

NON-RENEWABLE RESOURCES

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Mining, gas and Petroleum	<ul style="list-style-type: none"> Participate in discussions with National Department of Mining and proposed miners on new mines with respect to provincial employment opportunities (either directly or indirectly from the mine), and contributions to government related infrastructure and/or services. Regulate small-scale mines. Liaison with landowners on issues relating to mining. 	<ul style="list-style-type: none"> No assigned function or responsibility.



INFRASTRUCTURE

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Land Transport	<ul style="list-style-type: none"> Provide logistical, secretariat and technical support to the Provincial Land Transport Board, if it is operating in the Province. Develop, implement and monitor the implementation of Provincial transport policies (including policies on regulation) and the Provincial Transport Plan. Implement and monitor the implementation of National transport policies and the National Transport Plan. Collect, maintain and analyse information and data on transport. Regulate license of heavy vehicles. Collect license and registration fees if a traffic registry exists in the Province. Maintain roads and bridges which are not classified as a national government responsibility. Promote road safety and consider safety responses in road network planning. 	<ul style="list-style-type: none"> Certify village Passenger Motor Vehicles. Maintain footpaths (Urban Local-Level Governments).
Sea Transport	<ul style="list-style-type: none"> Register small craft (Certificate of Registry, Safety Certificate, Permit to Operate a Small Craft), where the Provincial legislation is in place. Appoint inspectors to inspect small craft to see if craft meets minimum standards, where the Provincial legislation is in place. Investigate the condition of wharfs and jetties not under National Government management. Maintain wharfs, jetties and boat landings not maintained by National agencies. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Air Transport	<ul style="list-style-type: none"> Maintain rural air strips including grass cutting, drainage works, the removal of debris from the runway, hole and wheel rut filling, painting of runway cones, clearing airstrip approaches and the maintenance of wind sock. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Government Buildings	<ul style="list-style-type: none"> Provide secretariat, logistical and technical support to the Provincial Building Board. Plan, survey, design and cost public building projects. Maintain Provincial Government buildings such as District administration buildings and staff housing. Inspect buildings to ensure they comply with regulations. 	<ul style="list-style-type: none"> Maintain Local-level government offices and staff housing.
Procurement	<ul style="list-style-type: none"> Provide secretariat, logistical and technical support to the Provincial Supply and Tenders Board. Maintain a register of contractors covering capability, experience, and performance assessments for previous work undertaken. Undertake tender processes for projects (<K3 million). Negotiate Community Participation Agreements for maintenance of infrastructure (ie. grass cutting, culvert cleaning, bridge painting). Inspect work and organise progress payments to contractors. 	<ul style="list-style-type: none"> Undertake procurement process for Local-level Government contracts. Arrange payments for contractors.
Other Infrastructure	<ul style="list-style-type: none"> Install and maintain power to provincial headquarters and district administrations—solar, hydro or diesel-powered generator, including fuel, replacement and maintenance. 	<ul style="list-style-type: none"> Operate and maintain street lighting (Urban Local Level Government only). Operate and maintain town water supply and sewerage where not provided by PNG Waterboard, Eda Ranu or Provincial government (Urban Local-level Governments only).

The DETERMINATION assigning Service Delivery Functions and Responsibilities TO PROVINCIAL AND LOCAL-LEVEL GOVERNMENTS

Helping to improve the delivery of government services to Papua New Guineans

This is a publication of The Provincial Local Level Services Monitoring Authority (PLLSMA)

Prepared for PLLSMA by the Department of Provincial & Local Government

December 2009

Foreward

Manasupe Zurenuoc, OBE
Secretary of the
Department of
Provincial &
Local Government
Affairs

Chairman of PLLSMA



It is with pleasure I announce that the NEC has approved a *Determination* that assigns functions and responsibilities to Provincial Governments and Local-level Governments.

The *Determination* is an important milestone. Finally we have a legal document that explains what each level of government is accountable for in terms of the delivery of services to the people of our country and the funding of these services. It's now up to all government officers involved in the delivery of services to get to know the *Determination* and understand the roles and responsibilities of each level of government.

Once officers have a good understanding of the *Determination*, Provincial and Local-level Governments need to begin applying and using it in the workplace and being true to it. One of the most significant areas they can apply it to is in the development of annual work plans and budgets.

The *Determination* was endorsed by the NEC on 26 June 2009 under Decision Number 104/2009 and is in the process of being signed off by the Governor-General and published in the National Gazette.

The *Determination* was developed for a number of reasons, including:

- to advise Provincial and Local-level Governments of the functions and responsibilities they should be doing and planning and budgeting for;
- to remove confusion regarding what each level of government is responsible for;
- to identify and address gaps and duplications in the delivery of services;
- to encourage greater consistency in the work undertaken by Provincial Governments and to document variations in practices where they exist;
- to encourage each level of government to invest in their own capacity, both in terms of people and systems; and
- facilitate better working relationships between different levels of government by providing certainty about what each level of government does.

