



Tambaran

UPDATE

OCT - NOV 2019, Edition



#knowyourparliament

Open Parliament Program staff (background) at Globeathon 2019 held at Ela Beach in September; engaging with participants at the event by supporting awareness on cancer as well as promoting the role and functions of the National Parliament. *Photo: Parliamentary Media Service*

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Staff encouraged to promote values

ACTING Clerk of Parliament Kala Aufa has called on National Parliamentary Service (NPS) staff to practice and promote core values in the workplace to raise the organisation's standards of service.

Mr Aufa made this call in his opening remarks at the staff Independence Sports Day held in September to coincide with the country's 44th anniversary celebrations.

"I take this time, to encourage you all to take stock of our roles and responsibilities as a service," he said.

Mr Aufa called on staff members to start practicing integrity and working together as an "unified service".

He added that it was in the best interest of an effective and efficient workforce for

each and every staff member to practice responsible behaviour, be accountable and transparent while performing their respective roles and responsibilities.

"If we are not performing our duties to our fullest potential, then let us take back excellence in our workforce," he said. "Let us create a work culture that we can be proud of."

Mr Aufa said such events as the sports day created opportunities to network and encouraged team building.

He acknowledged the Independence Organising Committee for taking the lead in organising the successful event.

NB: Please go to Page 12 to see photos of the Independence Sports Day.



WELCOME!

Hello everyone, welcome to the October-November 2019 Tambaran Update; the National Parliamentary Service (NPS) bi-monthly newsletter.

We bring to you, news and events that have been happening during the past few months, including the Independence celebrations, staff sports day, community engagement activities and the HR Update on the recruitment progress apart from the regular features. Check out some of our staff members' views on what "Take Back PNG" means for them on page 9 and take the quiz on page 10 to find out your personal habits and traits with time management. You too, can be part of an edition by contributing your stories and/or photos or be an interviewee for one of the sections of the publication.

Nonetheless, do write in and tell us what you like about Tambaran Update, what you don't like and what you would like to be included in future editions.

We trust that you will enjoy October-November Tambaran Update as much as we did putting it together.

Until next time, happy reading!

The Media Team.

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UNIQUE COLLECTION | A magnificent collection of Papua New Guinea's unique species of butterflies, moths and beetles graces the Grand Hall of Parliament House; a fascinating feature attraction for many a visitor. - *Photo: Parliamentary Media Service*

The Chamber: abit of old & new

A look at the Speaker's Chair

A BLEND of old and new is strikingly exemplified in our Parliament House, which combines modern architecture with traditional culture.

And situated as a centrepiece in this creation of "quiet dignity" is the Speaker's Chair, a focal point which represents the highest authority of Parliament and must always be respected. If a Member walks in front of the Speaker's Chair, he or she should bow to show respect for the authority of "the Chair".

The Speaker who is the only one who sits in this chair, presides over the House's debates, determining which members may speak. The Speaker is also responsible for maintaining order during debate, and may punish members who break the rules of the House.

In his book *"Parliament House Papua New Guinea"*, the author Mike Briggs describes the Chamber as, "a careful combination of the use of PNG art and material with the traditional parliamentary customs of a Westminster-style Chamber."

Our Parliament House is truly a magnificent building that reminds us of the rich heritage of the hundreds of tribes that are now joined together as one people and one nation. It is the home of the principles of democracy of our nation.



■ **Information:**
www.parliament.gov.pg |
**Parliament House Papua
New Guinea**

'Selfie Contest'

Do you have a favourite feature or view of the Parliament House? Why not take a selfie with this feature or view in the background, write in 25 words or less why you say so and submit for a chance to win a "surprise prize" and have your photo published in a future edition of the Tambaran Update.

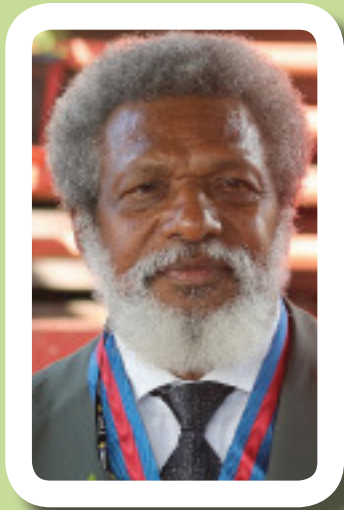
Send your entry to:
mediadivision.parliament@gmail.com

Entry submitted by **Eileen Tony, Attendant - Serjeant-At-Arms** "*Parliament House*" portrays the diverse cultures of PNG through the different styles of traditional houses combined in its design by New Zealand designer Cecil Hogan."



