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[2017

INDEPENDENT STATE OF PAPUA NEW GUINEA

STATUTORY INSTRUMENT.

No..... of 2016.

Lukautim Pikinini Regulation 2016



STATUTORY INSTRUMENT.

No..... of 2016.

Lukautim Pikinini Regulation 2016.

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11. Notice to furnish missing requirements.
12. Advertisement of application for licence.
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14. Notification of approval or refusal to licence.
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**STATUTORY INSTRUMENT.****No..... of 2016.*****Lukautim Pikinini Regulation 2016.***

Being a Regulation,

MADE by the Head of State, acting with, and in accordance with, the advice of the National Executive Council under Section 120 of the *Lukautim Pikinini Act 2015*.

PART I.- PRELIMINARY.

1. INTERPRETATION.

- (1) In this Regulation, unless the contrary intention appears—
 - “the Act” means the *Lukautim Pikinini Act 2015*;
 - “Council” means the Child and Family Services Council established under the Act;
 - “delegate” means a Child Protection Officer gazetted under the Act or a Child Protection Volunteer;
 - “DNA” means deoxyribonucleic acid;
 - “Director” means the Director for the Office of Child and Family Services established under the Act;
 - “form” means a form prescribed for use under this Regulation;
 - “licenced place” means an Early Childhood Care or Development Care or Out-of-Home-Care Centre or Establishment with an operating license;
 - “the Office” means the Office for Child and Family Services; and
 - “provision for support” means a payment in cash or kind under Section 52 of the Act.
- (2) This Regulation is subject to the provisions of the *Lukautim Pikinini Act 2015*, and except as otherwise provided by this Regulation, words and phrases used in this Regulation have the same meaning as in the Act.
- (3) This Regulation includes the Schedules.

PART II.- FORMS.

2. FORMS.

- (1) In this Regulation, a reference to a form by number shall be read as a reference to a form so numbered in Schedule 2.

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PART II.- FORMS.

2. FORMS.

- (1) In this Regulation, a reference to a form by number shall be read as a reference to a form so numbered in Schedule 2.
- (2) A form that is submitted to the Director shall be in the form as prescribed by the Act or by this Regulation.
- (3) Where a person is required by the Act or this Regulation to complete, lodge or issue a form prescribed under the Act or this Regulation, the person shall, as much as possible use the form with such modifications as are necessary for the purposes of presenting in full the required information.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****3. PARTICULARS PRESCRIBED BY FORMS.**

Where a form referred to in this Regulation requires completion by the insertion of information, particulars or other matters, or the attachment to the form of a document containing information, particulars or other matters referred to in the form, that information or those particulars or other matters are the information, particulars or other matters required under the Act or in this Regulation for the purposes of which the form is made, and shall be completed or attached, as the case may be.

4. COMPLETION OF FORMS.

A form prescribed by the Act or this Regulation shall be completed in accordance with such notes, instructions or directions as are specified in the form by this Regulation.

5. FEES.

- (1) The fees set out in Schedule 1 are non-refundable and shall be payable to the Office in respect of the matters to which they relate.
- (2) Such fees may include fees payable for submitting a document to the Director after the time limit prescribed by the Act or this Regulation.
- (3) The Director may waive, in whole or in part, and on such terms and conditions as the Council agrees.

PART III.- GENERAL PROVISIONS RELATING TO FORMS AND OTHER DOCUMENTS.**6. DOCUMENTS TO BE SUBMITTED TO THE DIRECTOR.**

- (1) Where the Director is of the opinion that a document submitted to him—

- (a) contains a matter contrary to law; or
- (b) by reason of any omission or oversight has not been duly completed; or
- (c) does not comply with the requirements of the Act or this Regulation; or
- (d) contains an error, alteration or eraser,

he may refuse to register or receive the document, and the document shall be deemed not to have been submitted, and the Director may request that the document be appropriately amended or completed or re-submitted or that a fresh document be submitted in its place.

- (2) A document which is submitted under the Act or this Regulation is deemed not to have been submitted unless it is accepted and registered by the Director.

7. TIME FOR SUBMISSION OF DOCUMENTS.

Where a document is required by the Act or this Regulation to be submitted to the Director and a period of time within which the document is to be submitted is not prescribed, the document shall be submitted within 30 days after the occurrence of the event to which the document relates, and unless an application has been made to the Director in Form 2 for an extension of time.

8. SIGNATURE OF DOCUMENTS SUBMITTED TO THE DIRECTOR.

A document required under this Regulation and submitted to the Director shall be signed by the person authorised to lodge the document.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued***

9. CERTIFICATION OF DOCUMENTS.

- (1) A copy of a document to be submitted to the Director shall be certified by a commissioner of oaths who is able to declare that he has compared the copy of the original document and that it is a true copy of that document with the declaration endorsed with the following words “on (date) I, (name of person), of (address), having sighted the original of this document declare and affirm that this is a true copy of the document”.
- (2) An annexure to a form, or a document submitted with a form, shall—
 - (a) have an identifying mark; and
 - (b) be endorsed with the following words:—

“This is the Annexure of (insert the number of pages) pages marked (insert an identifying mark) referred to in the (insert a description of the form) signed by (insert the name of each person signing the form) and dated (insert the date of signing)”;

and
 - (c) be signed by each person signing the form to which the document is annexed; and
 - (d) have each page numbered consecutively.

PART IV.- LICENCING OF AN EARLY CHILDHOOD CARE CENTRE, ETC.,

10. APPLICATION FOR A LICENCE.

- (1) An application for a licence to operate an out-of-home care centre, early childhood development care center, establishments and services, etcetera, shall be accompanied by the fee specified in Schedule 1.
- (2) An application by individuals to be registered as foster parents shall be submitted to the Director, free of charge, in accordance with such forms and procedures as determined by the Director.
- (3) An application for registration of foster parenting shall be made in writing to the Director.
- (4) An application in respect of—
 - (a) an out-of-home care centre; and
 - (b) an early childhood care center and development center, shall be in Form 1.
- (5) The completed Form 1 and the accompanying documents shall be lodged with the Director, and in the case of annual renewal, shall be lodged no later than 60 days from the date that the current license expires.
- (6) A late application stating the grounds for the lateness shall be made in Form 2.

11. NOTICE TO FURNISH MISSING REQUIREMENTS.

- (1) Where, in relation to an application lodged under Section 10, the Director is satisfied that the requirements of that provision have not all been met, he shall issue a notice requiring the applicant to furnish the missing information.
- (2) The notice referred to in Subsection (1)—
 - (a) shall be in Form 3; and
 - (b) shall specify the defects in the application or accompanying documentation that resulted in the rejection; and
 - (c) may advise the applicant of the establishment as to how the application or supporting documentation might be completed for it to be accepted; and

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued***

- (d) may indicate the time within which the application or a part of the application is to be resubmitted; and
- (e) may impose any conditions (if any) that will apply to the resubmission of the application or a part of the application.

12. ADVERTISEMENT OF APPLICATION FOR LICENCE.

- (1) For the purposes of Section 66 of the Act, a notice of an application of an out-of-home care centre, an early childhood development care center, establishments and services, etcetera, shall—
 - (a) be in Form 4; and
 - (b) comply with the requirements of Section 66 of the Act; and
 - (c) be published in the manner prescribed by this section.
- (2) Where the Director considers that the application for registration is in order he shall approve the notice to be published and for that purpose, the Director shall cause it to be published in a newspaper a copy of the notice which shall appear in the newspaper circulating generally in the country for not less than once in each week for two consecutive weeks and within the period specified by the Director.

13. OBJECTION TO APPLICATION FOR A LICENCE.

- (1) For the purposes of Section 66 of the Act, a statement of objection shall—
 - (a) be in Form5; and
 - (b) comply with the requirements of Section 66 of the Act.
- (2) The Director shall, within seven days of the receipt of an objection, forward a copy of the objection to the applicant with a request for the applicant to submit its comments on the objection.
- (3) The applicant shall submit its comments on the objection within 14 days of the receipt from the Director of a copy of the objection.
- (4) Where the Director does not receive any comments from the applicant within the period prescribed under Subsection (3), the Director may forward the objection to the Council for the Council's consideration on its merit.
- (5) The Director may make available for public inspection the objection for such period as the Director determines.

14. NOTIFICATION OF APPROVAL OR REFUSAL TO LICENCE.

- (1) A notification by the Director to—
 - (a) an applicant where there the Council has approved or refused its application shall be in Form 6; and
 - (b) where there is an objection, to any person who filed a notice of objection to the application, it shall be in writing by the Director.
- (2) Where an objection has been lodged against an application, the Director shall specify whether the objection has been upheld or dismissed.
- (3) Where the objection has been dismissed, the Director shall specify the reasons for the dismissal of the objection.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued***

15. LICENCE AS EVIDENCE.

A licence showing proof of registration under Section 65 of the Act shall be in Form 7A or Form 7B respectively.

