



# National Gazette

PUBLISHED BY AUTHORITY

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication)

No. G280] PORT MORESBY, THURSDAY, 25th NOVEMBER [2010

*Intergovernmental Relations (Functions and Funding) Act 2009*

## DETERMINATION AND ASSIGNMENT OF SERVICE DELIVERY FUNCTIONS AND RESPONSIBILITIES

I, Grand Chief Sir Paulias Matane, G.C.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 me enabling, acting with, and in accordance with, the advice of the National Executive Council, given after considering a recommendation by the Minister of Inter Government Relations hereby:—

- (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, to take effect on and from the date of publication of this determination in the *National Gazette*.

### EDUCATION

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
1.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Provide secretariat, technical and logistical support to the Provincial Education Board.</li> <li>• Establish and provide logistical support to Provincial education committees, such as the Provincial In-service Committee and the Provincial Curriculum Committee.</li> <li>• Approve members of Boards of Management and Boards of Governors to Provincial education institutions.</li> </ul> <p>2. <b>Policy and Planning</b></p> <ul style="list-style-type: none"> <li>• Develop and implement the Provincial Education Plan.</li> <li>• Develop and implement other plans such as a Provincial Education In-service Plan.</li> <li>• Develop and implement Provincial education policies.</li> <li>• Provide enrolment data to the National Department of Education.</li> <li>• Maintain a register of member and permitted schools in the Province.</li> <li>• 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.</li> <li>• Monitor education indicators for each District.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend to Provincial Government membership of Boards of Management of elementary and primary schools.</li> <li>• Advise the Provincial Education Board of local education priorities.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued***

**Education—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
3.	<p><b>New Schools</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Draw up plans for the establishment and development of new schools.</li> </ul>
4.	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Prepare an annual maintenance plan.</li> <li>• Inspect the condition and maintain:               <ul style="list-style-type: none"> <li>—Provincial Secondary schools;</li> <li>—Vocation and Trade Training Schools;</li> <li>—teacher and education worker housing; and</li> <li>—ancillary facilities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Inspect the condition of and maintain elementary and primary schools, and its teacher housing and ancillary facilities.</li> </ul>
5.	<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Appoint, deploy and redeploy teachers to their posting in Provincial education Institutions.</li> <li>• Procure and arrange teacher leave fares.</li> <li>• Repatriate and remove teacher personal effects upon retirement, death or retrenchment.</li> <li>• Administer the teachers payroll, including school resumption visits, leave applications.</li> <li>• Coordinate in-service training at the Provincial level.</li> <li>• 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.</li> <li>• Distribute in-service materials (provided by National Department of Education) to schools.</li> <li>• Recommend candidates (through the Provincial Education Board) to the National Department of Education for further study and National in-service training.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
6.	<p><b>School Operations</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Fund and distribute 2nd and 4th Quarters school subsidies.</li> <li>• Set school fees within the limits imposed by the National Education Board.</li> <li>• Distribute curriculum materials, National examination papers, Certificates, Diplomas and other awards to schools.</li> <li>• Select students for grade 9 classes.</li> <li>• Organise venues, and fund supervisors and markers for National Grade 8, 10 and 12 examinations.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**HEALTH**

1.	<p><b>Governance</b></p>	
	<ul style="list-style-type: none"> <li>• Provide secretariat, logistical and technical support to the Provincial Health Board, District Health Management Committees and the Provincial Water Supply and Sanitation Committee if it is operating in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide logistical support Aid Post Committees where they are operating in the local area.</li> </ul>
2.	<p><b>Policy and Planning</b></p>	
	<ul style="list-style-type: none"> <li>• Develop Provincial Health Implementation Plans.</li> <li>• Coordinate and monitor the implementation of the National Health plan, National Health Standards and the Provincial Implementation Plan in the Province.</li> <li>• Develop and implement Provincial policies such as a rural health user fee policy.</li> <li>• Collect, record and analyse information and data on health in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibilities.</li> </ul>

Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*Health—*continued*

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
3.	<b>Infrastructure and Equipment</b>	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintain and arrange for the repair of rural health facility (not aid posts) medical equipment including cold chain equipment.</li> <li>• Maintain adequate stocks of consumables, spare parts and accessories for equipment.</li> <li>• Pay for transport to and from the place of repair for equipment that must be repaired away from the Province.</li> <li>• Distribute equipment purchased and provided by the National Government and/or donors to rural health facilities, including aid posts.</li> <li>• Fund the cost of health radio repairs.</li> <li>• Pay radio license fees.</li> <li>• Identify radios that aren't working and transport to and from Port Moresby for repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain aid posts and health worker housing.</li> <li>• Maintain aid post medical equipment.</li> </ul>
4.	<b>Essential Drugs, Vaccines and Supplies</b>	
	<ul style="list-style-type: none"> <li>• Order and distribute drugs, vaccines and other medical supplies to rural health facilities.</li> <li>• Properly store drugs, vaccines and other medical supplies at rural health facilities to prevent premature expiry.</li> <li>• Distribute aid post kits to aid posts.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase non-medical supplies for the Aid Post (eg. soap, bleach, cleaning supplies).</li> </ul>
5.	<b>Family Health Services</b>	
	<ul style="list-style-type: none"> <li>• Distribute of vaccines to aid posts and clinic points.</li> <li>• Distribute of Village birth attendant kits.</li> <li>• Undertake data collection in rural health facilities as per Family and Sexual Violence Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned functions or responsibility.</li> </ul>
6.	<b>Health Facility Operations and Outreach</b>	
	<ul style="list-style-type: none"> <li>• Operation rural health facilities.</li> <li>• Inspect government and non government health facilities to ensure they meet minimum standards.</li> <li>• Undertake patrols to aid posts, clinic points and schools.</li> <li>• Transfer patients between one rural health facility to another and/or from a rural health facility to Provincial or higher level hospital.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned functions or responsibility.</li> </ul>
7.	<b>Disease Control</b>	
	<ul style="list-style-type: none"> <li>• Maintain Laboratories at District health centres.</li> <li>• Fund travel for hospital technicians to monitor provincial facilities.</li> <li>• Deliver clinical care, follow-up care, intervention and testing programs.</li> <li>• Distribute bed nets and other materials for malaria control intervention.</li> <li>• Investigate disease outbreaks, report and monitor in accordance with public health manual and coordinate emergency programs.</li> <li>• Transport extra vaccines and medicines to the outbreaks area.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on disease control to the local community.</li> </ul>
8.	<b>Health Promotion</b>	
	<ul style="list-style-type: none"> <li>• Coordinate the implementation of health promotion campaigns and activities in the Province.</li> <li>• Deliver health promotion activities.</li> <li>• Maintain adequate stocks and distribution of health education and promotion materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on health issues to the local community.</li> </ul>
9.	<b>Environment Health</b>	
	<ul style="list-style-type: none"> <li>• Monitor water quality and undertake surveillance of water supply, sanitation and waste disposal facilities to ensure that they meet minimum standards.</li> <li>• Deliver public awareness and education activities on environmental health.</li> <li>• Coordinate the preparation of environmental health impact assessments for development and infrastructure projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Regulate dumping in public places.</li> <li>• Maintain public hygiene, sanitation and waste disposal facilities such as dumps (Urban Local-level Governments).</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*****Health—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
10.	<b>Monitoring</b> <ul style="list-style-type: none"> <li>• Monitor the Province's performance against provincial health indicators.</li> <li>• Investigate health services to ensure compliance with National Health Plan and National Health Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the operation of aid posts and report to Districts.</li> </ul>
11.	<b>Training</b> <ul style="list-style-type: none"> <li>• Induct new health workers.</li> <li>• Deliver in-serve training for health care workers.</li> <li>• Deliver training for village birth attendants.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
<b>HIV and AIDS</b>		
1.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Provide logistical support to District HIV and AIDS Committees where they are operating in Districts.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>HIV and AIDS Policy and Planning</b> <ul style="list-style-type: none"> <li>• Develop and implement District HIV and AIDS Plans through the District HIV and AIDS Committees.</li> <li>• Mainstream HIV and AIDS issues and responses into planning, programs and operations.</li> <li>• Develop and implement a Provincial Government Workplace HIV and Aids Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainstream HIV/AIDS issues into planning processes, programs and operations.</li> </ul>
3.	<b>Voluntary Counselling and Testing</b> <ul style="list-style-type: none"> <li>• Distribute HIV Testing Kits to Voluntary Counselling and Testing Clinics.</li> <li>• Inspect Voluntary, Counselling and Testing Clinics and ensure facilities and operations meet National standards.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
4.	<b>Treatment</b> <ul style="list-style-type: none"> <li>• Provide services in rural health facilities for people affected by HIV and AIDS according to minimum standards.</li> <li>• Inspect Anti-retroviral Treatment Clinics and ensure facilities and operations meet National standards.</li> <li>• Distribute medical and laboratory supplies and other life prolonging drugs to rural health facilities and Anti-retroviral Treatment Clinics.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
5.	<b>Education and Prevention</b> <ul style="list-style-type: none"> <li>• Coordinate and deliver awareness programs in the Province such as HIV awareness and prevention promoting behavioral change interventions.</li> <li>• Distribute education and awareness materials to Voluntary Counselling and Testing Clinics, Anti-Viral Treatment Clinics, Local-level Government and other stakeholders.</li> <li>• Store condoms received from National Government and distribute them to rural health facilities and other public distribution points.</li> <li>• Mobilise and engage community leaders to promote the prevention of HIV and care and support to individuals affected by HIV.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on HIV and AIDS obtained from the Provincial Government to the Ward Committees and the Community.</li> </ul>
6.	<b>Family and Community Care</b> <ul style="list-style-type: none"> <li>• Deliver home-based care and palliative care services from aid posts where viable.</li> <li>• Coordinate programs for Aids orphans.</li> <li>• Coordinate programs for individuals and families affected by HIV.</li> <li>• Promote and mobilise community support for people living with HIV.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—continued**

