



The Technical Handbook to

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
Department of Provincial and Local Government Affairs**

Prepared on behalf of the Provincial & Local Level Services Monitoring Authority (PLLSMA)

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Foreward

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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 is 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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1.1 What is the *Determination* of Service Delivery Functions and Responsibilities

The *Determination* is a mechanism for assigning service delivery functions and responsibilities to:

- Provincial Governments;
- urban Local-level Governments; and
- rural Local-level Governments.

The *Determination* focuses on those activities which support the day to day delivery of services by government. These are generally referred to as “recurrent activities”. Typically these include activities such as:

- maintenance works on government infrastructure such as office buildings, roads, wharfs and airstrips;
- the provision and distribution of supplies, equipment and other material to government offices, schools, health facilities, village courts and other government related services;
- extension services in areas such as health (ie. health patrols), agriculture and fisheries;
- payment of allowances to officials including village court officials and land mediators;
- logistical and technical support to Boards and Committees such as the Provincial Education Board, Provincial Lands Board, Provincial Disaster Committee, Provincial Lukautim Pikinini Council and the Provincial Council of Women;
- the development of policies and plans such as the Provincial Education Plan, Provincial Forest Plan and the District HIV and AIDS Plan;
- training to government officers, officials and others such as village court officials, village birth attendants and teachers (in-service training);
- inspections, data collection and evaluation in areas such as agriculture, child welfare, health, civil registration and transport.

The *Determination* does not include activities which are capital related such as the construction of schools, new roads, hospitals and staff housing.

1.2 Background to the development of the *Determination*

The Government of PNG has long recognized the importance of clarifying the administrative functions of all levels of government, particularly in improving the delivery of government services.

When the *Organic Law on Provincial Governments and Local-level Governments* (OLPGLLG) was adopted by Government in 1995, it included provisions (ie. Sections 43 and 45) that enable the government to set out the principal administrative functions of Provincial and Local-level Governments in an Act.

In 2009, the National Parliament passed such an Act – known as the *Intergovernment Relations (Functions and Funding) Act*. This Act provides that the Governor-General, as the Head of State, can determine by a notice in the National Gazette, the service delivery functions and responsibilities of any or all Provincial Governments and Local-level Governments.

This first *Determination* was endorsed by the Provincial and Local-level Service Monitoring Authority (PLLSMA) in November 2008 and approved by the NEC in June 2009. It is currently with the Governor-General for final sign off and gazettal.

1.3 Contact details for further information

The Secretary
Department of Provincial and Local Government Affairs
11th Floor Somare Foundation Haus, Waigani
PO BOX 1287, BOROKO (Mailing address)
Ph: 3011003 Fax: 3250553

Director,
Performance Monitoring Division
Department of Provincial and Local Government Affairs
11th Floor Somare Foundation Haus, Waigani
PO BOX 1287, BOROKO (Mailing address)
Ph: 3011009 Fax: 3233273

Email Address: pmd@dplga.gov.pg

2. Using the *Determination*

The single main purpose of the *Determination* is to clarify which level of government is held accountable for delivering services.

Given this purpose the *Determination* has a number of uses. These are described below:

PRIMARY USES

2.1 Guiding Provincial and Local-level Governments in the preparation of their Budgets

The *Intergovernment Relations (Functions and Funding) Act 2009* provides that the purpose of service delivery function grants given under the National Budget is to provide financial assistance to Provincial Governments for the recurrent expenditure incurred in performing its assigned functions and responsibilities as outlined in the *Determination*.

Similarly, this Act provides that the purpose of Local-level Government grants is to provide financial assistance to Local-level Governments for the recurrent expenditure incurred in performing its assigned functions and responsibilities as outlined in the *Determination*.

The Act also states that in spending its service delivery function grants, the Provincial Government shall give priority to performing its assigned service delivery functions and responsibilities in the Districts of the Province.

What this all means is that each Provincial and Local-level Government should use the assigned service delivery functions and responsibilities in the *Determination* to guide them in the development of their budget – meaning that the budget should include expenditure items that relate to assigned functions and responsibilities.

This is particularly important for the minimum priority activities advised to Provincial Governments in Department of Treasury’s Budget and Expenditure Instructions whereby Provincial Governments must allocate funding in their Budget to each of these activities.

