

SUPPLEMENT to the Solomon Islands GazetteThursday 23rd May, 2013

S.I. No.21

[Legal Notice No. 40]

**SANTA ISABEL PROVINCE COMMUNITY ASSISTANCE
ORDINANCE 2013****1. Title and commencement**

- (1) This Ordinance may be cited as the Santa Isabel Province Community Assistance Ordinance 2013.
- (2) This Ordinance:
 - (a) is made under section 31 of the Provincial Government Act 1997; and
 - (b) comes into force on the day it is published in the *Gazette*.

2. Purpose

The purpose of this Ordinance is to support communities in Isabel Province by providing assistance to community groups to carry out community development projects to promote the social, economic and environmental wellbeing of the Province.

3. Application

This Ordinance applies to any person or persons who carries out, or intend to carry out, work on projects that support the social, economic and environmental wellbeing of the Province.

4. Definitions

In this Ordinance, unless context otherwise requires:

Act means the Provincial Government Act 1997.

Assembly means the Santa Isabel Provincial Assembly, as established under section 7 of the Act.

Community means a person or persons who all reside within defined geographical area of the Province and who share a common local interest.

Executive means the Santa Isabel Provincial Executive, as established under section 19 of the Act.

Minister means the Provincial Minister for Finance.

5. **Any person or persons may apply for funding for community assistance**
 - (1) Any person or persons may apply to the Executive for financial assistance to carry out development projects in their community.
 - (2) The level of assistance provided by the Executive shall not be more than 75 percent of the total estimated cost of the project.
6. **Form of assistance**
 - (1) Where possible and practicable, assistance to approved projects will be provided in the form of materials equal to the approved dollar amount.
 - (2) Direct financial assistance will only be provided where it is impossible, impracticable, or unreasonable to provide materials.
7. **Applications for funding**
 - (1) Applications for funding shall be in the form prescribed in Schedule 1 to this Ordinance.
 - (2) Applications must be:
 - (a) in writing;
 - (b) delivered to the Provincial Secretary; and
 - (c) accompanied by the prescribed fee, if any.
 - (3) If an application does not meet the required criteria, it will be returned to the applicant.
 - (4) The application must include a detailed estimate of the total cost of the project.
8. **Decisions about applications**
 - (1) Applications for funding are referred to the Executive for a decision at its next available meeting.
 - (2) The Executive may:
 - (a) approve the application;
 - (b) decline the application; or
 - (c) refer the application back to the applicant for further information.
 - (3) The Executive has full discretion to determine the level and type of assistance provided to the project.
9. **Executive may approve application subject to terms and conditions**
 - (1) The Executive may approve an application subject to any terms and conditions that it thinks reasonable in the circumstances.
 - (2) For example, the Executive may impose a term and condition that:
 - (a) requires the applicant to complete the project within an agreed time frame;
 - (b) an interim report must be provided by the applicant at a particular point in the project;
 - (c) materials must be from a supplier approved by the Executive under section 10.

Schedule 1

Form for application for funding under section 7

APPLICATION FOR FUNDING ASSISTANCE BY AN INDIVIDUAL

I wish to apply for the financial assistance under section 5 of the Isabel Community Assistance Ordinance 2012.

Name: _____

Community: _____

Electoral ward: _____

Contact Information: _____

Instructions:

1. Please answer all questions below and attach copies of invoices and quotes for your project.
2. Give the completed application form to the Provincial Secretary who will give it to the Executive to consider at their next meeting.
3. The Executive will make a decision about your application and the Provincial Secretary will contact you to let you know what will happen next.

What is your proposed project?

Who will benefit from this project?

What do you hope to achieve by this project?

Will your project have any negative environmental impacts? If so, what do you plan to do about this?

How much will your project cost?

Please give us a summary of how you will spend your money:

What do you need?	How much will this cost?
Transport	\$
Materials (for example: timber, leaf, metal, concrete)	\$
Diesel/Petrol	\$
Hire/rental fees	\$
Administration (for example: printing, paper, typing)	\$
Other (please provide detail in attached budget breakdown)	\$
TOTAL:	\$

- | |
|---|
| <ol style="list-style-type: none"> 1. Please attach copies of invoices, quotes for the above amount.
If you cannot provide an invoice or quote, please tell us why. 2. Please attach a detailed breakdown of all expenditure for this project.
The detailed breakdown should tell us the exact cost of each time. |
|---|

How much money are you seeking under this Ordinance? (enter dollar amount)

Where is the remainder of this money coming from? For example, have you fundraised in your community, is your MPA assisting, or are you contributing personal funds.