PART V.— THE REGISTER.***Division 1.- Register of licenced places, etc.***

16. THE REGISTER.

- (1) The Director shall, in accordance with Section 15 of the Act, keep a register of each registered out-of-home care centre, early childhood care and development centre, and licensed individuals and organisations dealing with children under the Act, with a summary of the essential information presented in such form as the Director determines to enable inspection of the register by any person upon request.
- (2) A register of each registered out-of-home care centre and early childhood care and development centre shall include the following—
 - (a) the name of the licensed place; and
 - (b) the abbreviation, initials or acronym of the licensed place; and
 - (c) the postal and residential addresses and other contact details of the main office; and
 - (d) the names and address of the owners of the licensed place; and
 - (e) the date the licensed place was first registered under the Act; and
 - (f) type(s) of service(s) provided by the licensed place
- (3) The register shall not be removed from the premises of the Office by any person other than the Director or a person authorised by the Director.
- (4) The Director may make available information required under this Regulation to any person who has paid the prescribed fee under Schedule 1.

17. REQUEST FOR INSPECTION OF REGISTER.

The Director or a person authorised by the Director may make available to any person who has completed Form 8 and paid the prescribed fee—

- (a) the register of a licensed place for inspection; or
- (b) a copy of any part of the whole of the register of a licensed place.

18. NOTICE TO AMEND THE REGISTER.

For the purposes of Section 15 of the Act, a notice relating to any change in information already supplied may be done administratively.

19. NOTICE OF APPROVAL OF APPLICATION TO AMEND THE REGISTER.

Where the Council has approved an application under Section 66 of the Act, the Director shall—

- (a) notify the applicant of the Council's approval; and
- (b) enter the amendments in the register accordingly.

20. NOTICE OF REFUSAL OF APPLICATION TO AMEND THE REGISTER.

Where the Council refuses an application under Section 66 of the Act, the Director shall issue a notice to the applicant specifying the reasons for the refusal.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****Part V.— The Register—continued*****Division 2.- Register of Children, etc.***

21. REGISTER OF A CHILD TO BE KEPT.

The register referred to in Section 70 of the Act shall be in Form 9.

22. NOTICE OF REMOVAL OF A CHILD FROM A LICENSED PREMISES.

A notice of removal of a child from a licenced premises under Section 71 of the Act shall be in Form 10.

23. NOTICE OF CHANGE OF ADDRESS.

A notice of change of place of residence under Section 68 of the Act shall be in Form 11.

24. NOTICE TO PARENT OF CHILD'S MEDICAL EXAMINATION.

A notice to the parent of a child's medical examination shall be in Form 12.

25. NOTICE OF DEATH OR INJURY.

(1) A notice of death of a child at a residential child care establishment or center, under Section 75 of the Act shall—

(a) be in Form 13; and

(b) be forwarded to the Director within seven days or as soon as practicable after the death of the child.

(2) A notice of injury of a child at a residential child care establishment or center, under Section 38 of the Act shall—

(a) be in Form 14; and

(b) be forwarded to the Director within seven days of the injury of the child.

PART VI.— CANCELLATION OF LICENCE OF EARLY CHILDHOOD, ETC.

26. NOTICE OF INTENTION TO CANCEL LICENCE.

A notice under Section 66 of the Act from the Director to a licenced early childhood care and development centre or out-of-home care centre, of the intention of the Council to cancel the licence shall—

(a) be done administratively; and

(b) include the relevant particulars.

27. NOTICE OF CANCELLATION OF LICENCE OF AN OUT-OF-HOME CARE CENTRE, ETC.

(1) For the purposes of Section 66 of the Act, a notice provided to the early childhood care and development centre or out-of-home care centre, etc, shall be done administratively.

(2) The notice of cancellation can be made following—

(a) an Inspection Report; or

(b) a public complaint; or

(c) both of the above.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued***

28. PUBLICATION OF CANCELLATION OF LICENCE.

- (1) For the purposes of Section 66 of the Act, a notice of cancellation of a licence for an out-of-home care centre, an early childhood care and development center, establishments and services, shall be in Form 15.
- (2) Where the Director is satisfied that the cancellation of a licence is in order, he shall publish the notice of cancellation in the daily newspapers for two consecutive weeks.
- (3) The copy of a notice under Subsection (2) shall be given to the Director of Juvenile Justice.

PART VII.— APPOINTMENT OF CHILD PROTECTION OFFICERS AND VOLUNTEERS.

29. RECOGNITION OF CHILD PROTECTION OFFICERS AND VOLUNTEERS.

- (1) The Council shall on the advice of the Director, appoint—
 - (a) Child Protection Officers in accordance with Section 35 of the Act; and
 - (b) Volunteers in accordance with Section 37 of the Act.
- (2) The appointment of Child Protection Officers and Volunteers shall be done administratively.

PART VIII.— CHILD IN NEED OF SUPPORT AND PROTECTION.

30. VULNERABILITY TO VIOLENCE, ABUSE OR EXPLOITATION.

If a situation of “special needs” arise under Section 2 of the Act, the Director shall treat the child as a child needing protection and proceed to deal with it in accordance with Part V of the Act.

31. PROCESS AND PROCEDURES FOR CHILDREN IN NEED OF PROTECTION.

The process for reporting, investigation, safety assessment and care planning for children in need of protection shall be in accordance with Form 16 and 19 and procedures as determined by the Director.

32. VOLUNTARY CARE PLANS.

- (1) Where, pursuant to an investigation under Section 42 of the Act, the Director determines that a child is in need of protection, the Director may enter into an agreement with the child’s parents for the care and protection of the child.
- (2) An agreed care plan under Subsection (1) shall be—
 - (a) in Form 20;
 - (b) signed by the child’s parents and each person, agency or body who has agreed to participate in the plan in Form 21 and Form 24.
- (3) An amendment to a care plan under Subsection (2) shall be in Form 22.
- (4) The closure of a care plan shall be in Form 23.

33. APPLICATION TO THE COURT FOR A CHILD PROTECTION ORDER.

- (1) Where the Director determines, pursuant to an investigation under Section 42 of the Act, that a child may be in need of care and protection; and—
 - (a) the child’s parents cannot be found; or
 - (b) no agreement can be reached on a voluntary care plan; or
 - (c) the voluntary care plan proposed is not, in the opinion of the Director, adequate to ensure the care and protection of the child; or

Statutory Instrument—continued***Lukautim Pikiini Regulation 2016—continued***

- (d) the provisions of a voluntary care plan have not been complied with, the Director may apply to the Court for a temporary or permanent child protection order pursuant to Section 93 of the Act.
- (2) An application for a child protection order shall be in Form 17 and accompanied by a care plan.
- (3) Where a child has been removed pursuant to Sections 44 or 46 of the Act and has not been returned to his parents, the Director shall make an application to the Court for a temporary child protection order within three to 21 days to secure the protection of the child.

PART IX- CHILD CARE PLANS, ETC.**34. CHILD PROTECTION ORDERS.**

- (1) Where the Court finds that a child is in need of protection, the Court may make any one of the following orders in accordance with Section 99 of the Act, after taking into account the best interest of the child and the Objectives and Principles of the Act—
 - (a) that the child be returned to, or remain in the custody of, the parent but shall be under the supervision of the Director for a specified period of up to 12 months, and subject to any reasonable terms and conditions relating to the child's care and supervision; or
 - (b) that an abusive parent or other person be removed from the child's home and/or prohibited from approaching, communicating with or having contact with the child in any way; or
 - (c) that the child be placed in the temporary care and custody of a person, with that person's consent, under the supervision of the Director for a specified period;
 - (d) that the child remains or be placed in the temporary care and custody of the Director for a specified period of up to 12 months; or
 - (e) that the child be placed in the permanent care of the Director.
- (2) The court may make a child protection order pursuant to Section 99 of the Act, notwithstanding any order in relation to that child under the Family Protection Act 2013.

35. NOTICE OF RECEPTION, RELINQUISHMENT, ETC., OF CHILDREN.

- (1) The particulars of a child received into a licensed place shall be entered in Form 25 and the form shall be forwarded to the Director within seven days of the reception of the child.
- (2) Where the care of a child referred to in Subsection (1) is relinquished, a notice of relinquishment in accordance with Form 26 shall be forwarded to the Director within seven days of the relinquishment of the care of the child.