As with the budget, functions and responsibilities in the *Determination* should be reflected in the annual work plans.

2.2 NEFC calculating grants for Provincial Government and Local-level Government Grants

The Government has recently commenced a new system of intergovernment financing based on the principle of equalisation which is about trying to give all Provincial Governments and Local-level Governments a financial capacity that would enable them to deliver similar services to all people.

The *Determination* is an important part of this new system as it clarifies the services each Provincial and Local-level Government should be delivering. It also assists the NEFC calculate how funding set aside in the National Budget for delivering these services is shared between each Provincial and Local-level Government based on this principle of equalisation.

This funding comes in the form of grants, including:

- Service Delivery Function Grants to Provincial Governments;
- Administration grants to Provincial Governments;
- Rural Local-level Government Grants; and
- Urban Local-level Government Grants.

A detailed and comprehensive description of this calculation can be found in the NEFC's *Plain English Guide to the New Funding System 2009*.

Copies can be accessed either through NEFC's website (www.nefc.gov.pg) or by contacting the NEFC (phone: 323 2549; fax: 323 2699; Address: PO Box 566, Waigani).

SECONDARY USES

2.3 Guiding Provincial and Local-level Governments in the preparation and implementation of 5 year Development Plans

Development plans are generally prepared at all levels, including Provinces, Districts, Local-level Governments and the Wards. They set out the overarching goals and strategies for the social and economic development for the area. Such plans usually have a 5 year planning horizon.

Development plans are linked to the priorities outlined in National strategies such as the *National Government Medium Term Development Strategy*. They also incorporate a "bottom up" planning approach with Ward Development Plans linked to Local-level Government Development Plans which in turn are linked to District Development Plans which are linked to the Provincial Development Plan.

Development Plans are important documents because:

- they set the direction and priorities for developing an area; and
- they are used for developing Provincial and Local-level Government Budgets and annual work plans.
- they provide the basis for identifying proposals for the Public Investment Program.

Development Plans should take into account the assigned functions and responsibilities in the *Determination*. This means that key aspects of the plan, including matters such as issues, strategies and opportunities, properly consider which level of government has the responsibility to deal with such matters as per the *Determination*.

2.4 Assisting Provincial Governments in the preparation and implementation of their Corporate Plans

A Corporate Plan focuses on the governance and organizational capacity of the Provincial Administrator, District Administrator and Local-level Government to deliver their development plans.

It is the framework and strategy by which a public service plans to operate. It usually includes an agreed vision, mission and values for the public service together with the identification of key result areas covering matters such as general management, financial management, human resource management and asset management. A Corporate Plan generally also includes an implementation plan (including proposed actions) for these key result areas together with a monitoring and evaluation framework to measure progress towards achieving the plan. A Corporate Plan will also usually include a proposed organisation structure for the Province.

The *Determination* does not generally have a major role to play in the development of a Corporate Plan. However, it could sometimes feature in a Corporate Plan, particularly as Provinces consider their targeted or planned actions in their key result areas. For example, a targeted action in the Human Resource Management area could be that job descriptions better align with assigned functions and responsibilities, in the *Determination*.

2.5 Guiding Provincial and Local-level Government in the preparation of job descriptions

Job descriptions set out the roles and responsibilities of each job position in a Provincial and Local-level Government. It therefore follows that job descriptions take into account the *Determination* which sets out the functions and responsibilities of Provincial and Local-level Governments.

Over time, as each Provincial and Local-level Government review job descriptions, the new and/or updated descriptions should better reflect the functions and responsibilities outlined in the *Determination*.

2.6 Guiding Provincial and Local-level Governments in the selection of performance indicators

Provincial and Local-level Governments monitor their performance in the delivery of services by using mechanisms such as performance indicators.

Under this approach, Provincial and Local-level Governments can compare their achievements against targets or benchmarks for each of the performance indicators.

Provincial and Local-level Governments can use the *Determination* to assist them in the selection of appropriate performance indicators given that the *Determination* sets out the assigned functions and responsibilities of these levels of government.

3

Amending the *Determination*

The service delivery functions and responsibilities of each level of government will ultimately change over time. *The Intergovernmental Relations (Functions and Funding) Act 2008* provides for such stating that:

A function and/or responsibility in the *Determination* may be *reassigned* from one level of government to another.