If your application is approved how would you like the assistance provided to you? Please note, the preference of the Executive is to provide materials, however, it will consider requests for cash assistance so long as a clear reason for this type of assistance is given.

Comment from the Member of the Provincial Assembly for your ward:

SIGNED

Applicant: Date:

Witness: Date:

Hon. Member: Date:

Schedule 2

Form of final report required under section 9

REPORT ON PERFORMANCE OF COMMUNITY PROJECT

This report is made under section 9 of the Isabel Community Assistance Ordinance 2012.

Name: _____

Community: _____

Electoral ward: _____

Instructions:

1. Please answer the questions below and complete the attached financial report and then give both to the Provincial Secretary.
2. The Provincial Secretary will give the report to the Executive who may want to ask you some more questions about your project and its performance.

PART ONE – PERSONAL REFLECTIONS

What parts of your project went well?

What parts of your project did not go as well?

What did you learn from your project?

Would you do something different next time?

PART TWO – COMMUNITY REFLECTIONS

How= did your community benefit from this project?

Where there any unintended benefits or drawbacks to the project?

What did you learn from this project?

PART THREE – FINANCIAL REPORTING

Please tell us how you spent your money:

Expenditure item	Estimated cost	Actual Cost
Transport		
Materials (for example: timber, leaf, metal, concrete)		
Diesel/Petrol		
Hire/rental fees		
Administration (for example: printing, paper, typing)		
Other (please provide detail in attached budget breakdown)		
TOTAL:		

1. Please attach copies of invoices, quotes for the above amount. If you cannot provide an invoice or quote, please tell us why.
2. Please attach a detailed breakdown of all expenditure for this project. The detailed breakdown should tell us the actual cost of each item.

SIGNED

Applicant:

Date:

Witness:

Date:

Hon. Member:

Date:

[Legal Notice No. 41]

ISABEL PROVINCE BUSINESS LICENCE ORDINANCE 2013

1. Title and commencement

- (1) This Ordinance may be cited as the Isabel Province Business Licence Ordinance 2013.
- (2) This Ordinance:
 - (a) is made under section 31 of the Provincial Government Act 1997; and
 - (b) comes into force on the day that it is published in the Solomon Islands *Gazette*.

2. Interpretation

In this Ordinance, unless context otherwise requires:

Act means the Provincial Government Act 1997.

Assembly means the Isabel Provincial Assembly constituted under section 7 of the Act.

Authorised Officer means any officer authorised by the Executive in accordance with section 19 of this Ordinance.

Business means any activity carried out in order to make a profit, including:

- (a) provision of services;
- (b) manufacturing;
- (c) retailing;
- (d) wholesaling;
- (e) harvesting or collection of natural resources;
- (f) farming;
- (g) purchasing goods within the Province for sale outside the Province;
- (h) working on contract for another business;

but does not include being an employee or activities on or in a local market, or hawking.

Executive means the Isabel Provincial Executive established under section 19 of the Act.

Person means any person, persons, company, or other group association or co-operative but does not include any government department or the Assembly.

Premises means any structure, building, the land on which it is situated and any adjoining land used in connection with the structure or building.

Province means Isabel Province as defined under section 3 of the Act.

Provincial means relating to Isabel Province.

Religious material means items directly related to the carrying out of religious services, such as wine, candles, lectionaries, and bibles.

3. Purpose

The purpose of this Ordinance is to regulate and control the operation of businesses in Isabel Province for the purpose of protecting and promoting the people, culture, and environment of Isabel Province.

4. Businesses must be licensed

No person shall operate any business in the Province unless they hold a current business licence.

5. Exemptions

(1) This Ordinance does not apply to:

- (a) the Isabel Investment Corporation and Government Departments;
- (b) hawking or trading in a local market or local garden produce, prepared custom foods, custom handicrafts and similar local produce;
- (c) fundraising where the proceeds are used solely for charitable, religious, educational, sporting or other community purposes; or
- (d) selling of religious books and other religious material or paraphernalia.