The *Determination* was developed following a review of government legislation, policies, plans and budgets and after years of consultation with officers from National, Provincial and Local-level Governments.

The development of the *Determination* was overseen by a Sub-committee to the Provincial and Local-level Service Monitoring Authority (PLLSMA). This Sub-committee comprised representatives from the Department of Provincial and Local Government Affairs, the National Economic Fiscal Commission (NEFC), the Department of Prime Minister and NEC, the Treasury Department, the Department of Personnel Management, and the Department of National Planning and Monitoring.

I congratulate this Sub-committee for their persistence and work in developing this *Determination*.

Not only will the *Determination* be important to government officers from all levels of government working in service delivery, it will also be useful and relevant to other stakeholders involved in service delivery including NGOs, churches and donors.

The Department of Provincial and Local Government Affairs has commenced an awareness program including the distribution of the *Determination* to Provincial Government and other stakeholders and presentations and workshops at forums such as Provincial Coordination and Monitoring Committees (PCMCs). During 2010, this program will be expanded to include various media such as talkback radio and newspapers.

As a priority, all government officers involved in service delivery should read the *Determination* and learn the functions and responsibilities that relate to their work area. For those officers in Provincial and Local-level Governments, it would be useful to compare the functions and responsibilities in the *Determination* to what actually occurs in your Provincial Administration, District Administration and Local-level Government. If a function is not listed in the *Determination*, it is assumed to be a National Government responsibility.

Understanding the service delivery activities you are responsible for and then properly planning and budgeting to deliver these activities will help improve the quality of life of Papua New Guineans, particularly for those living in rural areas. I am confident that with commitment and follow through with this *Determination*, we as a nation can make a positive difference to the lives of our people.

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The Determination

I, Grand Chief Sir Paul Matane, C.G.L., G.C.M.G., K.St.J., Governor-General, by virtue of the powers conferred by Section 5 of the Intergovernmental Relations (Functions and Funding) Act 2009 and all other powers enabling, acting with, and in accordance with, the advice of the National Executive Council, given under considering a recommendation by the Minister of Inter Government Relations:

- (a) determine and assign the service delivery functions and responsibilities set out in Column 2 to all Provincial Governments; and
- (b) determine and assign the service delivery functions and responsibilities set out in Column 3 to all Urban Local-level Governments and Rural Local-level Governments.

This *Determination* and assignment commences on the date of this Gazette notice.

EDUCATION

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide secretariat, technical and logistical support to the Provincial Education Board. Establish and provide logistical support to Provincial education committees, such as the Provincial In-service Committee and the Provincial Curriculum Committee. Approve members of Boards of Management and Boards of Governors to Provincial education institutions. 	<ul style="list-style-type: none"> Recommend to Provincial Government membership of Boards of Management of elementary and primary schools.
Policy and Planning	<ul style="list-style-type: none"> Develop and implement the Provincial Education Plan. Develop and implement other plans such as a Provincial Education In-service Plan. Develop and implement Provincial education policies. Provide enrolment data to the National Department of Education. Maintain a register of member and permitted schools in the Province. Collect, record and analyse information and data on education in the Province, such as enrolment data, number of teachers, and the number of open and closed schools. Monitor education indicators for each District. 	<ul style="list-style-type: none"> Advise the Provincial Education Board of local education priorities.
New Schools	<ul style="list-style-type: none"> Approve at the Provincial level (through the Provincial Education Board) and subsequently seek approval at the National level (through the National Department of Education): new schools; amalgamations of existing schools; school re-openings; changes of school names; closure of schools; transfer of schools and changes in status. 	<ul style="list-style-type: none"> Draw up plans for the establishment and development of new schools.
Infrastructure	<ul style="list-style-type: none"> Prepare an annual maintenance plan. Inspect the condition and maintain: <ul style="list-style-type: none"> Provincial Secondary schools, Vocation and Trade Training Schools, teacher and education worker housing; and ancillary facilities. 	<ul style="list-style-type: none"> Inspect the condition of and maintain elementary and primary schools, and its teacher housing and ancillary facilities.
Teachers	<ul style="list-style-type: none"> Appoint deploy and redeploy teachers to their posting in Provincial education institutions. Procure and arrange teacher leave fares. Repatriate and remove teacher personal effects upon retirement, death or retrenchment. Administer the teachers payroll, including school resumption visits, leave applications. Coordinate in-service training at the Provincial level. Deliver in-service training (short presentations and/or workshops at school in-service meetings or during in-service week but not fund further study or courses) as required. Distribute in-service materials (provided by National Department of Education) to schools. Recommend candidates (through the Provincial Education Board) to the National Department of Education for further study and National in-service training. 	<ul style="list-style-type: none"> No assigned function or responsibility.

