

## **7. General principles of public administration and management**

The principles of public administration and management to be observed in and in relation to the Public Sector are that —

- (a) the Public Sector is to be administered in a manner which emphasises the importance of service to the community;
- (b) the Public Sector is to be so structured and organized as to achieve and maintain operational responsiveness and flexibility, thus enabling it to adapt quickly and effectively to changes in government policies and priorities;
- (c) public sector bodies are to be so structured and administered as to enable decisions to be made, and action taken, without excessive formality and with a minimum of delay;
- (d) administrative responsibilities are to be clearly defined and authority is to be delegated sufficiently to ensure that those to whom responsibilities are assigned have adequate authority to deal expeditiously with questions that arise in the course of discharging those responsibilities;
- (e) public sector bodies should have as their goal a continued improvement in the efficiency and effectiveness of their performance and should be administered with that goal always in view;
- (f) resources are to be deployed so as to ensure their most efficient and effective use;
- (g) proper standards of financial management and accounting are to be maintained at all times; and
- (h) proper standards are to be maintained at all times in the creation, management, maintenance and retention of records.