruitment must be prioritized for the National and Provincial Review Divisions, as well as for three (3) positions in the Legal, Advisory & Litigation Division and the Information Technology (I.T)) Branch. Addressing the existing manpower challenges will not only alleviate workloads but also enhance productivity and the overall performance of the Commission.
- **Introduction of Divisional Votes:** To streamline operations and ensure the success of various programs and activities, the introduction of Divisional Votes within the Public Services Commission is strongly recommended. This approach will facilitate the allocation of separate funding for each Division, enabling them to execute their specific programs and activities effectively.



- **Action on Disciplinary Recommendations:** The Office of the Secretary and the PSC Disciplinary Committee must promptly act on the recommendations provided by the Director of the Legal, Advisory & Litigation Division concerning the disciplining of offending Officers in the Division. Ensuring timely and appropriate action in response to disciplinary matters will help maintain the integrity and effectiveness of the Commission.
- **Review of Lawyers Packages and Incentives:** Immediate review must be undertaken of the current packages and incentives offered to lawyers in the Public Services Commission. The objective is to ensure that these offerings are competitive and aligned with those provided by private law firms, companies, and other Constitutional Offices and State agencies. Attracting and retaining legal talent is critical to bolster the Commission's capabilities and safeguard its interests.

By adopting these recommendations, the Public Services Commission can better position itself to overcome challenges, enhance its operations, and achieve its noble mission effectively. Embracing these courses of action will undoubtedly contribute to a more efficient and transparent Public Service that remains steadfast in upholding the values of fairness, integrity, transparency, and accessibility in serving the nation and its citizens.

## CONCLUSION

In conclusion, the operations of the Public Services Commission have faced significant challenges due to inadequate funding and budgetary cuts, impacting its ability to effectively fulfill its roles and functions. Despite these obstacles, the Commission has demonstrated resilience and determination in pursuing its objectives, a credit to the exceptional leadership of the Chairman and Commissioners, as well as the unwavering support of the Secretary, PSC Secretariat, and the Senior Management Committee (SMC). The Commission is also fortunate to have dedicated and industrious staff who consistently go above and beyond their duties to ensure the Commission's continued functionality in serving our esteemed clients and stakeholders, even amid challenging circumstances.

During this reporting period, the Commission's Review of Personnel Matters function registered a total of five hundred and fifty (550) Matters across both the National and Provincial Review Divisions. Despite completing one hundred and eighty-nine (189) cases, three hundred and sixty-one (361) cases remain unresolved, extending into the year 2023. Nevertheless, both Review Divisions continue to display unwavering dedication and loyalty, tirelessly addressing the existing and new review cases each year, despite heavy workloads and limited funding.

The Public Services Commission persistently executes its mandated roles and functions with diligence, despite facing recurring budgetary constraints. The Commission's achievements stand as a testament to the exemplary efforts of its personnel, who consistently maximize the limited funding allocated to successfully carry out the activities outlined in its Corporate Plan.

As we move forward, the Public Services Commission remains committed to navigating these challenges and finding innovative ways to accomplish its objectives effectively. With steadfast determination and strategic planning, the Commission will continue to uphold its vital role in fostering an efficient and accountable public service for the benefit of the nation and its citizens.

# APPENDICES

## APPENDIX A

### Section 190 – Establishment of the Commission

- (1) A 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 a Public Services Commission Appointments Committee consisting of –
  - (a) the Prime Minister, who shall be Chairman; and
  - (b) the Chief Justice; and
  - (c) the Leader of the Opposition; and
  - (d) the Chairman of the appropriate Permanent Parliamentary Committee, or, the Chairman is not a member of the Parliament who is recognized by the Parliament as being generally committed to support the Government in the Parliament, the Deputy Chairman of the Committee; and
  - (e) the Chief Ombudsman.
- (2A) The Head of State, acting with, and in accordance with, the advice of the Public Services Commission Appointments Committee, shall appoint one of the members of the Public Services Commission to be Chairman of the Public Services Commission.
- (3) All the members of the Commission must be citizens who have gained substantial experience in the National Public Service.
- (4) Subject to the Constitution, an Act of Parliament shall make provision for and in respect of acting appointments and conditions of employment of the Chairman and members of the Commission, and for and in respect of the Constitution, powers, and procedures.

## APPENDIX B

### Section 191 – Functions of the Commission

- (1) The Public Services Commission shall be responsible, in accordance with an Act of Parliament, for –
  - (a) the review of personnel matters connected with the National Public Service; and

(b) the continuous review of the State Services (other than the Papua New Guinea Defence Force), and the services of other governmental bodies, and to advise either on its own initiative or on request, the National Executive Council and any authority responsible for any or 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 function under Subsection (1)(b), the Public Services Commission -

(a) shall take into account the government policy on a particular matter when advising the National Executive Council and other authorities responsible for those services; and

(b) shall not have any power to direct or control a State Service or the services of other governmental 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 the advice given and whether or not that advice was accepted.

## **APPENDIX C**

### **Section 192 – Independence of the Commission**

The Public Services Commission is not subject to direction or control when carrying out its function under Section 191 (1)(a) (*functions of the Commission*).

## **APPENDIX D**

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

(1) This section applies to and 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 the occupant of which is responsible for the administration of the Government broadcasting service, or, if that responsibility rests with a

board or commission, the chairman or president of the board or commission; and

(d) the offices of the persons (including members of boards or commissions) responsible for the administration of any State Services; and

(e) the office of Commissioner of Police; and

(f) the office of Commander of the Defence Force; and

(g) the office of Secretary to the National Executive Council; and

(h) such other offices and positions as are prescribed by an Act of Parliament for the purpose other than the offices of the members of the Public Services Commission.

(1A) All substantive appointments to offices to which Subsection (1)(a), (g) and (h) apply shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council from a list of persons recommended by the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(1B) All temporary appointments to offices to which Subsection (1)(a), (g) and (h) apply shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council from a list of persons recommended by the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(1C) The revocation of appointment of persons appointed under Subsection (1A) or (1B) shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council given in accordance with a recommendation by the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(1D) The suspension from office of persons appointed under Subsection (1A) or (1B) shall be made by the Head of State, acting with, and in accordance with, a recommendation by the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(2) All appointments (whether temporary or substantive) to offices to which Subsection (1)(b), (c) and (e) 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)(d) and (f) and such other offices and positions as are prescribed by an Act

of Parliament for the purpose of this subsection, shall be made by the Head of State, acting with, and in accordance with, the advice of the National Executive Council given after consultation with the Public Services Commission.

- (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 it is practicable to make an appropriate substantive appointment under Subsection (2).

## **APPENDIX E**

### **Section 73 – The Organic Law on Provincial Governments and Local Level Governments**

- (1) Subject to Subsections (4) and (5) there shall be established –

*(a)* in each province, and office of Provincial Administrator; and

*(b)* in each district, and office of District Administrator.

- (2) All substantive appointments to offices of Provincial Administrator shall be made by the National Executive Council from a list of three persons submitted by the Provincial Executive Council concerned from a list of persons recommended to the Provincial Executive Council by the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(2A) all temporary appoints to offices of Provincial Administrator shall be made by the national Executive Council in accordance with a recommendation from the Provincial Executive Council concerned made in accordance with a recommendation from the Public Services Commission following procedures prescribed by or under an Act of Parliament.

(2B) the revocation of appointment of Provincial Administrators appointed under Subsections (2) and (2A) shall be by the National Executive Council, in accordance with a recommendation from the Provincial Executive Council concerned in accordance with a recommendation from the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

(2C) the suspension from office of Provincial Administrators appointed under Subsections (2) or (2A) shall be by the National Executive Council in accordance with a recommendation by the Provincial Executive Council concerned in accordance with a recommendation from the Public Services Commission following procedures prescribed by or under an Act of the Parliament.

