



POPONDETTA DISTRICT ADMINISTRATION

# CORPORATE PLAN

## 2023 — 2027



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## GLOSSARY

ACRONYMS	DESCRIPTION
AAP	Annual Activity Plan
DA	District Administrator
DDA	District Development Authority
DPC	District Procurement Committee
PGAS	Papua New Guinea Accounting System
DPLGA	Department of Provincial and Local Government Affairs
DMT	District Management Team
DPM	Department of Personnel Management
DPMU	District Project Management Unit
DoF	Department of Finance
DSIP	District Service Improvement Program
EDRMS	Electronic Data and Records Management System
FYDP	Five Year Development Plan
GESI	Gender Equality and Social Inclusion
HR	Human Resource
ICT	Information and Communication Technology
IFMS	Integrated Financial Management System
IRC	Internal Revenue Commission
LLG	Local Level Government
M&E	Monitoring and Evaluation
MP	Member for Parliament
MTDP	Medium Term Development Plan
NEFC	National Economic Fiscal Commission
NPC	National Procurement Commission
P4D	Partnership for Development
PFM	Public Finance Management
PNGDSP	Papua New Guinea Development Strategic Plan
PSGO	Public Service General Orders
SPA	Strategic Priority Area
V2050	Vision 2050



## FOREWORD



To ensure development is realized in Popondetta District; fiscal planning, policy alignment, effective implementation, robust risk assessment and management, and monitoring and evaluation are the functions that will drive realistic and positive development. This Popondetta District Corporate Plan 2023-2027 is designed to drive reforms at the district level and to improve service delivery systems for its Local level Governments.

It is our best interest that administrative and structural functions are fully established for this new district, staffed and functioning in compliance with all enabling laws and legislations. Popondetta District through this Corporate Plan will implement new reforms, improve its internal management systems, build a team of committed Public

Servants who are guided by ethical standards and guiding principles and set precedence as a new district for future successive implementers to build on from the yardsticks we establish today.

Learning from the status quo and strategizing for a more cohesive and improved service delivery mechanism is an ongoing initiative for the district. It is also notably important that our development partners and stakeholders are welcomed to participate in our efforts to drive local, national and global policies to improve the quality of lives for the people. Our internal systems are built to gain the confidence of our partners and therefore, we will respect their interests in establishing strong synergies for a more streamlined and collaborative work culture.

We also recognize vulnerable and marginalized populations through the application of Gender Equality and Social Inclusion Policy (GESI). We aim to improve our work environment by creating an enabling atmosphere for people from all walks of life to fully participate in every way possible to collectively develop Popondetta District.

This Corporate Plan translates our visions, mission and corporate objectives into realistic outcomes and charts our development endeavours into the future as a new district.

I am honoured by the efforts of all who have contributed in the development of the Popondetta District Corporate Plan 2023-2027 and through the political will exerted during my term, may this plan be implemented successfully.

.....  
**Hon. Richard Masere, MP**  
Popondetta Open



## INTRODUCTION



Papua New Guinea has embarked on a new journey in the new millennium since year 2000 transiting from the traditional government systems to an open government system and therefore, in doing so many provincial and district development authorities have adopted an open way of operating its affairs. Popondetta District is one of the seven districts created in the new parliament moving into the National Elections in 2022. The district anticipates to conduct its affairs in a more coordinated way and developed a corporate or a business plan 2022-2027. This document is the blue print of the way in which the district is to conduct its business affairs. The corporate plan paves the way to achieve the contents of the Popondetta District Integrated Five (5) Year Development Plan 2022-2027.

This plan also takes into account guidelines laid down by the Department of Provincial and Local Government Affairs as we take note of the national goals and directive principles and Government of Papua New Guinea values. However, the plan also realizes the situations and systems within the newly established Popondetta District. The District's Corporate Plan 2022 - 2027 provides the strategic guidance for annual planning, budgeting and reporting in line with the Monitoring and Evaluation Framework and standards set by the Department of National Planning and Monitoring. The Corporate Plan is aligned to the Vision 2050, Development Strategic Plan 2030, Medium Term Development Plan IV and General Orders of the Public Service of Papua New Guinea. We have realigned the District strategically to better respond and translate priorities into tangible and realistic outcomes that can be achieved, seen and felt physically by the people. Popondetta District is a newly established District and focusses on strategic priorities that can significantly create and support an enabling environment for economic growth, development and improvement of social well-being for the people.

This Corporate Plan is built on standard Strategic Priority Areas (SPA) set by the Department of National Planning and Monitoring and emphasized at the Provincial and District levels by the Division of Policy and Planning. The SPAs are set to guide the effective management, coordination, implementation and delivery of development priorities with focus on sustainable and inclusive economic growth for the Districts. The SPAs covered in this Corporate Plan are; Internal Management and Compliance, Integrity and Professionalism, Partnership and Collaboration, Effective Financial Management, Effective Human Resource Management, Physical Asset Management, Supporting LLGs and Wards, and Gender Equality and Social Inclusion.

A handwritten signature in blue ink, appearing to read 'Moses Iopare', written over a dotted line.

**Moses Iopare**  
Chief Executive Officer  
Popondetta District



## 1. VISION, MISSION AND CORPORATE OBJECTIVES

### 1.1 VISION

To become a district with an effective administrative system that adopts best international practices in the delivery of our functions, thus improving the lives of our people through sustainable developments and policy reforms.

### 1.2 MISSION

We are committed to providing quality, reliable, timely and accessible government services to the people of Popondetta District through sustainable economic development and participation.

### 1.3 STRATEGIC CORPORATE OBJECTIVES

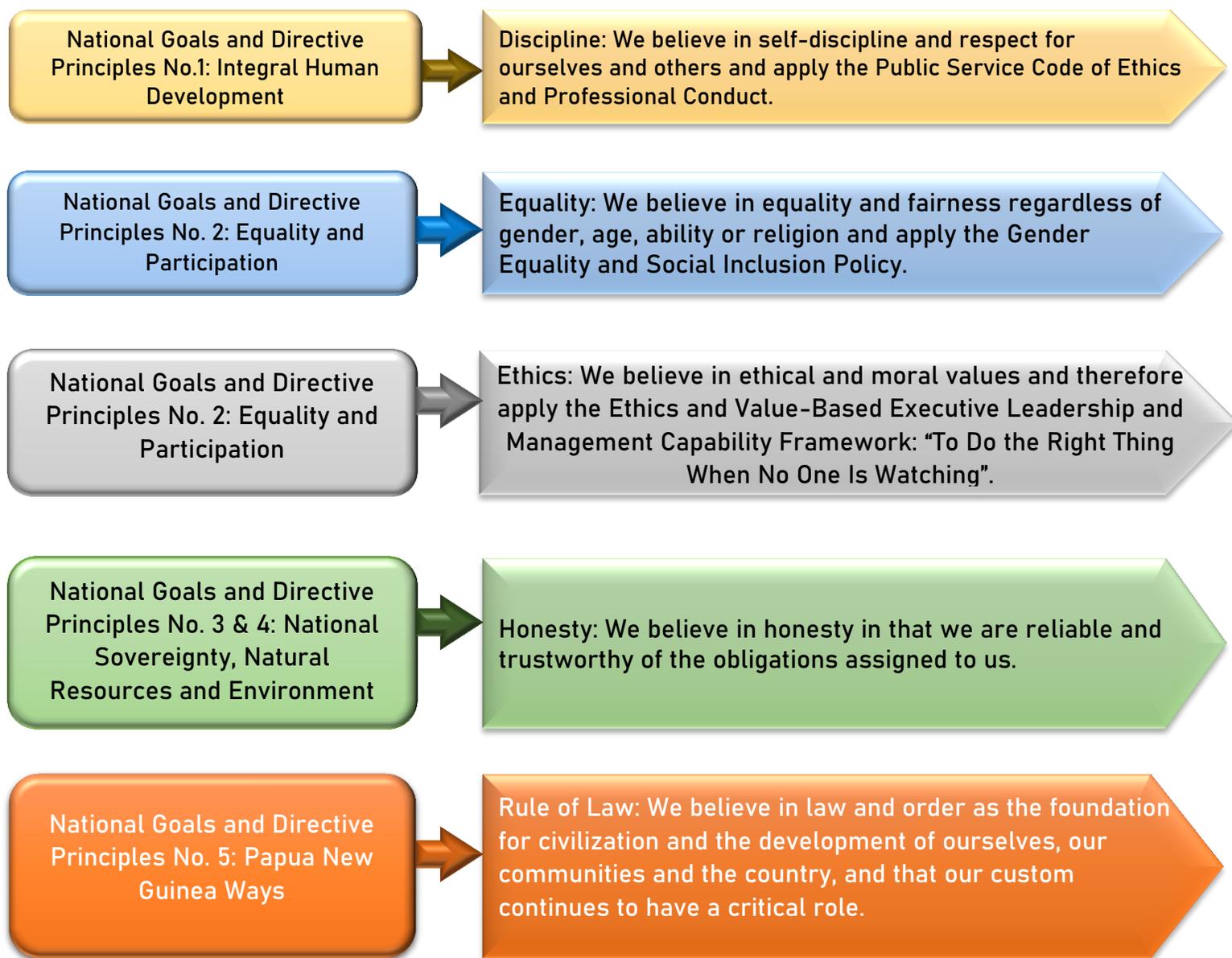
1. To establish a strong service delivery mechanism that can reach out to all people,
2. To uphold public service professional standards by establishing a productive work culture,
3. To establish good governance and accessibility, professional capability, business systems and accountability through sound corporate governance, ethical leadership and effective management,
4. To establish an effective asset management system that manages District assets in a stringent manner,
5. To ensure all government infrastructures are rehabilitated and/or built to promote service delivery and to heighten economic development,
6. To establish effective internet, communication and data management system that modernizes our operation and helps us to capture, input, analyze and use data in our business undertakings.