**HIV and Aids—continued**

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
7.	<b>Monitoring, Evaluation and Surveillance</b>	
	<ul style="list-style-type: none"> <li>• Monitor the implementation of a Provincial HIV and AIDS strategic plan and annual activity plans through participation in the Provincial Monitoring Evaluation and Surveillance Team.</li> <li>• Collect data HIV and AIDS data from health facilities in the Province as per National Surveillance Plan and National Monitoring and Evaluation Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
8.	<b>Social and Behavioral Change Research</b>	
	<ul style="list-style-type: none"> <li>• Participate as required in research activities undertaken by National agencies and provide data, as requested.</li> <li>• Disseminate research information to relevant stakeholders and partners.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
<b>AGRICULTURE</b>		
1.	<b>Governance</b>	
	<ul style="list-style-type: none"> <li>• Provide secretariat, logistical and technical support to the Provincial Agriculture Committee if one is operating in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>Policy, Planning and Programs</b>	
	<ul style="list-style-type: none"> <li>• Develop, implement and monitor the implementation of Provincial agriculture policies, plans and programs.</li> <li>• Coordinate the delivery of commodity development programs in the Province.</li> <li>• Collect, store and analyse information and data on agricultural production in the Province.</li> <li>• Promote the development of public/private partnerships and nucleus partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement National and Provincial plans, policies and programs at the local level.</li> </ul>
3.	<b>Awareness and Education</b>	
	<ul style="list-style-type: none"> <li>• Develop and distribute to farmers education, awareness and extension material to guide the development of appropriate commercial commodity opportunities specific to local environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise District Officers of education and awareness needs in the local area.</li> </ul>
4.	<b>Training</b>	
	<ul style="list-style-type: none"> <li>• Provide training for farmers in farming and post harvest techniques, pest control and in quality assurance.</li> <li>• Mobilise farmer groups and model farmers for training and field days by Commodity Organisations, Non Government Organisations and other organisations.</li> <li>• Promote rural based training as part of the curriculum at vocation and secondary schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify model farmer and other farmers in the local area for training.</li> </ul>
5.	<b>Extension Services</b>	
	<ul style="list-style-type: none"> <li>• Provide in-house training to extension officers.</li> <li>• 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"> <li>— distributing education and awareness material;</li> <li>— delivering farmer training;</li> <li>— distributing new planting materials;</li> <li>— distributing marketing, quality and price information to farmers;</li> <li>— providing technical advice;</li> <li>— promoting the development of women in agriculture;</li> <li>— monitoring development projects; and</li> <li>— collecting farmer and production information.</li> </ul> </li> <li>• Liaise with extension officers from Commodity Organisations and other Organisations, assisting with the mobilisation and general organisation of farmers.</li> <li>• Support local landowners respond to disasters including the outbreak of pests and diseases.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify farmer needs and advise Provincial Government.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*****Agriculture—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
6.	<b>Monitoring</b> <ul style="list-style-type: none"> <li>• Monitor and report on provincial output indicators.</li> <li>• Collect, analyse and maintain data and information on agriculture production and prices in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor crop production in the local area.</li> </ul>
7.	<b>Research</b> <ul style="list-style-type: none"> <li>• May operate some small scale research stations in the Province.</li> <li>• Promote ways of improving quality, post harvest, processing and marketing in consultation with National Agriculture Research Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**FISHERIES**