“**INTEGRITY:** Have the courage to say no; to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity. - W.Clement Stone”

CONGRATULATIONS



HON. JOB POMAT, MP, CMG
Speaker of Parliament

CONGRATULATORY SPEECH

By Kala Aufa - Acting Clerk of Parliament

"Distinguished guest, ladies and gentlemen.

It gives me great pleasure to welcome you all to the National Parliament.

Thank you for joining us on this very special occasion of celebrating the achievement of our good Speaker of Parliament, Hon. Job Pomat's receiving the award of the Most Distinguished Order of Saint Michael and Saint George (CMG) at the Government House.

Congratulations Hon. Speaker on your award and thank you for your service to the community as a Member of the National Parliament including as Minister and currently as Speaker of Parliament.

Your efforts and leadership are also testaments reflected in the effective and efficient operations of the National Parliamentary Service and we look forward to our continued teamwork.

Well done Sir. Congratulations on your great achievement and best wishes for more success in the future. God bless."

Go far together

"Teamwork makes the dream work..." - John Maxwell

"TEAMWORK makes the dream work..." is a quote and the title of a book by John Maxwell, a well-known American author, speaker and pastor who has written many books, primarily focusing on leadership.

This profound statement is a collectivist view to inspire unity and collaboration, and one that maintains that if individual members of a certain group with required standards – such as the National Parliamentary Service (NPS) – work on their own instead of as a team, they are each destined to fail and will all be defeated.

The same view can be likened to the "United we stand, divided we fall" lyrics by American writer, politician, lawyer and soldier, John Dickinson in his pre-Revolutionary War song "The Liberty Song".

As such, my message for this second edition of our bi-monthly newsletter is about the importance of teamwork; of everyone contributing meaningfully and working together as a unified service towards a shared vision which is ultimately to connect every single staff members' accomplishments towards the organisational objectives, hence driving an ordinary workforce to achieve extraordinary results.

Our good Speaker of Parliament Hon. Job Pomat's, MP, CMG has also instructed management to work towards maintaining a positive image of NPS hence, protecting and promoting the integrity of the institution and has called for proper check and balance systems in place, of improving overall staff attendance, punctuality and performance and implementing effectively, efficiently and transparently, set goals and objectives of the service.

The responsibility is now on each one of us to take full ownership, as a workforce, to drive and deliver these directives. This means doing the right thing and for the right purpose; for ourselves, for the positions we hold, for the institution we serve and for each other.

If we work together as a team, with the management leading by example, in simple things like, starting work on time, finishing on time, been present, being productive and getting paid for work we actually do, then we can become the kind of service that is transparent, accountable and thriving, thus contributing



KALA AUFA
Acting Clerk of Parliament

significantly to the successful operation of the public service machinery.

True teamwork led and driven by a visionary and result-focused leadership in every division within this institution can achieve the ultimate dream of an exceptional chamber and administrative support for the National Parliament of Papua New Guinea and parliamentarians; one which provides innovative, unified and client-focused service.

As in the famous African proverb, "If you want to go fast, go alone. If you want to go far, go together", I say let us go together, so we can then be able to go far.

CONDOLENCE MESSAGE

• Deepest condolences to the family, relatives, colleagues and friends of the Late Noreen Malabag, a Janitor with the Building and Maintenance Division for three years, who passed on Tuesday October 15th, 2019. May she rest in eternal peace.

Kaikai Bilong Tingting by: Charles Nir





Acting Deputy Clerk Basil Kambuliagen (left), Parliament Speaker Job Pomat, MP, CMG (centre) and Bougainville Parliament Speaker Hon. Simon Pentanu (right) at the signing of the Twinning Program. - Photo: Parliamentary Media Service

Speakers sign agreement

THE National and Bougainville parliaments recently signed a twinning Memorandum of Agreement (MOA) to work closely together and support each other in each other's respective roles and responsibilities in the future.