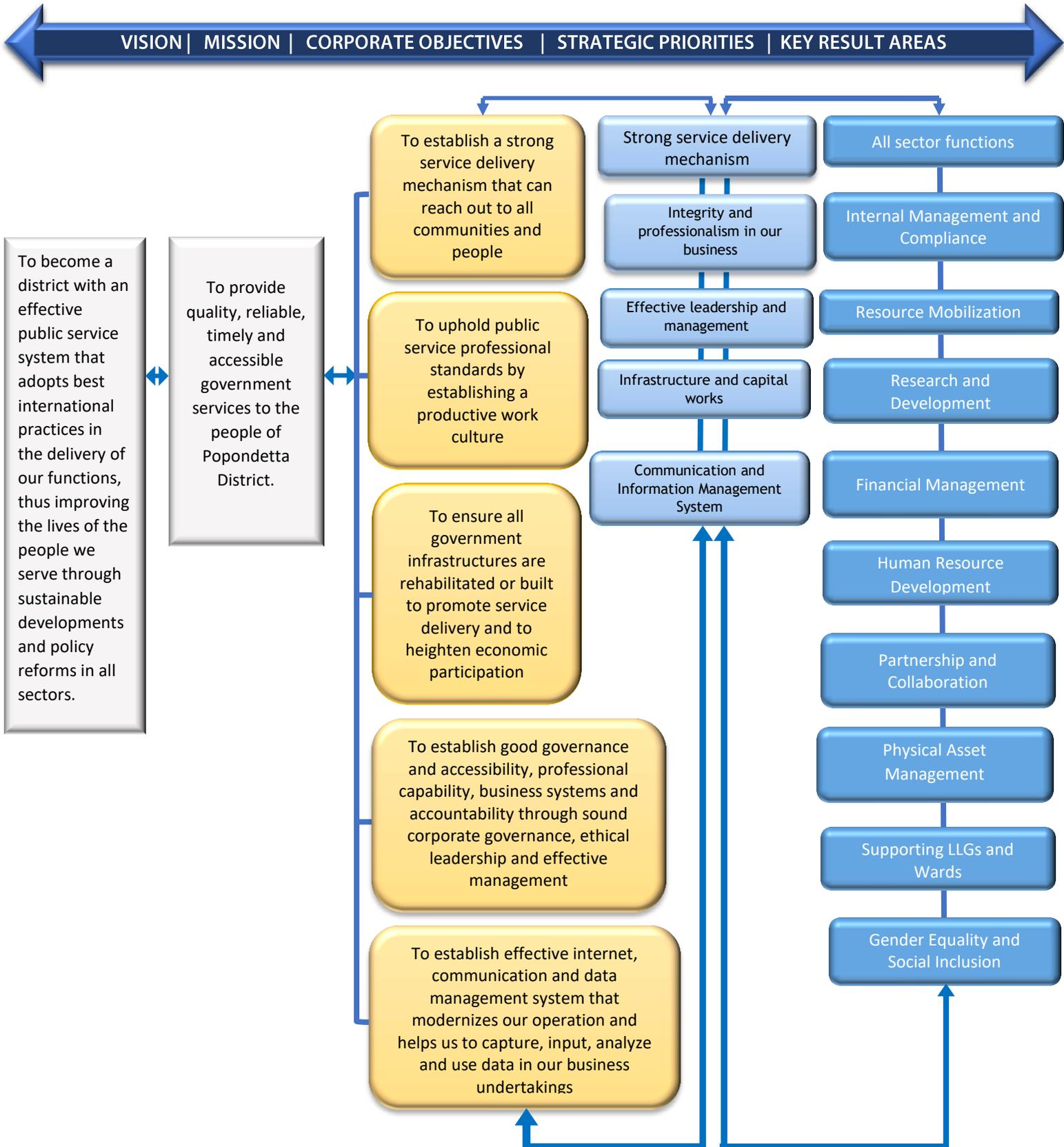
## 2. OUR VALUES

Our values are reflective of the type of services we provide and relationship between ourselves individually, collectively and with others. Our values are inherited, translated and intended to apply in our families, work environment and everywhere we go. We make special mention of the National Goals & Directive Principles and Basic Rights and Social Obligations of our Constitution in this respect. Our values are at the core of our personality, character and the work that we do. We therefore adopt and apply the following values;

**Figure 1: National Goals and Directive Principles and Values**



### 3. STRATEGY MAP



## 4. DISTRICT OVERVIEW

### 4.1 Mandate and Functions

In 2021, the Electoral Boundaries Commission published a report to redistribute current electoral boundaries to enable fair distribution of wealth, and to provide needed goods and services to the people in a more represented manner. As per Section 27(1a) and 1(b) of the Organic Law on Provincial and Local Level Governments, electoral boundaries were redistributed. Key factors were considered in reaching this decision; geographical location of LLG's from their respective Provincial Capital, the distance away from the Seat of Government (Council Chambers), and the reach of vital goods and services. Benefit to the population within the newly created LLG/District was based on the assumption that the ratio of development funding, to the total population will be close to proportionate, a greater majority of the population will benefit, in terms of effective service delivery.

On the 22<sup>nd</sup> of March, 2022; months from the National General Elections; the report by the Electoral Boundaries Commission for the redistribution, was passed in Parliament. Thirteen new electorates were created; of the new electorates, Popondetta Open Electorate was included. A majority of Ijivitari District, and parts of Sohe District, were redistributed. The redistribution of the electoral boundaries of Sohe and Ijivitari Districts' to create Popondetta Open Electorate, will result in the formation of an additional Local Level Government; to restructure service delivery to areas with the highest population density. The redistribution of Wards is as follows;

**Table 1: Redistribution of LLG Wards in Popondetta District (3.5% annual growth rate)**

Local Level Government	Wards	Population Estimate
North Oro Bay	1-13	21,393
East Oro Bay	14-26	21,392
Popondetta Urban	1-11	41,897
Sangara/Hurundi	1-8	47,610

### 4.2 History of the District

#### 4.2.1 Language

Several main languages are spoken in the district whilst the main languages are spoken dialects. These include Ewage, Notu, Taiya Davari, Gaina, Baruga, Sauga, Akabara, Gena and Oro Kaiva. The language speaking sparsely spread over the district. Although the language may be classified different, they are related and can be understood by the different tribes. The introduction of new languages especially English by the missionaries and pidgin by early government official have directly affected the people and these are now spoken regularly. Police motu is another introduced language but not so popular today. A few indigenous languages are now in danger of extinction. The younger population tend to favor Pidgin rather than their own. These include the Ewage, Orokaiva and Motu languages.



## 4. DISTRICT OVERVIEW

### 4.2.2 Government

Popondetta District is one of the three electorates in the Northern Province whose Chairman of the District Development Authority is the voted member for Popondetta Electorate in the National parliament. The members of District Development Authority by act comprises of three Local Level Government Presidents, one (1) women representative and one (1) church and youth representative.

This legitimate cluster of members of the District Development Authority are supported by three (3) sector managers in the district who are public servants serving in the administrative arm of the District namely education, health, law and order and economic sector. The role of the three sector managers is to provide technical advice to the members of the District Development Authority.

### 4.2.3 Geography

Popondetta District occupies 18,200 square Kilometers of the 43, 7000 square kilometers land mass of the Northern Province. Extensive coastal flood plains of Girua, Sangara, Kumusi, Erero and Sambogo rivers cover the central part of the District from the borders of Ijivitari and Sohe Districts. The center of the District is dominated by mixtures of virgin Forest, woodlands and grasslands. The soil is very fertile due to its volcanic origin at the presence of Mt. lamington and Mt. Victoria. The District is located in the central part of the Northern Province. Northern indigenous people are commonly known as Orokaivan but in sub –ethnic groups they can be classified as Notu, Yega bafa, Sebandere, Gaina Baruga, Okena Soverupa, Ihane, Sauga, Ifane and Kombu Sangara. The people share similar common customary practices and traditional values. Average annual rainfall varies from 1900mm to 3800 mm where the upper Sangara areas experience higher rainfall. The District faces and experiences a wet season and dry season, and moderate.



## 4. DISTRICT OVERVIEW

### 4.2.4 Map

Popondetta District is situated between the Ijvitari and Sohe Districts making it a more centrally sandwiched district. The boundary starts from Bareji and through the coast to Iwaie along the northern coast and up towards the Mt. Lamington slopes along Pupudu meeting Sangara and towards Sewa. The location of the Ijvitari District in respect to neighboring districts and general features of the district are shown in the map below.

