

Our Values

All members share a philosophy and deeply held beliefs that are embraced in the following core Values, which we will sustain and follow at all times to guide our day to day actions. They are: Human Respect, Fairness and Equity, Integrity and Ethics, Accountability, Transparency, Leadership, Innovation and Adaptability.

Corporate Services

To provide sound management of corporate services (including financial, human, physical asset and information resources) to enable the Department to operate effectively and efficiently.



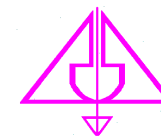
OUR CONTACTS

Director Corporate Services	301 3137
Personal Assistant	301 3138
Manager Finance	301 3135
Financial Accountant	301 3134
Cashier	301 3256
Debt Control Officer	301 3129
Revenue Accountant	301 3151
Manger Human Resource	301 3136
Staff Development Officer	301 3149
Staff Training Officer	301 3146
Salaries Edit Officer	301 3150
Occupational Health& Safety	301 3157
Research Officer	301 3118
Manager Admin. Services	301 3139



Corporate Services Division
Department of Lands and Physical Planning
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Corporate Services Division



Purpose:

To support the operations of DLPP through the efficient and effective management of its human, financial and physical resources.

The corporate Services Division serves to support the operations of the Department of Lands and Physical Planning through the efficient and effective management of its human, financial and physical resources.

Our Goals:

1. *For all Staff to have the physical resources and environment needed to carry out their work:*
2. *Ensures that the right people are in the right place at the right time:*
3. *Finances managed within budget and applied to achieve departmental objectives:*

There are 3 branches under Corporate Services Division.

- 1) Human Resources
- 2) Office Administration
- 3) Finance

1. Human Resources Management

- Provide ongoing training and development for DLPP Workforce
- Develop and maintain a personal information database
- Maintain a disciplined workforce.
- Ensure staff's Leave Entitlements and other benefits are processed in a timely manner.

- Manage and monitor DLPP Payroll
- Create and manage a workforce development Plan for the life of the Corporate Plan 2013 – 2017.
- Develop and implement OHS policy and guidelines

2. Office Administration Service

- Ensure effective and efficient management of DLPP office and assets.
- Ensure DLPP is operationally efficient.



3. Finance Service

- Ensure funding is available as per forecast activities according to the budget.
- Ensure management reporting is accurate and on time.
- Assisting and monitoring revenue collection process by, providing advice and support and reporting differences between forecast and actual collected.
- Ensuring expenditure is supported by work plan and /or business case and that there is no pre-commitment of expenditure before approval.
- Assuring compliance with financial Management Act, General Orders and DLPP delegations.