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

**FORESTRY**

1.	<b>Provincial Forest Management Committees</b> <ul style="list-style-type: none"> <li>• 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"> <li>— the preparation and terms of Forest Management Agreements;</li> <li>— the preparation of timber permits;</li> <li>— the enforcement of timber permit conditions; and</li> <li>— the issue, amendment or surrender of timber authorities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>Policy and Planning</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Prepare Provincial policies on forests.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
4.	<b>Timber Permits</b> <ul style="list-style-type: none"> <li>• Participate in negotiating team on the negotiation of a draft project agreement for consideration by the National Forest Board.</li> <li>• Integrate any conditions in the project agreements for forest developers to provide infrastructure and/or maintenance and operation payments into planning documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the negotiating team for project agreements in the local area.</li> <li>• Integrate conditions in the project agreements to provide infrastructure, and/or maintenance and operation payments into planning documents.</li> </ul>

Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*

## DISASTER MANAGEMENT

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
1.	<b>Governance</b>	
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>Policy and Planning</b>	
	<ul style="list-style-type: none"> <li>• Develop, maintain and monitor the implementation of the Provincial Disaster Management Plan.</li> <li>• Develop and implement Provincial disaster policies.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
3.	<b>Preparedness, Awareness and Training</b>	
	<ul style="list-style-type: none"> <li>• Deliver public awareness on the risk of disasters in the Province, preparing for disasters, responding to disasters and the Provincial Disaster Management Plan.</li> <li>• Deliver training to key stakeholders in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on disaster management to the Ward Committees and the Community.</li> </ul>
4.	<b>Disaster &amp; Emergency Response</b>	
	<ul style="list-style-type: none"> <li>• Initiate the initial response for any disaster by:               <ul style="list-style-type: none"> <li>— activating an Emergency Response Office (and begin coordinating rescue and/or relief efforts);</li> <li>— completing a Situation report; and</li> <li>— notifying the National Disaster Management Office of the disaster and sending it a Situation Report.</li> </ul> </li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Emergency Response Office in responding to disasters in its local government boundaries.</li> </ul>

## ENVIRONMENT

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

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*****COMMUNITY DEVELOPMENT**