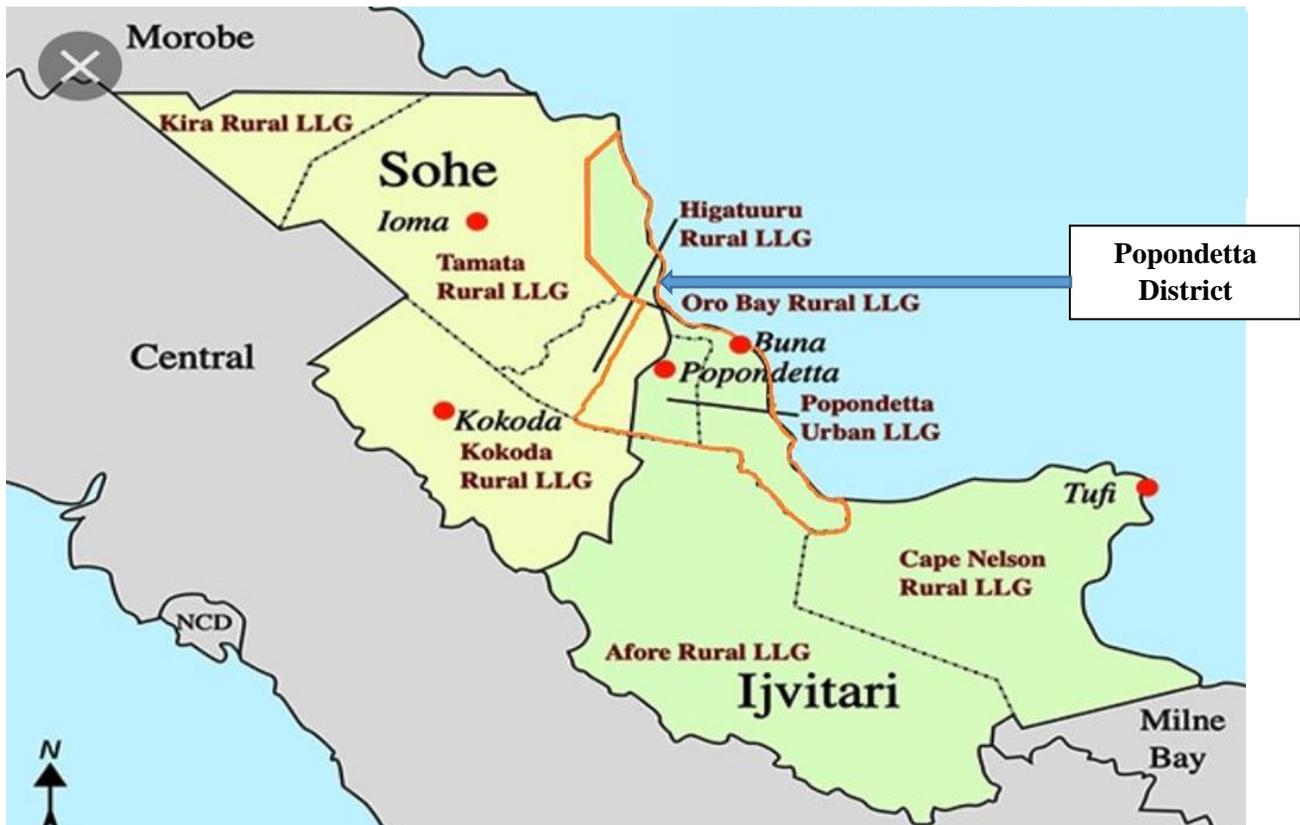


Figure 4: Map showing the new Popondetta District



## 5. ALIGNMENT WITH SECTORS AND WHOLE OF GOVERNMENT

### 5.1 POPONDETTA DISTRICT FIVE YEAR DEVELOPMENT PLAN 2023 - 2027

The Popondetta District Five Year Development Plan 2023 – 2027 is the auspices of the Provincial Five Year Integrated Development Plan, MTDPs, PNGDSP and V2050. This plan identifies development needs and defines priorities for the district for the next five years. The plan itself is self-explanatory and aligns well with high level government plans and cross-cutting development policies. The District Development Plan sets the budget platform upon which the District's Development Budget is formulated.

### 5.2 LOCAL LEVEL GOVERNMENT (LLG) FIVE YEAR DEVELOPMENT PLANS

The District is comprised of three (3) LLGs and they are; Oro Bay LLG, Popondetta Urban LLG and the proposed new LLG which is yet to be established. The LLG Development Plans are developed every five years to realize and address the development needs of the respective LLGs. It is the responsibility of the LLG Managers to collaborate with the District Planner to have these plans formulated and implemented.

### 5.3 WARD DEVELOPMENT PLANS

The Ward Development Plans are mandatory for each Ward. At the community level the Ward Councilors and Ward Development Committee Members formulate these plans to implement their activities. Funding for the Wards are usually based upon these plans and therefore, it is crucial to have them in place. The District Planner, LLG Managers and Ward Councilors are responsible for these plans. The District Planner plays the leading hand in ensuring that Development Plans at these different levels of governance and service delivery are put in place to drive priorities for the district in the five years political cycle.

### 5.4 DISTRICT SECTOR ANNUAL ACTIVITY PLANS

The Sector Annual Activity Plans (AAPs) are developed annually to translate Development Plans into realistic actions. These plans are developed by Sector Coordinators each year to solicit funding through the District and other government agencies to implement their sector development priorities. Funding for each sectors depend on the AAPs as they are tied to outcomes defined in the District Five Year Development Plan. The social, economic and administrative sector targets are disaggregated by years and costed for realistic budgeting.



## 6. DISTRICT ADMINISTRATION AND LLG ORGANIZATIONAL STRUCTURE

The organizational structures are standard across all the other districts and LLGs and have been approved by the Department of Personnel Management and implemented by the Provincial Human Resource Division. These structures will ensure that the District Administration and LLGs will deliver their mandated responsibilities for the next five years in a well-structured and outcome driven manner.

To implement the Vision 2050 and MTDP4 priorities in reforming the Public Service and improving service delivery structures, these revised organigrams have to be implemented effectively at the district and LLG levels with clear position descriptions and performance management systems to drive aspiring initiatives for the new District. Popondetta District through the Provincial Human Resource Division have the obligation to recruit and appoint qualified, skilled and experienced individuals on key positions to exert high performance in the execution of their duties.

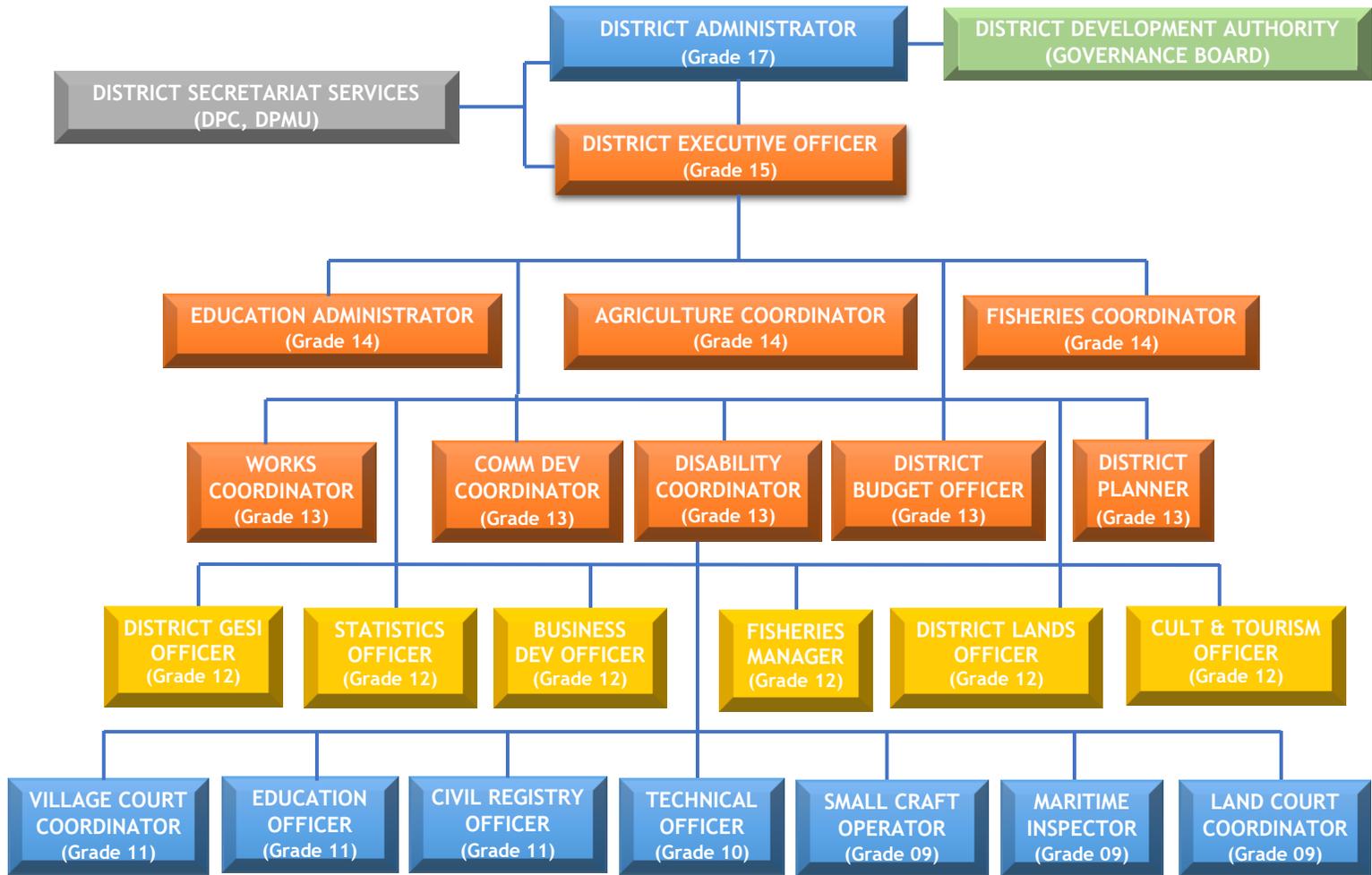
It is also the Districts priority to identify capacity gaps and to solicit appropriate trainings for skills development and enhancement. These new structures have been developed by very committed and intelligent professionals of Oro Provincial Administration with close guidance from DPM and DPLGA to implement the National Government's Public Service Reform and Development Agendas.