- (3) A District Administrator shall be appointed in the manner and following the same procedure as is applicable to the appointment of officers of the Public Service.
- (4) Where a province is also an open electorate, there shall be only one office of an Administrator, who shall be known as the Provincial Administrator.
- (5) An Act of the Parliament shall make provision for-
- (a) the selection criteria and procedures of appointment; and
  - (b) acting appointments; and
  - (c) terms and conditions of employment of Provincial Administrators and District Administrators.

## **APPENDIX F**

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

In this Division “personnel matters” means decision and other service matters concerning an individual whether concerning 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 the law), or otherwise.

## **APPENDIX G**

### **Section 12 – Powers of the Commission**

- (1) The Commission may at any time perform 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 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 nor 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 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 H**

### **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 a decision on a personnel matter relating to appointment or selection or discipline connected with the National Public Service, where that officer has been affected by the decisions.
- (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 was made, but the Chairman may waive the time limit where the delay beyond the period of 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 procedure to be followed in a review under this section is as follows: -
- (a) the Commission shall summons –
    - (i) the Departmental Head of the Department of Personnel Management or his delegate; and
    - (ii) the Departmental Head of the Department in which the officer is or was employed, or his delegate, to represent that Department; and
    - (iii) the officer making the complaint, who may at his request and at his own cost, be represented by an industrial organization or which he is a member, or by a lawyer.
  - (b) the persons summonsed under Paragraph (a) shall make themselves available to appear before the Commission within 14 days of the date of the summons;
  - (c) the Commission shall –
    - (i) consider all the facts relative to the matter, including-
      - (A) the views of the persons summonsed under Paragraph (a); and
      - (B) the personnel management policies of the National Public Service; and
      - (C) the cost implication of any decision which it may make; and
    - (ii) make a decision to uphold, vary or annul the decision the subject of the complaint; and
    - (iii) give immediate notification of its decision to the persons summonsed under Paragraph (a);
  - (d) the decision of the Commission under Paragraph (c)(ii)-
    - (i) shall be made within 90 days from the date of receipt by the Commission of the complaint, but this period may extend by the Commission where the reason for the delay is beyond the control of

the Commission; and

(ii) shall become binding after a period of 30 days from the date of the decision.

## **APPENDIX I**

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

(1) In the performance of its duty under Section (19)(1)(b) (*Functions of the Commission*) of the *Constitution*, the Commission shall, before decision whether advice should be given to the national Executive Council or other authority on a particular matter consider –

(a) the relative importance of that matter; and

(b) any advice, recommendations, opinions or views submitted by any governmental body.

(2) In formulating its advice, the Commission have, as its principal objective, the communication of the view of the individual members of the Commission as representatives of officers of long-standing and experience in the National Public Service.

## **APPENDIX J**

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

A Departmental Head shall be appointed in accordance with Section 193 (*appoints to certain offices*) of the *Constitution*.

## **APPENDIX K**

### **Section 25A – Merit-based appointment process**

Regulations may prescribe a merit-based appointment process for the filling of a vacancy under Section 25 which –

(a) shall involve a recommendation of the Public Services Commission to be made solely on the basis of an assessment of a candidate's suitability compared to the minimum person specification as advertised for the vacancy; and

(b) shall be based on the following administrative processes: -

- (i) the advertisement of the vacancy in an office in the prescribed format, together with minimum person specification for applications to the position;
- (ii) the assessment of each applicant's curriculum vitae, submitted in a prescribed format, and their competency to perform the prescribed duties as measured against the prescribed minimum person specification for the position;
- (iii) a ranked ordered assessment of all applications for the advertised position in terms of their relative competency to perform the prescribed duties;
- (iv) the merit-based assessment described in this section shall be the primary consideration of the Public Services Commission in making a recommendation to the National Executive Council; and
- (v) all other considerations not related to the processes described in this section shall have no bearing in the recommendation of the Public Services Commission and of the National Executive Council in making a final decision on an appointment.

## **APPENDIX L**

### **Section 31A – Procedures relating to Substantive Appointment of Departmental Heads [Public Services (Management) (Amendment) Act 2020]**

- (1) The procedures relating to the substantive appointments of Departmental Heads referred to in Section 193 (1A) (Appointments to certain offices) of the Constitution are as follows: -
  - (a) Where an office of Departmental Head becomes vacant or is likely to become vacant, the Departmental Head of the Department of Personnel management, shall, subject to Subsection (2) and (3) -
    - (i) declare that a vacancy in the office of Departmental Head exists or is about to exist; and
    - (ii) obtain from the Central Agencies Co-ordination Committee the minimum requisites for that office; and
    - (iii) notify the Commission of the vacancy; and
    - (iv) advertise for applications for the office-
      - (A) on the least two occasions in a newspaper circulated nationally; and
      - (B) in such other manner as it considers appropriate;
  - (b) after consideration and assessment of the applications and consultation with the Central Agencies Co-ordination Committee, the Departmental Head of the Department of Personnel Management shall -

(i) compile a list of not less than five candidates who have at least the minimum requisites for the office; and

(ii) submit to the Commission for its consideration –

(A) The list under Subsection (i); and

(B) All applications received in response to the advertisements under Paragraph (a)(iv);

(c) an assessment of an applicant under Paragraph (b) shall be based on –

(i) the minimum requisites for the position; and

(ii) where available, any appraisal or performance and discipline under Section 24A; and

(iii) prescribed criteria;

(d) the Commission shall consider the list submitted under Paragraph (b)(ii)(A) and all application received in response to the advertisement under Paragraph (a)(iv) and shall-

(i) compile there from a list of up to three candidates in order of preference; and

(ii) Submit the list under Subparagraph (i) as a recommendation to the National Executive Council;

(e) the National Executive Council may select one of the persons on the list submitted to it under Paragraph (d)(i) for appointment and shall advice the Head of State to make the appropriate substantive appointment a Departmental Head;

(f) where the National Executive Council does not consider any of the persons on the list submitted to it under Paragraph (d)(ii) suitable for appointment-

(i) it shall so advice the Commission and the Departmental Head of the Department of Personnel Management; and

(ii) the procedure set out in Paragraph (a)(iv), (b), (c), (d) and (e) shall again be followed.

(2) Where –

(a) An office of Departmental head becomes vacant or is likely to become vacant; and

(b) The person holding the office or who held the office immediately before it became vacant is willing and eligible to continue in that office, the Departmental Head of the Department of Personnel Management shall obtain from the Central Agencies Co-ordination Committee a report under Section 24A on the performance and discipline of that person, and where such report justifies the re-appointment of that person shall notify the Commission accordingly and, subject to Subsection (3)(b), the procedure specified in Subsection (1) shall not be followed.

(3) On receipt of a notification under Subsection (2), the Commission shall recommend to the National Executive Council that person be re-appointed and –

(a) Where the National Executive Council is agreeable to the re-appointment it shall advice the Head of State to re-appoint the person as substantive Departmental Head; or

(b) Where the National Executive Council is not agreeable to the re-appointment –

(i) it shall so advice the Commission and Departmental Head of the Department of Personnel Management; and

(ii) the procedure specified in Subsection (1)(a), (b), (c), (d) and (e ) shall be followed.

### **Section 31B – Procedures relating to Temporary Appointments of Departmental Heads [Public Services (Management) (Amendment) Act 2020]**

The procedures relating to the temporary appointment of Departmental Heads referred to in Section 193 (1B) (appointment to certain offices) of the Constitution are as follows: -

(a) where the need to make a temporary appointment of a Departmental Head arises, the Departmental Head of the Department of Personnel Management shall notify the Commission accordingly:

(b) the Commission shall –

(i) consult with the Central Agencies Co-ordination Committee and with the Minister responsible for the Department concerned; and

(ii) submit the name of person to the National Executive Council as recommendation for appointment as a Departmental Head;

(c) the National Executive Council shall advice the Head of State to make the appropriate temporary appointment as Departmental Head of the person recommended under Paragraph (b)(ii).