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
1.	<b>Child Welfare</b>	
	<ul style="list-style-type: none"> <li>• Provide technical, logistical and secretariat support to the Provincial Lukautim Pikinini Council if it operates in the Province.</li> <li>• Coordinate the delivery of child welfare services in the Province, including education and awareness.</li> <li>• Collect, record and analyse information and data on child welfare including adoption, child protection and orphan.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide logistical support to the Local Lukautim Pikinini Council if one is operating in the local area.</li> <li>• Disseminate information on child welfare obtained from the Provincial Government to the local Community.</li> <li>• Arrange the Gazettal of volunteers designated as child protection officers.</li> </ul>
2.	<b>Community Learning and Development Centres</b>	
	<ul style="list-style-type: none"> <li>• Provide technical, logistical and secretariat support to the Community Learning Development Centre District Advisory Committees, if they are operating in the Province.</li> <li>• Coordinate the delivery of community based programs through District Community Learning Development Centres, if they are operating in the District.</li> <li>• Monitor the operation of Community Learning Development Centres and report periodically to the Department of Community Development.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
3.	<b>Literacy Training</b>	
	<ul style="list-style-type: none"> <li>• Organise National Literacy Week activities in the Province.</li> <li>• Coordinate the delivery of literacy programs in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on literacy training obtained from the Provincial Government to the local Community.</li> </ul>
4.	<b>Community Environment</b>	
	<ul style="list-style-type: none"> <li>• Promote sustainable development and conservation in Provincial programs, including the delivery of education and awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• May establish local laws about: <ul style="list-style-type: none"> <li>— Litter management;</li> <li>— the storage of inflammable gases and liquid;</li> <li>— cemeteries, including the allocation of land and regulation of burials;</li> <li>— community work days.</li> </ul> </li> </ul>
5.	<b>Civil Registration</b>	
	<ul style="list-style-type: none"> <li>• Act as registration agents, including submitting registration applications and transmitting certificates to applicants.</li> <li>• Establish a network of civil registration through hospitals, schools and churches and communities.</li> <li>• Collect and maintain data on civil registration, and submit to Registrar-General on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain Village Book Registers.</li> </ul>
6.	<b>Sport</b>	
	<ul style="list-style-type: none"> <li>• Develop and implement Province sports policies.</li> <li>• Promote sport activity and participation in the Province.</li> <li>• Coordinate the implementation of the National Sport Policy in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote sport activity in the local area.</li> </ul>



**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued***

**Community Development—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
7.	<p><b>Youth</b></p> <ul style="list-style-type: none"> <li>• Provide technical, logistical and secretariat support to the Provincial Youth Council and District Youth Councils if they are operating in the Province.</li> <li>• Develop and implement Provincial Youth Development Plans and District Youth Development Plans.</li> <li>• Develop forums for youth at the District level.</li> <li>• Coordinate and promote youth activities and programs in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the development of youth forums at the Ward level.</li> <li>• Provide logistical support to Ward Youth Councils if they operating in the local area.</li> <li>• Coordinate and promote youth activities at the local and ward level.</li> </ul>
8.	<p><b>Community Economics</b></p> <ul style="list-style-type: none"> <li>• Coordinate and implement community development programs such as the Intergrated Community Development Programs in the Madang Province and the Personal Viability Program in East New Britain Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange gazettal of informal sector inspectors.</li> <li>• Carry out awareness and basic training in relation to food handling and other matters relevant to the proper operation of informal businesses.</li> <li>• Inspect food sellers to ensure that food, food preparation and food storage facilities meet minimum standards.</li> <li>• Declare market areas.</li> </ul>
9.	<p><b>Disability</b></p> <ul style="list-style-type: none"> <li>• Provide secretariat, technical and logistical support to the Provincial Board of Disabled Persons, if it is operating in the Province.</li> <li>• Coordinate the delivery of disability programs in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on disability services obtained from the Provincial Government to the local community.</li> </ul>
10.	<p><b>Gender</b></p> <ul style="list-style-type: none"> <li>• Provide technical, logistical and secretariat support to a Provincial Council of Women and District Council of Women if they are operating in the Province.</li> <li>• Promote gender equality in the workplace and in Provincial programs.</li> <li>• Coordinate the delivery of gender programs in the Province, including education and awareness.</li> <li>• Implement the National Family and Sexual Violence Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote gender equality in the workplace and in local level programs.</li> <li>• Disseminate information on gender equality obtained from the Provincial Government to the local community.</li> <li>• Promote the establishment of local women associations.</li> </ul>
11.	<p><b>Community Governance</b></p> <ul style="list-style-type: none"> <li>• Facilitate the delivery of capacity building programs in the Province for Community Leaders, Councillors and Ward Committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify candidate community leaders for training.</li> </ul>

