



FIJI PUBLIC SERVICE

EXAMINATION –E

31st August – 2006

PAPER B – THE FIJI PUBLIC SERVICE

**Time: 2.5 Hours {2pm- 4.40pm}
(10 min. reading time)**

Total Marks: 100

Instructions to Candidates

1. Ensure that your **index number is written on** the top right hand corner of every sheet of paper you use. Your name **must not** appear anywhere on the answer script.
2. You may use blue or black ink or ballpoint pen. You **must not** use a red pen or pencil and answers written in either of this, the answer script will not be marked.
3. Read each question & instruction very carefully. Note the allocation of marks to each question and distribute your time accordingly.
4. **Ten (10) minutes** is allocated to read the questions, thus, you **must not** start writing until you are told.
5. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
6. Please note that a candidate will be disqualified from sitting or to continue with the examination if one does not comply with the above and other instructions announced by the invigilator.

EXAMINATION E
PAPER B – THE FIJI PUBLIC SERVICE

SECTION A: PUBLIC SERVICE ACT, PROCEDURES AND REGULATIONS, 1999

Answer all questions given. Each question is worth 10 marks each.

Question 1:

(10 marks)

Lana is a graduate who was provisionally promoted to an Administrative Officer position in the same Ministry where her father is working as the Director, Admin./Finance. Unfortunately for Lana her promotion was appealed upon and the applicant is accusing the ministry of nepotism and not complying to Section 2(i) of Legal Notice 92 of 2002 in regards to the delegation of powers.

If you were the Personnel Officer, what would you advise your CEO to do under the above circumstances and describe the process you would take.

Question 2:

(10 marks)

Sunil is a Government Wage Earner (Driver) who was refused meal allowance payment for driving duties rendered during his Minister and CEO's visit to the West and to the North. Sunil has lodged his claim with his Union who unsuccessfully negotiated with Sunil's ministry to pay his meal claim. Failure to secure a settlement of meal allowance claim resulted in the Union filing a trade dispute with the Ministry of Labour, Industrial Relations, Employment Opportunities & Productivity.

Explain what type of dispute would the above case fall under and the process/procedures taken by the Ministry of Labour, Industrial Relations, Employment Opportunities & Productivity to settle this case.

Question 3:

(10 marks)

Mr. Sunia is an Executive Officer who was asked by his CEO to immediately suspend Mr. Josh, the Department's Administrative Officer who fraudulently converted official funds for his own personal gain.

Explain what action Mr. Sunia would take and the sequence of events that would follow to address the request of his CEO.

Question 4:

(10 marks)

Mr. Ram Singh Sr., (fictitious name) is a Chief Executive Officer in the Public Service who has been approached by the Speedy Gonzales Freight Services to take up a Director General position on a part time basis. Mr. Ram Singh, Sr. has spoken to the owner of the freight services and had agreed to a 20 hour work week inclusive of weekends to dedicate to his Director General position. Mr. Ram Singh said that this would be an opportunity for him to learn about the freight industry and at the same time also he could educate staff of the freight services on Public Service issues.

Explain what course of action should, Mr. Ram Singh Sr. take under the SES Regulation before accepting this proposal and whether he can make any commitment to the Speedy Gonzales Freight Services.

SECTION B: FINANCIAL MANAGEMENT REFORM & FINANCIAL ADMINISTRATION

PART I. MULTIPLE CHOICE QUESTIONS: (20 marks)

This section is compulsory. It carries 20 marks (2 marks each). Answer all 10 questions.

Question 1:

The role and functions of the Minister of Finance in terms of the management and control of Public Finance is to:

- A Maintain, manage and update emergency funds
- B Manage, supervise, direct and control the expenditure and finance of Government
- C Direct and control accountable advances
- D Collect scholarship loan and institute legal action on defaulters
- E Arrange and disburse leave allowances to qualifying officers

Question 2:

Appropriated money means

- A An amount appropriated by an Appropriation Act
- B Trust money
- C An amount to be disbursed by the Minister
- D The returns of a Government commercial company
- E Revenue or money raised or received for the purposes of government

Question 3:

Which, of the following is not a principle of responsible financial management

- A To manage finances over the medium term on a responsible and transparent basis;
- B To manage revenues and expenditure in such a way as to achieve prudent level of debt;
- C To ensure value for money in the use of money and resources;
- D To manage contingent liabilities in a prudent manner;
- E To adhere to the secrecy code with relevant accounting standards.

Question 4:

Annual budget papers for a financial year (the "budget year") presented to Parliament for consideration and approval comprises of a Bill for an Annual Appropriation Act; Budget Estimates, Portfolio Performance Statements, Quarterly Appropriation Statements, Mid-Year Fiscal Statement, Whole of

Government Annual Report, Agency Annual Report and one or more Budget Statements. Identify which of the listed statements reflects a budget statement.

- A The estimated budget result for the budget year (as budget surplus or budget deficit)
- B A summary of the outcomes the Government is seeking to achieve in the budget year
- C A summary of any new policy actions to be undertaken and the outcome they are directed at achieving
- D Economic and financial forecasts
- E All of the above

Question 5:

State revenue means:

- A Taxes, fees, fines, penalties, revenue from a sale, insurance recoveries, revenue received or receivable.
- B Funds from donor agencies.
- C Money collected during Charity Organizations.
- D Overseas scholarships.
- E All the above.