### **Section 31C – Procedures relating to Revocation of Appointments of Departmental Heads [Public Services (Management) (Amendment) Act 2020]**

The procedures relating to the revocation of appointments of Departmental Heads referred to in Section 193 (1C) (appointments to certain offices) of the Constitution are as follows: -

*(a)* the Commission –

(i) may, on its own volition; or

(ii) shall, on receipt of a request from the National Executive Council for revocation of the appointment of a Departmental Head accompanied by a written statement by the Minister specifying the grounds for requesting the revocation (being grounds consistent with the grounds for revocation of appointment in a contract of employment entered into by that Departmental Head under Section 28), refer the matter to the Departmental Head of Department of Personnel Management –

(iii) to investigate the allegations and circumstances; and

(iv) to report thereon to the Commission within 30 days from the date of reference;

*(b)* the Departmental Head of the Department of Personnel Management shall –

(i) investigate the allegations and circumstances relating to any matter referred to him under Paragraph (a); and

(ii) report thereon to the Commission within 30-day period referred to in Paragraph (a) (iv);

*(c)* the Commission shall –

(i) consider the report made to it under Paragraph (b) (ii); and

(ii) make, or cause to be made, and consider such further investigations (if any) as it considers necessary; and

(iii) on the basis of the report and the results of such further investigations (if any), recommended to the National Executive Council whether or not the appointment of the Departmental Head should be revoked.

*(d)* where the Commission recommends the revocation of appointment of a Departmental Head, the National Executive Council shall advise the Head of State to revoke the appointment.



### **Section 31D – Procedures relating to Suspension from Office of Departmental Heads [Public Services (Management) (Amendment) Act 2020]**

The procedures relating to the suspension from office of Departmental Heads referred to in Section 193 (1D) (appointment to certain offices) of the Constitution are as follows: -

- (a) the Commission –(i) may, on its own volition; or
  - (ii) shall, at the request of the Minister responsible for Public Service matters, investigate any activities, conduct or performance of a Departmental Head which would constitute grounds for revocation of appointment under a contract of employment entered into that Departmental Head under Section 28;
- (b) where, as a result of its investigation, the Commission is of the opinion that the Departmental Head should be suspended from office it shall so recommend to the National Executive Council;
- (c) on receipt of a recommendation under Paragraph (b), the National Executive Council shall advise the Head of State to suspend the Departmental Head from office.

## **APPENDIX M**

### **Section 60 – Procedures relating to Substantive Appointment of Provincial Administrator [Public Services (Management) (Amendment) Act 2020]**

- (1) The procedures relating to the substantive appointments to offices of Provincial Administrators referred to in Section 73 (2) of the Organic Law on Provincial Governments and Local-Level Governments are as follows: -
  - (a) Where an office of Provincial Administrator becomes vacant or is likely to become vacant, the Departmental head of the Department of Personnel Management shall, subject to Subsections (2) and (3) –
    - (i) declare that a vacancy in the office of Provincial Administrator exists or is about to exist; and
    - (ii) obtain from the Central Agencies Co-ordination Committee the minimum requisites for that office; and
    - (iii) notify the Commission and the Provincial Executive Council concerned of the vacancy; and
    - (iv) advertise for applications for the office-
      - (A) on at least two occasions in a newspaper circulated nationally; and
      - (B) in such other manner as it considers appropriate;

(b) after consideration an assessment of applications and consultation with the Central Agencies Co-ordination Committee, the Departmental Head of the Department of Personnel Management shall –

(i) compile a list of not less than five candidates who have at least minimum requisites for the office; and

(A) the list under Subparagraph (i); and

(B) all applications received in response to the advertisements under Paragraph (a) (iv);

(c) an assessment of an applicant under Paragraph (b) shall be based on –

(i) the minimum requisites for the position; and

(ii) where available, any appraisal of performance and discipline under Section 24A; and

(iii) prescribed criteria;

(d) the Commission shall consider the list submitted under Paragraph (b) (ii) (A) and all applications received in response to the advertisements under Paragraph (a) (iv) and shall –

(i) compile therefrom a list of up to three candidates in order of preference; and

(ii) submit the list under Subparagraph (i) as a recommendation to the Provincial Executive Council concerned;

(e) the Provincial Executive Council shall –

(i) from the list submitted to it under Paragraph (d) (ii) submit to the National Executive Council a list in order of preference for appointments as Provincial Administrator and the National Executive Council shall make an appointment from the list; or

(ii) where it does not consider any of the persons on the list submitted to it under Paragraph (d) (ii) suitable for appointment, so advise the Commission and the Department of Personnel Management and the procedure set out in Paragraph (a) (iv), (b), (c), (d) and (e) (i) shall be followed.

(2) Where –

(a) an office of Provincial Administrator becomes vacant or is likely to become vacant; and

(b) the person holding the office or who held the office immediately before it became vacant is willing and eligible to continue in that office, the Departmental Head of the Department of Personnel management shall obtain

from the Central Agencies Co-ordination Committee a report under Section 24A on the performance and discipline of that person, and where such report justifies the re-appointment of that person shall notify the Commission accordingly and, subject to Subsection (3) (b), the procedure specified in Subsection (1) shall not be followed.

(3) On receipt of a notification under Subsection (2), the Commission shall recommend to the Provincial Executive Council that the person be re-appointed and-

(a) Where the Provincial Executive Council is agreeable to the re-appointment, it shall advise the National Executive Council to re-appoint the person as substantive Provincial Administrator; or

(b) Where the Provincial Executive Council is not agreeable to the re-appointment –

(i) it shall so advise the Commission and the Departmental Head of the Department of Personnel Management; and

(ii) the procedure specified in Subsection (1) (a), (b), (c), (d) and (e) shall be followed.

## **APPENDIX N**

### **Section 60A – Procedures relating to Temporary Appointments of Provincial Administrator [Public Services (Management) (Amendment) Act 2020]**

The procedures relating to temporary appointments to offices of Provincial Administrators referred to in Section 73 (2A) of the Organic Law on Provincial Governments and Local Level Governments are as follows: -

(a) where the need to make a temporary appointment of a Provincial Administrator arises, the Departmental Head of the Department of Personnel Management shall notify the Commission and the Provincial Executive Committee concerned accordingly;

(b) the Commission shall –

(i) consult with the Provincial Executive Council concerned and with the Minister responsible; and

(ii) submit the name of a person to the Provincial Executive Council as a recommendation for appointment as the Provincial Administrator;

(c) the Provincial Executive Council shall advise the National Executive Council to make the appropriate temporary appointment as Provincial Administrator of the person recommended under Paragraph (b)(ii).

## APPENDIX O

### **Section 60B – Procedures relating to Revocation of Appointments of Provincial Administrators.**

The procedures relating to the revocation of appointments of Provincial Administrators referred to in Section 73(2B) of the Organic Law on Provincial and Local Level Governments are as follows: -

*(a)* the Commission –

(i) may, on its own volition; or

(ii) shall, on receipt of a request from the Provincial Executive Council for revocation of a Provincial Administrator accompanied by a written statement by the Provincial Executive Council specifying the grounds for requesting the revocation (being grounds consistent with the grounds for revocation of appointment in a contract of employment entered into by that Provincial Administrator), refer the matter to the Department Head of the Department of Personnel Management –

(iii) to investigate the allegations and circumstances; and

(iv) to report thereon to the Commission within 30 days from the date of reference;

*(b)* the Departmental Head of the Department of Personnel Management shall –

(i) investigate the allegations and circumstances relating to any matter referred to him under Paragraph (a); and

(ii) report thereon to the Commission within 30 days period referred to in Paragraph (a)(iv);

*(c)* the Commission shall –

(i) consider the report made to it under Paragraph (b)(ii); and

(ii) make, or cause to be made, and consider such further investigations (if any) as it considers necessary; and

(iii) on the basis of the report and the result of such further investigations (if any), recommend to the Provincial Executive Council whether or not the appointment of the Provincial Administrator should be revoked;

*(d)* where the Commission recommends the revocation of appointment or a Provincial Administrator, the Provincial Executive Council shall recommend to the National Executive Council that the appointment of the Provincial Administrator be revoked and the National Executive Council shall revoke the appointment.