6. Form of application

(1) An application for a first time business licence must be:

- (a) in the form prescribed in Schedule 1;
- (b) sent to the Provincial Secretary; and
- (c) accompanied by the fee prescribed in Schedule 5.

(2) An application for renewal of a business licence must be:

- (a) in the form prescribed in Schedule 2;
- (b) sent to the Provincial Secretary; and
- (c) accompanied by the fee prescribed in Schedule 5.

(3) Subject to section 18, each type of business operating within or on premises must be separately licensed.

- (4) No person may apply for a business licence if:
- (a) they have outstanding business licence fees owing to the province;
 - (b) they have not obtained the required national licenses, permits, or permissions;
 - (c) in the case of foreign investment, they are carrying out business in a reserved or prohibited area; or
 - (d) they are conducting business in contravention of any National or Provincial law or policy.

7. Decisions about applications

- (1) All applications shall be referred to the Provincial Executive who shall:
- (a) approve the application;
 - (b) decline the application; or
 - (c) approve the application subject to any terms and conditions imposed under section 18.
- (2) When considering any application under subsection (1), the Executive may take into account:
- (a) the extent of involvement in the business by the people indigenous to Isabel Province and resident in the locality where the business is intended to be carried out;
 - (b) the contribution to services to the people of Isabel Province;
 - (c) the geographical area served by the business; or
 - (d) any other matter or matters affecting the interests of the people of Isabel and their environment.
- (3) If the Executive is considering declining an application under subsection 1(b), it must first give the applicant:
- (a) notice of the reasons that the application might be declined; and
 - (b) a reasonable opportunity to make a submission or be heard on the matter.

8. Executive may impose terms and conditions

- (1) The Executive may impose any terms and conditions on a business licence that it considers reasonable in the circumstances.
- (2) If the Executive is considering imposing a term and condition under subsection (1), it must first give the applicant:
- (i) notice of the reasons why the terms and condition might be imposed; and
 - (ii) a reasonable opportunity to make a submission or be heard on the matter.
- (3) The Executive may by written notice remove, amend, revoke, or add to any term and condition imposed under subsection (1).

9. Person deemed to hold a licence from receipt of application
An applicant is deemed to hold a licence from the date that their application is received by the Provincial Secretary or Authorised Officer.
- 10. Duration of licence**
A licence has effect from the date that it is issued until 31 March following date of issue.
- 11. Classification of business**
(1) The Provincial Secretary shall in the first instance determine the classification of business to which the application relates.
(2) If the applicant disputes the determination made by the Provincial Secretary under subsection (1), the applicant may apply to the Executive for reconsidering of the determination and may make written or oral submissions in support of their application.
- 12. Form of licence**
(1) Upon approval by the Executive or a person authorised under section 19, the applicant shall be issued a business licence in the form prescribed in Schedule 3.
(2) The production of this document or a certified copy issued under section 16, shall be proof that the licence has been properly granted.
- 13. Register of business licences**
(1) The Provincial Treasurer shall keep a register of all:
(a) application for a business licence;
(b) decisions made in respect of each application; and
(c) licences issued under this Ordinance.
(2) The register must be open for public inspection during normal working hours at the place where it is kept.
- 14. Display of licence**
(1) A business licence must be:
(a) displayed in a prominent position in or on the business premises; and
(b) available for public inspection during normal working hours.
-

15. Transfer of licence

A business licence is personal to the applicant and not transferable.

16. Lost, stolen or damaged licences

A licence holder whose licence has been lost, stolen or damaged may, on payment of the prescribed fee, obtain a certified copy of the licence from the Provincial Treasurer.

17. Suspension, cancellation, or revocation of licence

(1) The Executive may suspend, cancel or revoke a business licence if it has reason to believe that the business:

- (a) has not complied with a term and condition of their licence; or
- (b) is carrying out their business in a manner that brings the province into disrepute.

(2) If the Executive is considering suspending, cancelling or revoking a licence under subsection (1), it must first give the applicant:

- (a) notice of the reasons why the suspension, cancellation, or revocation is being considered; and
- (b) a reasonable opportunity to make a submission and be heard on the matter.

18. Application for additional premises

(1) Any licence holder may apply to the Provincial Executive for permission to operate their business in additional premises.

(2) Any application under subsection (1) must:

- (a) be addressed to the Provincial Secretary;
- (b) be in the form prescribed in Schedule 4;
- (c) be accompanied by the prescribed fee.