The presentations of the new structures (District Headquarter and LLGs) now replace the outdated structure of the Oro Provincial Administration. The shift now gives more confidence to the Districts and LLGs to manage their own affairs and to modernize the Public Service machinery at their levels by adapting to new reforms and global standards.



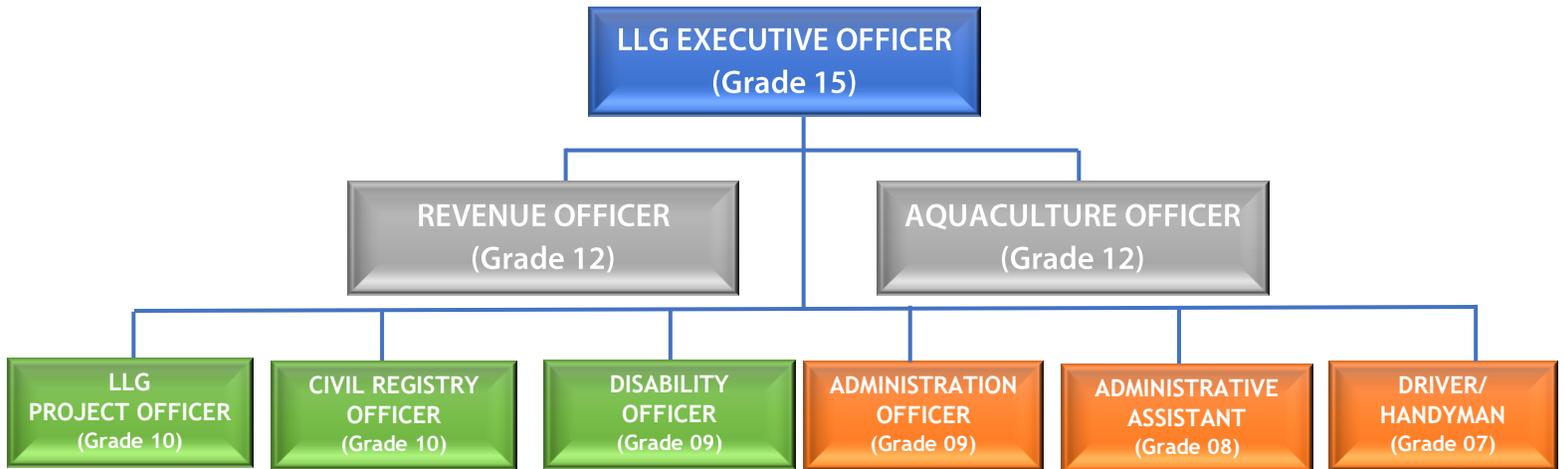
## 6. DISTRICT ADMINISTRATION AND LLG ORGANIZATIONAL STRUCTURE

Figure 3: Popondetta District Organizational Structure



## 6. DISTRICT ADMINISTRATION AND LLG ORGANIZATIONAL STRUCTURE

Figure 4: Standard Organizational Structure for the LLGs



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

Popondetta District Administration aligns its corporate responsibilities towards seven (7) Strategic Priority Areas (SPA). These Strategic Priority Areas are predetermined to create an enabling environment for improvements to take place, strengthen our operational capability to generate public trust and confidence and to ensure that emerging risks are mitigated under our Risk Management Plan. The strategic priorities set our direction in achieving our corporate objectives and further translates into progressive achievements of our mission and vision. These achievements then contribute to the country's Human Development Index on health, education and participation in socio-economic activities.

### 7.1 Strategic Priority Area 1: Internal Management and Compliance

Our core business is to deliver government services to the people of Popondetta District – services in the sense that no one misses out regardless of gender, disability, religion, race and/or traditional backgrounds. In order for services to reach the people, a well-established and fully functioning service delivery system is required to drive reforms at different levels of governance and to ensure that work systems, procedures and workforce are updated to meet work demands of recent time's in-line with best international practices. We believe that a key variable to achieving this milestone is the workforce and its ability to adapt to emerging changes and circumstances. We aim to project our performance into the future through innovation, ongoing learning, improvement and high performance.



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

Table 1: Delivery Framework of Strategic Priority Area 1

SPA1: INTERNAL MANAGEMENT AND COMPLIANCE				
Goal:		Fully established and functioning district administration and governance structures		
Strategic Corporate Objectives:		1. To establish an effective Internal Management and Compliance system that responds to the service delivery needs of the people.		
No.	Areas of Concern	Deliverables	Lead Divisions	Time Scale
1.1	Improve qualification, skills and discipline of the district workforce.	<ul style="list-style-type: none"> <li>All positions including executive management roles to follow due administrative and HR procedures for recruitments.</li> <li>Appointments must be based on merits (Qualification, Experience &amp; Skills)</li> <li>Induct all newly appointed or recruited personnel on their duty statements, PSGO and workplace policies.</li> <li>Establish staff training and exposure activities to improve performance.</li> <li>Conduct timely staff performance management appraisals.</li> </ul>	<ul style="list-style-type: none"> <li>HR Division</li> <li>PA's Office</li> <li>District Administration</li> </ul>	Ongoing
1.2	Establish Effective District Management Team (DMT)	<ul style="list-style-type: none"> <li>Write Terms of Reference for DMT Secretariat,</li> <li>Develop annual meeting schedule for DMT meetings,</li> <li>Appoint administrative team to manage and coordinate functions of the DMT.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Feb 2023
1.3	Establish stringent measures to track and monitor usage of funds.	<ul style="list-style-type: none"> <li>All staff dealing with financial responsibilities to undergo financial management induction in compliant with the PNG Finance Management Act 1995 and Amendment 2016.</li> <li>Staff to attend trainings on IFMS and PGASS.</li> <li>Induct financial delegates (including DDA) on planned priority projects so that funding approvals are based on budget linked to planned deliverables and outcomes.</li> <li>Develop clear Terms of References to establish District Procurement Committee (DPC) and District Project Management Unit (DPMU).</li> </ul>	<ul style="list-style-type: none"> <li>District Finance and Treasury</li> <li>Department of Finance</li> </ul>	Bi-annually



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.4	Adapt innovative work practices through integration of ICT and Data Management processes.	<ul style="list-style-type: none"> <li>• Create local ICT network for the district,</li> <li>• Create generic and individual work emails,</li> <li>• Procure and utilize EDRMS record management system,</li> <li>• Develop electronic database for M&amp;E functions,</li> <li>• Procure Field-Task Application for data collection and analysis. Rollout to LLGs and Wards.</li> <li>• Deliver in-house and external ICT trainings for all staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Policy and Planning Office</li> <li>• District Administration</li> <li>• National Statistics Office</li> <li>• HR Division</li> </ul>	Ongoing
1.5	Troubleshoot, Assess and eradicate bottlenecks within administrative and governance structures.	<ul style="list-style-type: none"> <li>• Train finance and administration staff on Structural Management Approaches (Upwards, Downwards and Horizontal Management),</li> <li>• Develop smart work strategies (where applicable use ICT) to expedite tasks,</li> <li>• Constant meetings with District, LLG and Ward teams.</li> <li>• Document all meetings with clearly articulated action items and circulate to all respective sections for implementation,</li> <li>• Do constant structural performance assessments and develop recommendations for improvement which are communicated to respective managers for action.</li> </ul>	<ul style="list-style-type: none"> <li>• HR Division</li> <li>• District Administration</li> </ul>	Ongoing
1.6	Improve planning and budgeting activities to target realistic needs.	<ul style="list-style-type: none"> <li>• Strengthen fiscal planning and expenditure management by adhering to principles laid out in the medium-term fiscal strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Division of Policy and Planning</li> <li>• Division of Finance and Treasury</li> </ul>	Annually

### 7.2 Strategic Priority Area 2: Effective Partnership and Collaboration

Our partners form an essential part of our efforts to service delivery. We believe that through effective partnerships and collaboration our development aspirations can be achieved. As a district we cannot function in isolation, we value the efforts of our partners including donors and all implementing agencies that come to assist us in the development of the district. We will ensure that their interests are honoured and that our core business is carried out with high regard to effective service delivery. We also value the efforts of our local stakeholders at provincial, district, LLG and community levels who are always by our side in the cause of our business.