PART X.— PROVISION FOR SUPPORT OF A CHILD IN OUT-OF-HOME CARE.**36. APPLICATION FOR PROVISION OF SUPPORT.**

An application for provision of support for a child under this Part shall be in Form 27.

37. CONDITIONS FOR VARIATION OF PROVISION OF SUPPORT.

The provision of support under this Part may be discontinued or varied if the circumstances warrant.

PART XI.- TRANSFER OF CHILDREN FROM CORRECTIVE INSTITUTIONS TO OUT-OF-HOME CARE PLACEMENTS.**38. TRANSFER OF CHILDREN FROM CORRECTIVE INSTITUTIONS TO OUT-OF-HOME CARE CENTRE.**

The Director shall consult with the Director of Juvenile Justice before making an application to the Court to transfer a juvenile from a corrective institution to an out-of-home care center.

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****PART XII. – CHILD FRIENDLY PRACTICES IN PRISONS AND POLICE CUSTODY.**

39. PROTECTION OF CHILDREN IN PRISONS AND POLICE CUSTODY.

The Director shall consult the Commissioner of Corrective Institutions and the Director for Juvenile Justice, regarding the protection of a juvenile in prison or police custody before an application is made to the Court for the removal of the juvenile to an out-of-home care center.

PART XIII.— AFFILIATION PROCEEDINGS.

40. COMPLAINT.

An affiliation proceeding shall be instituted by way of a complaint in Form 28.

41. SUMMONS OR WARRANT ON COMPLAINT.

- (1) A summons or warrant on complaint shall be in Form 29.
- (2) All other relevant court documents needed for a proceeding under this Part shall be as prescribed under the *District Courts Act 1963*.

42. APPLICATION FOR VARIATION OF ORDER.

An application for the variation of a Court Order shall be made in accordance with the procedures prescribed by the *District Courts Act 1963*.

PART XIV.— DNA TESTING, ETC.

43. PROCESS FOR DNA HANDLING DURING A PROCEEDING.

- (1) Subject to Subsection (1) the Family Court shall issue practice directions relating to the use of DNA in an affiliation proceeding.
- (2) In formulating a practice direction under Subsection (1), the Court shall take the following matters into account—
 - (a) the Court can order a DNA test to be conducted following a proceeding for affiliation or maintenance where paternity is contended before a Family Court; and
 - (b) the Clerk of the Family Court shall identify the parties and the child in dispute at the identified medical institution before the DNA test is conducted; and
 - (c) the DNA results are to be sealed and given to the Court Clerk to take back to the Court; and
 - (d) the DNA results are to be revealed only by the presiding Family Court Magistrate in the Court during the returnable time for the proceeding; and
 - (e) the payment of the costs of the DNA testing is to be decided at the discretion of the Court according on a case by case basis.

PART XV.— MISCELLANEOUS.

44. COMMENCEMENT OF REGULATIONS.

These Regulations shall be deemed to have come into force upon gazettal.



Lukautim Pikinini Regulation 2015.

SCHEDULES

SCHEDULE 1: FEES

Activity

Fees.

Application For Registration

Profit size											Fee	
K50, 000.00 and above	K5, 000.00
K10, 000.00–K50, 000.00	K1, 000.00
K5, 000.00–K10, 000.00	K500.00
K2, 000.00–K5, 000.00	K200.00

Inspection of Register K 10.00

Copy of Register (per page) K 3.00

Home Study Report for Adoption and Custody K300.00

SCHEDULE 2: FORMS

- Form 1: Application for a License for an Early Childhood Care and Development Centre or Out-of-Home Care Service
- Form 2: Extension of Time
- Form 3: Notice to Furnish Missing Requirements
- Form 4: Advertisement of Application for Licensing
- Form 5: Notice of Objection to Application for Licensing
- Form 6: Notification of Approval or Refusal of License
- Form 7a: License as an Early Childhood Care and Development Centre
- Form 7b: License as an Out-Of-Home Care
- Form 8: Intention to Inspect Register
- Form 9: Register of Child to be kept
- Form 10: Notice of Removal of a Child from a Licensed Place
- Form 11: Notice of Change of Address
- Form 12: Notice to Parent of child's Medical Examination
- Form 13: Notice of Death of Child
- Form 14: Notice of Injury to Child
- Form 15: Advertisement of Cancellation of License
- Form 16: Notification of Child In Need of Protection
- Form 17: Application for a Child Protection Order
- Form 18: Notice to Parent of Child's removal
- Form 19: Child Protection Safety Assessment
- Form 20: Care Plan
- Form 21: General Agreement
- Form 22: Amendment to Care Plan
- Form 23: Care Plan Closure
- Form 24: Informed Consent
- Form 25: Notice of Reception of a Child into Residential Child Care Establishment
- Form 26: Notice of Relinquishment of Care of Resident Child
- Form 27: Application for Financial Support
- Form 28: Complaint
- Form 29: Summons or Warrant on Complaint



Lukautim Pikinini Act 2015

Act Sec. 66 (a) & (b)
Reg. 10

Form 1

**APPLICATION FOR A LICENSE FOR AN EARLY CHILDHOOD CARE & DEVELOPMENT CENTRE
OR OUT OF HOME CARE SERVICE**

I (name and address) apply for a license in respect of (name of place and address)

Situated at.....established and used for the purpose of
conducting a: (tick the appropriate)

- Early Childhood Care and Development; or
- Out of Home Care Centre

for the reception and care of a child

The following are the particulars in respect as such place:—

How supported:.....

If in receipt of Government Aid:.....

How controlled:.....

Name and qualifications of person in charge (attached relevant documents):.....

Number of staff and qualifications (attached relevant documents):

.....
Signature of Applicant

.....

Position.....Date.....

Type of centre or service:

- day nursery; or
- kindergarten; or
- playschool; or
- community based preschool; or
- safe-houses; or
- transit homes; or
- soup kitchens/drop-in centres; or.
- mission homes; or
- residential care; or
- other(state)



Lukautim Pikinini Act 2015

*Act Sec 66 (a)&(b)
Reg7*

Form 2

EXTENSION OF TIME

I (*Name of person*) of (*Address*) seek an extension of time to:

1. Make my appllciation for a license out of time; or
2. Pay the prescribed fee; or
3. Both;
4. Other

Due to the following:

- 1.....
- 2.....
- 3.....

Signed

Date



Lukautim Pikinini Act 2015

Act Sec. 66
Reg. 11

Form 3

NOTICE TO FURNISH MISSING REQUIREMENTS

The Director of the Office for Child and Family Services requires the applicant to furnish the following requirement:

- 1.
- 2.
- 3.

Signature of Applicant

.....

Dated

.....

Official Stamp

.....



Lukautim Pikinini Act 2015

*Act Sec. 66
Reg. 12*

Form 4

ADVERTISEMENT OF APPLICATION FOR LICENSING

The Director of the Office for Child and Family Services advertise the following applicant(s)

- 1.
- 2.
- 3.

And invite public reviews on whether the applicant(s) are suitable to be licensed.

Signature of Director

.....

Dated

.....

Common Seal of the Office for Child and Family Services

.....



Lukautim Pikinini Act 2015

*Act Sec.66
Reg. 13*

Form 5

NOTICE OF OBJECTION TO APPLICATION FOR LICENSING

The Director of the Office for Child and Family Services hereby notifies you that your application for a license for

.....

is objected to on the following ground(s):

.....

.....

.....

You are to submit your comments in response to this objection within 14 days of receipt of this Notice.

Signature of Director

.....

Dated

.....

Common Seal of the Office for Child and Family Services

.....



Lukautim Pikinini Act 2015

*Act Sec.66
Reg. 14*

Form 6

NOTICE OF APPROVAL OR REFUSAL TO LICENSE

The Director of the Office for Child and Family Services hereby notifies you that your application for a license for

.....
.....

is

approved; or

refused

due to the following:

.....
.....
.....

Signature of Director

.....

Dated

.....

Common Seal of the Office for Child and Family Services

.....



PAPUA NEW GUINEA
Lukautim Pikinini Act 2015

Act Sec 65(a) & (b)
Reg 15

Form 7a

LICENSE AS AN EARLY CHILHOOD CARE AND DEVELOPMENT CENTRE

The place situated at.....
and named.....

is licensed for the purpose of the conducting of an Early Childhood Care & Development Centre under the Lukautim Pikinini Act for providing care during the day for not more than (indicate)..... Children, under the age of 7 years, apart from the mother or other parent whom—

not more than (indicate)..... shall be under the age of one year; and

not more than (indicate)..... shall be aged of one year or over and under two years; and

not more than (indicate)..... shall be aged two years or over and under three years; and

not more than (indicate)..... shall be aged three years or over and under four years; and

not more than (indicate)..... shall be aged four or over and under seven years,

subject to the following conditions:— (refer to back)

Dated the..... day of..... 20.....