## **APPENDIX P**

### **Section 60C – Procedures relating to Suspension from Office of Provincial Administrators.**

The procedures relating to the suspension from office of Provincial Administrators referred to in Section 73 (2C) of the Organic Law on Provincial Governments and Local Level Governments are as follows: -

*(a)* the Commission –

*(i)* may on its own volition; or

*(ii)* shall, at the request of the Minister responsible for Public Service matters, investigate any activities, conduct or performance of a Provincial Administrator which would constitute grounds for revocation of his appointment under a contract of employment entered into by that Provincial Administrator;

*(b)* where, as a result of its investigation, the Commission is of the opinion that the Provincial Administrator should be suspended from office, it shall so recommend to the Provincial Executive Council;

*(c)* on receipt of a recommendation under Paragraph (b), the Provincial Executive Council shall recommend to the National Executive Council that the Provincial Administrator be suspended from office and the National Executive Council shall suspend the Provincial Administrator from office.

## APPENDIX Q

### PROVINCIAL REVIEW DIVISION REVIEW OF PERSONNEL MATTERS STATISTICS

No.	Review No.	Nature of Case	Year Received
<b>AUTONOMOUS BOUGAINVILLE GOVERNMENT</b>			
1.	PSC3-13-ABG:113/2018	Discipline	2018
2.	PSC3-13-ABG:77/2019	Discipline	2019
3.	PSC3-13-ABG:85/2019	Discipline	2019
4.	PSC3-13-ABG:99/2019	Discipline	2019
5.	PSC3-13-ABG:88/2019	Discipline	2019
6.	PSC3-13-ABG:35/2019	Discipline	2019
7.	PSC3-13-ABG:80/2019	Discipline	2019
8.	PSC3-13-ABG:02/2020	Terms & Condition	2020
9.	PSC3-13-ABG:69/2020	Discipline	2020
10.	PSC3-13-ABG:32/2020	Discipline	2020
11.	PSC3-13-ABG:38/2021	Discipline	2021
12.	PSC3-13-ABG:05/2022	Discipline	2022
<b>CENTRAL PROVINCIAL ADMINISTRATION</b>			
13.	PSC3-02-CPA:93/2019	Discipline	2019
14.	PSC3-02-CPA:77/2019	Discipline	2019
15.	PSC3-02-CPA:37/2021	Discipline	2021
16.	PSC3-02-CPA:49/2021	Discipline	2021
<b>EAST NEW BRITAIN PROVINCIAL ADMINISTRATION</b>			
17.	PSC3-03-ENBPA:65/2019	Selection	2019
18.	PSC3-03-ENBPA:40/2020	Discipline	2019
19.	PSC3-03-ENBPA:38/2019	Discipline	2019
20.	PSC3-03-ENBPA:37/2019	Discipline	2019
21.	PSC3-03-ENBPA:36/2019	Discipline	2019
22.	PSC3-03-ENBPA:39/2019	Discipline	2019
23.	PSC3-03-ENBPA:65/2019	Selection	2019
24.	PSC3-03-ENBPA:16/2020	Discipline	2020

25.	PSC3-03-ENBPA:06/2021	Discipline	2021
26.	PSC3-03-ENBPA:11/2021	Terms & Conditions	2021
27.	PSC3-03-ENBPA:56/2021	Discipline	2021
28.	PSC3-03-ENBPA:62/2021	Discipline	2021
<b>EAST NEW BRITAIN PROVINCIAL HEALTH AUTHORITY</b>			
29.	PSC3-03-NONGH:94/2018	Selection	2018
30.	PSC3-03-ENBPHA:44/2020	Discipline	2020
31.	PSC3-03-ENBPHA:53/2020	Discipline	2020
32.	PSC3-03-ENBPHA:34/2021	Terms & Conditions	2021
33.	PSC3-03-ENBPHA:02/2022	Discipline	2022
34.	PSC3-03-ENBPHA:14/2022	Discipline	2022
<b>EAST SEPIK PROVINCIAL ADMINISTRATION</b>			
35.	PSC3-04-ESPA:139/2018	Selection	2018
36.	PSC3-04-ESPA:24/2021	Discipline	2021
37.	PSC3-04-ESPA:78/2021	Selection	2021
<b>EAST SEPIK PROVINCIAL HEALTH AUTHORITY</b>			
38.	PSC3-04-ESPHA:23/2022	Terms & Conditions	2022
<b>EASTERN HIGHLANDS PROVINCIAL ADMINISTRATION</b>			
39.	PSC3-05-EHPA:37/2020	Selection	2020
40.	PSC3-05-EHPA:39/2020	Selection	2020
41.	PSC3-05-EHPA:03/2022	Selection	2022
42.	PSC3-05-EHPA:15/2022	Discipline	2022
<b>EASTERN HIGHLANDS PROVINCIAL HEALTH AUTHORITY</b>			
43.	PSC3-05-EHPHA:11/2019	Discipline	2019
44.	PSC3-05-EHPHA:108/2019	Discipline	2019
45.	PSC-05-EHPHA:14/2021	Selection	2021
<b>ENGA PROVINCIAL HEALTH AUTHORITY</b>			
46.	PSC3-06-EPHA:103/2019	Selection	2019
47.	PSC3-06-EPHA:94/2019	Selection	2019
48.	PSC3-06-EPHA:51/2019	Selection	2019
49.	PSC3-06-EPHA:16/2019	Selection	2019



50.	PSC3-06-EPHA:87/2020	Discipline	2020
51.	PSC3-06-EPHA:68/2020	Discipline	2020
52.	PSC3-06-EPHA:91/2020	Discipline	2020
53.	PSC3-06-EPHA:14/2020	Discipline	2020
54.	PSC3-06-EPHA:67/2020	Discipline	2020
55.	PSC3-06-EPHA:94/2020	Terms & Conditions	2020
56.	PSC3-06-EPHA:31/2021	Discipline	2021
57.	PSC3-06-EPHA:12/2021	Discipline	2022
<b>GULF PROVINCIAL ADMINISTRATION</b>			
58.	PSC3-07-GPA:44/2021	Discipline	2021
59.	PSC3-07-GPA:48/2021	Discipline	2021
60.	PSC3-07-GPA:06/2022	Terms & Conditions	2022
<b>HELA PROVINCIAL ADMINISTRATION</b>			
61.	PSC3-21-HPA:50/2021	Discipline	2021
62.	PSC3-21-HPA:73/2021	Terms & Conditions	2021
63.	PSC3-21-HPA:74/2021	Terms & Conditions	2021
<b>HELA PROVINCIAL HEALTH AUTHORITY</b>			
64.	PSC3-21-HPHA:100/2019	Discipline	2019
65.	PSC3-21-HPHA:60/2020	Discipline	2020
66.	PSC3-21-HPHA:34/2020	Discipline	2020
67.	PSC3-21-HPHA:29/2021	Discipline	2021
68.	PSC3-21-HPHA:59/2021	Discipline	2021
69.	PSC3-21-HPHA:24/2022	Terms & Conditions	2022
<b>JIWAKA PROVINCIAL ADMINISTRATION</b>			
70.	PSC3-22-JPA:10/2021	Discipline	2021
<b>KUNDIAWA GENERAL HOSPITAL</b>			
71.	PSC3-15-KUGH:34/2019	Discipline	2019
72.	PSC3-15-KUGH:18/2020	Discipline	2020
<b>MADANG PROVINCIAL ADMINISTRATION</b>			
73.	PSC3-08-MDPA:27/2022	Discipline	2022
<b>MADANG PROVINCIAL HEALTH AUTHORITY</b>			