Speakers of both parliaments, Hon. Job Pomat, MP, CMG and Hon. Simon Pentanu signed the pact. The twinning arrangement is similar to current programs between the National Parliament with the Queensland Parliament and Bougainville with the Brisbane Parliament.

Mr Pentanu who was a former Clerk of

the National Parliament spoke highly of the program; commending the National Parliamentary Service staff for coordinating the agreement.

He said Bougainville Parliament was now confident to conduct its business with a lot to learn from the National Parliament; especially on the Standing Orders, Processes and Procedures.

This arrangement also enables sharing of information, expertise and other relevant activities involved in the conduct and operation of the administration and the general business of both parliaments.

NPS launches internal newsletter



Pictured are staff members posing with the inaugural copy of the National Parliamentary Service's (NPS) first-ever internal publication, *Tambaran Update* launched in August this year. - Photo: Parliamentary Media Service

THE National Parliamentary Service (NPS) now has an internal publication launched in August this year to highlight the work and activities of the service and is aimed at fostering consistent interaction and engagement between management and staff through information sharing.

Acting Clerk Kala Aufa said as an evolving organisation, there was a need for NPS to develop into a more informed, connected

and engaged workforce.

The inaugural edition had 500 copies printed and distributed amongst staff, the media, Members of Parliament, the public and some even reached Parliament community educators in the Pacific region. Staff are urged to participate by contributing photos or stories, activities and initiatives to create a more inclusive, informative and interactive content going forward.

Senior staff attend insurance session

SENIOR management of the National Parliamentary Service (NPS) attended a half-day information session on life and medical insurance policies and benefits in October facilitated by Life Insurance Corporation (PNG) Limited.

The session began with a general presentation on the company's services and policies followed by questions and answers from those who attended.

Topics of discussion ranged from illnesses to lifestyle diseases, incidents, age limits and cover, insurance premium, dependent's covers and others.

Acting Deputy Clerk of Parliament Basil Kambuliagen raised a point about new staff employed by NPS been automatically covered since the institution had already paid in full the yearly insurance cover for all its staff.

Eric Seta from the Parliament Clinic on the other hand, queried the company's arrangements with private clinics where staff could go to for medical treatment and obtain valid receipts and medical reports. Casper Hahambu from the Policy and Research Division asked if unused premium could be carried onto the following year or to any other facilities where unused premium are saved or refunded.

The session, coordinated by the Emoluments Division turned out to be a beneficial one for all who attended.

■ Watch this space for more updates on life and medical insurance.

NPS to present at media workshop

IN the lead up to the November Budget Session, Acting Clerk of Parliament Kala Aufa, amongst a group of finance and economy professionals, gave a presentation on how a national budget is framed and the step by step process in which it is tabled, debated and eventually passed in Parliament to Papua New Guinean journalists.

The National Budget Reporting workshop organised by ABC's Media Development Initiative (MDI) equips reporters with the necessary background knowledge on the budgetary process and is also an opportunity to clarify any misconceptions or issues on finance and economy reporting.

After the workshop, journalists should:

- Have an insight into budget reporting;
- Know what to report at a budget lock-up;
- Know the process involved in tabling a budget and the subsequent debate and eventually the passage of it; and
- Know what immediately triggers a good budget response.

“ **COLLABORATION:** “Alone we can do so little; together we can do so much.”
– Helen Keller



PNG learns about China's development strategy

THE third Papua New Guinea Government-Parliament Joint Delegation to the People's Republic of China's Program took place in the country's Yunnan Province and Beijing City from August 15th - 25th, 2019.

The delegation led by Hon. Peter Numu – Governor for Eastern Highlands Province and Leader of One Nation Party and included three other Members of Parliament (MPs) was accompanied by National Parliamentary Service (NPS) staff Ruth Alex – Parliamentary Committee Secretariat, Priscilla Raepom – Acting Director, Parliamentary Media Service and Thomas Iobo – Protocol Officer.

An initiative of the International Department of Central Committee of the Communist Party of China (IDCC-CPC) aimed at further strengthening the bilateral relationship and enhancing party-to-party exchanges between PNG and China, the program has been described as a great learning experience with mounting interest by Papua New Guinean delegates in China's successful economic and social development model that has propelled the country forward to becoming a leading economy over the past 40 years.