This means that a function and responsibility could be reassigned from National Government to Provincial Governments or from Provincial Governments to Urban and/or Rural Local –level Governments. The reverse is also possible.

Reassigning a function and responsibility between different levels of government requires the consideration by the NEC which must provide its advice to the Governor-General on whether the *Determination* should be amended. In providing its advice, the NEC will consider:

- whether the proposed reassignment will result in the service delivery function and responsibility being performed more effectively and efficiently;
- whether the level of government has the capacity to perform the service delivery function and responsibility; and
- any other matters as the NEC considers relevant.

4

Arrangements where assigned functions and responsibilities are performed by others

Sometimes, a National, Provincial or Local-level Government may have another organisation perform its assigned functions and responsibilities (as described in the *Determination*) on its behalf. For these arrangements, **the *Determination* is not changed.**

There are two types of arrangements which fall into this category: National Function Agreements and Service Provider Agreements. These are described in more detail below.

4.1 National Function Agreement

If an individual Provincial Government wants to undertake an additional service delivery function and responsibility that the National Government is currently performing, it needs to negotiate with the National Government. If an agreement is reached, the Provincial Government receives an additional payment to fund that function and responsibility.

For example, a Provincial Government could propose to take over responsibility for maintenance of national roads within the province. The Provincial Governor and the Treasurer will commence discussions on the proposed transfer. The Treasurer considers:

- the amount of funding currently allocated to the function by the National Government;
- the amount that the NEFC estimates it would cost to perform the function in Province A; and
- the Provincial Government's capacity to perform the function.

In making the decision, the Treasurer may need to consult with the NEFC, the Minister for Works, and the Chairman of the PLLSMA. Following these discussions, the Provincial Governor (representing the Provincial Government) and the Treasurer (representing the National Government) agree on the amount and conditions of funding. The amount of the additional payment may not necessarily be the full cost of the function.

A National Function Agreement should cover:

- the specific national functions and responsibilities that the Provincial Government will perform;
- the annual amount of an additional payment;
- the conditions that apply to the additional payment; and
- the amount of any Provincial Government contribution towards the cost of performing the function.

An example of a current arrangement which could become a national function agreement are the memorandums of understanding between the National Fisheries Authority and each maritime provincial government for the delivery of enforcement, audit and certification and observer related activities. Under these memorandums, the provincial government undertakes these activities for and on behalf of the National Fisheries Authority for fees.

4.2 Service Provider Agreements

It is not unusual for government, at any level, to enter into an arrangement with a service provider to perform a function and responsibilities on its behalf. This service provider could be a private sector contractor, NGO, or another level of government. The *Determination* does not prevent a National, Provincial or Local-level Government agency from entering into such arrangements. However, when such arrangements are entered into the government agency involved still remains accountable for the assigned function and responsibility - meaning that it remains responsible for funding the function and ensuring that the service provider actually delivers the service to the standard agreed to.

This means that it will need to ensure that the agreement it has with the service provider properly sets out what is required to be delivered and the standard it should be delivered at. The government agency will also need to monitor the performance of the service provider and intervene if the prescribed standards are not being met.

Following are two examples of service provider arrangements currently in operation in Papua New Guinea.

Example 1: A number of provincial governments are entering into agreements for Provincial Health Authorities to carry out their rural health functions on their behalf. Rural Health still remains a provincial function, and these provincial governments remain responsible for funding administration of rural health services, and ensuring that the service is actually delivered.

Example 2: In some parts of Papua New Guinea, Local-level Governments are taking on service delivery functions that are listed in the *Determination* as provincial functions. These include East New Britain Province where Local-level Governments are doing a number of provincial health and education functions and Sandaun Province where local airstrip maintenance is a Local-level Government responsibility. Local-level Governments in these provinces have taken on these functions at the request of Provincial Governments, which provide additional grants to the Local-level Governments to carry them out.

5

Providing feedback on the *Determination*

The Determination is a living document which can be amended subject to the endorsement of PLLSMA and NEC and sign off and gazettal of the Governor-General.