74.	PSC3-08-MDPHA:92/2020	Discipline	2020
75.	PSC3-08-MDPHA:04/2021	Discipline	2021
76.	PSC3-08-MDPHA:45/2021	Selection	2021
<b>MANUS PROVINCIAL ADMINISTRATION</b>			
77.	PSC3-09-MAPA:79/2019	Discipline	2019
78.	PSC3-09-MAPA:55/2019	Discipline	2019
79.	PSC3-09-MAPA:70/2020	Discipline	2020
80.	PSC3-09-MAPA:32/2021	Terms & Conditions	2021
<b>MANUS PROVINCIAL HEALTH AUTHORITY</b>			
81.	PSC3-09-MPHA:25/2018	Discipline	2018
82.	PSC3-09-MPHA:60/2019	Discipline	2019
83.	PSC3-09-MPHA:42/2021	Discipline	2021
<b>MILNE BAY PROVINCIAL ADMINISTRATION</b>			
84.	PSC3-10-MBPA:03/2021	Discipline	2021
85.	PSC3-10-MBPA:16/2022	Terms & Conditions	2022
<b>MILNE BAY PROVINCIAL HEALTH AUTHORITY</b>			
86.	PSC3-10-MBPHA:98/2019	Discipline	2019
87.	PSC3-10-MBPHA:71/2019	Discipline	2019
88.	PSC3-10-MBPHA:72/2019	Discipline	2019
89.	PSC3-10-MBPHA:66/2019	Discipline	2019
90.	PSC3-10-MBPHA:42/2019	Discipline	2019
91.	PSC3-10-MBPHA:20/2022	Discipline	2022
<b>MOROBE PROVINCIAL ADMINISTRATION</b>			
92.	PSC3-11-MOPA:74/2019	Selection	2019
93.	PSC3-11-MOPA:05/2019	Selection	2019
94.	PSC3-11-MOPA:09/2019	Selection	2019
95.	PSC3-11-MOPA:90/2020	Discipline	2019
96.	PSC3-11-MOPA:42/2019	Selection	2019
97.	PSC3-11-MOPA:12/2020	Selection	2020
98.	PSC3-11-MOPA:13/2020	Selection	2020
99.	PSC3-11-MOPA:14/2020	Selection	2020

100.	PSC3-11-MOPA:35/2021	Discipline	2021
101.	PSC3-11-MOPA:58/2021	Discipline	2021
102.	PSC3-11-MOPA:60/2021	Selection	2021
103.	PSC3-11-MOPA:61/2021	Terms & Conditions	2021
104.	PSC3-11-MOPA:63/2021	Terms & Conditions	2021
105.	PSC3-11-MOPA:01/2022	Discipline	2022
<b>NEW IRELAND PROVINCIAL ADMINISTRATION</b>			
106.	PSC3-12-NIPA:17/2020	Discipline	2020
107.	PSC3-12-NIPA:22/2022	Discipline	2022
108.	PSC3-12-NIPA:25/2022	Discipline	2022
<b>NEW IRELAND PROVINCIAL HEALTH AUTHORITY</b>			
109.	PSC3-12-NIPHA:12/2018	Discipline	2018
110.	PSC3-12-NIPHA:14/2019	Terms & Conditions	2019
111.	PSC3-12-NIPHA:33/2020	Discipline	2020
112.	PSC3-12-NIPHA:18/2022	Discipline	2022
<b>NORTHERN PROVINCIAL HEALTH AUTHORITY</b>			
113.	PSC3-14-NPHA:68/2021	Discipline	2021
114.	PSC3-14-NPHA:12/2022	Terms & Conditions	2022
<b>ORO PROVINCIAL HEALTH AUTHORITY</b>			
115.	PSC3-14-OPHA:50/2020	Discipline	2020
116.	PSC3-14-OPHA:57/2020	Discipline	2020
117.	PSC3-14-OPHA:58/2020	Discipline	2020
118.	PSC3-14-OPHA:82/2020	Discipline	2020
119.	PSC3-14-OPHA:51/2020	Discipline	2020
<b>SANDAUN PROVINCIAL ADMINISTRATION</b>			
120.	PSC3-20-SAPA:53/2019	Discipline	2019
<b>SIMBU PROVINCIAL ADMINISTRATION</b>			
121.	PSC3-15-SPA:95/2020	Terms & Conditions	2020
122.	PSC3-15-SPA:02/2021	Discipline	2021
123.	PSC3-15-SPA:05/2021	Discipline	2021
<b>SIMBU PROVINCIAL HEALTH AUTHORITY</b>			

124.	PSC3-15-SPHA:36/2021	Discipline	2021
<b>SOUTHERN HIGHLANDS PROVINCIAL ADMINISTRATION</b>			
125.	PSC3-16-SPHA:103/2020	Discipline	2020
126.	PSC3-16-SHPA:78/2020	Discipline	2020
127.	PSC3-16-SHPA:64/2021	Discipline	2021
<b>SOUTHERN HIGHLANDS PROVINCIAL HEALTH AUTHORITY</b>			
128.	PSC3-16-SHPHA:08/2019	Discipline	2020
129.	PSC3-16-SHPHA:36/2020	Discipline	2020
130.	PSC3-16-SHPHA:13/2021	Selection	2021
131.	PSC3-16-SHPHA:16/2021	Discipline	2021
132.	PSC3-16-SHPHA:19/2021	Discipline	2021
133.	PSC3-16-SHPHA:20/2021	Selection	2021
134.	PSC3-16-SHPHA:79/2021	Terms & Conditions	2021
135.	PSC3-16-SHPHA:17/2022	Discipline	2022
136.	PSC3-16-SHPHA:19/2022	Discipline	2022
137.	PSC3-16-SHPHA:26/2022	Discipline	2022
<b>WEST NEW BRITAIN PROVINCIAL ADMINISTRATION</b>			
138.	PSC3-19-WNBPA:61/2019	Discipline	2019
139.	PSC3-19-WNBPA:84/2019	Discipline	2019
140.	PSC3-19-WNBPA:30/2020	Selection	2020
141.	PSC3-19-WNBPA:45/2020	Discipline	2020
142.	PSC3-19-WNBPA:47/2020	Discipline	2020
143.	PSC3-19-WNBPA:49/2020	Discipline	2020
144.	PSC3-19-WNBPA:56/2020	Selection	2020
145.	PSC3-19-WNBPA:66/2020	Discipline	2020
146.	PSC3-19-WNBPA:83/2020	Discipline	2020
147.	PSC3-19-WNBPA:28/2021	Discipline	2021
148.	PSC3-19-WNBPA:76/2021	Discipline	2021
149.	PSC3-19-WNBPA:08/2022	Discipline	2022
<b>WEST NEW BRITAIN PROVINCIAL HEALTH AUTHORITY</b>			
150.	PSC3-19-WNBPHA:23/2021	Discipline	2021