EDUCATION

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
School Operations	<ul style="list-style-type: none"> Purchase and distribute materials and supplies for Provincial schools where the school does not have sufficient capacity to make own purchases or source these from other donors. Fund and distribute [2nd and 4th quarter fees] school subsidies. Set school fees within the limits imposed by the National Education Board. Distribute curriculum materials, National examination papers, Certificates, Diplomas and other awards to schools. Select students for grade 9 classes. Organise venues and fund supervisors for National Grade 8, 10 and 12 examinations. Organise venues and fund markers for marking of National Grade 8 and 10 examinations. 	<ul style="list-style-type: none"> No assigned function or responsibility.

HEALTH

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide secretariat, logistical and technical support to the Provincial Health Board, District Health Management Committees and the Provincial Water Supply and Sanitation Committee if they are operating in the Province. 	<ul style="list-style-type: none"> Provide logistical support to Aid Post Committees where they are operating in the local area.
Policy and Planning	<ul style="list-style-type: none"> Develop Provincial Health Implementation Plans. Coordinate and monitor the implementation of the National Health plan, National Health Standards and the Provincial Implementation Plan in the Province. Develop and implement provincial policies such as a rural health user fee policy. Collect, record and analyse information and data on health in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Infrastructure	<ul style="list-style-type: none"> Maintain health centres, rural hospitals, staff housing and ancillary facilities where the health facility hasn't the capacity to undertake the work from internal revenue. 	<ul style="list-style-type: none"> Maintain aid posts and health worker housing.
Medical Equipment	<ul style="list-style-type: none"> Maintain and arrange for the repair of rural health facility (not aid posts) medical equipment including cold chain equipment. Maintain adequate stocks of consumables, spare parts and accessories for equipment. [in rural health facilities] Pay for transport to and from the place of repair for equipment [in rural health facilities] that must be repaired away from the Province. Distribute equipment purchased and provided by the National Government and/or donors to rural health facilities, including aid posts. Fund the cost of health radio repairs. Pay radio license fees. Identify radios that aren't working and transport to and from Port Moresby for repairs. 	<ul style="list-style-type: none"> Maintain aid post medical equipment.
Essential Drugs, Vaccines and Supplies	<ul style="list-style-type: none"> Order and distribute drugs, vaccines and other medical supplies to rural health facilities. Properly store drugs, vaccines and other medical supplies at rural health facilities to prevent premature expiry. Distribute aid post kits to aid posts. 	<ul style="list-style-type: none"> Purchase non-medical supplies for the Aid Post (eg. soap, bleach, cleaning)
Family health services	<ul style="list-style-type: none"> Distribute of vaccines to aid posts and clinic points. Distribute of Village birth attendant kits. Undertake data collection in rural health facilities as per Family and Sexual Violence Strategy. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Health facility operations and outreach	<ul style="list-style-type: none"> Operate rural health facilities. Inspect government and non government health facilities to ensure they meet minimum standards. Undertake patrols to aid posts, clinic points and schools. Transfer patients between one rural health facility to another and/or from a rural health facility to Provincial or higher level hospital. 	<ul style="list-style-type: none"> No assigned function or responsibility.

The Determination

I, Grand Chief Sir Paul Matane, C.G.L., G.C.M.G., K.St.J., Governor-General, by virtue of the powers conferred by Section 5 of the Intergovernmental Relations (Functions and Funding) Act 2009 and all other powers enabling, acting with, and in accordance with, the advice of the National Executive Council, given under considering a recommendation by the Minister of Inter Government Relations:

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This *Determination* and assignment commences on the date of this Gazette notice.

EDUCATION

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide secretariat, technical and logistical support to the Provincial Education Board. Establish and provide logistical support to Provincial education committees, such as the Provincial In-service Committee and the Provincial Curriculum Committee. Approve members of Boards of Management and Boards of Governors to Provincial education institutions. 	<ul style="list-style-type: none"> Recommend to Provincial Government membership of Boards of Management of elementary and primary schools.
Policy and Planning	<ul style="list-style-type: none"> Develop and implement the Provincial Education Plan. Develop and implement other plans such as a Provincial Education In-service Plan. Develop and implement Provincial education policies. Provide enrolment data to the National Department of Education. Maintain a register of member and permitted schools in the Province. Collect, record and analyse information and data on education in the Province, such as enrolment data, number of teachers, and the number of open and closed schools. Monitor education indicators for each District. 	<ul style="list-style-type: none"> Advise the Provincial Education Board of local education priorities.
New Schools	<ul style="list-style-type: none"> Approve at the Provincial level (through the Provincial Education Board) and subsequently seek approval at the National level (through the National Department of Education): new schools; amalgamations of existing schools; school re-openings; changes of school names; closure of schools; transfer of schools and changes in status. 	<ul style="list-style-type: none"> Draw up plans for the establishment and development of new schools.
Infrastructure	<ul style="list-style-type: none"> Prepare an annual maintenance plan. Inspect the condition and maintain: <ul style="list-style-type: none"> Provincial Secondary schools, Vocation and Trade Training Schools, teacher and education worker housing; and ancillary facilities. 	<ul style="list-style-type: none"> Inspect the condition of and maintain elementary and primary schools, and its teacher housing and ancillary facilities.
Teachers	<ul style="list-style-type: none"> Appoint deploy and redeploy teachers to their posting in Provincial education institutions. Procure and arrange teacher leave fares. Repatriate and remove teacher personal effects upon retirement, death or retrenchment. Administer the teachers payroll, including school resumption visits, leave applications. Coordinate in-service training at the Provincial level. Deliver in-service training (short presentations and/or workshops at school in-service meetings or during in-service week but not fund further study or courses) as required. Distribute in-service materials (provided by National Department of Education) to schools. Recommend candidates (through the Provincial Education Board) to the National Department of Education for further study and National in-service training. 	<ul style="list-style-type: none"> No assigned function or responsibility.