All stakeholders are encouraged to provide feedback and comments on the Determination so that it can be improved and refined. The first refinement of the Determination is planned at the end of 2010.

Feedback and comments should be sent to:

The Secretary,
Department of Provincial and Local Government Affairs,
PO Box 1287,
BOROKO, NCD

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The *Determination*

Below is the actual *Determination* – as endorsed by the NEC. There has, however, been some minor variations to improve readability and usability. These variations include comments on each of the matrices.

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
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 [through PEB], 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. [jointly with PEB] 	<ul style="list-style-type: none"> No assigned function or responsibility.
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 school subsidies. [2nd and 4th quarter fees] Set school fees within the limits imposed by the National Education Board. [through PEB] Distribute curriculum materials, National examination papers, Certificates, Diplomas and other awards to schools. Select students for grade 9 classes. [through PEB] Organise venues and fund supervisors for National Grade 8, 10 and 12 examinations. Organise venue and fund markers for marking of National Grade 8 and 10 	<ul style="list-style-type: none"> No assigned function or responsibility.

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. [jointly with PEB] Develop and implement other plans such as a Provincial Education In-service Plan. Develop and implement Provincial education policies. [jointly with PEB] 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.

Notes on the Matrix

- Elementary schools include preparatory, elementary 1 and elementary 2 grades. Elementary schools are sometimes referred to as Tokples Schools.
- Primary schools include grades 3 to 8. Lower primary refers to grades 3 to 6 while upper primary is grades 7-8. Community schools are part of the primary school system.
- Secondary schools refers to grades 9-12. Lower secondary include grades 9-10 whereas upper secondary refers to grades 11-12.
- PEB means the Provincial Education Board.
- Curriculum means curriculum content, number of hours of instruction on the curriculum, number of days teaching each year, minimum age of entry, curriculum standards and examinations, maximum pupil-teacher ratio, and language of instruction.
- Curriculum material refers to the syllabuses, teacher guides and textbooks
- Provincial education institutions means primary and elementary schools in a province and includes a school that is, by direction of the Minister, under the authority of a Provincial Government;
- Each elementary school, primary school and vocational centre establishes a Board of Management to oversee the operations of the school. A Board can represent multiple schools.
- Each provincial high school, secondary school and technical school establishes a Board of Governors in consultation with the Education Board to oversee the operations of the school.
- The key functions of Boards of Management and Board of Governors include:
 - overseeing the financial management of school funds;
 - the planning for, and providing maintenance of, school buildings, teachers' houses and ancillary facilities;
 - ensuring the availability of adequate housing for teachers;
 - the enrolment of pupils;
 - determining the aims and goals of that school or centre; and
 - making of rules for the discipline of students.
- The matrix does not include functions and responsibilities carried out by National agency officers in the Province such school inspections and elementary teacher training.

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. [jointly with PHB] Coordinate and monitor the implementation of the National Health plan, National Health Standards and the Provincial Implementation Plan in the Province. [jointly with PHB] Develop and implement provincial policies such as a rural health user fee policy. [jointly with PHB] 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.
Disease control	<ul style="list-style-type: none"> Maintain laboratories at District health centres. Fund travel for hospital technicians to monitor provincial facilities. Deliver clinical care, follow-up care, intervention and testing programs. Distribute bed nets and other materials for malaria control intervention. Investigate disease outbreaks, report and monitor in accordance with public health manual and coordinate emergency programs. Transport extra vaccines and medicines to the outbreak area. 	<ul style="list-style-type: none"> Disseminate information on disease control to the local community.
Health Promotion	<ul style="list-style-type: none"> Coordinate the implementation of health promotion campaigns and activities in the Province. Deliver health promotion activities. Maintain adequate stocks and distribution of health education and promotion materials. 	<ul style="list-style-type: none"> Disseminate information on health issues to the local community.

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Environment Health	<ul style="list-style-type: none"> Monitor water quality and undertake surveillance of water supply, sanitation and waste disposal facilities to ensure that they meet minimum standards. Deliver public awareness and education activities on environmental health. Coordinate the preparation of environmental health impact assessments for development and infrastructure projects. 	<ul style="list-style-type: none"> Regulate dumping in public places. Maintain public hygiene, sanitation and waste disposal facilities such as dumps (Urban LLGs only).
Monitoring	<ul style="list-style-type: none"> Monitor the Province's performance against provincial health indicators. Investigate health services to ensure compliance with National Health Plan and National Health Standards. 	<ul style="list-style-type: none"> Monitor the operation of aid posts and report to Districts.
Training	<ul style="list-style-type: none"> Induct new health workers. Deliver in-service training for health care workers. Deliver training for village birth attendants. 	<ul style="list-style-type: none"> No assigned function or responsibility.