(3) If a fee is not prescribed, the Provincial Executive may fix a fee, being a fee reasonable in the circumstances.

19. Executive may authorise persons

(1) The Executive may authorise a person ("Authorised Officer") to perform functions, duties, and exercise powers under and in accordance with the Ordinance.

(2) The Executive may impose any restrictions, limitation, or requirements on an authorisation issued under subsection (1).

(3) The Executive may suspend, cancel or revoke an authorisation issued under subsection (1) at any time.

(4) Any authorisation issued under subsection (1), or suspension, cancellation or revocation issued under subsection (3), must be:

- (a) in writing; and
- (b) served on the Authorised Officer

20. Enforcement of fees, fines and costs

Every fee imposed under this Ordinance, fines incurred under section 21, or costs incurred in the enforcement of this Ordinance, shall be recoverable in any court of competent jurisdiction as a debt due to the Province.

21. Offences

- (1) Any person who operates a business without a current business licence commits an offence and shall be liable to a fine not exceeding:
 - (a) \$500.00 in the case of a first time offence; or
 - (b) \$2,000 in the case of a second, or repeat, offence.
- (2) Any person operating a business after receiving notification that their business licence has been suspended, cancelled or revoked shall be guilty of an offence and liable to a fine not exceeding \$200.00.
- (3) Any person who continues to operate a business having been found guilty of an offence under either subsection (1) or (2), commits an offence and shall be liable to a fine not exceeding \$2,000.00.
- (4) Any person who obstructs a Police Officer or Authorised Officer commits an offence and shall be liable to a fine not exceeding \$200.00.

22. Revocation

- (1) This Ordinance revokes the following Ordinances:
 - (a) The Isabel Province Business Licence Ordinance 1984
 - (b) The Isabel Province Business Licence (Amendment) Ordinance 1986
 - (c) The Isabel Provincial Business Licence (Amendment) Ordinance 1988
 - (d) The Isabel Province Business Licence (Amendment) Ordinance 1989
 - (e) The Isabel Province Business Licence (Amendment) Ordinance 1994

Schedule 1

Form of application for a business licence

1. Name of business:

2. Name of person completing this form, including position in the business:

3. Description of type of business you wish to obtain a licence for:

4. If you intend to operate a petroleum, Kerosene, Gas sales business, how many 200 litre drums or kg do you estimate you will sell per year?
Please circle one.
1 – 5 200
6 – 10 200
11 – 30 200
31 and above

5. Where will your business be located? If on a vessel or vehicle, please give detail of the area where it will operate and a description, including registration information, of the vehicle or vessel.

6. Will your business be operating in or near a conservation area? If so, please describe the conservation area.

7. Contact address for business:

8. Is there any other information that you think might be relevant? For example, have you previously held a business licence?

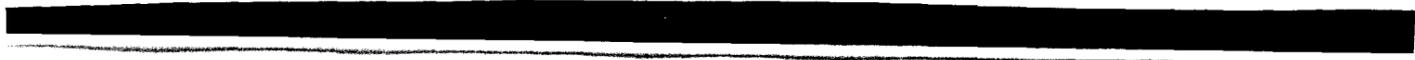
9. If you do not own the land where your business will operate, have you obtained the permission of the landowner to run the business?
Yes / No (please circle one)

Signature of applicant:

Date:

Signature of landowner

Date:



Schedule 2

Form for application for renewal of a business licence

Explanatory note: Please use this form if you currently hold a business licence. If you do not apply for renewal of your licence before 31 March of the year that your licence expires, you must apply for a new business licence, using the form prescribed in Schedule 1.

It is **recommended** that you submit your application for renewal at least 28 days before it expires.

1. Name and address of business:

2. Licence number: _____

3. Name of the person completing this form and their position in the business: _____

4. Have there been any changes to your business since your last licence was granted? *If so, please explain what those changes are.*

Signature of applicant:

Date:

Schedule 3

Form of Business Licence

Licence No: _____ Receipt No: _____

Date Licence Issued: _____ Date Licence Expires: _____

Business Owner: _____

Address: _____

Business Name: _____

Location of Premises: _____

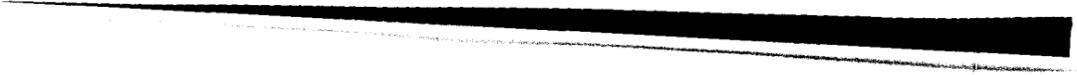
Description of Vehicles or Vessels to be used by the Business to separate licence for each vehicle or vessels.