.....
Director of Child and Family Services

.....
Common seal



PAPUA NEW GUINEA
Lukautim Pikinini Act 2015

Act Sec 65(a) & (b)
Reg 15

Form 7b

LICENSE AS AN OUT-OF-HOME CARE CENTRE

The place situated at.....
and named.....

is licensed for the purpose of the conducting of an Out-Of-Home Care Centre under the Lukautim Pikinini Act for the reception and care of not more than (indicate)..... Children, under the age of 18 years, apart from the mother or other parent whom—

- not more than (indicate)..... shall be under the age of one year; and
- not more than (indicate)..... shall be aged of one year or over and under two years; and
- not more than (indicate)..... shall be aged two years or over and under three years; and
- not more than (indicate)..... shall be aged three years or over and under four years; and
- not more than (indicate)..... shall be aged four or over and under seven years,
- not more than (indicate)..... shall be aged of five year or over and under eighteen years; and
- not more than (indicate)..... shall be aged six years or over and under eighteen years; and
- not more than (indicate)..... shall be aged seven years or over and under eighteen years; and
- not more than (indicate)..... shall be aged eight or over and under eighteen years,
- not more than (indicate)..... shall be aged nine years or over and under eighteen years; and
- not more than (indicate)..... shall be aged of ten year or over and under eighteen years; and
- not more than (indicate)..... shall be aged eleven years or over and under eighteen years; and
- not more than (indicate)..... shall be aged twelve years or over and under eighteen years; and
- not more than (indicate)..... shall be aged thirteen years or over and under eighteen years,
- not more than (indicate)..... shall be aged fourteen years or over and under eighteen years; and
- not more than (indicate)..... shall be aged fifteen years or over and under eighteen years; and
- not more than (indicate)..... shall be aged sixteen years or over and under eighteen years; and
- not more than (indicate)..... shall be aged seventeen years or over and under eighteen years; and

subject to the following conditions:— (refer to back)

Dated the..... day of..... 20.....

.....
Director of Child and Family Services

.....
Common seal



Lukautim Pikinini Act 2015

*Act Sec.70
Reg17*

Form 8

INTENTION TO INSPECT THE REGISTER

I (Name of person giving consent) of (Address of the person giving consent) seek authorization from the Director to inspect the Register on the following grounds:

- 1.....
- 2.....
- 3.....

Signed

Date



Lukautim Pikinini Act 2015

Act Sec 70
Reg. 22

Form 9

REGISTER OF CHILDREN IN A LICENSED PLACE

Name of Establishment:

Situation of Establishment:

Name of Person in Charge:

Part i. Personal information respecting children admitted and discharged										
Register no.	Name of child	Date of birth	Religion of child	Place of birth	Name address, occupation and description of parents names	Name address, occupation and description of any person other than the parents from or to the child was received or delivered over	Date child received	Date handed over	Particulars of arrangements made by a parent for the care of infant	Amount agreed to be paid per week for the child's maintenance and by whom

Part 2. Numerical information respecting children						
Week ending	Number of children in establishment centre at beginning of week	Number of admissions	Number of discharges	Number of abscondings	Number of deaths	Totally number of children remaining at end of the week

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****Register of Children in a Licensed Place—continued**

Part 3. Particulars of illness of children					
Register No.	Name of child	When and where seen by doctor	Nature of illness	Remarks by doctor	Signature of doctor



Lukautim Pikinini Act 2015

*Act Sec. 71
Reg. 23*

Form 10

NOTICE OF REMOVAL OF A CHILD FROM A LICENSED PLACE

The Director of the Office for Child and Family Services seeks to notify you (name and address of parent) that the said child:

Name:.....
 Age:.....
 Date of Birth:.....
 Gender:.....
 Province of Origin:.....

Will be removed from the said licensed place;

Name of Licensed place:
 Address of Licensed place:
 Location of Licensed place

Due to: (indicate with a tick from the following)

1. Emergency powers as provided under the Act;
2. Subject to Section 73 for non-compliance of license etc; and
3. Section 74 for unlicensed place

Signature of Director

.....

Dated

.....

Official Stamp

.....



PAPUA NEW GUINEA

Lukautim Pikinini Act 2015

Act Sec. 68
Reg. 24

Form 11

NOTICE OF CHANGE OF ADDRESS

The Director of Child Welfare,

I am the person in charge of the child care establishment named (Name of the Early Childhood Care Centre) and licensed under the Lukautim Pikinini Act.

I give notice that I have changed my place of address from:
(Former address of the licensee)

To:
(New address of the licensee)

(Signature of Person in Charge of Establishment.)

Dated:

.....



Lukautim Pikinini Act 2015

*Act Sec.50
Reg. 25*

Form 12

NOTICE TO PARENT OF CHILD’S MEDICAL EXAMINATION

The Director of the Office for Child and Family Services seeks to notify you (name and address of parent) that the said child:

Name:.....
 Age:.....
 Date of Birth:.....
 Sex:.....
 Province of Origin:.....

Has been subject to a medical examination for (provide reason(s)).....

Signature of Director

.....

Dated

.....

Official Stamp

.....



PAPUA NEW GUINEA

Lukautim Pikinini Act 2015

*Act Sec. 75
Reg.26*

Form 13

NOTICE OF DEATH OF A CHILD

The Director of Child and Family Service,

I (*name and address*) give notice that (*Name of child*) at (*Name of establishmen-* an Out of Home Care or Early Childhood Care and Development Centre) died on the date of 20.....

The circumstances surrounding the death of that child were: (Attach copy of the medical and death certificates if available).

.....
.....
.....

Dated:..... 20.....

(Signature of Person in Charge of Establishment.)

Official Stamp



Lukautim Pikinini Act 2015

Act Sec. 38
Reg.26

Form 14

NOTICE OF INJURY OF A CHILD

The Director of Child Welfare,

I give notice that (**Name of child**) at (*Name of establishment*) suffered an injury on (*Date on which the injury occurred*).

The details of which are as follows: (This should be the same as the medical report).

(*Signature of Person in Charge of Establishment.*)

Dated:



Lukautim Pikinini Act 2015

Act Sec. 66
Reg. 29

Form 15

ADVERTISEMENT OF CANCELLATION OF LICENSE

The Director of the Office for Child and Family Services advertise the following license(s) as being cancelled

1.
2.
3.

And deem any use of the licenses as illegal under the *Lukautim Pikinini Act 2015*

Signature of Director

.....

Dated

.....

Common Seal of the Office for Child and Family Services

.....



PAPUA NEW GUINEA.

Lukautim Pikinini Act 2015

Act Sec.38.

Form 16

Reg. 32

NOTIFICATION OF A CHILD IN NEED OF PROTECTION

Administrative information	
1. Case file number:	2. Date of notification:
3. Name and position of officer recording notification:	
Signature:	
Information on the child being notified	
4. Name (or other means of identifying the child):	
5. Date of birth or age (approximately):	
6. Certificate identification number:	
7. Gender of the child being reported:	
8. Any known disability:	
• Speech impairment	<input type="checkbox"/>
• Hearing impairment	<input type="checkbox"/>
• Visual impairment	<input type="checkbox"/>
• Intellectual impairment	<input type="checkbox"/>
• Physically handicapped	<input type="checkbox"/>
9. If other children in the family are also being reported, list them and their case file numbers with their ID certificate if any	

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Notification of a Child in need of Protection—continued

10. Information on the family	
Name of parent(s) or guardian(s):	
Certificate identification numbers:	
Address of parent(s) or guardian(s):	
Physical home address:	
Postal address:	
Contact telephone/mobile phone:	
Province:	
District:	
Llg:	
Ward:	
Clan/tribe:	
Ward councillor's name:	
Any parental risk factors that may link to child(ren)s risk of harm (tick one or more)	
History of family violence	<input type="checkbox"/>
Previous history of sexual abuse of children in the family or generally	<input type="checkbox"/>
Alcohol or drug use by parents	<input type="checkbox"/>
Parent (s) mental problems	<input type="checkbox"/>
Other	<input type="checkbox"/>

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Notification of a Child in need of Protection—continued****11. Additional information to assist with case work**

(a) pastor/minister/priest name and contact details:

(b) school /child care centre child(ren) is attending:

Principal's/child care centre manager's name and contact details

Family doctor's name and contact details:

(c) are any other services working with the child or family? Note:

- The name of the service
- A contact person and number
- Address
- What they are providing

12. Perpetrator informationParent/guardian perpetrator

Is a parent/guardian the alleged perpetrator?

Yes / no

If yes, who is it?