Notes on the Matrix

- PHB means the Provincial Health Board.
- Rural Health Facilities means District Health Centres, District Hospitals, Rural Hospitals, Health Centres, Urban Clinics and Aid Posts.
- Rural Health Facilities are sometimes referred to as District Health Facilities
- Provincial Government are responsible for government-run rural health facilities, not church run ones.
- Church-run rural health facilities are funded directly from the National Government through grants to church health agencies.
- Creating a Provincial Health Authority means the Provincial Government and the National Government form a partnership to deliver health services in the Province – covering both the

Provincial Public Hospital and Rural Health Facilities. Under this partnership, both the Provincial Government and the National Government jointly fund the Authority to deliver public health services and curative services and manage all health workers in the Province.

- Provincial Governments remain responsible for ensuring that provincial health authorities carry out rural health functions.
- Creating a Provincial Health Authority means that the operation of a Provincial Health Board in the Province ceases.
- If a Provincial Health Authority is established, the Provincial Government passes on the Health Function Grant funding it receives in the National Budget to the Provincial Health Authority.



HIV AND AIDS

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
Governance	<ul style="list-style-type: none"> Provide logistical support to District HIV and AIDS Committees where they are operating in Districts. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Policy and Planning	<ul style="list-style-type: none"> Develop and implement District HIV and AIDS plans through the District HIV and AIDS Committees. Mainstream HIV and AIDS issues and responses into planning, programs and operations. Develop and implement a Provincial Government Workplace HIV and Aids Policy. 	<ul style="list-style-type: none"> Mainstream HIV/AIDS issues into planning processes, programs and operations.
Voluntary Counselling and Testing	<ul style="list-style-type: none"> Distribute HIV Testing Kits to Voluntary Counselling and Testing Clinics. Inspect Voluntary, Counselling and Testing Clinics and ensure facilities and operations meet National standards. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Treatment	<ul style="list-style-type: none"> Provide services in rural health facilities for people affected by HIV and AIDS according to minimum standards. Inspect Anti-retroviral Treatment Clinics and ensure facilities and operations meet National standards. Distribute medical and laboratory supplies and other life prolonging drugs to rural health facilities and Anti-retroviral Treatment Clinics. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Education and Prevention	<ul style="list-style-type: none"> Coordinate and deliver awareness programs in the Province such as HIV awareness and prevention promoting behavioral change interventions. Distribute education and awareness materials to Voluntary Counselling and Testing Clinics, Anti-Viral Treatment Clinics, Local-level Government and other stakeholders. Store condoms received from National Government and distribute them to rural health facilities and other public distribution points. Mobilise and engage community leaders to promote the prevention of HIV and care and support to individuals affected by HIV. 	<ul style="list-style-type: none"> Disseminate information on HIV and AIDS obtained from the Provincial Government to the Ward Committees and the community.
Family and Community Care	<ul style="list-style-type: none"> Deliver home-based care and palliative care services from aid posts where viable. Coordinate programs for Aids orphans. Coordinate programs for individuals and families affected by HIV. Promote and mobilise community support for people living with HIV. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Monitoring, Evaluation and Surveillance	<ul style="list-style-type: none"> 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. Collect data HIV and AIDS data from health facilities in the Province as per National Surveillance Plan and national Monitoring and Evaluation Plan. 	<ul style="list-style-type: none"> No assigned function or responsibility.
Social and Behavioral Change Research	<ul style="list-style-type: none"> Participate as required in research activities undertaken by National agencies and provide data, as requested. Disseminate research information to relevant stakeholders and partners. 	<ul style="list-style-type: none"> No assigned function or responsibility.

Notes on the Matrix

- HIV means human immunodeficiency virus.
- AIDS means acquired immune deficiency syndrome.
- STI means Sexually Transmitted Infections.
- The matrix does not include functions and responsibilities carried out by the Provincial Aids Council Secretariat which are considered to be National agency officers in the Province.