LICENCE CONDITIONS

1. This licence must be displayed at all times on the business premises or on the vehicle or vessel.
2. This licence does not give any rights to enter land to operate the licensed business. You must get the landowners permission.
3. The licence holder must comply with the laws of the Solomon Islands and Isabel Province.
4. The licence holders must produce this licence on the request of any Police Officer, Community Officer or Authorised Officer.
5. If the licence is lost or destroyed, a duplicate licence may be applied for from the Provincial Treasurer and will be provided on payment of the appropriate fee.
6. If you wish to use additional premises, vehicles or vessels for your business, you must apply for additional business licence.
7. The holder of petroleum business licence shall not store and sell petroleum products within fifty metres from residential area.
8. The licence is not transferable.

Provincial Treasurer: _____

Date: _____



Schedule 4

Form of application for a licence for additional premise, vehicle or vessel

1. Full name of the holder of the business licence.

2. Name of business licence: _____

3. Give details of the additional premises, vehicle or vessel to be licensed (for example, the location of the premises or the type of vehicles or vessels).

4. Give details of the type of business for which the additional premises, vehicle or vessel will be used.

5. Is there any other information you think is relevant to your application?

.....
Signature of business licence holder



Schedule 5

Prescribed annual business licence fees

CATEGORY		FEES (\$)
Abattoir/butchery		150
Accountancy Firm		600
Air Transport		3,000
Bakery	with machinery & electricity	300
	without machinery & electricity	200
Banking	Per branch	3,000
Beach Trading	Per Ship	2,000
	Canoe	500
Bir Wing Sale		300
Bookshop		500
Botany		100
Boat and canoe hire		300
Broadcasting services		300
Brick or Cement Work		300
Building construction	National/foreigners	1,000
	local	500
Building rental		300
Canteen		300
Catering	Local	100
	Unprocessed	80
Chainsaw/Frame		200
Cinema		150
Cocoa bean purchasing	Processed	200
	Unprocessed	300
Coconut purchasing		100
Commercial bee keeping		200
Computer sales, maintenance		500
IT services		
Consultancy services		500
Contractors	Building/Maintenance	500
Copra crushing mill		1,500
Copra exporting		2,000
Copra purchasing	Buying Agent	300
	Buying Centres	1,000
	Buying Point	500
Diving services		2,000
Doughnut Cooking		80
Electronic and electrical services		500
Engineering services	Road Construction/Maintenance (Local)	1,000
	Road Construction/Maintenance (National)	2,000
Exotic product	Buying and Re-Selling	800
Fibreglass manufacture		1,200
Fibreglass repair		500
Fish market		1,200
Fish Purchase for resale	Commercial	5,000
	Individual (Esky)	500
Fisheries (commercial)	Per foreign registered ship	6,000
	Per local registered ship	1,000
Furniture		500
Hardware		800

Herbal products		500
Hiring services	Plants, Machines, and etc	700
	Bicycle Hires	100
Ice block/Ice-Cream processing		100
Kerosene	1 - 5 x 200 litres drum	250
	6 - 10 x 200 litres drum	500
	11 - 30 x 200 litres drum	1,500
	31 - and above	2,000
Liquor licence	Retail Full	1,200
	Retail Beer	900
	Publican Beer	900
	Publican/Restaurant Beer	1,200
	Occasional Beer - 24 hrs	\$300 (first day)
		\$100 (each additional day)
	Wholesale/Retail Beer	1,200
Livestock		500
Lockup shops		300
Manufacturer	Per factory	3,000
Log application processing		2,000
Marine resources - local buyer	Trochus & Bech-de-mer	800
Mining	Alluvial prospecting	30,000
	Gold dealers	20,000
	Mining	1,000,00
Mining/per Tenement	Prospecting	150,000
Mining	Reconnaissance	30,000
	Specified mining	20,000
Motel Licence	Rural	700
	Urban	1,500
Money Lending		500
Museum		150
Music production		500
Petroleum	1 - 5 drums	360
	6 - 10 drums	420
	11 - 20 drums	780
	21 - 30 drums	1,320
	31 - 50 drums	2,520
	51 & above	3,120
Fuel Storage Licence	113 drums and above	2,000
Pest control and fumigation		300
Photography		500
Plumbing services		300
Port services		200
Postal Services		500
Professional Services/Legal Services		500
Cafeteria	Rural	100
	Urban	450
Research Permits		2,000
Resort Licence	Local	2,000
	International	5,000
Rest Houses	Rural	200
	Urban	1,500
Retail Stores	Rural	500
	Urban	1,500