Is the child living with them at the time of the notification?

Yes / no

Other perpetrator

Who is the alleged perpetrator?

Where does the perpetrator live?

Nb: where the child is notified as abandoned, or run away, no perpetrator should be recorded at this time.

13. Person making the notification

Name:

Address & phone contact details:

If person is a professional making a mandatory notification name of workplace and position:

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Notification of a Child in need of Protection—continued

Nature of relationship to child(ren) being notified if not a professional working with them:	
14. Other information	
Do parent(s)/guardian(s) know notification is being made and what is their response?	
Does child (ren) know notification is being made and what is their response?	
15. Details of the notification	
Description by the person making the notification (as far as possible use their own words)	
16. What category notification is this ?	
<u>Level 1</u>	yes/no
What type? (tick only one)	
Child abandoned shortly after delivery	<input type="checkbox"/>
Child being notified as lost	<input type="checkbox"/>
Child being notified as a run away	<input type="checkbox"/>
Child’s health and safety at immediate risk	<input type="checkbox"/>
Child is a victim of sexual offences	<input type="checkbox"/>

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Notification of a Child in need of Protection—continued**

<u>Level 2</u>	yes/no
Are there any priority factors? (tick one or more)	
Infant or pre-school age child	<input type="checkbox"/>
Domestic/family violence which has not as yet Involved the child being notified	<input type="checkbox"/>
Increase in the severity of the reported harm Over subsequent notifications	<input type="checkbox"/>
Mental problems of the parent/guardian leading to Neglect of the child and their parental responsibilities	<input type="checkbox"/>
Child with a disability	<input type="checkbox"/>
More than one notification of the child or any children Under the care of the particular parent/guardian	<input type="checkbox"/>
Parental use of alcohol and drugs leading to neglect of the Child and their parental responsibilities	<input type="checkbox"/>
Physical living conditions posing a hazard to the health And safety of the child	<input type="checkbox"/>
Has serious differences with his parents to such an extent That the physical, mental or emotional well being of the child Is being seriously impaired (or threatened) or the care and Control of the child is likely to be seriously disrupted	<input type="checkbox"/>
17. Where was the child at the time of the notification?	
On the street or in another public place	<input type="checkbox"/>
With parent(s)	<input type="checkbox"/>
With guardian(s)	<input type="checkbox"/>
With other family member (s)	<input type="checkbox"/>
With other member of local community	<input type="checkbox"/>
In a hospital or other health facility	<input type="checkbox"/>
At school	<input type="checkbox"/>
In a child care or other early childhood centre	<input type="checkbox"/>
In an out of home care setting	<input type="checkbox"/>
In a prison lock up or detention centre	<input type="checkbox"/>
In a designated place of safety	<input type="checkbox"/>
Other (where?)	<input type="checkbox"/>
Address where the child was:	
Name and contact details of person in charge of the child at the time of notification:	

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Notification of a Child in need of Protection—continued

18. Where is the child now?	
On the street or in another public place	<input type="checkbox"/>
With parent(s)	<input type="checkbox"/>
With guardian(s)	<input type="checkbox"/>
With other family member (s)	<input type="checkbox"/>
With other member of local community	<input type="checkbox"/>
In a hospital or other health facility	<input type="checkbox"/>
At school	<input type="checkbox"/>
In a child care or other early childhood centre	<input type="checkbox"/>
In an out of home care setting	<input type="checkbox"/>
In a prison lock up or detention centre	<input type="checkbox"/>
In a designated place of safety	<input type="checkbox"/>
Other (where?)	<input type="checkbox"/>
Address where the child is:	
Name and contact details of person in charge of the child at the time of notification:	
19. Proposed action on notification	
(a) child not in need of protection, no action at this stage	<input type="checkbox"/>
(b) action proposed::	
1. Child safe to remain with parent(s)/ guardians/ relatives While child protection safety assessment and care plan are Completed	<input type="checkbox"/>
2. Child in place of safety, interim care plan develop and Temporary child protection order has been applied for Covering period for conducting child protection safety Assessment and care plan	<input type="checkbox"/>
20. Approval by senior officer	
Approved by senior officer	
Name and position of senior officer:	
Signature of senior officer:	
Date:	
Not approved by senior officer	
Reason not approved:	

Statutory Instrument—*continued*

Lukautim Pikinini Regulation 2016—continued

Notification of a Child in need of Protection—*continued*

Name and position of senior officer:

Signature of senior officer:

Date:



Papua New Guinea

Lukautim Pikinini Act 2015

Act secs. 46
Reg 34

Form 17

APPLICATION FOR A CHILD PROTECTION ORDER

Administrative information	
1. Date of application:	
2. Name of child protection officer making the application:	
Signature:	
3. Name of child:	
4. Case file number:	
5. Age of the child:	
Application for a temporary child protection order	
6. Reason for application:	
1. Level 1 notification and Child removed to place of safety	<input type="checkbox"/>
2. Parent(s)/guardian(s)/other relative in charge of child refused to agree to care plan	<input type="checkbox"/>
3. Voluntary care plan has been breached by parent(s)/guardian(s)/ other relative in Charge of child	<input type="checkbox"/>
4. All other less intrusive strategies for ensuring the child's on-going safety have failed.	<input type="checkbox"/>
Detail of child and family situation in support of the relevant reason:	
7. Duration of the application being sought:	
3 months	<input type="checkbox"/>
6 months	<input type="checkbox"/>
12 months	<input type="checkbox"/>
8. Is this the first temporary order being sought	yes/no
If no what is the total duration to date of all previous applications:	

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Application for a Child Protection Order—continued**

9. Orders being sought

Application for a permanent child protection order

10. Reason for application

1. Child reported as unattended or abandoned shortly after delivery, all attempts to find the child's parent(s) have failed, no other suitable family member able to take custody of the child at this time.
2. Child reported as lost or run away, all attempts to find the child's parent(s) have failed, no other suitable family member able to take custody of the child at this time.
3. Sexual offences against the child are proven; access to the child by the perpetrator(s) is unlikely to be prevented if the child remains in their home or with any other family member.
4. Safety assessment shows that the parent(s)/ guardian(s) of the child unlikely to be able to ensure the safety of the child and meet their responsibilities under the LPA within the total time for which temporary child protection orders can be granted and no other suitable family member is able to take care and custody of the child at this time
5. Safety assessment shows that given the nature and the extent of the harm the child has suffered or is likely to suffer, and having regard to the child's age, it is unlikely to be in the best interest of the child that they remain with their parent(s)/ guardian(s) at this time.
6. Safety assessment shows that given the nature and the extent of the harm the child has suffered or is likely to suffer, and having regard to the child's age, it is unlikely to be in the best interest of the child that they remain with their parent(s)/ guardian(s) at this time except with the additional protective measures outlined in the order.
7. Circumstances have changed, existing family care arrangements have failed, and no alternative care arrangement through the family is possible at this time.
8. Non-intrusive strategies have failed and it is considered that temporary child protection orders will also likely fail.

Part c application for a permanent child protection order

Detail of child and family situation in support of the relevant reason

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Application for a Child Protection Order—continued

<p>11. Orders being sought (Refer to the CPO operational manual)</p>										
<p>12. Expected date of termination of order:</p>										
<p>13. Approved by senior officer</p> <p>Signature Name of senior officer Date of approval</p>										
<p>Part d: documents appended</p>										
<table><tr><td>Safety assessment</td><td><input type="checkbox"/></td></tr><tr><td>Medical certificate (where relevant)</td><td><input type="checkbox"/></td></tr><tr><td>Current care plan</td><td><input type="checkbox"/></td></tr><tr><td>Temporary child protection order(s) – if any</td><td><input type="checkbox"/></td></tr><tr><td>Agreement to provide services to a child with special needs</td><td><input type="checkbox"/></td></tr></table>	Safety assessment	<input type="checkbox"/>	Medical certificate (where relevant)	<input type="checkbox"/>	Current care plan	<input type="checkbox"/>	Temporary child protection order(s) – if any	<input type="checkbox"/>	Agreement to provide services to a child with special needs	<input type="checkbox"/>
Safety assessment	<input type="checkbox"/>									
Medical certificate (where relevant)	<input type="checkbox"/>									
Current care plan	<input type="checkbox"/>									
Temporary child protection order(s) – if any	<input type="checkbox"/>									
Agreement to provide services to a child with special needs	<input type="checkbox"/>									



Lukautim Pikinini Act 2015

*Act Sec.50
Reg. 36*

Form 18

NOTICE TO PARENT OF CHILD’S REMOVAL

The Director of the Office for Child and Family Services seeks to notify you (name and address of parent)- that the said child:

Name:.....
Age:.....
Date of Birth:.....
Sex:.....
Province of Origin:.....

