

PNG NATIONAL SERVICE DELIVERY TRENDS ASSESSMENT
VILLAGE COURT CLERK

Guidance notes:

This is the same questionnaire that is being used to interview the Chair or a Magistrate of the Village Court. For the interview with the Clerk, please make sure you record (2) for question A5.

General Info

Questionnaire Code:

Interviewer:

Interview Date:

[] [] / [] [] / [] [] [] []

Fill in the date using structure DD/MM/YYYY

Province/District:

Province:

District:

Ward:

Village/Town/Station:

GPS Coordinates:

Latitude:

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Longitude:

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Village Court:

Nearest police station/post:

C6. Does this Court have its own table and chairs?

- Yes Don't know
 No

C7. Does this Court get a regular supply of court order forms?

- Yes Don't know
 No

C8. Does this Court have a regular supply of other stationery eg. Receipt books, quarterly return forms?

- Yes Don't know
 No

C9. Does the Court have a copy of the Village Court Act and the Regulations?

- Yes Don't know
 No

C10. Does the Court have a copy of the Village Court manual?

- Yes Don't know
 No

D. ACCESS TO OTHER SERVICES AND CENTRES

	Centre or service	How would you get there [MR]		How long does it take to get there? [D/K=Don't know]		
		1 = Walk, 2 = Vehicle	3 = Boat 4 = Plane	Days	Hours	Minutes
D1	Health facilities					
D2	Police station or post					
D3	District Court					
D4	Primary/Community School					
D5	Bank					
D8	Provincial capital					
D9	District capital					
D10	Operating air strip					

D12. Where is the closest place for mobile phone reception? *Mark only one oval*

- In here More than a day's walk
 Short walk Don't know
 Less than a day

F. SOURCES OF FUNDS

F1. Do people ever have to pay table fees for cases heard by the Village Court?

F2. What is the set fee for a case at your Village Court? [in Kina]

[estimate: mid-point if give a range]

F3. Does your Court charge the same fees for all kinds of hearings?

F4. If no, which cases have higher fees? [MR] *Tick all that apply*

- clan/tribal fighting land cases
 criminal cases eg theft, fighting joint sittings
 civil cases eg marriage, custody Other: _____

F5. What is your estimate of the size of the population that this Village Court is responsible for? *[Estimate; record mid-point if give a range]*

F6. What proportion of people, for which this Village Court is responsible for delivering justice services, can afford to pay table fees? *Mark only one oval*

F7. What proportion of people, for which this Village Court is responsible, do not access the Court because they cannot afford to pay a table fee?

Mark only one oval

F8. What happens when a client/complainant wants a matter/case dealt with is unable to pay table fees? [MR] *Tick all that apply*

- Exempted Unable to respond to the matter

Allowed to pay according to ability Other: _____

In kind contribution

F9. Do you keep records of the table fees you collect?

F10. What is the total amount of table fees raised at this Village Court in an average month in 2024? *[best guess; record the mid-point if they give a range]*

[Please write '0' if nothing, '999' if don't know, and '99' if don't want to say]

F11. Where do the fines go that your Court imposes and collects?

Mark only one oval

F12. Do you keep or get back any of the fine money?

F13. Not counting the officials' pay, has this Village Court apply for any funding in 2024 from the following sources [MR]? *Tick all that apply*

F14. Not counting the officials' pay, has this Village Court received any funding in 2024 from the following sources [MR]? *Tick all that apply*

F15. Has this Village Court received funding (or support) from the DDA (or DSIP) since the last national election (2022)?

- () Yes () Don't know
() No

F15a. If received funding/support, how was this allocation/support received by the Village Court? *Mark only one oval*

- () Cash or placed in bank account () In kind as a project

F15b. If received funding/support, what was the value of this allocation/support? in Kina [Please write '999' if don't know]

F15c. If received funding/support, who was responsible for implementing the DDA/DSIP funding? *Mark only one oval*

- Village Court District Administration
 Private contractor Other: _____

F15d. If received funding/support, has the project(s) for which the DDA/DSIP funding was allocated for been delivered or completed in full and on time?

If yes, go to question F16

F15e. If not completed in full and on time, how many months or years is the implementation of the allocation/support behind schedule, relative to expectations? [Insert number of months and years]

F15f. If not completed in full and on time, do you think the project(s), which are part of the allocation/support, will ever be completed?

F15g. If not completed, what percentage of the project(s) of has been completed? [write percent number]

F15h. If not completed, how useful will the incomplete project(s) be to the Village Court? *Mark only one oval*

F15i. If not completed, what are the main reasons for the project(s) remaining incomplete? [MR] *Tick all that apply*

- Poor Planning Suspicion of funding misused
 Problems with the contractor Funding diverted to another project
 Funding was inadequate Other: _____

F16. Do you think DDA/DSIP is a fair system for allocating resources?