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

Table 2: Delivery Framework of Strategic Priority Area 2

SPA2: EFFECTIVE PARTNERSHIP AND COLLABORATION				
Goal:				
Strategic Corporate Objectives:				
No.	Areas of Concern	Deliverables	Lead Divisions	Time Scale
	1. To establish an enabling environment that attracts key donors and service provision partners, 2. To ensure our partners and stakeholders are satisfied with the services we deliver to the people.			
1.1	Key district staff to be selected to undergo training in Partnership Brokering and Effective Stakeholder Management.	<ul style="list-style-type: none"> <li>Conduct Training Needs Analysis,</li> <li>Identify and procure Partnership Brokering and Effective Stakeholder Management training,</li> <li>Develop a training list for district staff to undergo training.</li> </ul>	<ul style="list-style-type: none"> <li>HR Division</li> <li>District Administration</li> </ul>	Ongoing
1.2	Establish database to effectively manage key partners and stakeholders by sector.	<ul style="list-style-type: none"> <li>Conduct Partners/Stakeholder Mapping,</li> <li>Develop database to capture all Partners/Stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.3	Establish Partners/Stakeholders meeting schedule for implementation.	<ul style="list-style-type: none"> <li>Develop meeting schedule for Partners/Stakeholders,</li> <li>Document meeting minutes with clear action items and circulate to partners in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.4	Appoint an officer to be responsible for managing partners and stakeholders.	<ul style="list-style-type: none"> <li>Do appointment for officer responsible for managing partnerships and liaison for the District.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>HR Division</li> </ul>	Ongoing
1.5	Establish effective communication and working strategies.	<ul style="list-style-type: none"> <li>Apply use of skype, zoom, Microsoft teams and other meeting/conference applications for partners/stakeholders to join meetings remotely,</li> <li>Establish a clear and timely feedback process.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.6	Conduct consultations with donor agencies to understand their funding requirements and priorities.	<ul style="list-style-type: none"> <li>Map out key donor agencies and list down development activities as per FYDP and donor priorities for counter-funding arrangements,</li> <li>Develop a clear Partnership for Development (P4D) Policy for the District to attract donors and other bilateral and multi-lateral funding agencies.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
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### 7.3 Strategic Priority Area 3: Effective Budgeting and Financial Management

Effective budgeting and financial management system go in parallel to ensure public monies are managed well and reconciled with development outcomes that can be physically seen and felt. The District will focus on establishing and improving its budgeting and financial management systems to meet all requirements set by the Department of Finance. Compliance and audit measures are a key element of this process and therefore, will guide our District Finance Team to perform their duties to a high standard where untoward and corrupt practices can be easily detected and mitigated. It is also an ongoing learning process and we are open to new changes within the budgeting and financial management space.

Table 3: Delivery Framework of Strategic Priority Area 3

SPA3: EFFECTIVE BUDGETING AND FINANCIAL MANAGEMENT				
Goal:	To be a District with strong Financial Management systems and procedures that complies with PFM Act and other public finance operating standards and policies.			
Strategic Corporate Objectives:	<ol style="list-style-type: none"> <li>To establish sound financial management system that is free from administrative bottle-necks, fraudulent activities and all forms of non-compliance issues,</li> <li>To establish effective budgeting that aligns with district plans and tied to key outcomes,</li> <li>To establish effective compliance and audit measures that is implemented on a quarterly basis.</li> </ol>			
No.	Areas of Concern	Deliverables	Lead Divisions	Time Scale
1.1	Establish effective financial management system and finance team to oversee all financial functions in a stringent manner.	<ul style="list-style-type: none"> <li>Liaise with DoF to ensure all public finance management systems and operating procedures are established,</li> <li>Upskill District finance team by soliciting appropriate trainings for them.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.2	Establish a District Budget Committee to be responsible for budgeting and monitoring of the District Budget.	<ul style="list-style-type: none"> <li>• Draft Terms of Reference for the District Budget Committee,</li> <li>• Appoint committee members based on merit,</li> <li>• District Budget Committee to develop processes and systems to ensure that District Budget is appropriately linked to outputs and outcomes of the District's Five Year Development Plan, LLG Development Plans, Ward Development Plans and Sector Annual Activity Plans,</li> <li>• Conduct quarterly Budget Reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.3	Track and monitor expenditure decisions made for items outside approved budgets.	<ul style="list-style-type: none"> <li>• Report immediately any expenditure inconsistencies to District Budget Committee for investigation,</li> <li>• District Budget Committee to meet quarterly to review budget and expenditure items,</li> <li>• Engage quarterly audit practices to ensure all financial activities are in order,</li> <li>• Reconcile Development Budget/DSIP funding with outcomes of the District's Five Year development Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.4		<ul style="list-style-type: none"> <li>• Where approved by District Budget Committee/Chairman of DDA Board, District Budget Team to develop a contingency plan to fund continuity of activities during the gap period,</li> <li>• District Finance Team to consult with DoF, NEFC and other national line agencies on a regular basis to ensure funding requirements are satisfied for disbursement of funds.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.5	Lack of understanding on District revenue sources.	<ul style="list-style-type: none"> <li>Map out revenue sources for the District and establish mechanisms to collect these revenues at LLGs,</li> <li>Liaise with DPLGA/DoF/IRC for awareness/trainings on revenue sources,</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.6	Improve monitoring and evaluation of projects approved by DDA Board.	<ul style="list-style-type: none"> <li>District Policy and Planning Section to develop an M&amp;E Plan to monitor and evaluate all projects approved by the DDA Board.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.7	Establish a District Procurement Committee	<ul style="list-style-type: none"> <li>Liaise with NPC to establish District Procurement Committee</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.8	Establish a District Project Management Unit	<ul style="list-style-type: none"> <li>Establish District Project Management Unit managed by a Director (District Planner) to oversee planning, design, implementation, and M&amp;E of all projects delivered by the district.</li> </ul>	<ul style="list-style-type: none"> <li>District Policy and Planning Section</li> </ul>	Ongoing

### 7.4 Strategic Priority Area 4: Effective Human Resource Management

Effective Human Resource Management is vital for our day to day operations. Our workforce and their commitments towards work sets a culture that shapes our behaviours and attitudes towards undertaking business in a professional manner for the benefit of the people we serve. As an organization under the Public Service of Papua New Guinea, we will comply and promote the General Orders and ensure that specific skills required for each positions for the District are sourced and instilled in our workforce. We will also promote a safe and enabling work environment for our female officers, People with Special Needs and marginalized populations through the application of appropriate workplace policies to participate meaningfully. To ensure we adapt to new Public Service Reforms, we will work closely with the Human Resources Division, DPLGA, and DPM to implement policies and directives laid down national line agencies to improve our systems and procedures. As a new District, we are focused on establishing a team of vibrant workers and we are also committed in ensuring that tools and equipment needed to perform work effectively are provided. Our resources including workforce and logistics to undertake our business activities are of paramount importance and therefore, a strong management team embedded at each levels of the district administration will effectively oversee this function. Quality leadership and management are principles of good governance – we aim to build a culture within the district administration that will uphold these principles and maximize our potential to deliver the best that our beneficiaries can see, feel and be proud of as a people of the newly established Popondetta District.



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

In ensuring integrity and professionalism in our business, we will adopt a Total Quality Management approach. This will ensure cost-effectiveness, quality in core competencies and corporate services, reduced unnecessary administrative and bureaucratic delays and application of our corporate values. Our approach is to monitor and improve every aspect of our business processes. This will be achieved through the following: strengthened executive leadership and corporate governance systems and processes; quality research, writing and presentation; ensuring systems are in place to address redundancy, retirement and unattachment; effective record management systems; Modern Human Resource practices, in-house and external training programs that are aligned to deliverables, and succession programs; reorganizing ourselves in self-discipline and corporate culture; issuing appropriate policy guidelines and protocols; and undertaking DDA decisions collectively through effective governance structures.

Table 4: Delivery Framework of Strategic Priority Area 4

<b>SPA4: EFFECTIVE HUMAN RESOURCE MANAGEMENT</b>				
<b>Goal:</b>	<b>To be a District with strong Human Resource Management systems and procedures that complies with the General Orders and Operating Standards and Policies.</b>			
<b>Strategic Corporate Objectives:</b>	1. To uphold public service professional standards by establishing a productive work culture, 2. To establish good governance and accessibility, professional capability, business systems and accountability through sound corporate governance, ethical leadership and effective management.			
<b>No.</b>	<b>Areas of Concern</b>	<b>Deliverables</b>	<b>Lead Divisions</b>	<b>Time Scale</b>
1.1	Appoint officers to District positions based on merit (Qualification, Experience, Skills, Exposure)	<ul style="list-style-type: none"> <li>Candidates applying for positions must meet minimum specifications for each position,</li> <li>Prevent political influence over appointment of senior positions.</li> </ul>	<ul style="list-style-type: none"> <li>HR Division</li> <li>District Administration</li> </ul>	Ongoing
1.2	Application of workplace policies on gender, domestic violence, harassment and social inclusion	<ul style="list-style-type: none"> <li>Develop workplace policies to safe guard women, girls and marginalized populations so that there is respect, fairness and equality in undertaking our business activities.</li> </ul>	<ul style="list-style-type: none"> <li>Community Development Office</li> <li>HR Office</li> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.3	Improve leadership and management capacity at executive level.	<ul style="list-style-type: none"> <li>Solicit and deliver trainings for middle and senior level management teams.</li> <li>Liaise with PILAG for capacity development needs.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.4	Establish effective management of District Staff and casuals.	<ul style="list-style-type: none"> <li>Keep proper record of casuals and reward them according to position grading or work undertaken,</li> <li>Develop a workforce database at District level to monitor staff performance and emerging concerns,</li> <li>Strictly apply disciplinary actions to staff who aren't performing or staff who involve in fraudulent activities.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.5	Develop a five years Training Plan to build the capacity of the District workforce.	<ul style="list-style-type: none"> <li>Conduct a Capacity Needs Assessment, identify training needs and factor into Training Plan,</li> <li>Liaise with PILAG to run short Public Service trainings for District officers – this includes the Public Service Induction,</li> <li>Establish secondment arrangements with national government line agencies in Port Moresby for District staff to undergo work exposure programs.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.6	Uphold Public Service Ethics and Principles of Good Governance and Administration	<ul style="list-style-type: none"> <li>Deliver inductions to all staff on Public Service Ethics,</li> <li>Deliver inductions to respective staff at different levels of governance and administration on Principles of Good Governance and Administration.</li> </ul>	<ul style="list-style-type: none"> <li>HR Office</li> <li>District Administration</li> <li>DPM (POM)</li> </ul>	Ongoing
1.7	District staff to understand their roles and responsibilities	<ul style="list-style-type: none"> <li>Develop clear and detailed Position Descriptions for all positions in the district structure and communicate to all staff assigned to the positions.</li> </ul>	<ul style="list-style-type: none"> <li>HR Office</li> <li>District Administration</li> <li>DPM (POM)</li> </ul>	Ongoing
1.8	Improve work environment to instill pride, smartness and professionalism.	<ul style="list-style-type: none"> <li>Renovate office facilities to modern standards with all required office equipment installed to improve staff morale and performance,</li> <li>Procure and issue uniforms and ID Cards to all staff in the District Administration.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

### 7.5 Strategic Priority Area 6: Physical Asset Management

District assets remain the properties of the District and the people of Popondetta. To mitigate abuse and misuse of assets, an effective Asset Management System is required to register, monitor and to keep stock of assets in a regular and timely manner. The District has embarked on funding assets for its sectors and office for delivery of their functions. A Physical Asset Management Policy will be developed to manage all District assets, including disciplinary measures for officers who are found to be abusing and misusing these assets. Popondetta District is a new District and we aim to establish effective management systems to manage our corporate activities in a high quality and acceptable manner.

