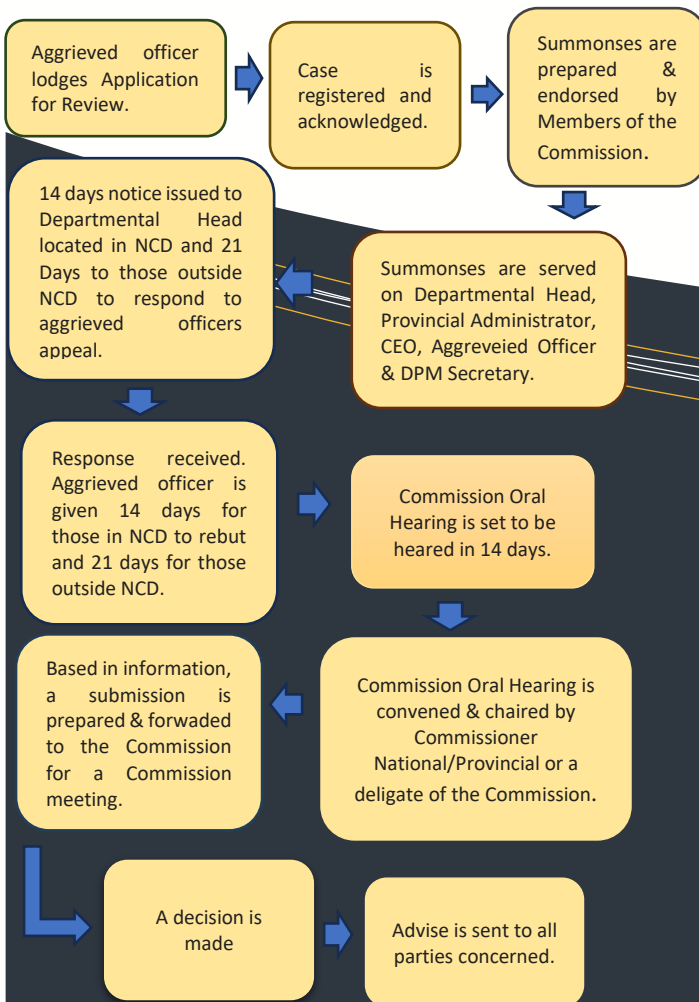




DO YOU KNOW THE REVIEW PROCESS?

Below is the review process used by the Public Services Commission.

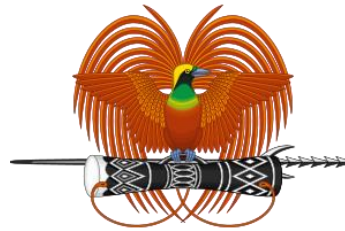


The importance of consultation days

Reviews are undertaken in an impartial and objective manner. Therefore, consultation days provide applicants with an opportunity to meet with their case officers to discuss the progress of their application.

PSC's Consultation days are;

- Tuesday- 8:00am – 4:00pm.
- Thursday – 8:00am – 4:00pm.



For more information, you can contact PSC on the details below.

Section 58, Allotment 11 Spring Garden Road, Hohola.

Phone: 322 9000

Email: enquiries@psc.gov.pg

Website: www.psc.gov.pg

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PUBLIC SERVICES COMMISSION

WHAT IS THE REVIEW FUNCTIONS OF THE PUBLIC SERVICES COMMISSION ?



‘To be the premier institution promoting ethical leadership and good governance in the public service’

The Public Services Commission is an Independent Constitutional Office, established under Section 190 of the Constitution. The Review of Personnel Matters is one of the core functions of the Commission under Sections 18 and 19 of the *Public Services (Management) Act 1995 (as amended)*. Another function is to Review Organizational Matters.

Important points to consider when applying for a review;

- (1) Ensure you exhaust your internal administration process accorded to you in relation to your matter, before applying to PSC.
- (2) An applicant has **60 days** after a decision is made in order to seek a Review with PSC.
- (3) PSC has **90 days** from the date of receiving an application within which to make a decision.
- (4) A decision made by PSC is final & legally binding after 30 days.

Who is eligible to use this service that PSC provides?

Permanent Officers employed in the National Public Service have a right to apply to PSC for a review into decisions taken against them by their Departmental Head, which they believe has infringed on their rights under the Public Service Terms and Conditions of Employment.

IMPORTANT NOTICE: Uniformed officers within the Police Constabulary, PNG Defence Force & Correctional Service are **NOT ELIGIBLE** to seek a review with PSC. They are governed by another Act. However, civilians within the Department of Defence and Police are eligible to apply for a review of a personnel matter.

What is a Review of a Personnel Matter?

“Personnel Matter” is defined under the PS (M) Act as ‘decisions and other service matters concerning an individual whether in relation to his appointment, promotion, demotion, transfer, suspension, discipline, or termination at the end of his/her normal period of employment as determined in accordance with the law), or otherwise, “other service matters” in this definition relate to salaries and allowances, leave entitlements and training.

The nature of the review application matter falls under three categories;

1. Discipline
2. Selection; and
3. Terms and Condition

Why does PSC provide this service?

The Public Services Commission conducts reviews to establish that decisions made by Departmental Heads are fair and reasonable in all relevant circumstances and **MUST** be in accordance with the *Public Services (Management) Act 1995 (as amended)*; Public Services General Orders and Public Service Code of Conduct.

PSC when making a decision on an aggrieved officer's case, always looks at the **merits of the decision as well as the process taken by the Department, Provincial Administration or Statutory body.**

What is the purpose of the Review Process?

- Ensure compliance of the relevant provisions of the Public Services (Management) Act 1995 (as amended), Public Service General Orders and Terms & Conditions of Employment are being applied effectively.

- Ensure quality, efficiency and effectiveness of agency decisions on employment matters and the management of merit based employment;
- Support departments to maintain fair review procedures;
- Enable officers to test the legality and merits of the decisions that affect them; and
- Promote the highest ethical standards.

Which decisions are reviewable?

In-order for a decision to be reviewed. It must be a “personnel matter”. However, certain decisions cannot be reviewed either because they are either **time barred** (*aggrieved has applied outside of the 60 days*) or PSC has **no jurisdiction** to review.

Upon receipt of a review application the Chairman will go through the application to ascertain jurisdiction to review or whether the application lodged is within the 60 days statutory requirement. If not, then the applicant in most cases is provided an opportunity to appeal for a ‘waiver’ of the 60 days, and must put it in writing to PSC, stating why their application is eligible for a review.

PSC allows this process to ensure that the applicant is accorded procedural fairness.

The Public Services Commission plays an important function in shaping the National Public Services through its review function. Although, its jurisdiction is limited to personnel matters, the binding nature of PSC's decisions, means that it can have a good considerable impact on the efficiency and effectiveness of the Public Service.

*A decision made by PSC
is final and legally
binding*