F17. Please explain why you think it is fair or unfair:

F18. Should the Village Court apply for DDA/DSIP funding?

G. COSTS AND SPENDING

G1. In 2024, what was the biggest cost in running the Village Court?

Mark only one oval

- () paying officials not receiving an allowance () transport costs to district or other centres
() transport costs for peace sittings () Other: _____
() transport costs for joint sittings

G2. In 2024, what would you estimate the total costs of running this Village Court (excluding the Court officials' pay)? [in Kina]

[estimate: record mid-point if range is given]

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G3a. In 2024, how much was spent on maintenance of building (if have one)? [in Kina] - please write '999' if don't know

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G3b. In 2024, how much was spent on uniform? [in Kina] - please write '999' if don't know

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G3c. In 2024, how much was spent on basic equipment eg table chairs? [in Kina] - please write '999' if don't know

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G3d. In 2024, how much was spent on office supplies e.g. receipt books, forms? [in Kina] - please write '999' if don't know

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G3e. In 2024, how much was spent on awareness raising activities? [in Kina] - please write '999' if don't know

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G3f. In 2024, how much was spent on transport / fuel? [in Kina] - please write '999' if don't know

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G3g. In 2024, how much was spent on other expenses? [in Kina] - please write '999' if don't know

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G4a. How does this Village Court normally meet the costs for paying officials who do not receive their allowances: [MR] *Tick all that apply*

- [] Own money [] Other: _____
[] Table fees

G4b. How does this Village Court normally meet the costs of joint sittings of Village Courts: [MR] *Tick all that apply*

- [] Own money [] Other: _____
[] Table fees

G4c. How does this Village Court normally meet the costs of transferring cases to referral District Court: [MR] *Tick all that apply*

- [] Own money [] Other: _____
[] Table fees

G4d. How does this Village Court normally meet the costs for fuel for transport : [MR] *Tick all that apply*

- [] Own money [] Other: _____
[] Table fees

G4e. How does this Village Court normally meet the costs of basic maintenance of Village Court : [MR] *Tick all that apply*

- [] Own money [] Other: _____
[] Table fees

G4f. How does this Village Court normally meet the costs for Picking up or delivering paperwork/forms: [MR] *Tick all that apply*

- Own money Other: _____
 Table fees

G5. Does this Village Court have its own bank account?

- Yes Don't know
 No

G6. Does this Village Court keep a cashbook or any form of financial records?

- Yes Don't know
 No

G7. How costly is it for Village Court officials to travel to a bank to get out your allowances? *Mark only one oval*

- Costs a lot Does not cost much
 Some costs DOn't know

G8. Currently, who has primary access to funds and/or table fees received at this Village Court? *Mark only one oval*

- Chair of the Village Court Don't know
 Village Court Clerk Other: _____
 District or Provincial Officers

G9. In 2024, did you usually receive your allowances on time?

- Yes No

G10. If no, please explain what happened:

G11. Have you received your pay that you were eligible for in 2024?

- Yes Don't know
 No

G12. Do you have other sources of income apart from this job?

- Yes No

G13. If yes, how much of your time is taken up with these other sources of income? *Mark only one oval*

- Most of my time Don't know
 Some of my time Not applicable
 Hardly any time

G14. If yes, please describe other sources of income:

H. COMMUNITY PARTICIPATION

H1. Currently, is there a Law and Justice Committee or Peace and Good Order Committee that supports this Village Court?

H2. If yes, do you know how many times the Law and Justice Committee or Peace and Good Order Committee met in 2024? [please write '999' if don't know]

H3. If yes, what proportion of the community attends Law and Justice Committee or Peace and Good Order Committee meetings? *Mark only one oval*

H4. In 2024, did the Senior Provincial Magistrate ever meet with the community to discuss crime, safety and justice issues?

H5. If yes, what proportion of the community attends? *Mark only one oval*

H6. In 2024 how much did the local community support the Village Court?
Mark only one oval

H7. In 2024, did the Village Court officials assist with awareness raising activities in the community?

() No

H8. If yes, what the awareness raising activities?

H9. As part of your work, do you belong to a social media group (eg via FB or Whats App) that deals with law and justice issues?

H10. If yes, please describe the membership and purpose of the group:

I. CASES

I1. In 2024, how many cases in total did this Village Court deal with?