151.	PSC3-19-WNBPHA:43/2021	Selection	2021
152.	PSC3-19-WNBPHA:66/2021	Selection	2021
153.	PSC3-19-WNBPHA:67/2021	Selection	2021
154.	PSC3-19-WNBPHA:69/2021	Discipline	2021
<b>WEST SEPIK PROVINCIAL ADMINISTRATION</b>			
155.	PSC3-20-SAPA:106/2019	Discipline	2019
156.	PSC3-20-WSPA:99/2020	Discipline	2020
157.	PSC3-20-WSPA:102/2020	Discipline	2020
158.	PSC3-20-WSPA:101/2020	Discipline	2020
159.	PSC3-20-WSPA:100/2020	Discipline	2020
160.	PSC3-20-WSPA:39/2021	Discipline	2021
<b>WEST SEPIK PROVINCIAL HEALTH AUTHORITY</b>			
161.	PSC3-20-WSPHA:26/2021	Discipline	2021
162.	PSC3-20-WSPHA:30/2021	Discipline	2021
163.	PSC3-20-WSPHA:71/2021	Discipline	2021
164.	PSC3-20-WSPHA:07/2022	Discipline	2022
165.	PSC3-20-WSPHA:11/2022	Discipline	2022
<b>WESTERN HIGHLANDS PROVINCIAL ADMINISTRATION</b>			
166.	PSC3-18-WHPA:47/2021	Discipline	2021
167.	PSC3-18-WHPA:51/2021	Discipline	2021
168.	PSC3-18-WHPA:52/2021	Discipline	2021
169.	PSC3-18-WHPA:55/2021	Discipline	2021
170.	PSC3-18-WHPA:75/2021	Selection	2021
171.	PSC3-18-WHPA:77/2021	Selection	2021
172.	PSC3-18-WHPA:53/2021	Discipline	2022
<b>WESTERN HIGHLANDS PROVINCIAL HEALTH AUTHORITY</b>			
173.	PSC3-18-WHPHA:88/2020	Discipline	2020
174.	PSC3-18-WHPHA:96/2020	Discipline	2020
175.	PSC3-18-WHPHA:01/2021	Discipline	2021
176.	PSC3-18-WHPHA:07/2021	Discipline	2021
177.	PSC3-18-WHPHA:25/2021	Discipline	2021

178.	PSC3-18-WHPHA:27/2021	Discipline	2021
179.	PSC3-18-WHPHA:46/2021	Discipline	2021
180.	PSC3-18-WHPHA:09/2022	Discipline	2022
181.	PSC3-18-WHPHA:10/2022	Discipline	2022
182.	PSC3-18-WHPHA:13/2022	Terms & Conditions	2022
183.	PSC3-18-WHPHA:21/2022	Terms & Conditions	2022
<b>WESTERN PROVINCIAL ADMINISTRATION</b>			
184.	PSC3-17-WPA:97/2020	Selection	2020
185.	PSC3-17-WPA:71/2020	Discipline	2020
186.	PSC3-17-WPA:64/2020	Discipline	2020
<b>WESTERN PROVINCIAL HEALTH AUTHORITY</b>			
187.	PSC3-17-DGH:84/2019	Discipline	2019
188.	PSC3-17-WPHA:93/2020	Discipline	2020
189.	PSC3-17-WPHA:85/2020	Selection	2020
190.	PSC3-17-WPHA:80/2020	Discipline	2020
191.	PSC3-17-WPHA:40/2021	Discipline	2021
192.	PSC3-17-WPHA:41/2021	Discipline	2021
193.	PSC3-17-WPHA:54/2021	Discipline	2021
194.	PSC3-17-WPHA:57/2021	Discipline	2021
195.	PSC3-17-WPHA:65/2021	Discipline	2021
196.	PSC3-17-WPHA:70/2021	Selection	2021
197.	PSC3- 17- WPHA:72/2021	Discipline	2021
198.	PSC3-17-WPHA:04/2022	Discipline	2022

## APPENDIX R

### ASSESSMENT DIVISION CONSULTATION ON APPOINTMENT MATTERS STATISTICS

#### Summary Report of Statistics of Consultations on Appointment Matters 2022

Appointment	Total Appointments	Consultations received (2021)	Consultations Received (2022)	Consultations Pending	Completed within Turnaround time by PSC	Completed outside turnaround time by PSC	Comment (s)
Permanent	31	2	29	4	18 completed within two months turnaround time.	9 completed outside two months turnaround time.	Late response to PSC's consultations by respective bodies prolongs the turnaround time of the matters.
Acting	79	3	76	-	71 completed within one week turnaround time.	8 completed outside one week turnaround time.	
Board	10	2	8	1	7 completed within two weeks turnaround time.	3 completed outside two weeks turnaround time.	
Other Consultation	19	2	17	-	14 completed within one week turnaround time.	5 completed outside one week turnaround time.	Consultations within PSC affects the time factor.

**Table 1: Permanent Appointments of National Departmental Heads – 2022**

Department	Date of Consultation	Date of Consultation Received at PSC	Date of PSC's Response (Final Submission Date)
Re-appointment of the Secretary to National Executive Council	16/02/2022	16/02/2022	25/02/2022
Permanent Appointment of the Secretary for Department of Works & Highways	18/02/2022	23/02/2022	22/03/2022
Permanent Appointment of the Secretary for Department of Commerce & Industry	19/02/2022	25/02/2022	06/04/2022
Permanent Appointment of	21/02/2022	25/02/2022	07/04/2022



the Chief Trade Officer for the National Trade Office			
Permanent Appointment of the Secretary for Department of Foreign Affairs & International Trade	01/03/2022	07/03/2022	07/04/2022
Permanent Appointment of the Secretary for Department of Treasury	04/03/2022	10/03/2022	11/05/2022
Re-appointment of the Secretary for Department of Justice & Attorney General	12/04/2022	21/04/2022	26/04/2022
Permanent Appointment of the Secretary for Department of Labour & Industrial Relations	16/06/2022	22/06/2022	07/09/2022

**Table 2: Acting Appointments of National Departmental Heads - 2022**

<b>Department</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC's Response (Final Submission Date)</b>
Consultation on the Extension of the Acting Appointment for Secretary for Department of Labour & Industrial Relations	28/01/2022 19/04/2022	04/02/2022 27/04/2022	02/05/2022
Consultation on the Extension of the Acting Appointment for Secretary for Department of Foreign Affairs & International Trade	02/02/2022	03/02/2022	07/02/2022
Consultation on the Extension of the Acting Appointment of Chief Trade Officer for National Trade Office	02/02/2022	03/02/2022	07/02/2022
Consultation on the Extension of the Acting Appointment for Secretary for Department of higher Education, Research, Science & Technology	02/02/2022	03/02/2022	07/02/2022
Consultation on the Extension of the Acting Appointment for Secretary	02/02/2022	03/02/2022	07/02/2022

for Department of Commerce & Industry			
Consultation on the Extension of the Acting Appointment for Secretary for Department of Treasury	22/03/2022	24/03/2022	31/03/2022
Appointment of new Acting Secretary for Department of Agriculture & Livestock	04/04/2022	06/04/2022	07/04/2022
Appointment of a new Acting Deputy Managing Director for Conservation & Environment Protection Authority	06/04/2022	07/04/2022	14/04/2022
Consultation on the Extension of the Acting Appointment for Secretary for Department of Higher Education, Research, Science & Technology	25/05/2022	31/05/2022	02/06/2022
Consultation on the Extension of the Acting Secretary of Department of higher Education, Research, Science & Technology	12/07/2022	15/07/2022	22/07/2022
Consultation on the Extension of the Acting Secretary of Department of Agriculture & Livestock	12/07/2022	15/07/2022	22/07/2022
Appointment of a new Acting Secretary of Department of International Trade & Investment	22/09/2022	22/09/2022	27/09/2022
Consultation on the Extension of the Acting Secretary of Department of Treasury	29/09/2022	04/10/2022	05/10/2022
Consultation on the Extension of the Acting Secretary of Department of Agriculture & Livestock	27/10/2022	31/10/2022	03/11/2022
Consultation on the Extension of the Acting Secretary of Department of Higher Education, Research,	27/10/2022	31/10/2022	02/11/2022

Science & Technology			
Appointment of new Acting Secretary of Department of Justice & Attorney General	18/11/2022	22/11/2022	30/11/2022