Question 6:

Each ministry/department must prepare and make available Corporate Plans on a:

- A Monthly basis
- B Quarterly basis
- C Bi-yearly basis
- D Once a year
- E Once every three years

Question 7:

Departmental Revenue means:

- A Money collected as revenue by Departments
- B Trust money
- C Money to be disbursed by the Minister
- D Accountable advance
- E Revolving fund

Question 8:

Accrual accounting is defined as:

- A Accounting performed by Chartered Accountants after satisfying laid down rules highlighted by funding institutions
- B Revenue realized when service is performed

- C Monthly financial collection
- D Revenue collected from scholarship fund
- E Monthly summary of accounts

Question 9:

One of the following components does not belong to a consolidated fund account:

- A Lending Fund Account
- B Operating Fund Account
- C Accountable Advance Account
- D Borrowing Fund Account
- E Special Fund Account

Question 10:

One of the statements given below is not true for the issuance of an accountable advance by an EO in the district.

- A An Officer in an outstation may put in his request to the Chief Accounting Officer by phone and to be followed up in writing
- B On approval, the advance stands charged to personal advance account of the officer
- C The Chief Accounting Officer must ensure that this advance is recorded in total under the relevant revolving account in the month end return
- D The account must be cleared within 1 year of the officer's return
- E A statement of expense must be submitted to the Chief Accounting Officer

FINANCIAL MANAGEMENT – A GUIDE TO GOOD PRACTICE

PART II: SHORT ANSWER QUESTIONS (10 marks)

This section is compulsory and is worth 10 marks (5 marks each). Candidates are required to answer **only two (2)** out of the three (3) questions.

Question 1: (5 marks)

In 2003, the Government approved a broad strategy for Financial Management Reform that has four broad components. One of this component is Performance Budgeting. Explain briefly your understanding of "Performance Based Budgeting".

Question 2: (5 marks)

The Financial Management Act, 2004 requires that the annual whole of government financial statements, which must be tabled by the Minister of Finance & National Planning within 9 months after the end of a financial year must be audited by the Auditor General, and must be accompanied by his/her audit opinion. Please define three duties of the Auditor General.

Question 3:

(5 marks)

The Chief Executive Officer-Ministry of Finance and National Planning is responsible to the Minister of Finance for the preparation of the Strategic Policy Statement. Explain the term "Strategic Policy Statement" and its linkages to the whole budget cycle.

SECTION C: GOVERNMENT DEPARTMENTS & STATUTORY BODIES AND PRINCIPLES OF SUPERVISION AND MANAGEMENT

PART I.

TRUE OR FALSE ANSWERS

(10 marks)

This section is compulsory. It carries 10 marks (1 mark each). Candidates are required to **answer all** 10 questions.

Question 1:

Each Government Agency are required to develop in conjunction with the Ministry of Finance & National Planning an Annual Corporate Plan which provides a detailed information on how they will go about producing their outputs and performance targets identified in the Performance Portfolio Statement. (True/False)

Question 2:

The formulation of an Annual Corporate Plan (ACP), Business Plan (BP) and Individual Work Plan (IWP) are important documents and are critical in ensuring the achievements of output. IWP lists work targets and outputs to be delivered by the Chief Executive Officer of each Government Agency. (True/False)

Question 3:

Strategic Development Plan lists Government's specified outcomes for a three to five year period. (True/False)

Question 4:

The initial Civil Service Reform objectives were to improve efficiency, productivity and accountability in the Public Service. (True/False)

Question 5:

The Public Service Values are the highest standard expectations that the Public Service is expected to perform while the Code of Conduct is the standard and level of conduct and behaviour expected of all public officers. (True/False)

Question 6:

It is not a requirement for the Commission to comply with the principles of natural justice in deciding whether an employee has breached the Public Service Code of Conduct. (True/False)

Question 7:

If the Commission is satisfied that the employee has breached the Public Service Code of Conduct, the Commission may either, terminate, downgrade, transfer/redeploy, withhold merit, reduce remuneration, impose penalty or reprimand the employee. (True/False)

Question 8:

The Public Service Appeals Board is a platform where all aggrieved public servants could appeal decision made on the promotion of any employee, or the appointment of any person who is not an employee to a position in the public service which the appellant had applied by way of promotion; the taking of disciplinary action against the appellant or the transfer of the appellant from one district to another within the Fiji Islands. (True/False)

Question 9:

For the purpose of determining an appeal, the onus of proof rests with the appellant. (True/False)

Question 10:

Chief Executive Officers are delegates of the Commission and have been delegated the functions to make appointments at all levels. (True/False)

PART II. SHORT ANSWERS

(10 marks)

This section is compulsory. It carries 10 marks (5 marks each). Candidates are required to answer both questions asked.

Question 1:

(5 marks)

Each government agency is required to produce a detailed Annual Corporate Plan (ACP) which should provide information on how government agencies will achieve its outputs and meeting its performance targets identified in the Performance Portfolio Statement (PPS). Please explain:

- i) what do you understand of the term "Performance Portfolio Statement" or "PPS";
- ii) what role does the ACP play in the PPS;

Question 2: Equal Employment Opportunity & Policy

(5 marks)

PSC Circular No: 14 of 2000 sets out the "Equal Employment Opportunity Policy" for the Public Service which was both approved by the Commission and Cabinet. What do you know of Equal Employment Opportunity or EEO as it is commonly known and who are the EEO groups.

PART III. ESSAY TYPE ANSWERS

(10 marks)

This section is compulsory. It carries 10 marks. Candidates are required to answer only one (1) of the two (2) questions asked.

Question 1:

(10 marks)

Compare and contrast the term and the principles of "Service Excellence Framework" and the "Performance Management System".

Question 2:

(10 marks)

Define the following terms and give one or two examples of each:

- (a) Corporatization -
- (b) Privatization
- (c) Devolution

End of paper