The delegates shared views during dialogues on development achievements and challenges with government officials, attended presentations by scholars on the Marxist ruling party, CPC's leadership and role in China's remarkable economic performance since the reforms and opening up practice in the late 1970s and site visits to thriving and innovative projects in agriculture, manufacturing, green energy, technology and food processing amongst others.

The delegates found the program to be an excellent platform that provides a setting where governments can compare policy experiences, seek answers to common development problems, identify and share best practices to enhance economic and social development whilst experiencing China's rich and unique culture.

The PNG delegation was privileged to take away from this program, an enhanced understanding of China's development strategy and reforms from both theoretical and first-hand perspectives and get an insight into the tangible outcomes of China pursuing the socialist revolution dream of prosperity, where putting the people's needs and interests first above all else, has been the highest pursuit.

Key findings made during the visit included identifying best practices to address economic and social development issues.

Training to build capacity



Participants of the program take a group photo. - **Photo: Ellison Waiut**

NATIONAL Parliamentary Service (NPS) staff members, Richard Whitchurch, Acting Parliament Counsel and Ellison Waiut, Senior Parliamentary Officer attended the 2nd McGill Parliamentary Management Course on Committees and Parliamentary Research and Information Technology hosted by the Vanuatu Parliament in August this year.

The Pacific Parliamentary Effectiveness Initiative is a three-year program designed to provide support to parliaments in the Cook Islands, Papua New Guinea, Solomon Islands, Tonga and Vanuatu. The project's overall outcome is to meet citizens' expectations for voice, development and the rule of law and accountability, and through support to the partner parliaments, strengthen systems of democratic governance.

It aims to strengthen the capacity of parliament secretariats to provide support to Members of Parliament; enhance the capacity of parliaments in all four countries to debate budgets and to provide for effective public accounts committee operations; mainstream development issues in the work of parliament; support the running of

Practice Parliaments for women; promote the selection of an increased number of women candidates by political parties; and improve information exchange and south-south cooperation between Pacific parliaments.

The purpose of this program was to engage participants in module 3 and 4 of a 6 module course that would eventually lead to certification from McGill University in Quebec.

Some participants had already completed Module 1 and 2 in Fiji in 2018 and this program was a continuation of that program. The first two modules covered in Fiji involved "Corporate Management in the Parliamentary Setting" and included Management Structures and Management Systems of Parliament as well as some coverage of Parliamentary Practices.

This stage of the program was to cover the Committee System in general including setting up a committee inquiry, the budget preparation for an inquiry and other specific areas involved in a committee inquiry.

Module 4 involved the use of ICT and discussions on its usage within the Parliament setting.

NPS attends public outreach training

TWO National Parliamentary Service (NPS) staff joined more than 20 of their colleagues from 11 Pacific Island Parliaments in Apia, Samoa from October 7th to 11th to attend a regional training on "Parliamentary Outreach and Citizen Engagement".

The training was aimed at enhancing public engagement by parliaments and developing some best practice standards for the region.

Apart from Papua New Guinea, participants came from the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Samoa, Solomon Islands, Tonga and Vanuatu.

The workshop was coordinated by UNDP in



National Parliamentary Service staff David Ropra and Priscilla Raepom (pictured right to left) doing a presentation on "Engaging Rural Communities - unique aspects, opportunities and challenges." - **Photo: Parliamentary Media Service**

the Pacific in partnership with the Parliament of Samoa. The facilitators were provided by the Victorian Parliament and the New Zealand Parliament.

The training was a first of its kind for the region.