Table 5: Delivery Framework of Strategic Priority Area 5

SPA5: PHYSICAL ASSET MANAGEMENT				
Goal:	To be a District with effective Asset Management System that's properly recording and monitoring assets on a regular basis.			
Strategic Corporate Objectives:	1. To establish an effective asset management system that manages District assets in a stringent and well-coordinated manner.			
No.	Areas of Concern	Deliverables	Lead Divisions	Time Scale
1.1	Develop an Asset Management Policy	<ul style="list-style-type: none"> <li>Conduct an analysis on current asset management systems and practices,</li> <li>Use recommendations of the analysis to develop an Asset Management Policy for the District,</li> <li>Asset Management Policy to include Assets Acquisition and Disposal Plan.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.2	Establish inventory of assets	<ul style="list-style-type: none"> <li>Procure and use appropriate inventory software. Use Microsoft Excel and Access if cheaper options are required,</li> <li>Appointed District Asset Officer to register all assets. Update register on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.3	Develop routine maintenance schedule for assets	<ul style="list-style-type: none"> <li>• Conduct maintenance of assets based on schedule,</li> <li>• Record any defects and report to District management,</li> <li>• District to provide funding for maintenance works on assets.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.4	Establish District storage facility with security measures in place	<ul style="list-style-type: none"> <li>• Identify and develop a facility for District storage purpose,</li> <li>• District Asset Officer to operate from the facility,</li> <li>• Security measures to be put in place to ensure safety of assets.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.5	Monitor and report unauthorized use of assets or gross misuses	<ul style="list-style-type: none"> <li>• Establish a clear reporting procedure to report abuse and mismanagement,</li> <li>• Strong disciplinary measures to be applied to officers/persons caught in abuse or misuse of District assets,</li> <li>• Induct all District officers on Asset Management Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.6	Train appointed District Asset Officer on Asset Management.	<ul style="list-style-type: none"> <li>• Identify Asset Management Course for District Asset Officer. District to fund.</li> <li>• District Asset Officer to report directly to District Administrator on matters concerning District assets.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing
1.7	Do valuation of Assets on an annual basis.	<ul style="list-style-type: none"> <li>• All registered assets to undergo valuation process annually,</li> <li>• Appoint a reputable firm/individual to conduct valuation of assets.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

### 7.6 Strategic Priority Area 6: Supporting LLGs and Wards

The National Government emphasis is to focus and drive all development down to the LLGs and Wards. To ensure the LLGs and Wards are prepared to participate effectively in this development focus, the Districts and Provincial Administrations have to build the capacities of the LLGs and Wards so that they can manage their resources to deliver outcomes at their levels. Popondetta District is working towards establishing headquarters for its new LLGs (Sangara/Hurundi, North Oro Bay and East Oro Bay). The District will support its LLGs and Wards to be service delivery frontliners for the people. This support will be in the form of policy and planning, administration, funding, human resource, and ongoing logistical support.

Table 6: Delivery Framework of Strategic Priority Area 6

<b>SPA6: SUPPORTING LLGs AND WARDS</b>				
<b>Goal:</b>	<b>To be a District with effectively functioning LLGs and Wards</b>			
<b>Strategic Corporate Objectives:</b>	<ol style="list-style-type: none"> <li>To establish a strong service delivery mechanism that can reach out to all people,</li> <li>To establish good governance and accessibility, professional capability, business systems and accountability through sound corporate governance, ethical leadership and effective management,</li> <li>To ensure all government infrastructures are rehabilitated and/or built to promote service delivery and to heighten economic development.</li> </ol>			
<b>No.</b>	<b>Areas of Concern</b>	<b>Deliverables</b>	<b>Lead Divisions</b>	<b>Time Scale</b>
1.1	Establish good governance and administration at LLG and Ward levels	<ul style="list-style-type: none"> <li>Induction of elected leaders on Good Governance and Leadership,</li> <li>Public Service induction for LLG staff.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.2	Assist LLGs and Wards to develop their 5 Year Development Plans	<ul style="list-style-type: none"> <li>Liaise with DPLGA/PLLGA to conduct Ward Profiling for each Wards,</li> <li>Conduct consultations with relevant stakeholders and government sectors to develop LLG and ward Plans.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.3	Establish headquarters for new LLGs	<ul style="list-style-type: none"> <li>Construct/refurbish office facilities for North Oro Bay LLG, East Oro Bay LLG and Sangara/Hurundi.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.4	All LLG structures to be fully staffed with qualified and skilled workforce.	<ul style="list-style-type: none"> <li>HR Division to recruit and appoint personnel on qualification, skills and experience for the LLGs,</li> <li>New LLG staff to be given Public Service Induction,</li> <li>Staff performance appraisals to be conducted annually and underperforming staff to be put on Performance Improvement Plans,</li> <li>Assign all staff to a line supervisor who will manage their performance and mentor them on the job.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.5	LLGs to improve internal revenue collection systems	<ul style="list-style-type: none"> <li>Review LLG shares of levies from all business developers and ensure this levies are paid to the LLGs,</li> <li>Liaise with DPLGA and Oro Provincial Administration to release portion of the district's internal revenue to the District to implement its development priorities,</li> <li>LLG Revenue Officer to be trained to understand the functions of Internal Revenue Collection.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing
1.6	Renovate existing government facilities to meet facility standards and operational requirements	<ul style="list-style-type: none"> <li>Map out all existing government facilities of the District at LLGs and Patrol Posts and make recommendations for renovation and maintenance,</li> <li>Engage reputable contractors to do scoping of works and to undertake renovation activities.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	Ongoing

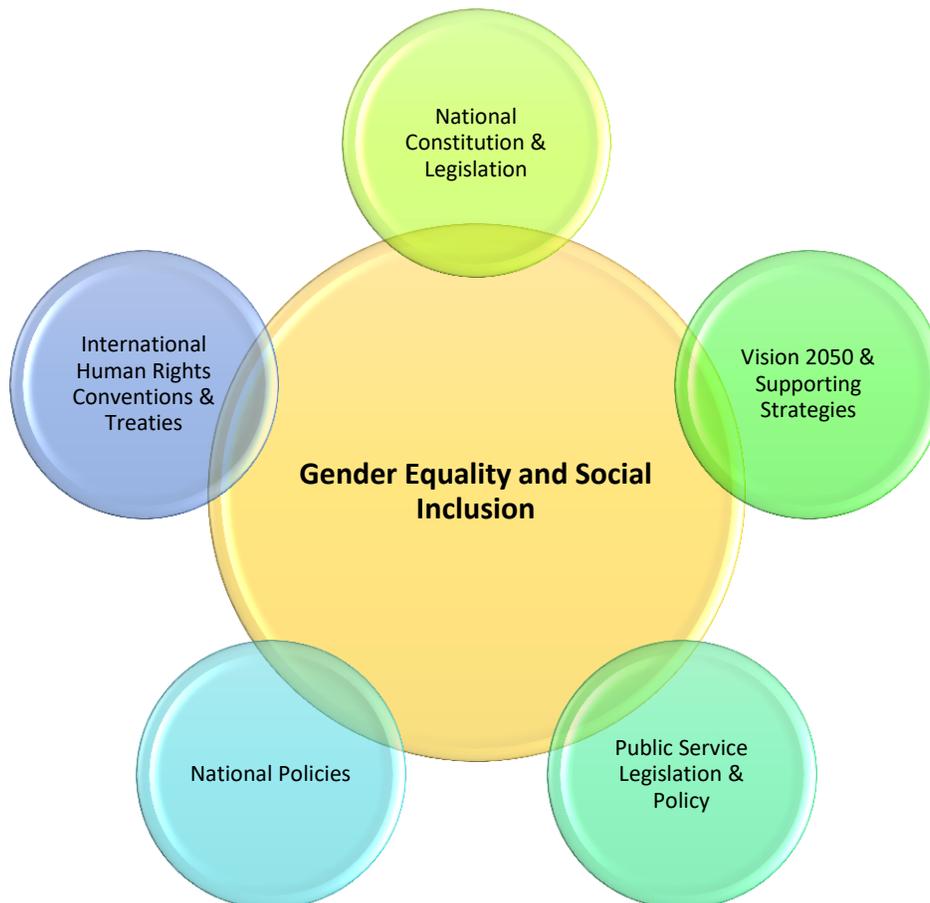


## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

### 7.7 Strategic Priority Area 7: Gender Equity and Social Inclusion (GESI)

The Universal Declaration of Human Rights (UDHR) lays the foundation upon which all other international human rights conventions and agreements are based and this plan takes into account the Articles under the Declaration that concern gender equity, social inclusion and development. Papua New Guinea has a legislative and policy framework which supports and promotes gender equity and social inclusive processes and practices. Goals 1 and 2 of our National Constitution recognize Integral Human Development and Equality and Participation. Section 55 allows for deliberate actions and interventions to be taken in order to ensure equal opportunities for all. Gender equity and social inclusion principles and strategies are key aspects of the Vision 2050, Development Strategic Plan 2010-2030 and our Medium Term Development Plans. Popondetta District will commit efforts to promote Papua New Guinea’s National Goals 1 and 2 through this Corporate Plan and ensure that our business operations incorporate the following GESI priorities; Equal Employment, Women in Decision Making, Gender Based Violence, Education & Training, Health & Wellbeing, HIV/AIDS and Economic Empowerment. There are a number of global and national goals such as the Millennium Development Goals which strive to bring our Nation to an equal footing with other developed nations.