Road Transport Service	Per truck	300
	Per taxi	300
	Per bus	500
Sea Transport Service		200
Secretarial Services		500
Security services		200
Sewing (including tailoring)		200
Shipping Services	Foreing freighter per boat	2,000
Shipping Services (Own Fleet)	Per boat per year	3,000
Shipping Services (Charter)	Per year	6,000
Snacks Foods Sale		150
Gas Sales	1 – 100kg	350
	101 – 200kg	450
	201 – 300kg	650
	301 – 500kg	850
Souvenir Sales		200
Stevedore Service		1,500
Telecommunication	Two way radio	150
	Internet cafe	500
	Companies	7,000
Telecomm. Ex-change Tower	Per Tower	1,000
Timber Felling - Logging Contractor	Per concession area	100,000
Timber Felling - Subcontractor	Per concession area	100,000
Timber Felling - Local Contractor		75,000
Timber Milling	Foreign/Joint Venture	5,000
Timber Milling	Wakabaot/Local	500
Timber Yards		1,500
Tourist Site Licence	Bird Watching	500
	Fishing (sports)	500
	Surfing	500
	Anchorage	1,000
Tourist Vessel Service Licence		3,000
Tour Guide Licence		100
Used Clothes Sales	Rural	500
	Urban	1,000
Vehicle Hire		200.00
Video Show/Hire		150.00
Village Stay/Home Stay		100.00
Wholesale		2,000.00
Other fees:		
Certified copy of licence (section 16)		100
Additional premises (section 18)		100

[Legal Notice No. 42]

THE MAKIRA ULAWA PROVINCE PROPERTY RATES 2013

PASSED BY THE MAKIRA ULAWA PROVINCIAL ASSEMBLY

THIS DAY OF 2013

This printed impression has been carefully compared by me with the bill passed by the Assembly and found by me to be a true and correct copy of the bill.

Stanley Waisi
Clerk to the Makira Ulawa Provincial Assembly
Makira Ulawa Province

Hon. Silas Vangara Tausinga
Minister of Provincial Government and Institutional Strengthening
Solomon Islands

THE PROVINCIAL GOVERNMENT ACT 1997

(NO. 7 OF 1997)

**THE MAKIRA ULAWA PROVINCE PROPERTY RATES
ORDINANCE 2013**

ENACTED by the Makira Ulawa Provincial Assembly.

ARRANGEMENT OF SECTIONS

SECTIONS

1. Title and Commencement
2. Purpose
3. Application
4. Definitions
5. Determination of Property Rate
6. Owner of ratable land must pay Property Rates
7. Period of payment of Property Tax
8. Payment of Property Tax
9. Revision and amendment of Valuation Roll
10. Amendment of the Rate Book
11. Valuation Roll and Rate Book Open for inspection by the Public
12. Notice of Property Rates
13. Late Payment of Property Rates
14. Overdue Property Rates
15. Penalties for Late Payment
16. Failure to pay Property Rates
17. Recovery of debt owed to the Province
18. Executive may amend, vary or reduce amount of Property Rates
19. Provincial Secretary may delegate duties, powers and functions.

MAKIRA ULAWA PROVINCE PROPERTY RATES ORDINANCE 2013

1. Title and Commencement

- (1) This Ordinance may be cited as the Makira Ulawa Property Rates Ordinance 2013.
- (2) This Ordinance is made under Section 31 of the Provincial Government Act 1997, and comes into force on the day it is published in the *Gazette*.

2. Purpose

The purpose of this Ordinance is provide for the payment of property rates in Makira Ulawa Province.

3. Application

This Ordinance applies to all lands declared under the Town and Country Planning Act to be Local Planning areas or Controlled areas in Makira Ulawa Province.

4. Definitions

In this Ordinance, unless context otherwise requires:

Act means the Provincial Government Act 1997,

Assembly means the Provincial Assembly of Makira Ulawa Province.