PNG's 44th INDEPENDENCE ANNIVERSARY

in pictures



Speaker of Parliament, Hon. Job Pomat, MP (centre) with Prime Minister Hon. James Marape and Mrs Rachael Marape (left) during the flag-raising ceremony at Independence Hill last month. -Photo: *Parliamentary Media Service*



Staff members take a photo with their families after the flag-raising ceremony dressed in their Independence colours. - Photo: *Parliamentary Media Service*



Female staff members wearing "PNG flag-themed" meri blouses during the week leading up to Independence Day anniversary. - Photo: *Parliamentary Media Service*



Catering staff serving police officers breakfast after the flag-raising ceremony. - Photo: *Parliamentary Media Service*



The Kapuls team members having a good time during the Staff Sports Day held in September to celebrate PNG's 44th Independence anniversary. - Photo: *Parliamentary Media Service*



Staff at the Prime Minister's Independence dinner, take a quick photo with music icon Pati Potts Doi who was one of several popular local artists performing during the event. - Photo: *Parliamentary Media Service*

“ **ACCOUNTABILITY: At the end of the day we are accountable to ourselves** ”
 - our success is a result of what we do. - Catherine Pulsifer

National Parliament supports Globeathon

ABOUT 100 National Parliamentary Service (NPS) staff and their families captured at this year's Globeathon held on the last Sunday of September at Ela Beach. The event organised by Pacific International Hospital (PIH) is an annual walk that creates and supports awareness on cancers affecting women and focuses on the message of "early detection can save lives". NPS was one of the key sponsors for the event, which has been running for the past six years. - **Photos: Parliamentary Media Service**



Staff members going through a warm-up session before the walk.



Staff members taking a breather after the walk in front of the information booth.



Open Parliament Program staff with two members of the public, sharing information about the National Parliament.



Staff at the National Parliament's water station, giving out water to participants.



Staff and their families enjoying the day.



Staff with family members captured during the walk which started from Ela Beach to Downtown Port Moresby, around the Paga Ring Road then back to Ela Beach.



Some staff members at the event.

Meet the chef who has served NPS for 27 years...

Lindsay Simoi



Lindsay Simoi (centre front) takes time out to take a photo with his team. - *Photo: Parliamentary Media Service*

MEET Lindsay Simoi, from Tufi in Oro Province who joined the National Parliamentary Service; 27 years ago as a chef in 1992, after leaving his former job at Gateway Hotel. He is one of two longest serving staff in the Catering Services Division; the other being Brendo Mora, Strangers' Bar Supervisor. Currently holding the acting Assistant Manager Operation position, Mr Simoi has had his fair share of encounters with the "rich and famous", rubbing shoulders with many high-profile guests, including national leaders and world leaders as such foreign prime ministers and presidents. "It is always a great privilege to serve international guests in our State Function Room," he said. "However, learning differ-

ent international menus and the preparatory processes involved is the most enjoyable part, one which I always treasure." He added he has learnt a lot from working with some great managers in the past who have taught him how to develop his skills and knowledge and to complete given tasks with ease and without supervision. Mr Simoi who now supervises a lot of young staff in his section is always encouraging them to value their jobs and to take them seriously with respect. He said although, he enjoys his job, he will soon call it a day when he clocks in 30 years of service with the NPS. "So I am able to do other things with the remaining strength and energy I have left," he added.

From 2nd to 10th Parliament

YAPE Moses from Morobe Province is not only one of the longest serving female staff at the National Parliamentary Service (NPS) but is also the only female to occupy the male-dominated position of Clerk Assistant. She started her service as the secretary to the then First Clerk Assistant, Andriat Yaueib during the 2nd Parliament in 1985. This was a year after the new National Parliament was opened and after 35 years of service, having worked her way up, is now holding the position of Acting Clerk Assistant in the 10th Parliament. During the initial part of her career, Ms Moses has worked under a number of clerks and it was during Ano Pala's term that she moved to the Deputy Clerk's Office and worked there during the day and assisted the Bills and Papers Division at night to prepare the Notice Paper and documents for the next day's Parliament meetings.

"Mr Pala told me that I would be more useful in Bills and Papers, so I became the Parliamentary Officer," she recalled. "My job involved receiving, registering and circulating of legislations to the Chamber as well as preparing procedures, Notice Papers and others." Ms Moses said she has learnt everything she knows about the role and function of division and its respective units on the job and adds that each role from the First Clerk Assistant to the Deputy Clerk and the Clerk is all about working together to support and assist the Chamber run its day to day meetings per calendar year. She said she has enjoyed her job over the years and has seen many new things taking place including changes in the leadership of the country where a new breed of younger, visionary and passionate leaders are coming through to represent their people

MOVERS & shakers!