**Table 3: Permanent Appointments of Provincial Administrator - 2022**

<b>Department</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC's Response (Final Submission Date)</b>
Appointment of a new Provincial Administrator for Gulf Provincial Administration	06/10/2021	01/11/2021	11/03/2022
Re-appointment of the Provincial Administrator for Sandaun Provincial Administration	16/02/2022	18/02/2022	11/03/2022
Appointment of a new Provincial Administrator for East Sepik Provincial Administration	18/02/2022	23/02/2022	06/04/2022
Appointment of a new Provincial Administrator for Western Highlands Provincial Administration	22/02/2022	07/03/2022	21/06/2022
Appointment of a new Provincial Administrator for West New Britain Provincial Administration	02/03/2022	07/03/2022	17/05/2022
Appointment of a new Provincial Administrator for Madang Provincial Administration	04/03/2022	10/03/2022	26/04/2022
Appointment of a new Provincial Administrator for Jiwaka Provincial Administration	16/06/2022	22/06/2022	23/09/2022
Appointment of a new Provincial Administrator for Eastern Highlands Provincial Administration	10/10/2022	19/10/2022	05/12/2022
Appointment of a new Provincial Administrator for Morobe Provincial	10/10/2022	19/10/2022	08/12/2022

Administration			
Appointment of a new Provincial Administrator for New Ireland Provincial Administration	10/10/2022	19/10/2022	08/12/2022
Re-appointment of the Provincial Administrator for Western Provincial Administration	27/10/2022	31/10/2022	03/11/2022
Appointment of a new Provincial Administrator for Sandaun Provincial Administration	17/11/2022	23/11/2022	PENDING
Appointment of a new Provincial Administrator for Manus Provincial Administration	17/11/2022	23/11/2022	PENDING
Appointment of a new Provincial Administrator for Simbu Provincial Administration	06/12/2022	12/12/2022	PENDING

**Table 4: Acting Appointments of Provincial Administrators - 2022**

Department	Date of Consultation	Date of Consultation Received at PSC	Date of PSC's Response (Final Submission Date)
Consultation on the Extension of the Acting Appointment for Provincial Administrator for West New Britain Provincial Administration	21/12/2021	01/02/2022	02/02/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Madang Provincial Administration	01/02/2022	03/02/2022	07/02/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	02/02/2022	03/02/2022	07/02/2022
Consultation on the Extension of the Acting	02/02/2022	03/02/2022	07/02/2022

Appointment for Provincial Administrator for Simbu Provincial Administration			
Appointment of a new Acting Provincial Administrator for Sandaun Provincial Administration	25/03/2022	29/03/2022	31/03/2022
Appointment of a new Acting Provincial Administrator for Jiwaka Provincial Administration	14/04/2022	20/04/2022	22/04/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Madang Provincial Administration	14/04/2022	20/04/2022	22/04/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Simbu Provincial Administration	14/04/2022	20/04/2022	22/04/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for West New Britain Provincial Administration	14/04/2022	20/04/2022	22/04/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	14/04/2022	20/04/2022	24/04/2022
Appointment of a new Acting provincial Administrator for Morobe Provincial Administration	06/06/2022	07/06/2022	08/06/2022
Appointment of a new Acting Provincial Administrator for Western Provincial Administration	07/06/2022	14/06/2022	17/06/2022
Appointment of a new Acting provincial Administrator for Manus Provincial Administration	01/07/2022	05/07/2022	22/07/2022

Consultation on the Extension of the Acting Appointment for Provincial Administrator for West New Britain Provincial Administration	12/07/2022	15/07/2022	22/07/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Western Highlands Provincial Administration	12/07/2022	15/07/2022	22/07/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Simbu Provincial Administration	12/07/2022	15/07/2022	22/07/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Jiwaka Provincial Administration	12/07/2022	15/07/2022	22/07/2022
Appointment of a new Acting Provincial Administrator for Eastern Highlands Provincial Administration	12/09/2022	20/09/2022	21/09/2022
Consultation on the Extension of the Acting Provincial Administrator for Gulf Provincial Administration	21/09/2022	26/09/2022	29/09/2022
Appointment of a new Acting Provincial Administrator for Western Highlands Provincial Administration	29/09/2022	27/09/2022	29/09/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for West Sepik Provincial Administration	29/09/2022	04/10/2022	05/10/2022
Consultation of a new Acting Provincial Administrator for Morobe Provincial	06/10/2022	11/10/2022	14/10/2022

Administration			
Appointment of a new Acting Provincial Administrator for Enga Provincial Administration	12/10/2022	12/10/2022	14/10/2022
Consultation of a new Acting Provincial Administrator for New Ireland Provincial Administration	21/10/2022	08/11/2022	15/11/2022
Consultation of a new Acting Provincial Administrator for East New Britain Provincial Administration	27/10/2022	27/10/2022	31/10/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Simbu Provincial Administration	27/10/2022	31/10/2022	03/11/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for West New Britain Provincial Administration	27/10/2022	31/10/2022	30/11/2022
Consultation on the Extension of the Acting Appointment for Provincial Administrator for Manus Provincial Administration	01/10/2022	12/12/2022	14/12/2022

**Table 5: Permanent Appointments of Heads of Statutory Bodies - 2022**

<b>Statutory Body/Organization/Office</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC's Response (Final Submission Date)</b>
Permanent Appointment of the Chief Executive Officer for Mt. Hagen City Authority	04/11/2021	05/11/2021	07/04/2022
Permanent Appointment of the Managing Director for National Capital District Commission	17/03/2022 21/04/2022	23/03/2022 25/05/2022	16/05/2022
Permanent Appointment of the Managing Director for the National Fisheries	05/04/2022 03/05/2022	05/04/2022 04/05/2022	24/05/2022



Authority			
Re-appointment of the Chief Fire Officer for PNG Fire Service	12/04/2022	25/04/2022	27/04/2022
Permanent Appointment of the Managing Director for National Energy Authority	06/05/2022 03/06/2022	08/05/2022 07/06/2022	03/09/2022
Permanent Appointment of the Director of Institute of Medical Research	03/05/2022	10/06/2022	20/09/2022
Permanent Appointment of the Managing Director for National Agricultural Research Institute	29/08/2022	30/08/2022	25/11/2022
Re-appointment of the Managing Director for Investment Promotion Authority	10/08/2022	12/09/2022	21/09/2022
Permanent Appointment of the Chief Executive Officer for Lae City Authority	10/10/2022	13/10/2022	PENDING

**Table 6: Permanent Appointments of Heads of Statutory Bodies - 2022**

Statutory Body/Organization/Office	Date of Consultation	Date of Consultation Received at PSC	Date of PSC's Response (Final Submission Date)
Consultation on the Extension of the Acting Appointment of National Statistician for National Statistical Office	03/12/2021	10/12/2021	05/01/2022
Consultation on the Extension of the Acting Appointment of General Secretary for Oil Palm Industry Corporation	20/12/2021	23/12/2021	12/01/2022
Consultation on the Extension of the Acting Appointment of Director for National AIDS Council Secretariat	25/11/2021	21/12/2021	05/01/2022
Consultation on the Extension of the Acting Appointment for Registrar	02/02/2022	03/02/2022	07/02/2022

General for PNG Civil Registry & Identity Registry			
Consultation on the Extension of the Acting Appointment of Chief Executive Officer for Coffee Industry Corporation	02/02/2022	03/02/2022	07/02/2022
Appointment of a new Acting Chief Executive Officer/Chairman of the PNG Science & Technology Council and Council Secretariat	10/02/2022	16/02/2022	25/02/2022
Appointment of a new Acting Managing Director for Special Economic Zone Secretariat	14/02/2022	16/02/2022	25/02/2022
Appointment of a new Acting Insurance Commissioner for Office of Insurance Commission	09/03/2022	16/03/2022	29/03/2022
Consultation on the Extension of the Acting Appointment of Director for National AIDS Council Secretariat	21/03/2022	29/03/2022	31/03/2022
Appointment of a new Acting Director General for the Office of Libraries & Archives	07/04/2022	08/04/2022	21/04/2022
Consultation on the Extension of the Acting Appointment of Managing Director for National Fisheries Authority	20/04/2022	20/04/2022	21/04/2022
Consultation on the Extension of the Acting Appointment of Chief Executive Officer for Coffee Industry Corporation	25/04/2022	28/04/2022	03/05/2022
Consultation on the Extension of the Acting Appointment of Managing Director for National Energy Authority	03/05/2022	04/05/2022	11/05/2022