EDUCATION

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School Operations	<ul style="list-style-type: none"> Purchase and distribute materials and supplies for Provincial schools where the school does not have sufficient capacity to make own purchases or source these from other donors. Fund and distribute [2nd and 4th quarter fees] school subsidies. Set school fees within the limits imposed by the National Education Board. Distribute curriculum materials, National examination papers, Certificates, Diplomas and other awards to schools. Select students for grade 9 classes. Organise venues and fund supervisors for National Grade 8, 10 and 12 examinations. Organise venues and fund markers for marking of National Grade 8 and 10 examinations. 	<ul style="list-style-type: none"> No assigned function or responsibility.

HEALTH

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide secretariat, logistical and technical support to the Provincial Health Board, District Health Management Committees and the Provincial Water Supply and Sanitation Committee if they are operating in the Province. 	<ul style="list-style-type: none"> Provide logistical support to Aid Post Committees where they are operating in the local area.
Policy and Planning	<ul style="list-style-type: none"> Develop Provincial Health Implementation Plans. Coordinate and monitor the implementation of the National Health plan, National Health Standards and the Provincial Implementation Plan in the Province. Develop and implement provincial policies such as a rural health user fee policy. Collect, record and analyse information and data on health in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Infrastructure	<ul style="list-style-type: none"> Maintain health centres, rural hospitals, staff housing and ancillary facilities where the health facility hasn't the capacity to undertake the work from internal revenue. 	<ul style="list-style-type: none"> Maintain aid posts and health worker housing.
Medical Equipment	<ul style="list-style-type: none"> Maintain and arrange for the repair of rural health facility (not aid posts) medical equipment including cold chain equipment. Maintain adequate stocks of consumables, spare parts and accessories for equipment. [in rural health facilities] Pay for transport to and from the place of repair for equipment [in rural health facilities] that must be repaired away from the Province. Distribute equipment purchased and provided by the National Government and/or donors to rural health facilities, including aid posts. Fund the cost of health radio repairs. Pay radio license fees. Identify radios that aren't working and transport to and from Port Moresby for repairs. 	<ul style="list-style-type: none"> Maintain aid post medical equipment.
Essential Drugs, Vaccines and Supplies	<ul style="list-style-type: none"> Order and distribute drugs, vaccines and other medical supplies to rural health facilities. Properly store drugs, vaccines and other medical supplies at rural health facilities to prevent premature expiry. Distribute aid post kits to aid posts. 	<ul style="list-style-type: none"> Purchase non-medical supplies for the Aid Post (eg. soap, bleach, cleaning)
Family health services	<ul style="list-style-type: none"> Distribute of vaccines to aid posts and clinic points. Distribute of Village birth attendant kits. Undertake data collection in rural health facilities as per Family and Sexual Violence Strategy. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Health facility operations and outreach	<ul style="list-style-type: none"> Operate rural health facilities. Inspect government and non government health facilities to ensure they meet minimum standards. Undertake patrols to aid posts, clinic points and schools. Transfer patients between one rural health facility to another and/or from a rural health facility to Provincial or higher level hospital. 	<ul style="list-style-type: none"> No assigned function or responsibility.