Executive means the Provincial Executive of Makira Ulawa Province.

Improvement means the making of any material change to land including construction of buildings and other permanent or semi-permanent structures.

Owner has the same meaning as under the Land and Titles Act.

Property Rate means the amount of property tax payable by an owner under Section 6 of this Ordinance.

Province or Provincial means Makira Ulawa Province.

Ratable land means land declared to be a Local Planning Area or Controlled Area in the Province and lands to which Part IV of the Town and Country Planning Act apply.

Rate Book means the book held by the Provincial Secretary containing the names of properties, their values and the applicably property rate.

Unimproved value means the value of the land without consideration of the improvements to that land, whether permanent or semi-permanent.

Valuation roll means the list, kept by the Provincial Secretary, describing properties in the Province, the owners of that property, and the value of that property.

- 5. Determination of Property Rate**
The Province determines property rates on the basis of the unimproved value of the ratable land shown in the Provincial Valuation Roll and the Rate Book.
- 6. Owner of ratable land must pay Property Rates**
(1) Every owner of ratable land in the Province shall pay to the Provincial Treasurer the property rate at the following level:
(a) 5% of the unimproved value of the land for industrial or commercial properties;
(b) 3% of the unimproved value of the land for residential properties;
(c) 1% of the unimproved value of the land for undeveloped sites.
- 7. Period of payment of Property Tax**
(1) Property rates are payable in each financial year beginning 1 April to 31 March of the following year.
(2) Property rates must be paid before 30 September of the year for which it falls due, or as soon as possible after the property rate notice is received.
(3) Where land is entered in the Rate Book during the last quarter of the year, the property tax shall be one half of the full rate for the year.
- 8. Payment of Property Tax**
(1) All property tax shall be paid into the Provincial Fund by:
(a) the Provincial Treasurer; or
(b) a person authorised by the Provincial Treasurer in accordance with the Makira Ulawa Financial Management Ordinance.
- 9. Revision and Amendment of Valuation Roll**
(1) The Valuation Roll for ratable land shall be revised every 5 years by the Government Valuer as advised by the Provincial Executive.
(2) The Provincial Secretary shall amend the Valuation Roll accordingly following valuation by the Government Valuer.
(3) The changes made under (2) must be reported to the Executive at its next meeting following the change being made.
- 10. Amendment of the Rate Book**
(1) The Provincial Secretary shall amend the Rate Book as and when required to ensure accuracy and relevance.
(2) All changes made under (1) must be reported to the Executive at its next meeting following the change being made.
- 11. Valuation Roll and Rate Book open for inspection by the public**
The Valuation Roll and Rate Book are available for inspection by any person during working hours, provided that inspection does not reasonably interfere with Provincial operations.
- 12. Notice of Property Rates**
(1) The Provincial Secretary shall serve a notice of property rates on the owner of the property advising them of the property rates for the following financial year.
(2) The notice of property rates shall be served on the owner between 1 January and 31 March and shall be in the form prescribed in Schedule 1 of this Ordinance.

- (3) The notice of property rates shall set out;
 - (a) the property subject to the tax;
 - (b) the period of time to which the property tax relates;
 - (c) the amount of property tax due;
 - (d) detail about where and how to pay the tax;
 - (e) the consequences, including penalties, of late payment;
 - (f) the consequences, including penalties, of non payment.

13. Late payment of Property Rates

- (1) Property rates are late if they have not been paid in full by 30 September of the year that they fall due.
- (2) The Provincial Secretary shall issue a reminder notice to the owner of the property if no payment has been received by one month before the property rates are due to be paid.
- (3) The reminder notice issued under (2) shall be in the form prescribed in Schedule 2 to this Ordinance.
- (4) If payment of property rates has not been received by close of business 30 September, the Provincial Secretary shall issue a notice of late property rates in the form prescribed in Schedule 3.
- (5) The notice of late property rates must set out, for each parcel of ratable land:
 - (a) the property subject to the tax;
 - (b) the period of time to which the property tax relates;
 - (c) the amount of property tax outstanding;
 - (d) detail about where and how to pay the tax;
 - (e) the penalty for late payment;
 - (f) what will happen if payment is not made before 31 March of the period for which the property rates fall due.