**VILLAGE COURTS**

1.	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Develop Provincial policies.</li> <li>• Coordinate, implement and monitor the implementation of National and Provincial policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the day-to-day functioning of Village Courts.</li> </ul>
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**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*****Village Courts—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
2.	<b>Village Courts</b>	
	<ul style="list-style-type: none"> <li>• Identify potential areas for a new Village Courts.</li> <li>• Induct officials for new Village Courts.</li> <li>• Monitor the operations of Village Courts.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Provincial Government with activities necessary to establish, suspend or abolish a Village Court.</li> </ul>
3.	<b>Village Court Officials</b>	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information about potential Village Court official candidates to Provincial Government.</li> <li>• Support local selection process for Village Court Officials.</li> </ul>
4.	<b>Equipment, Materials &amp; Logistics</b>	
	<ul style="list-style-type: none"> <li>• Distribute to Village Courts all Village Court materials provided to the Provincial Administration by the Village Courts Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase and distribute to Village Court: Uniforms, badges and flags.</li> <li>• Provide transportation assistance to Village Courts Officials if required.</li> </ul>
5.	<b>Allowances</b>	
	<ul style="list-style-type: none"> <li>• Provide the Village Court Secretariat with updated officials' listings on a regular basis and on request.</li> <li>• Distribute the payment of allowances to Village Court officials.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Provincial Government of changes in Village Courts officials.</li> </ul>
6.	<b>Training</b>	
	<ul style="list-style-type: none"> <li>• Deliver training to Village Court officials using agreed national curriculum and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
7.	<b>Inspection and Monitoring</b>	
	<ul style="list-style-type: none"> <li>• Undertake inspection and monitoring of Village Court operations.</li> <li>• Advise the Village Court Secretariat of financial irregularities in individual Village Court finances or breaches in the <i>Village Court Act</i> 1989.</li> <li>• Complete quarterly data reports and forward to the Village Court Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**LAND MEDIATION**

1.	<b>Governance</b>	
	<ul style="list-style-type: none"> <li>• Provide logistical and technical support to the Provincial Lands Dispute Committee, if it is operating in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>Policy and Procedures</b>	
	<ul style="list-style-type: none"> <li>• Develop provincial policies and procedures.</li> <li>• Implement national and provincial policies.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
3.	<b>Land Mediation Areas and Divisions</b>	
	<ul style="list-style-type: none"> <li>• Declare Land Mediation Areas.</li> <li>• Declare Land Mediation Division after consulting with Local-level Governments and Village Courts whose areas partly or wholly occur within the proposed Division.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued***