AGRICULTURE

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide secretariat, logistical and technical support to the Provincial Agriculture Committee if one is operating in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policy, planning and programs	<ul style="list-style-type: none"> Develop, implement and monitor the implementation of Provincial agriculture policies, plans and programs. Coordinate the delivery of commodity development programs in the Province. Collect, store and analyse information and data on agricultural production in the Province. Promote the development of public/private partnerships and nucleus 	<ul style="list-style-type: none"> Implement National and Provincial plans, policies and programs at the local level.
Awareness and Education	<ul style="list-style-type: none"> Develop and distribute to farmers education, awareness and extension material to guide the development of appropriate commercial commodity opportunities specific to local environments. 	<ul style="list-style-type: none"> Advise District Officers of education and awareness needs in the local area.
Training	<ul style="list-style-type: none"> Provide training for farmers in farming and post harvest techniques, pest control and in quality assurance. Mobilise farmer groups and model farmers for training and field days by Commodity Organisations, Non Government Organisations and other organisations. Promote rural based training as part of the curriculum at vocation and secondary schools. 	<ul style="list-style-type: none"> Identify model farmers and other farmers in the local area for training.
Extension Services	<ul style="list-style-type: none"> Provide in-house training to extension officers. Undertake extension services for cash crops (except in areas where Commodity Organisations collect levies for those cash crops) and food security including: <ul style="list-style-type: none"> distributing education and awareness material; delivering farmer training, distributing new planting materials; distributing marketing, quality and price information to farmers; providing technical advice; promoting the development of women in agriculture; monitoring development projects; and collecting farmer and production information. Liaise with extension officers from Commodity Organisations and other organisations, assisting with the mobilisation and general organisation of farmers. Support local landowners respond to disasters including the outbreak of pests and diseases. 	<ul style="list-style-type: none"> Identify farmer needs and advise Provincial Government.
Monitoring	<ul style="list-style-type: none"> Monitor and report on provincial output indicators. Collect, analyse and maintain data and information on agriculture production and prices in the Province. 	<ul style="list-style-type: none"> Monitor crop production in the local area.
Research	<ul style="list-style-type: none"> May operate some small scale research stations in the Province. Promote ways of improving quality, post harvest, processing and marketing in consultation with National Agriculture Research Institute. 	<ul style="list-style-type: none"> No assigned function or responsibility.

FISHERIES

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide logistical, technical and secretariat support to the Provincial Fisheries Committee, if it is operating. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Planning	<ul style="list-style-type: none"> Review fishery management plans prepared by the National Fisheries Authority which impact on the Province. Work with communities to establish local marine conservation areas, where appropriate. 	<ul style="list-style-type: none"> Review fishery management plans that impact on the local area.
Licensing and Access	<ul style="list-style-type: none"> Develop guidelines and policies for reviewing fishing licenses. Review applications for new licenses and licenses that are due for renewal. 	<ul style="list-style-type: none"> Review license applications and renewals, when consulted.
Extension Services	<ul style="list-style-type: none"> Provide extension services for small scale and subsistence fisheries. 	<ul style="list-style-type: none"> Identify farmers for training by extension officers and for Nationally run courses.

FORESTRY

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Provincial Forest Management Committee	<ul style="list-style-type: none"> Participate as a member in the activities of the Provincial Forest Management Committee, such as preparing draft guidelines for forest development projects, evaluating project proposals, evaluating applications for timber authorities and making recommendations on: <ul style="list-style-type: none"> the preparation and terms of Forest Management Agreements; the preparation of timber permits; the enforcement of timber permit conditions; and the issue, amendment or surrender of timber authorities. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policy and Planning	<ul style="list-style-type: none"> Prepare the Provincial Forest Plan and forest development programs in consultation with the Provincial Forest Management Committee and with technical assistance from the National Forestry Service. Prepare Provincial policies on forests. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Timber Permits	<ul style="list-style-type: none"> Participate in negotiating team on the negotiation of a draft project agreement for consideration by the National Forest Board. Integrate any conditions in the project agreements for forest developers to provide infrastructure and/or maintenance and operation payments into planning documents. 	<ul style="list-style-type: none"> Participate in the negotiating team for project agreements in the local area. Integrate conditions in the project agreements to provide infrastructure, and/or maintenance and operation payments into planning documents.

DISASTER MANAGEMENT

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide technical, secretariat and logistical support to the Provincial Disaster Committee and any other disaster committee that may be established in the Province from time to time (eg. District Disaster Committee, Emergency Response Office). 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policy and planning	<ul style="list-style-type: none"> Develop, maintain and monitor the implementation of the Provincial Disaster Management Plan. Develop and implement Provincial disaster policies. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Preparedness, awareness and training	<ul style="list-style-type: none"> Deliver public awareness on the risks of disasters in the Province, preparing for disasters, responding to disasters and the Provincial Disaster Management Plan. Deliver training to key stakeholders in the Province. 	<ul style="list-style-type: none"> Disseminate information on disaster management to the Ward Committees and the community.
Disaster and Emergency Response	<ul style="list-style-type: none"> Initiate the initial response for any disaster by: <ul style="list-style-type: none"> activating an Emergency Response Office (and begin coordinating rescue and/or relief efforts); completing a Situation report; and notifying the National Disaster Management Office of the disaster and sending it a Situation Report. Prepare and forward to National Disaster Management Office relevant assessment reports if seeking National Government assistance (eg. the Initial Damage and Needs Assessment and the Detailed Sector Assessment). 	<ul style="list-style-type: none"> Assist the Emergency Response Office in responding to disasters in its local government boundaries.