[estimate, record midpoint if a range is provided]

I2a. In 2024, could you estimate how many theft and property damage cases this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2b. In 2024, could you estimate how many insults or spreading false reports this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2c. In 2024, could you estimate how many clan/tribe conflict and fighting this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2d. In 2024, could you estimate how many domestic or family violence this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2e. In 2024, could you estimate how many sorcery related offences this Village Court dealt with? *[record midpoint if a range is provided, write '999' if don't know]*

I2f. In 2024, could you estimate how many weapon related offences this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2g. In 2024, could you estimate how many home brew related offences this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2h. In 2024, could you estimate how many drug cases this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I2i. In 2024, could you estimate how many sexual violence this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I1j. In 2024, could you estimate how many homicide cases this Village Court dealt with? [record midpoint if a range is provided, write '999' if don't know]

I3a. In 2024, could you estimate how many family matters e.g. separation, custody cases (that relate to civil matters) this Village Court dealt with?

[record midpoint if a range is provided, write '999' if don't know]

I1b. In 2024, could you estimate how many land matters this Village Court dealt with? *[record midpoint if a range is provided, write '999' if don't know]*

I4a. In 2024, can you estimate how many of the cases resulted in settled by the full court? *Mark only one oval*

I4b. In 2024, can you estimate how many of the cases resulted in settled by mediation? *Mark only one oval*

I4c. In 2024, can you estimate how many of the cases resulted in referral to the police? *Mark only one oval*

I4d. In 2024, can you estimate how many of the cases resulted in referral to the Land Court? *Mark only one oval*

I4e. In 2024, can you estimate how many of the cases resulted in referral to the District Court? *Mark only one oval*

I4f. In 2024, can you estimate how many of the cases resulted in referral to the family? *Mark only one oval*

I4g. In 2024, can you estimate how many of the cases resulted in referral to the church? *Mark only one oval*

I4h. In 2024, can you estimate how many of the cases resulted in referral to health, community or support services? *Mark only one oval*

I5a. In 2024, of the cases that were settled by the full court, how many resulted in preventive order?

[estimate, record midpoint if a range is provided, write '999' if don't know]

I5b. In 2024, of the cases that were settled by the full court, how many resulted in Interim Protection Order (IPO)?

[estimate, record midpoint if a range is provided, write '999' if don't know]

I5c. In 2024, of the cases that were settled by the full court, how many resulted in community work?

[estimate, record midpoint if a range is provided, write '999' if don't know]

I5d. In 2024, of the cases that were settled by the full court, how many resulted in fine? [estimate, record midpoint if a range is provided, write '999' if don't know]

I5e. In 2024, of the cases that were settled by the full court, how many resulted in imprisonment order?

[estimate, record midpoint if a range is provided, write '999' if don't know]

I1f. In 2024, of the cases that were settled by the full court, how many resulted in compensation? [estimate, record midpoint if a range is provided, write '999' if dk]

I5g. In 2024, of the cases that were settled by the full court, how many resulted in other orders? [estimate, record midpoint if a range is provided, write '999' if don't know]

I5h. If other orders, please explain:

J. IMPROVING THE COURT

J1a. If this Village Court had extra funds to spend, in your view what would be THE FIRST most important things that would improve your Court?

Mark only one oval

- | | |
|---|--|
| (<input type="checkbox"/>) More court officials | (<input type="checkbox"/>) Training for staff |
| (<input type="checkbox"/>) All Court officials receiving allowances | (<input type="checkbox"/>) Awareness raising activities in the community |
| (<input type="checkbox"/>) Higher pay for officials | (<input type="checkbox"/>) A vehicle |
| (<input type="checkbox"/>) A Village Court building | (<input type="checkbox"/>) Other: _____ |
| (<input type="checkbox"/>) Funds for transport | |

J1b. If this Village Court had extra funds to spend, in your view what would be THE SECOND most important things that would improve your Court?

Mark only one oval

- | | |
|---|--|
| (<input type="checkbox"/>) More court officials | (<input type="checkbox"/>) Training for staff |
| (<input type="checkbox"/>) All Court officials receiving allowances | (<input type="checkbox"/>) Awareness raising activities in the community |
| (<input type="checkbox"/>) Higher pay for officials | (<input type="checkbox"/>) A vehicle |
| (<input type="checkbox"/>) A Village Court building | (<input type="checkbox"/>) Other: _____ |
| (<input type="checkbox"/>) Funds for transport | |

J1c. If this Village Court had extra funds to spend, in your view what would be THE THIRD most important things that would improve your Court?

Mark only one oval

- | | |
|---|--|
| (<input type="checkbox"/>) More court officials | (<input type="checkbox"/>) Training for staff |
| (<input type="checkbox"/>) All Court officials receiving allowances | (<input type="checkbox"/>) Awareness raising activities in the community |
| (<input type="checkbox"/>) Higher pay for officials | (<input type="checkbox"/>) A vehicle |
| (<input type="checkbox"/>) A Village Court building | (<input type="checkbox"/>) Other: _____ |
| (<input type="checkbox"/>) Funds for transport | |

J2. If the Village Court was given 1000kina, how do you think the Village Court should spend that money to help and improve the Village Court?

NOTES

Notes for any additional information:
