

MAY/JUNE 2010 ISSUE OF HR NEWS FROM THE DESK OF THE TEAM AT PSC

TEUTEUGA O TULAFONO FA'ATONUTONU O GALUEGA A LE MĀLŌ 2010 (PUBLIC SERVICE AMENDMENT REGULATIONS 2010)

E pe'i ona fa'amatalaina atu i le PEPA FA'ATA'AMILO PSC 2010/11, o le teuteuga o le Tulafono Fa'atonutonu ua ta'ua i luga ua fa'atulafonoina ai le lē toe mafai ona totogiina ni aso mālōlō mo le umi o le tautua (long service leave) ae o lo o faigaluega le tagata. O lona uiga, fa'ato'a mafai lava on talosaga e totogiina fa'amanuiaga nei pe'a mae'a le tautua ina ua fa'amavae, litaea, le atoatoa le malosi e fa'aāuā ai le tautua, pe ua se'e atu e avea ma tagata faigaluega galue konekalate.

E tāua tele le silafia o lenei teuteuga e le afaigaluega uma o ā outou Matāgaluega.

RESTRUCTURING OF THE OFFICE OF THE PUBLIC SERVICE COMMISSION

The PSC has restructured its Office by transferring responsibilities for Organisation Structures and Establishment which were under its Performance Management System/Public Administration Sector Plan Section to the Human Resource Management Section. All monitoring, evaluation and legal service which were housed under the HR Policy and Legal Section have been transferred to the new Division called Public Service Performance, Sector Plan and Legal Service. This section will also now be responsible for investigation. These changes which came into effect on June 3 2010 are aimed at:

- Strengthening and giving emphasis to the PSC's capacity to undertake the monitoring and evaluation role of public service performance and separating it from the policy development and advisory role for quality assurance purposes;
- Consolidating the PSC's abilities to undertake investigations and inquiries flowing from its monitoring and evaluation functions;
- Improving cohesiveness of delivering human resource management advisory services for Ministries by placing them all under one area; and

- Strengthen capacity of Capability & Professional Development Section to develop a new Strategy for Professional Development in addition to its operational roles.

THE PUBLIC SERVICE REGULATIONS 2008

Section 4 requires all public servants to familiarise themselves with provisions of the Public Service Act, regulations, employment instructions and determinations issued by the Commission. It is therefore pertinent to their role that HRCs ensure copies of the above documents, some of which are on our website, are readily accessible by every employee. Employees should also be made aware of what they should or should not do, what their entitlements are as well as making available to them all policies governing their employment. Some of the best performing ministries in this area are the Ministry of Agriculture and Fisheries, Ministry of Finance and the Ministry of Women, Community and Social Development.



VIOLENCE AGAINST CHILDREN IN SCHOOL

The Commission acknowledges the great work being done by the Ministry of Education, Sports and Culture to counter the physical abuse of children in our schools. The message you are sending out needs to be heard loud and clear by every teacher throughout the country, in particular, those with the propensity to inflict injury on children.



CUSTOMER SERVICE



We all have an obligation under our Service Charters to provide the public with good quality Customer Service which includes answering our telephone promptly and not keeping customers waiting at the counter. If your Ministry is not already doing it, we ask that you bring this to your staffs' attention.

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REMEMBER, the promptness with which we answer our phones or attend to customers can only help enhance our Ministry's good reputation.



LAST HRC FORUM FOR FY2009

The Public Service's Human Resource Coordinators held their last Forum for FY 2009 at the PSC Training Centre, 23rd June 2010. Facilitated by PSC's Capability & Professional Development Services (CPDS), the Forum was well attended by HRCs. The Forum serves as a focal point for Ministries to raise work related issues, share HR best practices and work collaboratively on a variety of HR issues. Some areas discussed include Ministries current induction programs and clarification of the revised Long Term Study Leave Policy. Slotted in for future meetings is the creation of a framework for reviewing current HRD priorities as well as clarification of travel allowance for permanent staff. The Office of the Commission extends a hearty congratulation to all HRCs for a successful meeting and looks forward to continuing to support important HR medium. The next Forum is scheduled for July 2010 with date to be decided.

TIMELY CABINET SUBMISSION

The PSC's has noticed a great increase in the number of submissions adhering to the format suggested under CM 2010/09 and accordingly extends a 'faamalo lava' and 'faafetai' to all complying ministries. However, we urge Ministries to please submit their cabinet papers well ahead of scheduled travel to allow enough time for the Commission to prepare its report to Cabinet and to avoid any unnecessary delay in the process.

SALARY INCREASE

The recently announced salary increase for public servants comes into effect on 1st July. The new salary scale is available on



our website under "Publications" if you have not already received a copy of the PSC Circular Memorandum 2010/15 dated 21 May 2010. Please ensure that the correct salary rate is quoted on all Form 1 requests send to the PSC for the publication in the PSOC.

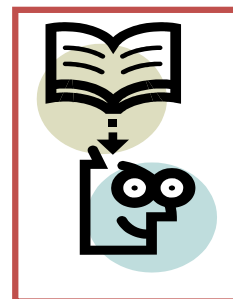
PROCUREMENT GUIDELINES

Chief Executive Officers are kindly reminded of the due dates for Procurement Guidelines as outlined below:

- 30 June 2010
- 30 Sept 2010
- 31 Dec 2010

AVOID FORFEITURE OF ANNUAL LEAVE

You are again reminded that all annual leave for the current year must be taken by November 30th which is just under 5 months away.



TIME OFF IN LIEU

Please be reminded again that Determination 11 (7.4 b) of the Working Conditions & Entitlements Manual (pp18-25) clearly states that: "*Time off in lieu shall only accrue to*

a maximum of 1 week in total in any 1 calendar year. If at the end of that year the employee has not accessed the time owing, then it shall be forfeited"

FEEDBACK

The Newsletter Team welcomes any question or request for policy clarification, and/or elaboration on any other issue you consider will enhance the way we public servants perform our duties, by emailing mavali@psc.gov.ws or vlevy@psc.gov.ws

WATCH OUT FOR THE NEXT EDITION