Appointments

- Ms Vali Mairi – Acting Organisation and Performance Management Officer

Congratulations

- To: Frederick Mathew, Waiter with the Catering Division who is also a member of "Wan Squaad", the talented Hip-Hop dance group who recently won the Domination World Champion, Main Division category in Brisbane, Australia.
- To: the National Parliament Mixed Volleyball Team who won the grandfinal against Correctional Institution Service in the Public Servants Sports Day held at the Bisini earlier this month.
- To: Lazarus Zongesia, Static Guard with the Security Division who recently tied the knot to his lovely bride. Best wishes for a wonderful journey ahead.

FACTFILES

■ Hear, hear is an expression used as a short, repeated form of hear him/her. It represents a listener's agreement with the point being made by a speaker. The phrase hear him, hear him! was used in Parliament from late in the 17th century, and was reduced to hear! or hear, hear! by the late 18th century. - *Wikipedia*



Yape Moses, the first and only female Clerk Assistant. - *Photo: Parliamentary Media Service*

on the floor of Parliament. As the leaders come and go, Ms Moses can be found in her busy office performing her usual role to prepare this month's Parliament meeting and enjoying every moment of it with her colleagues. She said she has plans to leave the service in the near future as age is catching up.

“ RESPECT: “Respect yourself and others will respect you.” - Confucius ”

FLASH BACK

The first Parliament Building (pictured right) was a former hospital on Hunter's Street in Downtown Port Moresby. It was converted on October 17th, 1960 and officially opened as a "Legislative Council Building" by then Australian Minister for Territories, Sir Paul Hasluck. It was later established as a "House of Assembly" of 64 members in 1964. Insert is the interior of the first Chamber.

■ Information and photo courtesy of Parliament House Papua New Guinea.



What does "Take Back PNG" mean for you?

Every edition, we interview National Parliamentary Service staff to gauge their views on a topical issue. Below, we feature six of our colleagues sharing their views on the question, "What does 'Take Back PNG?' mean for you?"



JENNY RAWALI
International
Parliamentary
Relation's Office -
Officer

Take back PNG should start in our backyards; we start by respecting each other and looking after the places we live in. Begging and sleeping on the streets must stop. National leaders must repatriate unemployed people from their provinces back to their electorates where there is land to cultivate for their livelihood. Lets start small, then we can start thinking of taking back PNG in a bigger perspective.



NORMAN VELE
Hansard - Reporter

Taking back PNG must focus on law and order, education and health and small projects for people to participate in. Infrastructure development and services must flow down to the people. The new government must focus more on these areas to see that real changes takes place from the bottom up so that people can empower themselves instead of waiting for government handouts.



NAIME PINJE
Serjeant-At-Arms
- Administration
Assistant

Take back PNG is about taking back our inheritance and identity, stolen through corporate greed and bad management by our leaders. I come from Western Province that owns Ok Tedi mineral resources. However, my people are yet to see or receive any real benefit from the revenue generated from the mine, as the landowners get the least, that is two per cent of the share. It's about getting better recognition through better percentages and better services and development such as airports, roads, bridges, health centres and others.



GROX SOHO
Human Resource -
Staff Clerk

Taking back PNG means Papua New Guineans owning and participating in small business activities and in the development of the country. We must be proud of ourselves as Papua New Guineans and work hard towards ensuring the dream of becoming the "richest black nation in the world" is achieved.



DAVID TENDE
Building & Precincts -
Engineer Electrical

Every citizen of this country must stand up to this call, "Take back PNG". Lets put our efforts together and work towards achieving this goal. We must do the work ourselves, don't send too many of our resources abroad or don't bring in too many things from outside; and we must keep the money in our country to help develop our country.



OLIVE VOLU
Reference Officer -
Library & Information
Service

Take back PNG must start with us in our homes, workplace, etc. It is about respecting ourselves and others. It is about changing our negative mindsets, attitudes and behaviours for the better. It starts with us.

TIME management



IDENTIFY some of your personal habits and traits with time management. To get the best value from the questionnaire, be as honest as you can, and think of examples in your workplace to help you decide on the most appropriate answer. Please mark YES or NO in response to each of the following. Do you?...