Is being removed due to the following:

1. Child in immediate danger;
2. Child is abandoned;
3. Child is lost;
4. Child is a run away child

Signature of Director

.....

Dated

.....

Official Stamp

.....

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****Child Protection Safety Assessment—continued**

7. Threat assessment	
Assess the family home or other place where the child is living at the time of the Notification for each of the following safety threats. Indicate whether currently available information gives reasonable grounds to believe a safety threat is present.	
Refer to the description of Safety Threat Indicators under How To...to clarify what to look for with each item.	
Yes / No	<p>1. Parent/caregiver caused serious physical harm to the child, or made a plausible threat to cause serious physical harm indicated by:</p> <p><input type="checkbox"/> Serious injury or abuse to child other than accidental</p> <p><input type="checkbox"/> Caregiver fears he/she will maltreat child</p> <p><input type="checkbox"/> Threat to cause harm or retaliate against child</p> <p><input type="checkbox"/> Excessive discipline or physical force</p> <p><input type="checkbox"/> Drug-exposed infant.</p> <p>Describe:</p>
Yes / No	<p>2. Current circumstance, combined with information that the parent/caregiver has or may have a history of previously maltreating a child in his/her care, suggests that the child's safety may be of immediate concern.</p> <p>Describe:</p>
Yes / No	<p>3. Child sexual abuse is suspected and circumstances suggest that child's safety may be of immediate concern.</p> <p>Describe:</p>
Yes / No	<p>4. Parent/caregiver fails to protect child from serious harm or threatened harm by other adults or children in the home. This may include physical, emotional or sexual abuse or neglect.</p> <p>Describe:</p>
Yes / No	<p>5. Parent/caregiver's explanation for the injury to the child is questionable or inconsistent with type of injury, and the nature of the injury suggests that the child's safety may be of imminent concern.</p> <p>Describe:</p>
Yes / No	<p>6. The family refuses access to the child or there is reason to believe that the family is about to flee.</p> <p>Describe:</p>
Yes / No	<p>7. Parent/caregiver does not meet the child's immediate needs for supervision, food, clothing, medical, dental or mental health care.</p> <p>Describe:</p>

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Child Protection Safety Assessment—continued

Yes / No	<p>8. The physical living conditions are hazardous and immediately threatening to the health and/ or safety of the child. Note: If the community as a whole does not have the above resources, indicate here: ____.</p> <p>Describe:</p>
Yes / No	<p>9. Parent/caregiver’s current alcohol, drug or substance abuse seriously impairs his/her ability to supervise, protect or care for the child.</p> <p>Describe:</p>
Yes / No	<p>10. Partner/adult conflict exists in the home and poses a risk of serious physical and/or emotional harm or neglect to the child.</p> <p>Describe:</p>
Yes / No	<p>11. Parent/caregiver describes child in predominantly negative terms or acts toward child in negative ways that result in the child being a danger to self or others, acting out aggressively, or being seriously withdrawn and/or suicidal.</p> <p>Describe:</p>
Yes / No	<p>12. Parent/caregiver’s emotional stability, developmental status, or cognitive limitation seriously impairs his/her current ability to supervise, protect, or care for the child.</p> <p>Describe:</p>
Yes / No	<p>13. Child is fearful of parent/caregiver, other family members or other people living in or having access to the home.</p> <p>Describe:</p>
Yes / No	<p>14. Other (specify):</p>
<p>8. Other factors that impact on child or family</p>	
<p>Are there particular factors for the child or their family that should be taken into account when considering a care plan for this child</p> <p>(a) ethnic background of the child or family y/n If yes, details that are relevant</p> <p>(b) religion of the child or family y/n If yes, details that are relevant</p>	

Statutory Instrument—continued**Lukautim Pikitini Regulation 2016—continued****Child Protection Safety Assessment—continued**

(c) significant developmental or health issues for the child If yes, details that are relevant	y/n
(d) significant developmental or health issues for the caregivers If yes, details that are relevant	y/n
(e) social, cultural, educational, or economic factors For the child or the family If yes, details that are relevant	y/n
9. Safety placement decision	
<input type="checkbox"/> Safe No safety threats identified at this time. No children in whose health and safety are in immediate danger.	
<input type="checkbox"/> Safe with supportive intervention One or more safety threats present, but danger can be minimized through voluntary engagement in supportive programs. Child (ren) can remain with parent(s) / guardian(s) or other family member at this time.	
Name of Caregiver with Primary Responsibility for the child: Relationship to the child: Address and Phone contact details for where child will live:	
<input type="checkbox"/> Unsafe One or more safety threats present, and out of home care is in the best interests of the child at this time.	
Name of Out of Home Care service: Contact Person Name & Position: Address and Phone:	
10. Certification of senior officer	
Approved by senior officer	yes/no
Name of senior officer:	
Reason for	yes/ no:
Signature of senior officer:	
Date:	



Lukautim Pikinini Act 2015

Act Sec.38/46

Form 20

Reg. 33

CARE PLAN

Administrative information	
1. Is this an interim care plan	yes/no
2. Date of care plan:	
3. Period for which the care plan applies:	
4. Review date due:	
5. Name and position of officer who prepared the care plan:	
Signature:	
6. Name and position of child protection officer who approved the care plan:	
Signature:	
7. Name of child	
8. Case file number	
For interim care plans only	
9. What category level 1 notification is this child (tick only one):	
Child abandoned shortly after delivery	<input type="checkbox"/>
Child being notified as lost	<input type="checkbox"/>
Child being notified as a run away	<input type="checkbox"/>
Child's health and safety at immediate risk	<input type="checkbox"/>
Child is a victim of sexual offences	<input type="checkbox"/>

Statutory Instrument—continued
Lukautim Pikinini Regulation 2016—continued

Care Plan—continued

10.	Briefly describe why the child was considered unsafe with the family at this time:						
11.	Name and address of place of safety where the child is: Name and contact details of person in charge of the child at the time of notification:						
12.	Approved by senior officer						
	Signature Name of senior officer: Date of approval						
For all other care plans							
13.	Safety decision: <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) safe with supportive intervention</td> <td style="text-align: right; padding-right: 20px;">yes/no</td> </tr> <tr> <td style="padding-left: 20px;">(b) unsafe</td> <td style="text-align: right; padding-right: 20px;">yes/no</td> </tr> </table>	(a) safe with supportive intervention	yes/no	(b) unsafe	yes/no		
(a) safe with supportive intervention	yes/no						
(b) unsafe	yes/no						
14.	Was the child consulted on the plan? Yes/no How was the child consulted? Does the child agree to the plan? Yes/no						
15.	Names of all the child’s family members participating in the plan: <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">1. Name:.....relationship to child.....</td> </tr> <tr> <td style="padding-left: 20px;">Signature if in agreement and voluntarily participating.....</td> </tr> <tr> <td style="padding-left: 20px;">2. Name:.....relationship to child.....</td> </tr> <tr> <td style="padding-left: 20px;">Signature if in agreement and voluntarily participating.....</td> </tr> <tr> <td style="padding-left: 20px;">3. Name:.....relationship to child.....</td> </tr> <tr> <td style="padding-left: 20px;">Signature if in agreement and voluntarily participating.....</td> </tr> </table> <p>If there are additional family members participating, attach a separate sheet to this form with their details.</p>	1. Name:.....relationship to child.....	Signature if in agreement and voluntarily participating.....	2. Name:.....relationship to child.....	Signature if in agreement and voluntarily participating.....	3. Name:.....relationship to child.....	Signature if in agreement and voluntarily participating.....
1. Name:.....relationship to child.....							
Signature if in agreement and voluntarily participating.....							
2. Name:.....relationship to child.....							
Signature if in agreement and voluntarily participating.....							
3. Name:.....relationship to child.....							
Signature if in agreement and voluntarily participating.....							