**Land Mediation—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
4.	<p><b>Appointment and Revocation</b></p> <ul style="list-style-type: none"> <li>• Appoint and revoke permanent and ad hoc land mediators.</li> <li>• 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.</li> <li>• Maintain a running record of all permanent and ad hoc land mediators.</li> <li>• Review the appointment of land mediators at or before three years following their appointment.</li> <li>• Provide to the Land Mediation Secretariat updated land mediators listings periodically and on request.</li> </ul>	<ul style="list-style-type: none"> <li>• If requested by National or Provincial Government, provide information about potential land mediators.</li> <li>• Support the local selection process for land mediators.</li> <li>• Recommend to Provincial Land Disputes Committees land mediators to be appointed or revoked.</li> </ul>
5.	<p><b>Allowances</b></p> <ul style="list-style-type: none"> <li>• Distribute the payment of allowances to land mediators.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
6.	<p><b>Equipment and Logistics</b></p> <ul style="list-style-type: none"> <li>• Distribute to Land Dispute Registers and relevant forms provided to the Provincial Government by the Land Mediation Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquire and distribute to land mediators uniforms and badges.</li> </ul>
7.	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Where requested, provided facilities for training sessions.</li> <li>• Carry out induction training for new Provincial and Local-level Government officials regarding land use mediation.</li> </ul>	<ul style="list-style-type: none"> <li>• Nominate Local-level Government officials to attend training sessions.</li> <li>• Where requested, provide facilities for training sessions.</li> </ul>
8.	<p><b>Inspection and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Inspect land mediators records.</li> <li>• Advise the Land Mediation Secretariat of any problems/issues facing land mediators</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Provincial Government of problems and issues facing land mediators.</li> </ul>

**COMMERCE AND INDUSTRY**

1.	<p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>• Deliver training programs (eg. such as the Start Your Own Business program) to potential or existing small business owners.</li> <li>• Decimate information to the community on micro-credit or other assistance to promote business development.</li> <li>• Advise and assist applicants in seeking funding for their businesses through National Government schemes.</li> <li>• Undertake business extension programs in the province to provide training and advisory services.</li> <li>• Promote linkages between private sector and the Provincial Government through the Chambers of Commerce.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote the establishment of Co-operative Societies to assist income generation for the rural population.</li> </ul>
2.	<p><b>Tourism</b></p> <ul style="list-style-type: none"> <li>• Provide secretariat, technical and logistical support to the Provincial Tourism Committee, if it is operating in the Province.</li> <li>• Coordinate the implementation of the National Tourism Master Plan in the Province.</li> <li>• Develop and implement Provincial Tourism Plans.</li> <li>• Deliver training to private sector participants in tourism industry.</li> <li>• Promote the tourist potential of the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued***  
**Commerce and Industry—*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
3.	<b>Culture and the Arts</b> <ul style="list-style-type: none"> <li>• Promote the staging of Regional Festivals and other cultural events.</li> <li>• Advise the National Cultural Commission of dates of festivals and other cultural activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support to festivals and other cultural activities in the local area.</li> <li>• Declare sacred sites outlining whether traditional laws and rules apply to the sacred site.</li> </ul>
4.	<b>Liquor Licensing</b> <ul style="list-style-type: none"> <li>• Assess applications and make a decision whether to grant or not to grant a license and apply conditions.</li> <li>• Maintain a register of licenses.</li> <li>• Conduct regular liquor inspections.</li> <li>• Collect annual license fees.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**LANDS AND PHYSICAL PLANNING**

1.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Provide logistical, technical and secretariat support to the Provincial Lands Board and the Provincial Physical Planning Board.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
2.	<b>Surveys</b> <ul style="list-style-type: none"> <li>• Purchase and maintain survey equipment.</li> <li>• 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.</li> <li>• 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.</li> <li>• Carry out valuations in consultation with the Valuer General's Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist District Survey Teams carry out surveys particularly with the liaison with land owners.</li> </ul>
3.	<b>Customary Land</b> <ul style="list-style-type: none"> <li>• Check the authenticity of the letter of request to register customary land and consent form.</li> <li>• Seek survey instructions from the Surveyor-General's Office for requests by Land-owners to register customary land.</li> <li>• Maintain a register of requests to register customary land.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive requests from land-owners to register customary land.</li> <li>• Confirm that applicants are the true landowners and get a letter of consent and forward to the Provincial Government.</li> </ul>
4.	<b>Acquisition of Customary Land by Government for Public Purposes</b> <ul style="list-style-type: none"> <li>• Determine what land is to be acquired for public purposes in consultation with National Agencies and Local-level Governments.</li> <li>• Release and titles (for balance of land not acquired) to land owners.</li> <li>• Forward payment for land owners.</li> <li>• Maintain a register and receipts for the release of land titles and the payment to land-owners.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain records of Land tenure in the local area.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued***