1. Undertake work as it appears, rather than in order of priority?
2. Accept unimportant interruptions when working on an urgent task?
3. Say "yes" to work requests even when unsuitable or unreasonable?
4. Put off tasks which are daunting or uninteresting?
5. Allow your work surroundings to become disorganised and messy?
6. Complete work yourself which could be delegated to subordinates?
7. Accept work requests, which are really someone else's responsibility?
8. Rarely take proper breaks at work?
9. Deal with the same material several times, when it should have been dealt with in one sitting?
10. Regularly take work home with you on evenings/weekends?
11. Give subordinates very little feedback on their performance (positive as well as negative)?
12. Not trust your subordinates with tasks, in case they make mistakes?
13. Maintain an inadequate filing system (can never find things)?
14. Waste considerable time on unimportant phone calls/literature?
15. Often assign work to "Pending" category when it should be dealt with on the spot?
16. Keep an excessive (or inadequate) amount of paperwork?
17. Often have disorganised, unnecessarily long or overly frequent meetings?
18. Lack certain skills or equipment which could be reasonably acquired and result in considerable time saving?
19. Neglect to communicate essential information to your staff?
20. Have considerable difficulty making decisions?
21. Allow your subordinates to become too dependent on you and not encourage

them to use their own initiative?

22. Not give your staff the training needed to carry out their job effectively?
23. Work as a "fire fighter" or "crisis" manager, by responding to issues/crises as they arise, rather than taking time to establish goals and creatively seek the best ways to achieve these goals?
24. Frequently lack the concentrative powers to see tasks through to the end?
25. Spend an unnecessarily long time drafting correspondence, completing reports, etc. because of perfectionist tendencies or fears of inadequacy?
26. Not assertively express thoughts and suggestions for improving work effectiveness for fear of rejection, disapproval or "rocking the boat"?
27. Let your career path just "happen" rather than taking positive steps towards achieving desirable and realistic life goals?

RESULTS: Look closely at every YES response, to determine where your greatest areas of potential are for improving your time management skills.

SCORE COMMENT

- **0-2** Congratulations! Others can learn from your positive time management techniques.
- **3-8** Reasonable, but no cause for smugness! Start working on those YES responses.
- **7 - 11** Don't feel sorry for yourself having such a heavy workload until you have brought this score down to the first category.
- **12 - 18** It really is time you managed your time more effectively! and make those necessary changes.
- **Over 18** Really! You urgently need to make changes. A time management workshop would be most appropriate.
- **Questionnaire courtesy of organisenow.com**



Recruitment & Selection Exercise 2019

- **Extension of Recruitment and Selection Exercise:** Due to circumstances beyond our control the anticipated completion time has been extended by further two months;

- **Top Management Positions:** Top management positions profiling has been completed pending Selection Committee's deliberation for selection and appointment by the Clerk;

- **Final Stage:** Human Resource Management (HRM) Recruitment and Selection Team are into the final stage of profiling screened applications that have met the job requirements such as qualifications, knowledge, skills and work experience set as the bench mark for selecting the most suitable candidate for the position;

- **Consultation with Divisional/Sectional Heads:** Due consultation with respective Divisional and Sectional Heads will convene after the profiling stage for their recommendation for suitable candidate of these positions to be followed by a submission to the Selection Committee for selection and appointment decision.

- **Interviews:** As and where required interviews will be conducted for certain positions at the middle level (supervisory positions) and not all positions will go through the interview process.

Staff Performance Appraisals

- HRM Division would like to acknowledge those Officers who have taken the initiative and time to get your performance appraisals for the first six months assessed by your Divisional/Sectional Heads.

- HRM has taken note of the comments, assessment, training needs identified and areas of improvements made by the respective Directors, Supervisors and Managers. These information will be captured when HRM compiles Training Needs Analysis for the Staff in 2020, appointment, acting appointments, etc.

- HRM will inform all staff to submit their second part of the Staff Performance Appraisals in December 2019. These will be assessed and ratings will noted for payment of increments in January 2020.



Excellence: "Excellence is the gradual result of always striving to do better."



- Pat Riley

Gulf leaders get trained on Process and Procedures

NATIONAL Parliamentary Service (NPS) officers through an induction workshop organised by Governor Chris Haiveta at Uaripi village, in October trained about 150 Gulf Provincial and Local Level Government (LLG) members on meeting processes and procedures. The members had a full day session including a mock assembly meeting supervised by the NPS staff; going through the processes and procedures in conducting normal meetings, debates and others.