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.

Notes on the Matrix

The National Fisheries Authority has entered into Memorandums of Understanding with maritime Provincial Governments to perform some of Authority's functions on its behalf. In undertaking on these functions, Provincial Government receives financial compensation. The types of functions delivered on behalf of the Authority are consistent for all Provincial Governments, including:

- enforcement related activities, covering:
 - preparing investigation reports and Court File preparation
 - prosecution and court attendance, and
 - investigations of complaints or reports of illegal activities.

- audit and certification activities, covering:
 - inspecting and verifying of vessels
 - inspecting products for export or inter-province transfer
 - processing of export documentation and certification.
- observer activities, covering:
 - the collection of data from vessels which monitor the impacts on fishery management plans;
 - monitor compliance with license conditions for the vessels they board
 - assisting in the development and implementation of designated projects.

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.

Notes on the Matrix

- The National Forestry Service is a national agency which has offices in Port Moresby, in regions and each Provincial capital. This matrix does not include the functions and responsibilities of these Provincial and National agencies as the National Forestry Service is a National agency.
- The membership, workings, roles and responsibilities of a Provincial Forest Management Committee (PFMC) are outlined in the Forest Act 1991. Its major function is to provide a forum for consultation and co-ordination on matters relating to acquisition and allocation of forest resources between the National Government and Provincial Governments, forest resource owners and special interest groups.

- The Forestry Management Agreement is an agreement between the PNG National Forestry Authority and customary land owners providing the Authority with management rights to develop the resources.
- A Timber Permit is a right to harvest timber resources within a defined area subject to the terms and conditions on the permit. Timber permits are issued for large timber concessions.
- A Timber Authority is a right to harvest timber but only for small scale operations. It can be granted for five specific purposes including the harvesting less than 5000 cubic meters of timber for domestic processing, harvesting of timber for road lines clearance, harvesting of timber for clearing in preparation for agriculture or other land use, harvesting of forest produce other than timber, and harvesting of timber in plantation areas.

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.

Notes on the matrix

- The purpose of the National Disaster Plan is to prepare for disaster incidents which are likely to occur in the future. These include preparedness plans such as warning and evacuation plans, sheltering plans, disaster and needs plans, search and rescue plans, and emergency services operations plans. Disaster plans are prepared on the basis of known risks, estimated impact areas, and predicted needs.
- A situation report (referred to as a sitrep) is sent from the Province as early as

possible when a disaster or emergency occurs, followed by subsequent daily sitreps with whatever information is available at the time. The reports should provide a complete list of un-met needs, actions completed, actions required and actions unchanged. The reports should also provide new information for other resources and actions that may be required. It should also identify whether the needs required can be met at the Provincial level or will require National assistance.

- Provincial Governments are responsible to pay the first K50,000 of any disaster.

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.

Notes on the Matrix

- The primary role of Provincial Environment Committees is to review and make comments on Environment Impact Statements made by proponents for development projects.
- The role of Conservation Area Management Committees is to manage

the conservation area including the preparation of management plans, the making of rules, providing advice to the Minister on the coordination of development and direct the work of rangers

- An Environment Impact Statement sets out the physical and social environment impacts of a proposed activity or development.

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.

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

AREA	PROVINCIAL GOVERNMENTS	LOCAL-LEVEL GOVTS
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.

Notes on the Matrix

- If the Provincial Government has passed appropriate legislation, it may establish, suspend or abolish a village court and appoint Village Court Chairmen or Deputy Chairmen.
- Village Court materials includes: Village Court data forms, order books, receipt books, case registers, VCF forms, Inspection Reports and other Village Court resource tools.
- If a person does not agree with a Village Court decision they have the right to appeal the decision in the District Court
- The National Minister for Justice appoints Village Court Magistrates and the Chairperson of a Village Courts.
- The National Government appoints a District Court Magistrate in each province as the Provincial Supervising Magistrate. It is the job of this magistrate to ensure that Village Courts officials act correctly and do not exceed their jurisdiction. This is done through inspections of Village Courts and their books, reviews and the hearing of appeals.

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.

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).