**Lands and Physical Planning —*continued***

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
5.	<p><b>Registration of Incorporated Land Groups</b></p> <ul style="list-style-type: none"> <li>• Review applications for an Incorporated Land Group and then forward compliant applications to the Department of Lands and Physical Planning.</li> <li>• Receive Incorporated Land Group Certificates from the National Department and distribute to landowners.</li> <li>• Maintain a register of all Incorporated Land Group applications and certificates in the Province.</li> </ul>	<ul style="list-style-type: none"> <li>• Forward applications from Interested land groups to the Provincial Government.</li> </ul>
6.	<p><b>Lease-Lease Back Agreements</b></p> <ul style="list-style-type: none"> <li>• Work with potential developers identify possible sites in the province for proposed developments.</li> <li>• 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.</li> <li>• Prepare a lease-lease back agreement where there is an agreement in principal between landowners and the developer.</li> <li>• Arrange public ceremonies for signing of lease-lease back agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>
7.	<p><b>Leasing of State Leases and for third parties</b></p> <ul style="list-style-type: none"> <li>• Maintain a register of all State leases in the Province and their conditions.</li> <li>• Identify land for tendering.</li> <li>• Receive, evaluate and make recommendations to the Department of Lands and Physical Planning on applications for new leaseholders.</li> <li>• Distribute new leases to leaseholders.</li> <li>• Undertake monitoring of lease conditions, including periodic inspections of lease sites.</li> <li>• Prepare show cause notices for suspected breaches of lease conditions.</li> <li>• Investigate breaches of lease conditions and complete an inspection report with recommendations on whether the lease should be forfeited.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise the Provincial Government if any suspected breaches of lease conditions.</li> </ul>
8.	<p><b>Regulating Development</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain a zoning plan for the Province that incorporates District Zoning Plans.</li> <li>• Receive, consider and decide on development proposals (via the Provincial Physical Planning Board).</li> <li>• Monitor and coordinate developments in the province.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide comments on development proposals in the Local area to the Provincial Physical Planning Board.</li> </ul>

**INFRASTRUCTURE**

1.	<p><b>Land Transport</b></p> <ul style="list-style-type: none"> <li>• Provide logistical, secretariat and technical support to the Provincial Lands Transport Board, if it is operating in the Province.</li> <li>• Develop, implement and moitor the implementation of Provincial transport policies (including policies on regulation) and the Provincial Transport Plan.</li> <li>• Implement and monitor the implementation of National Transport policies and the National Transport Plan.</li> <li>• Collect, maintain and analyse information and data on transport.</li> <li>• Regulate license of heavy vehicles.</li> <li>• Collect license and registration fees if a traffic registry exists in the Province.</li> <li>• Maintain roads and bridges which are not classified as a national government responsibility.</li> <li>• Promote road safety and consider safety, responses in road network planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Certify Village Passenger Motor Vehicles.</li> <li>• Maintain footpaths (Urban-Local-level Government).</li> </ul>
2.	<p><b>Sea Transport</b></p> <ul style="list-style-type: none"> <li>• Register small craft (Certificate of Registry, Safety Certificate, Permit to Operate a Small Craft), where the Provincial legislation is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

**Determination and Assignment of Service Delivery Functions and Responsibilities—*continued*****NON-RENEWABLE RESOURCES**

Column 1 Item	Column 2 Service delivery functions and responsibilities assigned to Provincial Governments	Column 3 Service delivery functions and responsibilities assigned to Urban Local-level Governments and Rural Local-level Governments
1.	<b>Mining, Gas and Petroleum</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Liaison with landowners on issues relating to mining.</li> </ul>	<ul style="list-style-type: none"> <li>• No assigned function or responsibility.</li> </ul>

Dated this 3rd day of February, 2010.

PAULIAS MATANE,  
Governor-General.