**Figure 5: GESI and Enabling Legislations and Policies**



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

Table 7: Delivery Framework of Strategic Priority Area 7

SPA7: GENDER EQUALITY AND SOCIAL INCLUSION (GESI)				
Goal:	To be a District that applies and promotes fairness through the application of GESI Policy and encourages equal participation for all people regardless of gender, disability, race, ethnicity and religion.			
Strategic Corporate Objectives:	<ol style="list-style-type: none"> <li>To uphold public service professional standards by establishing a productive work culture,</li> <li>To establish good governance and accessibility, professional capability, business systems and accountability through sound corporate governance, ethical leadership and effective management.</li> </ol>			
No.	Areas of Concern	Deliverables	Lead Divisions	Time Scale
1.1	Establish institutional change to ensure empowerment of both men and women through equal participation in decision making on issues which affect their lives.	<ul style="list-style-type: none"> <li>Terms of References for any secretariat at the District and LLGs must promote equal representation of men and women,</li> <li>Decision making panels for development at District and LLGs must have at least a women and a member of a disability group or other marginalized populations to raise their voices.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>HR Division</li> </ul>	Ongoing
1.2	Analyze government policies and practices to examine the different impact they have on men and women and make recommendations for improvement.	<ul style="list-style-type: none"> <li>Conduct study to understand the impact of government policies and practices on men and women,</li> <li>Make recommendations for change on any government policies and practices that contradict GESI principles.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>HR Division</li> </ul>	Ongoing
1.3	Provide training and capacity building to District & LLG staff to enhance gender management skills and raise the general level of Gender Awareness.	<ul style="list-style-type: none"> <li>Liaise with PILAG/Comm Dev Division to solicit appropriate trainings for District and LLG staff on GESI Management Skills,</li> <li>District to appropriate funding for staff trainings annually,</li> <li>District to identify National GESI Programs and select staff to participate in these programs.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>HR Division</li> <li>Community Development Division</li> </ul>	Ongoing
1.4	Performance Management Systems	<ul style="list-style-type: none"> <li>Include GESI principles into staff key performance indicators (KPIs) and job descriptions,</li> <li>Where a worker fails to apply GESI principles in his or her role, it should be treated as an under-performance issue which should be managed or developed appropriately,</li> <li>Ensure District and LLGs workplaces reflect an environment where people feel free to make a complaint if they are being unfairly treated.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>HR Division</li> </ul>	Ongoing



## 7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.5	Training and Induction	<ul style="list-style-type: none"> <li>• Ensure new staff are aware of GESI principles and practices,</li> <li>• Ensure District and LLG staff are provided with adequate education materials on GESI,</li> <li>• Source GESI refresher and awareness training for all staff at the District and LLGs.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> <li>• HR Division</li> </ul>	Ongoing
1.6	Career Planning & Development	<ul style="list-style-type: none"> <li>• Provide equal opportunities for training and development in the District Office and LLGs,</li> <li>• Use coaching and mentoring strategies to allow greater equity in leadership positions,</li> <li>• Identify and foster individuals demonstrating high potential in the District Office and LLGs.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> <li>• HR Division</li> </ul>	Ongoing
1.7	Conditions of Employment	<ul style="list-style-type: none"> <li>• Identify whether there is any disparity between the remuneration for men and women performing the same role in the workplace,</li> <li>• Ensure males and females are provided with the same employment benefits,</li> <li>• Provide opportunities for pregnant women to continue with meaningful work,</li> <li>• Consider options for reduced or flexible working hours to meet individual needs,</li> <li>• Consult with individual staff on issues that concern their health and wellbeing in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> <li>• HR Division</li> </ul>	Ongoing
1.8	Appointments & Promotions	<ul style="list-style-type: none"> <li>• Encourage women to apply for positions or promotions in the workplace,</li> <li>• Identify and monitor the ratio of women represented in the workplace and at various roles or grades.</li> <li>• Ensure that there are women represented on panels and committees including the DDA Board,</li> <li>• Encourage independent representatives on selection panels to ensure appointments are made on the basis of merit.</li> <li>• Ensure considerations are made on an applicant's ability rather than disability.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	



7. STRATEGIC PRIORITY AREAS OF THE DISTRICT CORPORATE PLAN

1.9	Discipline & Education	<ul style="list-style-type: none"> <li>• Take prompt and appropriate action on receiving a complaint from a worker that they are being treated unfairly,</li> <li>• Maintain a register of GESI complaints and as required, elevate this information to superior officers for action,</li> <li>• Provide equal opportunities for further education to all staff, regardless of their gender, age, social status or disability.</li> </ul>	District Administration	Ongoing
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## 8. LONG TERM STRATEGIES BY EACH STRATEGIC PRIORITY AREA

The District's Long-Term Strategies are priorities that will be implemented over a period of time and may take up to more than five years. As a new District, we will make efforts towards these strategies because they set the direction as to where we want the District to be in the next 5 – 10 years.

**Table 8: Long Term Strategies**

No.	SPA 1: INTERNAL MANAGEMENT AND COMPLIANCE
1.1	Establish data management system for the District that links up all LLGs for reporting and record management purpose.
1.2	Create an email domain for the District so that all staff (District and LLG) are actively using emails at work.
1.3	Establish District Headquarters at proposed locations (Huvivi & Girua) and construct staff residential houses with government facilities of a mini township setting.
1.4	All sectors and work units to develop Annual Activity Plans for implementation annually.
SPA 2: EFFECTIVE PARTNERSHIP AND COLLABORATION	
2.1	Develop a Partnership Management Policy to effectively engage National Line Agencies, Political Leaders, Donors, NGOs and other implementing partners and stakeholders.
2.2	Develop a conference schedule for partners to meet and discuss District priorities biannually.
2.3	Make appointment or include in the District Structure a new position for a Partnership Manager.
SPA 3: EFFECTIVE BUDGETING AND FINANCIAL MANAGEMENT	
3.1	Establish Revenue Office for the District to be responsible for collection of levies and fees.
3.2	Link up PGAS/IFMS with the District Administration for effective finance management.
3.3	Establish a Budgeting and Planning Committee to ensure District, LLG and Ward Budgets (development & recurrent) are appropriately linked to outcomes of the FYDP, Corporate Plan, LLG Plans and Ward Development Plans.
SPA 4: EFFECTIVE HUMAN RESOURCE MANAGEMENT	
4.1	Develop a Capacity Development Plan for the District.
4.2	Establish full staff ceiling for the District and LLGs with qualified and experienced officers.
4.3	Review current District and LLG Structures and make recommendations for inclusion of new positions based on service delivery needs.
SPA 5: PHYSICAL ASSET MANAGEMENT	
5.1	Develop and Asset Management Policy for the District.
5.2	Make appointment or include in the District Structure a new position for an Assets Officer.
5.3	Create a database to manage all District and LLG assets
SPA 6: SUPPORTING LLGs AND WARDS	
6.1	Establish an effective Service Delivery Monitoring System for the LLGs and Wards.
6.2	Establish a Planning and Budgeting Committee to help LLGs and Wards to develop their own Development Plans and Budgets consistent with District priorities.
6.3	Ensure all LLG and Ward functional structures are established and effectively operating.
SPA 7: GENDER EQUALITY AND SOCIAL INCLUSION	
7.1	Link up LLGs and Wards with GESI activities.
7.2	Establish resource centres in each Wards to promote women economic participation.
7.3	Train GESI advocators for each Wards.
7.4	Develop GESI Annual Activity Plans yearly for socialization and implementation with partners.



## 9. DISTRICT TAX REVENUE SOURCES

The District tax revenue sources are listed in the table below. One of the District's corporate focus is to develop its internal revenue to complement its DSIP and other funding sources. These tax revenue sources will be further explored and reviewed with the IRC, DoF and DPLGA so that a proportion of levies collected is paid back to the District. The District's revenue section will be responsible for regulating legislations that will manage this function.