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Care Plan—continued

16. Are there particular factors for the child or their family that were taken into account in this care plan	
(a) ethnic background of the child or family	y/n
(b) religion of the child or family	y/n
(c) significant developmental or health issues for the child If yes, details that are relevant	y/n
(d) significant developmental or health issues for the caregivers	y/n
(e) social, cultural, educational, or economic factors For the child or the family	y/n

17. Outcomes and strategies				
Threat indicator (y/n describe)	Best outcome	Possible strategies	Provider	Time frame

18. Special needs agreements	
Is a special needs agreement part of the care plan yes/no	
If yes, a special needs agreement with each participating agency must be attached to this care plan	
Names and functions of participating ngo/ fbo agencies	
(a) name	(b) name
Function	Function
Date agreement signed	Date agreement signed

Statutory Instrument—continued**Lukautim Pikitini Regulation 2016—continued****Care Plan—continued**

(c) name	(d) name
Function	Function
Date agreement signed	Date agreement signed
(e) name	(f) name
Function	Function
Date agreement signed	Date agreement signed
If there are additional services attach details to this care plan	
19. Court orders	
Is a temporary child protection order being applied for	y/n
Is a permanent child protection order being applied for	y/n
20. Approval	
Approved by senior officer	
Signature	
Name of senior officer	
Date of approval	



Lukautim Pikinini Act 2015

Act Sec. 46, 50, 51

Form 21

Reg. 33

GENERAL AGREEMENT FOR PROVIDING SERVICES TO CHILDREN IN NEED OR PROTECTION

1. This AGREEMENT is between:

(Insert name of Provincial Division of Community Development) which is the Lead Agency
and

(Insert name of NGO/FBO being contracted to provide service) which is the Contracted Agency

2. The term of this AGREEMENT is from *(Insert date of signing the AGREEMENT)* until *(Insert the date one year from the date of signing the AGREEMENT)*.

3. The AGREEMENT covers the provision of services to children in need of protection and their families as defined under the Lukautim Pikinini Act 2015.

4. The services to be provided under this AGREEMENT by the Contracted Agency can include:

- Immediate Response for children under Level 1 Notifications.
- Managing a place of safety for the temporary care of children who are removed from their family under Level 1 notifications.
- Assessment and Care Planning for children under Level 2 Notifications.
- Placement of children in the care of the Director under Temporary or Permanent Child Protection Orders.
- Providing services to a child in need of protection and/or their families as specified and agreed in the Care Plan for that child.
- Providing training and education for parent(s)/guardian(s)/family members in best practice child rearing.
- Other arrangements that may be made for a specific child under the LPA or under the Adoption of Children Act.

(Tick as many boxes as the Agreement is going to cover)

5. Where a service is provided to a specific child and/or their family, the Lead Agency remains the Case Coordinator for the child and/or family.

6. The Lead Agency and the Contracted Agency acknowledge that they are jointly and severally accountable for the performance of all the obligations of the two parties under the AGREEMENT.

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

General Agreement for providing services to children in need or protection—continued

- 7. Where a service is provided to a specific child and/or their family, the Contracting Agency agrees to provide the Lead Agency with reports on the outcomes of service provision as agreed in the Care Plan.
- 8. If a dispute of difference arises out of or in connection with this AGREEMENT the parties agree that they will:
 - In the first instance negotiate to resolve the dispute or difference.
 - In the event this fails, appoint a mediator to facilitate negotiations, such mediator being acceptable to both parties.

If negotiations fail within a reasonable period of time either party may commence proceedings in the Pikinini Court.
- 9. This AGREEMENT may only be varied in writing and any variations must be signed by all parties.
- 10. This AGREEMENT may only be terminated when the provision of the same services under the AGREEMENT have been completed, or where both parties agree to terminate the AGREEMENT prior to completion of the services. Such agreement for termination must be in writing and signed by an Authorised Representative of each party.
- 11. Any notice or other communication required to be made under this AGREEMENT must be in writing, addressed and signed by an appropriate officer of the relevant party. A communication may be made via email in the first instance but it must be followed by a signed paper copy.
- 12. Each Agency releases and indemnifies, and agree to keep indemnified, each other Agency from and against all liability for and in respect of injury (including death), illness, loss or defamation to persons or damage to property, arising out of or in connection with any direct or indirect act or omission by that Agency, its employees and other staff or agents, done or omitted in the course of any part of provision of service under the Agreement or otherwise arising out of or in connection with this AGREEMENT except where, and to the extent that, such liability arises out of any willful, unlawful or negligent act or omission on the part of another Agency.
- 13. Each Agency releases and indemnifies, and agrees to keep indemnified, each other Agency from and against all liability for and in respect of any loss, damage, cost or expense that arises out of or in connection with any failure of that Agency to comply with its obligations under the AGREEMENT except where, and to the extent that, such liability arises out of any willful, unlawful or negligent act or omission on the part of another Agency.
- 14. This Agreement is governed by the laws of Papua New Guinea. The parties submit to the non-exclusive jurisdiction of the courts exercising jurisdiction in Papua New Guinea.

For the Contracted Agency:

(Name)

(Please Print Name)

(Signature) DATE:/...../.....

Authorised Representative

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

General Agreement for providing services to children in need or protection—continued

(Witness Name)

(Please Print Name)

(Signature)..... DATE:...../...../

For the Lead Agency

(Name)

(Please Print Name)

(Signature) DATE:...../...../

Authorised Representative

(Witness Name)

(Please Print Name)

(Signature) DATE:...../...../



Lukautim Pikinini Act 2015

Act Sec.46,50,51

Form 22

Reg. 33

AMENDMENT TO CARE PLAN

Administrative information	
1. Date of amended care plan:	
2. Period for which the care plan applies:	
3. Review date due:	
4. Name and position of officer who prepared the care plan:	
Signature:	
5. Name and position of child protection officer who approved the care plan:	
Signature:	
6. Name of child	
7. Case file number	
8. Safety decision:	
(a) safe with supportive intervention	yes/no
(b) unsafe	yes/no
9. Was the child consulted on the plan?	Yes/no
How was the child consulted?	
Does the child agree to the plan?	Yes/no
10. Names of all the child's family members participating in the plan:	
1. Name:.....relationship to child.....	
Signature if in agreement and voluntarily participating.....	
2. Name:.....relationship to child.....	
Signature if in agreement and voluntarily participating.....	

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Amendment to Care Plan—continued

3. Name:.....relationship to child.....
 Signature if in agreement and voluntarily participating.....
 If there are additional family members participating, attach a separate sheet to this form with their details.

11. Reason(s) for amendment

12. Amended outcomes and strategies – only note here those that have changed

Threat indicator (y/n describe)	Best outcome	Possible strategies	Provider

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Amendment to Care Plan—continued**

13. Special needs agreements	
Is a special needs agreement part of the amended plan yes/no	
If yes, a special needs agreement with each participating agency must be attached to this care plan	
Names and functions of participating ngo/ fbo agencies	
(a) name	(b) name
Function	Function
Date agreement signed	Date agreement signed
(c) name	(d) name
Function	Function
Date agreement signed	Date agreement signed
14. Court orders	
Is a temporary child protection order being applied for y/n	
Is a permanent child protection order being applied for y/n	
Are new conditions being sought for in an existing order y/n	
Detail any new conditions	
15. Approved by senior officer	
Signature	
Name of senior officer	
Date of approval	



Lukautim Pikinini Act 2015

Act Sec.46,50,51

Form 23

Reg. 33

CARE PLAN CLOSURE

Administrative information															
1.	Date of care plan closure:														
2.	Name of officer who prepared the care plan: Signature:														
3.	Name of child protection officer approving closing care plan: Signature:														
4.	Name of child:														
5.	Case file number:														
6.	Reason care plan has been closed <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) outcomes of care plan achieved and child is now safe</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">(b) child is deceased</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">(c) child has reached 18 years of age</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	(a) outcomes of care plan achieved and child is now safe	<input type="checkbox"/>	(b) child is deceased		(c) child has reached 18 years of age	<input type="checkbox"/>								
(a) outcomes of care plan achieved and child is now safe	<input type="checkbox"/>														
(b) child is deceased															
(c) child has reached 18 years of age	<input type="checkbox"/>														
7.	Where is the child living now? <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">• With parent(s)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• With guardian(s)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• With siblings (and not with parents/guardians)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• With other family member</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• With other community member</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• Out of home care establishment</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">• Other</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	• With parent(s)	<input type="checkbox"/>	• With guardian(s)	<input type="checkbox"/>	• With siblings (and not with parents/guardians)	<input type="checkbox"/>	• With other family member	<input type="checkbox"/>	• With other community member	<input type="checkbox"/>	• Out of home care establishment	<input type="checkbox"/>	• Other	<input type="checkbox"/>
• With parent(s)	<input type="checkbox"/>														
• With guardian(s)	<input type="checkbox"/>														
• With siblings (and not with parents/guardians)	<input type="checkbox"/>														
• With other family member	<input type="checkbox"/>														
• With other community member	<input type="checkbox"/>														
• Out of home care establishment	<input type="checkbox"/>														
• Other	<input type="checkbox"/>														
8. Approved by senior officer															
Signature															
Name of senior officer															
Date of approval															



Lukautim Pikinini Act 2015

Act Sec.46,50,51
Reg. 33

Form 24

INFORMED CONSENT

I (*Name of person giving consent*) of (*Address of the person giving consent*) give permission for (*Name and official position of person who is asking for the consent – Child Protection Officer or other designated officer*) to tell another professional information I have given so that I can get support and services I need in the Care Plan that is being developed for me/my child (*Strike out whichever does not apply*).