Acting Deputy Clerk of Parliament Basil Kambuliagen told participants to read and understand the Standing Orders and know and follow the procedures and processes to guide their respective assembly meetings effectively and successfully.

Mr Kambuliagen made a call to the provincial governments to support their Assembly clerks to work closely with the NPS either through training or on the job experience.

“Important decisions and passing of relevant laws at your level goes through similar processes as the National Parliament; therefore such knowledge and understanding is important for you as leaders to adhere to; to reach achievable outcomes,” he said.

Mr Kambuliagen thanked Governor Haiveta for giving the NPS the opportunity to assist the provincial members, most of whom travelled from remote and long distances by plane and boats to Kerema town and Uaripi village.

The workshop is one initiative to unite leaders, build their capacity and develop good governance so they can serve their province better from the National level down to the Provincial and the LLG level.

Mike Manning Youth Democratic Camp (MMYDC) made up of students from schools around the country at the National Parliament with Governor for Oro Hon. Gary Juffa, MP (centre right) and Governor for East Sepik Province Hon. Allan Bird, MP (centre left) and National Parliamentary Service staff. - Photo: Parliamentary Media Service



Students learn about Parliament, leadership

MORE than 50 students from various schools in Papua New Guinea were at the National Parliament recently, learning about the functions of the National Parliamentary Service (NPS) and the roles leaders play as legislators and representatives of their people in their respective electorates and provinces in the country.

The students who were part of the Mike Manning Youth Democracy Camp (MMYDC) organised by the Transparency International PNG learnt about leadership skills and knowledge, issues on good governance and transparency and took away a general understanding of politics and how laws were made on the floor of Parliament.

Governors for Oro Province, Hon. Gary Juffa, MP and East Sepik Province, Hon. Allan Bird, MP during their presentations had interactive sessions on the roles and responsibilities of members of Parliament and the conduct of leaders during elections and during a vote of no confidence motion, amongst other topics.

Governor Juffa in his closing remarks, challenged the students to educate their people to understand the roles and responsibilities of a leader in their communities.

“You must continue to educate our people on the type and level of leadership our country

needs despite them not paying attention to you because you are a young person,” he said.

“They must be able to make informed decisions in the future in voting for right leaders.”

Governor Bird also encouraged the students to become good leaders in the future whether as members of Parliament or in their chosen fields and professions.

“Political leaders are those who can set up yardsticks and benchmarks and measure if they are performing and working towards achieving the vision and the mission set out to achieve for their people,” he said.

“Leaders must have an aim to plan and work towards achieving tangible results, which must materialise for the people to enjoy and benefit from.”

The students also learnt about the various functions of the NPS through presentations by respective divisional heads from Civic and Education, Inter-Parliamentary Relations Office and Serjeant At Arms.

The event was facilitated by the Civic and Education division as part of its outreach and engagement initiative to create awareness of the NPS and the role it plays as an administrative and chamber support service for members of Parliament.

Students attend sessions

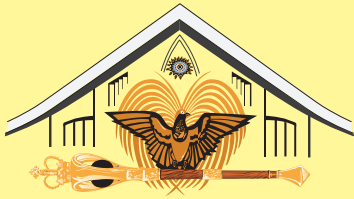


Marianville Secondary School students captured in the public gallery recently, attending a Parliament session. - Photo: Parliamentary Media Service

Commonwealth legal officials visit



Registrars and magistrates from Commonwealth countries who were in Port Moresby in September for the 2019 Commonwealth Magistrates and Judges Association (CMJA) Conference visited the Parliament House as part of their official program. They are pictured here with staff from the Serjeant-At-Arms Division. - Photo: Parliamentary Media Service



PARLIAMENT Sport UPDATE

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Staff celebrate PNG's 44th Independence Anniversary

NATIONAL Parliamentary Service (NPS) staff celebrated the country's 44th Independence Anniversary in September with a sports day held on the lawns of Parliament House.

Staff enjoyed their day away from their work stations, engaged in friendly rivalry in ball games including volleyball, netball and touch football.

● *Staff members displaying the spirit of true sportsmanship and camaraderie. - Photos by Parliamentary Media Service*