Appointment of a new Acting Executive Director of the PNG Sports Foundation	10/05/2022	10/05/2022	12/05/2022
Appointment of a new Acting Chief Executive officer for Cocoa Board of Papua New Guinea	09/05/2022	19/05/2022	24/05/2022
Consultation on the Extension of the Acting Appointment of Director for National AIDS Council Secretariat	03/05/2022	24/05/2022	26/05/2022
Consultation on the Extension of the Acting Appointment for Registrar General for PNG Civil Registry and Identity Registry	25/05/2022	31/05/2022	02/06/2022
Consultation and Extension of the Acting Insurance Commissioner for Office of Insurance Commission	23/06/2022	12/07/2022	22/07/2022
Consultation on the Extension of the Acting Director for National Narcotics Bureau	12/07/2022	15/07/2022	22/07/2022
Appointment of a new Acting Executive Director for PNG Sports Foundation	08/08/2022	17/08/2022	25/08/2022
Consultation on the Extension of the Acting Managing Director for National Energy Authority	17/08/2022	17/08/2022	29/08/2022
Appointment of a new Acting Managing Director of the Special Economic Zone Secretariat	01/08/2022	18/08/2022	29/08/2022
Consultation on the Extension of the Acting Director for National AIDS Council Secretariat	21/09/2022	26/09/2022	29/09/2022
Appointment of a new Acting Director for National Museum & Art Gallery	09/09/2022 29/09/2022	29/09/2022 30/09/2022	03/10/2022

Consultation of the Extension of the Acting Director General of the Office of Library and Archives	21/09/2022	26/09/2022	31/10/2022
Consultation of the Extension of the Acting Registrar General for PNG Civil and Identity Registry	29/09/2022	04/10/2022	05/10/2022
Appointment of a new Acting managing Director for National Broadcasting Corporation	24/10/2022	27/10/2022	01/11/2022
Appointment of a new Acting Commissioner Operations for Teaching Service Commission	27/10/2022	31/10/2022	03/11/2022
Consultation of the Extension of the Acting Insurance Commissioner for Office of Insurance Commission	27/10/2022	31/10/2022	03/11/2022
Consultation of the Extension of the Acting Director for National AIDS Council Secretariat	27/10/2022	31/10/2022	03/11/2022
Consultation of the Extension of the Acting Director General for National Narcotics Bureau	27/10/2022	31/10/2022	03/11/2022
Appointment of a new Acting Managing Director for Mineral Resources Authority	31/10/2022	07/11/2022	15/11/2022
Consultation of the Extension of the Acting Chief Executive Officer for Cocoa Board of Papua New Guinea	21/11/2022	22/11/2022	28/11/2022
Appointment of a new Acting Chief Executive Officer for Accident Investigation Commission	28/10/2022 24/11/2022	24/11/2022 24/11/2022	28/11/2022
Consultation of the Extension of the Acting Executive Director for PNG Sports Foundation	01/12/2022	12/12/2022	14/12/2022

**Table 7: Appointment of Board Members of Statutory Bodies - 2022**


<b>Statutory Body</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC's Response (Final Submission Date)</b>
Appointment of Non-Ex-Officio Members of Mineral Resources Authority Board	27/07/2021	14/09/2021	22/07/2022
Appointment of Non-Ex – Officio Members of Conservation and Environment Protection Authority Board	06/09/2021 20/10/2021	14/09/2021 22/10/2021	PENDING
Appointment of Non-Ex-Officio Members of National Agricultural Research Institute Council	17/01/2022	28/01/2022	09/02/2022
Appointment of Non-Ex-Officio Members of National Youth Development Authority Board	07/02/2022	07/02/2022	11/02/2022
Appointment of Non-Ex-Officio Members of PNG Forest Authority Board	21/02/2022	22/02/2022	09/03/2022
Appointment of Non-Ex-Officio Members of Oil Palm Industry Corporation Board	07/02/2022	01/03/2022	25/03/2022
Appointment of Non-Ex-Officio Members of Papua New Guinea Tourism Promotion Authority Board	21/03/2022	22/03/2022	31/03/2022
Appointment of Non-Ex-Officio Members of PNG Sports Foundation Board	16/05/2022	30/05/2022	03/06/2022
Appointment of Non-Ex-Officio Members of Oil Palm Industry Corporation Board	15/09/2022	20/09/2022	21/09/2022
Appointment of Non-Ex-Officio Members of Investment Promotion Authority Board	25/10/2022	04/11/2022	15/11/2022

**Table 8: Other Consultation Matters - 2022**

<b>Department/Provincial Administration/Statutory Bodies</b>	<b>Date of Consultation</b>	<b>Date of Consultation Received at PSC</b>	<b>Date of PSC's Response</b> <i>(Final Submission Date)</i>
Appointment of Non-Ex-Officio Members of Mineral Resources Authority Board	27/07/2021	14/09/2021	22/07/2022 <i>(Internal Minute on rejection of appointment of Non-Ex-Officio Board Members of the Mineral Resources Authority Board)</i>
Appointment of Non-Ex-Officio Members of Oil Palm Industry Corporation Board	20/12/2021	23/12/2021	04/01/2022
Permanent Appointment of the Deputy Managing Director for Conservation and Environment Protection Authority	17/01/2022	23/03/2022	05/04/2022 <i>(Draft letter held back as advised in consultation letter on Acting Appointment dated 06/04/2022 to disregard)</i>
Appointment of Non-Ex-Officio Members of National Youth Development Authority	28/01/2022	28/01/2022	02/02/2022
Permanent Appointment of the City Manager for National Capital District Commission	17/03/2022	23/03/2022	07/04/2022
Permanent Appointment of the Managing Director for National Fisheries Authority	05/04/2022	05/04/2022	14/04/2022
Appointment of an Acting Insurance Commissioner and Insurance Commissioner for the Office of Insurance Commission	25/04/2022	29/04/2022	06/05/2022
Permanent Appointment of the Managing Director for National Energy Authority	06/05/2022	08/05/2022	19/05/2022
Permanent Appointment of the Director for National AIDS Council Secretariat	03/05/2022	24/05/2022	26/05/2022
Appointment of Non-Ex-Officio Members of National Climate Change Board	15/07/2022	09/08/2022	29/08/2022

Permanent Appointment of the Chief Executive Officer of National Capital District Provincial Health Authority	30/08/2022	31/08/2022	21/09/2022
Appointment of a new Acting Director General for National Narcotics Bureau	20/09/2022	27/09/2022	05/10/2022
Appointment of a new Acting Deputy Managing Director for National Broadcasting Corporation	13/10/2022	17/10/2022	24/10/2022
Consultation on the Re-Appointment of the Provincial Administrator for Western Provincial Administration	21/10/2022	24/10/2022	25/10/22
Appointment of a new Acting Chief Executive Officer for Accident Investigation Commission	28/10/2022	11/11/2022	21/11/2022
Permanent Appointment of the Chief Commissioner for Accident Investigation Commission	28/10/2022	11/11/2022	30/11/2022
Appointment of Non-Ex-Officio Members of National AIDS Council	11/11/2022	14/11/2022	21/11/2022
Appointment of Non-Ex-Officio Members of NiuSky Pacific Limited Board	18/11/2022	23/11/2022	13/12/2022
Appointment of Non-Ex-Officio Members of Mineral Resources Authority Board	12/12/2022	13/12/2022	21/12/2022





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