Signed

Date



Lukautim Pikinini Act 2015

Act Sec.70
Reg. 36

Form 25

NOTICE OF RECEPTION OF A CHILD INTO A LICENSED PLACE

1. Name of child (in full):
2. Date of birth:
3. Place of birth:
4. Religious denomination of child:
5. Name of mother (all given names in full):
6. Married, single, divorced or de-factor, widow, widower:
7. Address and contact details of mother:

8. Occupation of mother:
9. Name of father (all given names in full):
10. Married, single divorced or de-factor, widow, widower:
11. Address and contact details of father:

12. Occupation of father:
13. Name of person from whom child was received:
14. Relationship to child (if a Child Protection Officer or other designated officer, write position):
15. Address and contact details:

16. Date when child was received:
17. Date when child is expected to be relinquished: (Where child is placed under a Child Protection Order give the date for termination of the Order)
18. Particulars of arrangement made by the parent for—
 - (a) clothing;
 - (b) schooling;
 - (c) medical care.
19. Amount agreed to be paid per week in respect of the child's upkeep:
20. By whom

(Signature of person in Charge of Establishment.)

(Address of establishment.)

Dated:



Lukautim Pikinini Act 2015

Act Sec. 70/71
Reg. 36

Form 26

NOTICE OF RELINQUISHMENT OF CARE OF RESIDENT CHILD

To the Director of Office for Child and Family Services,

I, give notice that I have relinquished the care of _____ (Name of the child) a child formerly under my care at (Address of establishment). The child was removed on (Date of removal) by (Name of person or Officer), to the care of (Name of person who is taking responsibility for the child), (Occupation where there is one), residing at (Full address of where the child will now live).

(Signature of Person in Charge of Establishment.)

Dated:



Lukautim Pikinini Act 2015

Act Sec.77
Reg. 37

Form 27

APPLICATION FOR FINANCIAL SUPPORT

Dated

I request that the Director of the Office for Child and Family Services grant a cash allowance to enable me to support my children who are living with me.

In support of this request I furnish the following particulars.

(Signature of Applicant)

(Signature of Witness.)

Signed before me at

Statutory Instrument—continued**Lukautim Pikitini Regulation 2016—continued****Application for Financial Support—continued**

Personal particulars of applicant	
1. Name in full:	
2. Date of birth:	
3. Place of birth:	
4. Address/ phone:	
5. Maiden name where applicant is a married female:	
6. Employers name: Employers address/phone:	
If not employed, give name and address of last employer:	
If never employed tick this box	<input type="checkbox"/>
7. Capacity in which application made:	
(a) a mother or father of an illegitimate child/ren.	<input type="checkbox"/>
(b) a single woman with child/ren.	<input type="checkbox"/>
(c) a mother of a child/ren who has been deserted by her husband.	<input type="checkbox"/>
(d) a father of a child/ren, who is incapacitated from following any occupation.	<input type="checkbox"/>
8. Date and place of marriage:	
Date:	
Place:	
9. Personal particulars of husband or wife of the person applying	
Name:	
Place of birth:	
Date of birth:	Occupation:
Whether living at home:	
Last employed by	of
Earnings:	per week.
Ceased to work on:	

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Application for Financial Support—continued****Where Husband/Wife or Applicant is Incapacitated the following particulars should be completed :-**

Nature of incapacity:

If in hospital, name of hospital:

Date admitted:

Was incapacity caused through circumstances arising out of his employment?

Has any compensation been paid?

If so-

Amount per week:

By whom paid:

From what date was payment made?

Is compensation still being paid?

If not, when did payment cease?

Has a claim been made for continuance?

If no payment made, has a claim for payment been lodged?

In the case of Desertion, the following particulars should be completed:-

My husband/wife unlawfully deserted me at on

Has maintenance order been made? If so, date order made:

Amount per week:

Court where order was made:

Court where order is payable:

Is the order being complied with?

If not, what steps have been taken to enforce compliance?

Has a warrant been issued? If so when?

At what Court?

If husband committed to gaol or Corrective Institution, name and situation of gaol or Corrective Institution:

at

Date of committal:

Period of sentence:

Where application is made in respect of an Illegitimate Child, the following information should be furnished;-

Name of alleged father/mother of child:

Last heard of at on

Has maintenance order been made?

If so-

Date order made:

Amount per week:

Court where order made

Court where order is payable:

Is the order being complied with?

If not, what steps have been taken to enforce compliance?

If no order made, what action was taken?

Has a warrant been issued for his arrest?

When?

At what Court?

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Application for Financial Support—continued

Is assistance being sought for:

(a) Confinement expenses

(b) Maintenance

(c) Funeral expenses

If Husband or Wife Deceased complete the following;-

Date of Death:

At

Insured with

For K

Which was/will be paid to me on

Address of Insurance Company:

Was any collection or benefit arranged? If so, when?

Amount realized.

How much did Lodge (or equivalent) pay: K

Date of payment:

Statutory Instrument—continued

Lukautim Pikinini Regulation 2016—continued

Application for Financial Support—continued

10. INFORMATION ON CHILDREN						
Children Over 18 years.						
Name in full	Date of Birth	Occupation.	Name and address of Employer	Weekly wage	Living at Home (Y/N)	Amount given toward upkeep at home
Children under 18 years (if adopted, or stepchildren, full particulars to be given)						
Name in full	Date of Birth	Place of Birth	Where was birth registered	Birth registration number	Living at Home (Y/N)	

Statutory Instrument—continued**Lukautim Pikinini Regulation 2016—continued****Application for Financial Support—continued****11. FINANCIAL SITUATION**

How much cash have you in hand'

Have you an account in any bank?

Amount: K Name of bank:

Type of Account and number:

Did your husband or wife have an account in any bank' Name of bank:

When was account closed?

Is there a bank account in the name of any of the children'

Is there any money due to you or your husband or wife in respect of properties sold or services rendered?

Do you own the house in which you live?

How much did it cost? K

What is its value now? K

If paying off, amount owing: K

Monthly repayments: K

Rates: K

Other property owned (*full particulars to be given, especially here property is situated*).

Are you or any of your children beneficiaries in any estate?

If not living in own home, what rent do you pay' *per week*.

Have you ever previously applied to the Government for assistance' If so, when and under what name:

Particulars of Weekly Income

A.	From my own exertions as	K	per week
B.	From my husband or wife	K	per week
C.	From my children	K	per week
D.	From pension	K	per week
E.	From workers' compensation	K	per week
F.	From lodge	K	per week
G.	From any other source	K	per week

Total K perweek

Statutory Instrument—continued***Lukautim Pikinini Regulation 2016—continued*****Application for Financial Support—continued**

12. CONDITIONS OF GRANT OF ALLOWANCE

The conditions of the granting of an allowance under Section 14 of the Act are as follows:-

- (a) that the allowance may be discontinued or varied if any change occurs in the circumstances as disclosed in the particulars furnished with the application or in any other circumstances that were taken into account in determining whether or not the allowance should be granted; and
- (b) that the person to whom the allowance is paid-
 - (i) shall notify the Director of Child Welfare immediately of any change of address; and
 - (ii) shall promptly and truthfully reply to all inquiries addressed to him by the Director of Office for Child and Family Services or any other person authorized by the Director for the purpose, relating to-
 - (A) any of the particulars furnished in the application; or
 - (B) any other circumstances that were taken into account in determining whether or not the allowance should be granted; and
 - (C) that any person authorized by the Director of Child Welfare for the purpose have access to the child for whose support the allowance is granted and to the place at which the child resides, and for such purpose shall be permitted to make visits to such place as and when the Director thinks fit.



Lukautim Pikinini Act 2015

Act Sec.91
Reg. 41

Form 28

COMPLAINT

The complaint of ... of.... Made..., 20... ebefore the undersigned, a Magistrate of District Court, who says that on..., 20..., at.. (state subject matter).

Made before me the day and year first above-mentioned, at...

Magistrate



Lukautim Pikinini Act 2015

*Act Sec.92
Reg. 42*

Form 29

SUMMONS TO A PERSON UPON COMPLAINT

Complainant

Defendant

To... of...

Whereas a complaint has this day been made before the undersigned, a Magistrate of the Family Court that (state shortly the matter of the complaint):

These are therefore to command you to appear before the Family Court at, on ...20..., at... a.m./p.m. to answer the complaint, and to be further dealt with according to law.

The complainant's address for service is, at which all notices or documents may be served.

Dated.... 20

Magistrate