ENVIRONMENT

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide technical, secretariat and logistical support to the Provincial Environment Committee, if it is operating in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policies	<ul style="list-style-type: none"> Develop and enforce provincial environment policies and/or laws on matters such as noise, litter, hygiene and sanitation. 	<ul style="list-style-type: none"> May make and enforce laws about noise.
Environment Regulation	<ul style="list-style-type: none"> Review Environment Impact Statements made by proponents. 	<ul style="list-style-type: none"> Review Environment Impact Statements.
Protecting Fauna	<ul style="list-style-type: none"> No designated function. 	<ul style="list-style-type: none"> Review proposals for Wildlife Management Areas within the local government area; and proposed rules for the Wildlife Management Areas.
Conservation Areas	<ul style="list-style-type: none"> Participate on Conservation Area Management Committees, where they exist in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Parks and Reserves	<ul style="list-style-type: none"> Maintain provincial parks and reserves. 	<ul style="list-style-type: none"> Maintain Local-level Government parks and recreation areas.

COMMUNITY DEVELOPMENT

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Child Welfare	<ul style="list-style-type: none"> Provide technical, logistical and secretariat support to the Provincial Lukautim Pikinini Council if it operates in the Province. Coordinate the delivery of child welfare services in the Province, including education and awareness. Collect, record and analyse information and data on child welfare including adoption, child protection and orphans. 	<ul style="list-style-type: none"> Provide logistical support to the Local Lukautim Pikinini Council if one is operating in the local area. Disseminate information on child welfare obtained from the Provincial Government to the local community. Arrange the Gazettal of volunteers designated as child protection officers.
Community Learning and Development Centres	<ul style="list-style-type: none"> Provide technical, logistical and secretariat support to the Community Learning Development Centre District Advisory Committees, if they are operating in the Province. Coordinate the delivery of community based programs through District Community Learning Development Centres, if they are operating in the District. Monitor the operation of Community Learning Development Centres and report periodically to the Department of Community Development. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Literacy Training	<ul style="list-style-type: none"> Organise National Literacy Week activities in the province. Coordinate the delivery of literacy programs in the Province. 	<ul style="list-style-type: none"> Disseminate information on literacy training obtained from the Provincial Government to the local community.
Community Environment	<ul style="list-style-type: none"> Promote sustainable development and conservation in Provincial programs, including the delivery of education and awareness. 	<ul style="list-style-type: none"> May establish local laws about: <ul style="list-style-type: none"> litter management; the storage of inflammable gases and liquid; cemeteries, including the allocation of land and regulation of burials; community work days.
Civil Registration	<ul style="list-style-type: none"> Act as registration agents, including submitting registration applications and transmitting certificates to applicants. Establish a network of civil registration through hospitals, schools and churches and communities Collect and maintain data on civil registration, and submit to Registrar-General on a regular basis. 	<ul style="list-style-type: none"> Establish and maintain Village Book Registers.
Sport	<ul style="list-style-type: none"> Develop and implement Province sports policies. Promote sport activity and participation in the Province. Coordinate the implementation of the National Sport Policy in the Province: 	<ul style="list-style-type: none"> Promote sport activity in the local area.
Youth	<ul style="list-style-type: none"> Provide technical, logistical and secretariat support to the Provincial Youth Council and District Youth Councils if they are operating in the Province. Develop and implement Provincial Youth Development Plans and District Youth Development Plans. Develop forums for youth at the District level. Coordinate and promote youth activities and programs in the Province. 	<ul style="list-style-type: none"> Coordinate the development of youth forums at the Ward level. Provide logistical support to Ward Youth Councils if they are operating in the local area. Coordinate and promote youth activities at the local and ward level.
Community Economics	<ul style="list-style-type: none"> Coordinate and implement community development programs such as the Integrated Community Development Program in the Madang Province and the Personal Viability Program in East New Britain Province. 	<ul style="list-style-type: none"> Arrange gazettal of informal sector inspectors. Carry out awareness and basic training in relation to food handling and other matters relevant to the proper operation of informal businesses. Inspect food sellers to ensure that food, food preparation and food storage facilities meet minimum standards. Declare market areas.