**Table 5: District Tax Revenue Sources**

No.	TAX REVENUE SOURCES
1	Dinghy Licenses
2	Taxation on Bulk Betelnut Sales (Kikiri)
3	PMV Licenses
4	Market Revenue
5	Log Export Development Levies
6	Wharf and Shipping Services Revenue
7	Airport Tax Revenue
8	Cocoa Sales Levies
9	Coffee Export Levies
10	Domestic Waste Management Levies
11	Telecommunication Levies
12	Liquor Sales Revenue
13	Fisheries Levies
14	Tourism Levies
15	Trade store Licenses
16	Fuel Sales Levies (Mobil Products, etc)
17	Oil Palm Export Levies
18	PNG Power Revenues
19	Water PNG Revenues
20	Heavy Machinery and Freight Levies



## 10. INVESTMENT SUMMARY

The resourcing framework to guide the planning and budgetary process for each Strategic Priority Area to effectively implement this Corporate Plan is represented as follows;



Table 6: Projections in Millions of Kina

BUDGET ESTIMATES BY FUNDING SOURCE (Millions of Kina)					
Fund Source	2023 Appropriation	2024 Appropriation	2025 Appropriation	2026 Appropriation	2027 Appropriation
<b>RECURRENT</b>	9.00	9.00	9.00	9.00	9.00
Personnel Emoluments	3.00	3.00	3.00	3.00	3.00
Goods & Services	1.00	1.00	1.00	1.00	1.00
Utilities, Rentals & Property Costs	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>



## 11. CODE OF CONDUCT

1. Serve the State and Government of Papua New Guinea with honesty and dignity and not to seek favour or reward for work which you are already being paid for,
2. Be a Public Servant that abides by all laws of the nation and complies with the General Orders in the execution of duties and acts as a whistle blower in the event a wrong doing is identified,
3. Promote a corruption free work environment by always avoiding involvement in fraud, deception and/or any dealings that may be deemed as Conflict of Interest,
4. Do not compromise Public Service duties with political views and affiliations or seek favours from politicians for the execution of duties,
5. Perform duties in an honest manner when dealing with State Institutions, Government clients, service providers and/or consultants and always declare any private interests to the State prior to undertaking business dealings for the State and Government,
6. If you are being paid a full-time salary by the State or Government for your service or any other contractual arrangements, always report to work on the agreed terms and conditions of your employment. Do not defraud the State and Government by earning a full-time salary for hours to worked or for absentisms from work,
7. Treat all important Government information with high confidence and not divulge such information in a manner which will undermine the integrity and security of Public Service and the State,
8. Always uphold the integrity of the Public Service and do not engage in any unacceptable behaviours or situations in public or any circumstance that may tarnish the reputation of the Public Service and State,
9. Always attend to fellow colleagues, subordinates, superiors and Government clients, in a just, fair and equally acceptable manner regardless of their gender, ability status, ethnicity, religion and/or race,
10. Always abide by this Code of Conduct in the execution of duties or when undertaking Government business to ensure that our presentation to public opinion is deemed professional and best represents the interests of the State and Government



## 12. MONITORING AND EVALUATION FRAMEWORK

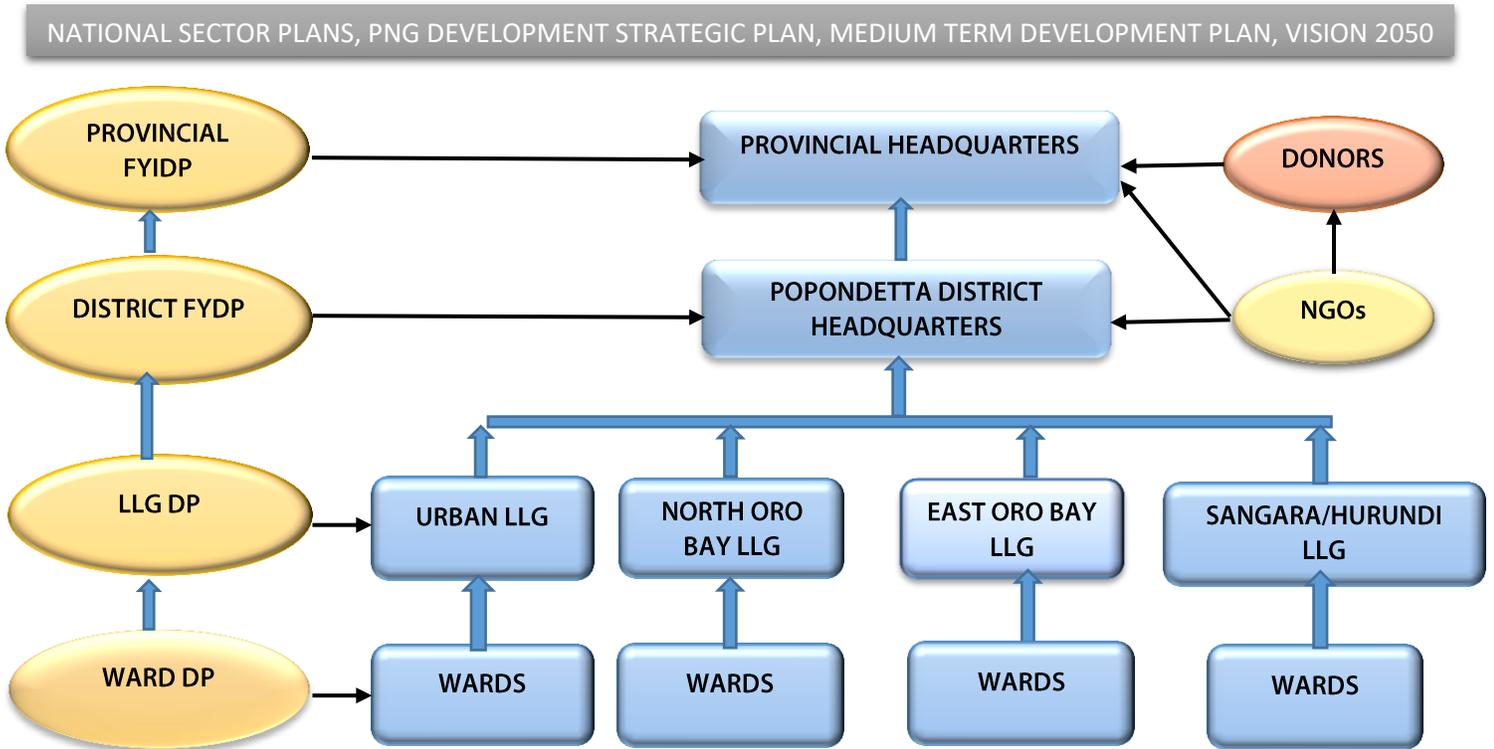
Table 7: Monitoring and Evaluation Framework

Monitoring & Evaluation Variables	District Management Team & DDA Board	District Sectional Heads & Sector Coordinators	Sub District Management Team	Ward Development Committee
Activities and Outcomes to monitor and evaluate	District Development Plan, LLG Development Plans, Sector Activity Plans and Projects.	Sector Activity Plans and District Minimum Priority Activities	LLG Development Plans and Projects	Ward Development Plans and Projects
Variables to consider for Effectiveness, Efficiency & Impact	Inputs, Outputs, Outcomes and Quality of Lives	Funding and Project Completion Reports	Funding and Project Completion Reports	Funding and Project Completion Reports
Timing & Frequency to Monitor & Evaluation	Quarterly/Bi-annually	Monthly/Quarterly	Monthly/Quarterly	Monthly/Quarterly
Monitoring & Evaluation tools and instruments	Progress & Completion Reports/S119 Report	Progress & Completion Reports/Sector Reports/.S119 Report	Progress & Completion Reports/Sector Reports/.S119 Report	Progress & Completion Reports/Ward Reports
Responsible Implementers	District Administrator and LLG Area Managers	District Sectional Heads and Sector Coordinators	LLG Area Manager and Sector Officers	LLG Area Manager/Ward Councillors
Usage of Monitoring & Evaluation Results	<ul style="list-style-type: none"> <li>• Informs decision making at DDA Board Meetings,</li> <li>• Provides evidence for planning and budgeting activities,</li> <li>• Informs prioritization of projects,</li> <li>• Informs Resource Planning and Allocation,</li> <li>• Provides useful data and information for reporting purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Informs decision making for Sectional Heads &amp; Sector Coordinators,</li> <li>• Provides evidence for planning and budgeting activities,</li> <li>• Informs Prioritization of Activities,</li> <li>• Informs Resource Planning and Allocation,</li> <li>• Provides useful data and information for reporting purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Informs decision making for Sub District Management Team,</li> <li>• Provides evidence for planning and budgeting activities,</li> <li>• Informs prioritization of projects,</li> <li>• Informs Resource Planning and Allocation,</li> <li>• Provides useful data and information for reporting purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Informs decision making for Ward Development Committees,</li> <li>• Provides evidence for planning and budgeting activities,</li> <li>• Informs prioritization of projects,</li> <li>• Informs Resource Planning and Allocation,</li> <li>• Provides useful data and information for reporting purpose.</li> </ul>



## 12. MONITORING AND EVALUATION FRAMEWORK

Figure 6: DISTRICT REPORTING STRUCTURE



## ACKNOWLEDGEMENT

Hon. Richard Masere	Member for Popondetta Open
Trevor Magei	Oro Provincial Administrator
Joseph Mokada	Deputy Provincial Administrator – Corporate Services Chairman – Popondetta District Planning Committee
Moses Iopare	District Administrator – Popondetta District
Eddie Kabuni	Executive Officer – Popondetta District
Tony Manuda	Advisor Human Resources Division
Rodney Viambu	Provincial Planner
Peter Eloni	Researcher & Planner – Popondetta District Planning Committee
Tony Sione	Researcher & Planner – Popondetta District Planning Committee
Ricky Derari	Graphic Artist & Content Layout Designer
Marygold Ase	Researcher, Marine Biologist, UPNG Graduate



