Department of Provincial & Local-level Government Affairs (DPLGA)

WARD RECORD BOOK
OUTLINE

To make relevant stakeholders aware of the:

- Legal mandate of Ward Record Book;
- Contents of Ward Record Book;
- Objective & Outcome;
- Process of WRB Roll Out;
- Institutionalising of WRB;
- Alignment to Government Policies;
- Key Points
A. ORGANIC LAW PROVINCIAL AND LOCAL-LEVEL GOVERNMENTS, 1995

Section 106 : Provincial Planning and Data System

(1) There shall be established in each Province an extended service of the Department responsible for planning matters and of the National Statistical Office;

(2) The functions of these service are to establish and maintain an efficient and effective provincial and local level planning and data system;

(4) An Act of Parliament shall prescribe the type of records and data to be kept and details of planning and data control systems for the provincial and local-level governments.
B. LOCAL-LEVEL GOVERNMENTS ADMINISTRATION ACT, 1997:

Section 57;

- (1) A Local-level Government shall establish and maintain for each ward with the LLG area a register to be known as the Village Book;
- (2) A Village Book shall contain information as to; names, clans ethnic groups and where applicable address of all persons within the ward;
- (4) A Village Book shall be in a format directed by the Minister;
- (5) Is a public document, kept within the ward and shall be available for inspections at reasonable times;

Section 11: Duties of an Elected Member

An Elected Member shall ensure that the Village Book relative to his/her ward is maintained
CONTENTS OF THE WARD RECORD BOOK

Names and where applicable address of all persons within the ward area;
Details of;

- All births, deaths and marriages within the ward area;
- Records of all persons living within a Ward;
- Ward officials and resource persons living within the ward;
- Projects implemented within the ward over a 5 year period;
- Sectoral information on education, health, agriculture, commerce, law & order, transport etc;
- Other information necessary for provincial and local level planning
OBJECTIVES, OUTPUTS & OUTCOMES

- The core objective of the WRB is to collect accurate and up to date data;

- Evidence based development planning & policy making at all levels of government;

- Informed decisions and budgets;

- Equitable and equal distribution of scarce resources including funds;

- Effective and efficient delivery of basic socio-economic services;

- Measuring of development indicators in national plans & SDG;

- COST REDUCTION - MINIMIZE OR ELIMINATE WASTAGES
PROCESS OF WARD RECORD BOOK ROLL OUT

- Printing of 6,375 Ward Record Book copies
- Appointment of Ward Recorders
- Training of Ward Recorders and WRB Roll Out
- Raw data collection by Ward Recorders
- Data entry into WRB data base
- Data generation, analysis and quality check
- Updated data entry into the data base
- Data dissemination and sharing
WARD RECORDERS

- Minimum of Grade 10 education
- Permanent resident of the Ward
- Sober habits
- Well respected by the community
- Should not leave his / her Ward for more than one month
- Strong Christian values
WHO CAN USE DATA FROM WRB

Below are some examples of people who are likely to use data from WRB:

- The local people, WDC Committee members, Ward Councillors;
- Elected leaders/Politicians (at all levels);
- LLG Officials for planning purposes;
- District Administration, DDA BOARDS for prioritization, budgeting & resource allocation;
- Provincial Administration/Government;
- PNG ELECTORAL COMMISSION, NSO, OTHER GOVERNMENT DEPARTMENTS
- Development partners & donor agencies
INSTITUTIONALIZATION OF WARD RECORD BOOK

- Provinces must incorporate WRB into their annual planning and budgeting frameworks for sustainability;

- Ward Record Book Data base will be established by DPLGA in all Provinces on a cost sharing arrangements (NIPA model);

- Ward Record Book Regulation and Policy is being developed by DPLGA to clearly identify administrative, governance, data dissemination and reporting mechanisms

- DPLGA will work closely with Department of ICT to develop a tailor the current data base system to make it feasible for other agencies to access relevant data for their purposes.
The establishment and maintenance of Ward Record Book will ensure accuracy in socio-economic and demographic data collection. If the system is established in all Provinces, Districts, LLGs and Wards, the information contained can be used for the;

- Monitoring and evaluating the development progress / lack of it;
- Measure the development indicators and targets identified in our national plans and policies such as the MTDPs and sectoral plans;
- Electoral Roll updates by PNGEC for Elections
PROVINCES AND DISTRICTS COVERED

- Wewak District - East Sepik Province
- East New Britain Province
- Milne Bay Province
- West New Britain Province
- Manus Province
- New Ireland Province (MOU signed & data entry portals established)
- Morobe Province (MOU signed)
- West Sepik Province (MOU signed)
- Northern Province (MOU signed)
- Central Province (MOU signed)
- Wabag District
- Wapenamanda District (MOU signed)
- Lagaip-Porgera District (MOU signed)
- Gazelle District (MOU signed)
- Mul-Baiyer Lumusa District
- Goroka District
2023 ROLL OUT PROGRAM

- EAST SEPIK PROVINCE
- GULF PROVINCE
- WESTERN HIGHLANDS PROVINCE
- JIWAKA PROVINCE
- SIMBU PROVINCE
- MADANG PROVINCE
- WESTERN PROVINCE

- MONITORING AND EVALUATION WILL ALSO BE CARRIED OUT IN THOS PROVINCES AND DISTRICTS ALREADY COVERED TO ENSURE QUALITY AND RELIABILITY OF DATA COLLECTED
CHALLENGES

- INADEQUATE FUNDING SUPPORT
- PROVINCES NOT TAKING FULL OWNERSHIP
- REMOTENESS OF LLGS AND WARDS
- PROVINCES, DISTRICTS AND LLGS NOT PROVIDING SUPPORT TO WARD RECORDERS IN TERMS OF LOGISTICS AND STATIONARIES ETC
- WARD RECORDERS ALLOWANCE NOT PAID ON TIME DUE TO LACK OF FUNDING WHICH AFFECTS THE QUALITY OF DATA COLLECTED
WAY FORWARD

- PROVINCES MUST TAKE OWNERSHIP OF DAILY IMPLEMENTATION

- PROVINCES MUST INCLUDE WRB AS A RECURRENT ACTIVITY IN THEIR ANNUAL BUDGETS

- PROVINCES MUST CREATE POSITIONS IN YOUR STRUCTURES FOR SUPERVISING WARD RECORDERS AND ALL WORK RELATING TO WARD RECORD BOOK

- PROVINCES, DISTRICTS AND LLGS MUST PROVIDE NECESSARY SUPPORT TO WARD RECORDERS TO ENSURE EFFECTIVE UPDATE OF DATA AS AND WHEN VITAL EVENTS OCCUR IN THE COMMUNITIES

- DPLGA WILL PROVIDE OVERALL POLICY OVERSIGHT AND CONTROL TO ENSURE DATA ACCURACY, RELIABILITY AND SECURITY
Thank you for Listening