COMMUNITY DEVELOPMENT *(continued)*

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Disability	<ul style="list-style-type: none"> Provide secretariat, technical and logistical support to the Provincial Board of Disabled Persons, if it is operating in the Province. Coordinate the delivery of disability programs in the Province. 	<ul style="list-style-type: none"> Disseminate information on disability services obtained from the Provincial Government to the local community.
Gender	<ul style="list-style-type: none"> Provide technical, logistical and secretariat support to a Provincial Council of Women and District Council of Women if they are operating in the Province. Promote gender equality in the workplace and in Provincial programs. Coordinate the delivery of gender programs in the Province, including education and awareness. Implement the National Family and Sexual Violence Strategy. 	<ul style="list-style-type: none"> Promote gender equality in the workplace and in local level programs. Disseminate information on gender equality obtained from the Provincial Government to the local community. Promote the establishment of local women associations.
Community Governance	<ul style="list-style-type: none"> Facilitate the delivery of capacity building programs in the Province for Community Leaders, Councillors and Ward Committees 	<ul style="list-style-type: none"> Identify candidate community leaders for training. Village Courts
Policy	<ul style="list-style-type: none"> Develop Provincial policies. Coordinate, implement and monitor the implementation of National and Provincial policies. 	<ul style="list-style-type: none"> Monitor the day-to-day functioning of Village Courts.

VILLAGE COURTS

Village Courts	<ul style="list-style-type: none"> Identify potential areas for a new Village Courts Induct officials for new Village Courts. Monitor the operations of Village Courts. Arrange for the collection of all Village Court materials and records (eg. insignma, books) of abolished Village Courts to be placed in the custody of the Provincial Supervising Magistrate and for its cases to be transferred to a District Court. 	<ul style="list-style-type: none"> Assist Provincial Government with activities necessary to establish, suspend or abolish a Village Court.
Village Court Officials	<ul style="list-style-type: none"> Appoint, revoke or suspend village court peace officers and Village Court clerks, including completing relevant forms and informing all newly appointed officials of the terms and conditions of their office. 	<ul style="list-style-type: none"> Provide information about potential Village Court official candidates to Provincial Government. Support local selection process for village court officials.
Equipment, Materials & Logistics	<ul style="list-style-type: none"> Distribute to Village Courts all Village Court materials provided to the Provincial Administration by the Village Courts Secretariat. 	<ul style="list-style-type: none"> Purchase and distribute to Village Courts: uniforms, badges and flags. Provide transportation assistance to Village Courts Officials if required.
Allowances	<ul style="list-style-type: none"> Provide the Village Court Secretariat with updated officials' listings on a regular basis and on request. Distribute the payment of allowances to Village Court officials. 	<ul style="list-style-type: none"> Advise Provincial Government of changes in Village Court officials.
Training	<ul style="list-style-type: none"> Deliver training to Village Court officials using agreed national curriculum and resources. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Inspection and Monitoring	<ul style="list-style-type: none"> Undertake inspections and monitoring of Village Court operations. Advise the Village Court Secretariat of financial irregularities in individual Village Court finances or breaches in the Village Court Act 1989. Complete quarterly data reports and forward to the Village Court Secretariat. 	<ul style="list-style-type: none"> No assigned function or responsibility.

LAND MEDIATION

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide logistical and technical support to the Provincial Land Disputes Committee, if it is operating in the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policy and Procedures	<ul style="list-style-type: none"> Develop provincial policies and procedures. Implement national and provincial policies 	<ul style="list-style-type: none"> No assigned function or responsibility.
Land Mediation Areas and Divisions	<ul style="list-style-type: none"> Declare Land Mediation Areas. Declare Land Mediation Divisions after consulting with Local-level Governments and Village Courts whose areas partly or wholly occur within the proposed Division. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Appointment and Revocation	<ul style="list-style-type: none"> Appoint and revoke permanent and ad hoc land mediators. Inform permanent and ad hoc land mediators in writing of their appointment, the terms and conditions of their appointment and their legislative powers, functions, duties and responsibilities. Maintain a running record of all permanent and ad hoc land mediators Review the appointment of land mediators at or before three years following their appointment. Provide to the Land Mediation Secretariat updated land mediators listings periodically and on request 	<ul style="list-style-type: none"> If requested by National or Provincial Government, provide information about potential land mediators. Support the local selection process for land mediators Recommend to Provincial Land Disputes Committees land mediators to be appointed or revoked.
Allowances	<ul style="list-style-type: none"> Distribute the payment of allowances to land mediators. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Equipment and Logistics	<ul style="list-style-type: none"> Distribute Land Dispute Registers and relevant forms provided to the Provincial Government by the Land Mediation Secretariat. 	<ul style="list-style-type: none"> Acquire and distribute to land mediators uniforms and badges.
Training	<ul style="list-style-type: none"> Where requested, provide facilities for training sessions. Carry out induction training for new Provincial and Local-level Government officials regarding land use mediation. 	<ul style="list-style-type: none"> Nominate Local-level Government officials to attend training sessions. Where requested, provide facilities for training sessions.
Inspection and Monitoring	<ul style="list-style-type: none"> Inspect land mediators records. Advise the Land Mediation Secretariat of any problems/issues facing land mediators 	<ul style="list-style-type: none"> Advise Provincial Government of problems and issues facing land mediators



COMMERCE AND INDUSTRY

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Business Development	<ul style="list-style-type: none"> Deliver training programs (eg. such as the Start Your Own Business program) to potential or existing small business owners. Decimate information to the community on micro-credit or other assistance to promote business development. Advise and assist applicants in seeking funding for their businesses through National Government schemes. Undertake business extension programs in the province to provide training and advisory services. Promote linkages between private sector and the Provincial Government through the Chambers of Commerce 	<ul style="list-style-type: none"> Promote the establishment of Co-operative Societies to assist income generation for the rural population.
Tourism	<ul style="list-style-type: none"> Provide secretariat, technical and logistical support to the Provincial Tourism Committee, if it is operating in the Province. Coordinate the implementation of the National Tourism Master Plan in the Province. Develop and implement Provincial Tourism Plans. Deliver training to private sector participants in tourism industry. Promote the tourist potential of the Province. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Culture and the Arts	<ul style="list-style-type: none"> Promote the staging of Regional Festivals and other cultural events. Advise the National Cultural Commission of dates of festivals and other cultural activities. 	<ul style="list-style-type: none"> Provide support to festivals and other cultural activities in the local area. Declare sacred sites outlining whether traditional laws and rules apply to the sacred site.
Liquor Licensing	<ul style="list-style-type: none"> Assess applications and make a decision whether to grant or not to grant a license and apply conditions. Maintain a register of licenses. Conduct regular liquor inspections. Collect annual license fees. 	<ul style="list-style-type: none"> No assigned function or responsibility.



LAND AND PHYSICAL PLANNING

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide logistical, technical and secretariat support to the Provincial Lands Board and the Provincial Physical Planning Board. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Surveys	<ul style="list-style-type: none"> Purchase and maintain survey equipment. Carry out surveys, including, undertaking a field survey, collecting survey data, identifying the true land owners (clarifying with Local Level Governments, Land Mediators and Village Court Officials that there are no unresolved land disputes) and completing the Land Investigation Report and the Survey Plan. Seek certification from the Department of Lands and Physical Planning before any survey carried out on customary land who will issue a Land Inspection Report Number. Carry out valuations in consultation with the Valuer General's Office. 	<ul style="list-style-type: none"> Assist District Survey Teams carry out surveys particularly with the liaison with land owners.
Customary Land	<ul style="list-style-type: none"> Check the authenticity of the letter of request to register customary land and consent form Seek survey instructions from the Surveyor-General's Office for requests by landowners to register customary land. Maintain a register of requests to register customary land. 	<ul style="list-style-type: none"> Receive requests from landowners to register customary land. Confirm that applicants are the true landowners and get a letter of consent and forward to the Provincial Government.
Acquisition of Customary Land by Government for Public Purposes	<ul style="list-style-type: none"> Determine what land is to be acquired for public purposes in consultation with National Agencies and Local-level Governments. Release land titles (for balance of land not acquired) to land owners. Forward payment for land owners. Maintain a register and receipts for the release of land titles and the payment to landowners. 	<ul style="list-style-type: none"> Maintain records of land tenure in the local area.
Registration of Incorporated Land Group	<ul style="list-style-type: none"> Review applications for an Incorporated Land Group and then forward compliant applications to the Department of Lands and Physical Planning. Receive Incorporated Land Group Certificates from the National Department and distribute to landowners. Maintain a register of all Incorporated Land Group applications and certificates in the Province. 	<ul style="list-style-type: none"> Forward applications from interested land groups to the Provincial Government.
Lease-Lease Back Agreements	<ul style="list-style-type: none"> Work with potential developers to identify possible sites in the province for proposed developments. Consult landowners on the potential for a lease-lease back agreement on their land including the possible terms for the use of a site by a developer and the financial and/or other compensation for the use of that land. Prepare a lease-lease back agreement where there is an agreement in principle between landowners and the developer. Arrange public ceremonies for signing of lease-lease back agreements. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Leasing of State and for third parties	<ul style="list-style-type: none"> Maintain a register of all State leases in the Province and their conditions. Identify land for tendering. Receive, evaluate and make recommendations to the Department of Lands and Physical Planning on applications for new leaseholders. Distribute new leases to leaseholders. Undertakes monitoring of lease conditions, including periodic inspections of lease sites. Prepare show cause notices for suspected breaches of lease conditions. Investigate breaches of lease conditions and complete an inspection report with recommendations on whether the lease should be forfeited. 	<ul style="list-style-type: none"> Advise the Provincial Government if any suspected breaches of lease conditions
Regulating Development	<ul style="list-style-type: none"> Develop and maintain a zoning plan for the Province that incorporates District Zoning Plans. Receive, consider and decide on development proposals (via the Provincial Physical Planning Board) Monitor and coordinate developments in the province. 	<ul style="list-style-type: none"> Provide comments on development proposals in the local area to the Provincial Physical Planning Board.