14. Overdue Property Rates

- (1) Property rates are overdue if they have not been paid in full, including any penalty fees or charges, by 31 March of the time period or which they fall due.
- (2) The Provincial Secretary shall issue a notice of overdue rates to the owner of the property.
- (3) The notice of overdue rates issued under (2) shall be in the form prescribed in Schedule 4.
- (4) The notice of overdue property rates must set out, for each parcel of ratable land:
 - (a) a property subject to the tax;
 - (b) the period of time to which the property tax relates;
 - (c) the amount of property tax outstanding;
 - (d) detail about where and how to pay the tax;
 - (e) the penalty that will be imposed if payment is not made by 31 March.

15. Penalties for late payment

- (1) Any owner who fails to pay the property tax due in respect of their property shall, in addition to the standard rate of property tax, be required to pay a penalty interest of 2% of the full amount of the property tax due and owing by that person.
- (2) If an owner fails to pay the property rate for the land and the property is currently being tenanted, the Province may direct the tenant to pay rent directly to the Province until such time as any outstanding rates have been cleared.

- (3) Before the Province makes any direction under (2), they must first serve on the owner of the property a notice explaining their intention to make such a direction, and provide the owner with a reasonable period of time to make submissions on that matter.

16. Failure to pay property rates

- (1) If an owner does not make full payment, including any penalty fees and charges, of overdue property rates, then the Province will place a caveat over the land in accordance with Section 220 of the Land and Title Act.
- (2) Is offence to fail to pay within a given timeframe any taxes, fees or charges due under this Ordinance, punishable by a fine not exceeding \$5,000.00.

17. Recovery of debt owed to the Province

Any property rates, penalties and other fees, charges and costs imposed under this Ordinance are recoverable in any Court of competent jurisdiction as a debt owed to the Province.

18. Executive may amend, vary or reduce amount of property rates

- (1) The Executive may, upon application by the owner of the property, amend, vary or reduce payment of property rates due in respect of each parcel of ratable land.
- (2) Any application made under (1) must:
- (a) be in writing;
 - (b) include a statement that the applicant is unable to pay the required property rates; penalty fees or charges; and
 - (c) explain why the applicant is unable to or should not be required to pay the due amount.
- (3) The Executive must make reasonable enquiries to ensure the statement(s) made under (2) is true.

19. Provincial Secretary may delegate duties, powers, and functions

- (1) The provincial Secretary may delegate any of the duties, functions, and powers, either generally or specifically, to any other public official employed within the Provincial Administration.
- (2) Any delegation must –
- (a) be in writing;
 - (b) identify the duty, power, or function delegated;
 - (c) identify the scope of that delegation; and
 - (d) state whether that delegation is subject to any terms and conditions.

(3) No delegation under this Section –

- (a) affects or prevents the performance of any function or duty, or the exercise of any power by the Provincial Secretary;
- (b) affects the responsibility of the Provincial Secretary for the actions of that public official acting under the delegation;
- (c) is affected by any change in the person holding the

Schedule 1 – Form for notification for property rates

(Date)

To: The Owner

NOTICE OF PROPERTY RATES

This notice is made under Section 9 of the Makira Ulawa Property Rates Ordinance 2013 (“the Ordinance”).

- 1. Description of property to which this notice applies:
.....
.....
- 2. You are required to pay \$..... as property rates for the period 1 April 20 to 31 March 20
- 3. This amount must be paid by 30 September of this year.
- 4. Payment should be made in cash or cheque addressed to:

Provincial Treasurer
Makira Ulawa Provincial Administration
Kirakira
- 5. If your payment is received after 30 September, you will be required to pay an additional penalty fee of \$....., being 2% of the overdue property rate.
- 6. If you do not pay the property rates and any penalty fee by 31 March 20..... this will be charged against your land in accordance with Section 220 of the Land and Titles Act.

Please note that it is an offence under Section 12 of the Ordinance to fail to pay any rates and fees required under that Ordinance, and you may be liable to a fine not exceeding \$5,000.00, or a term of imprisonment not more than 3 months.

- 7. If you are unable to pay because of a disability that prevent you from working, you may not need to pay all of your property rates. Please contact the Provincial Secretary for more information regarding this waiver and the information that you need to provide.



Schedule 2 – Form for reminder for property rates

(Date)

To: The Owner

REMINDER NOTICE – PROPERTY RATES

This is a reminder notice regarding property rates due for your property at:

.....

The Province does not appear to have received payment of property rates of \$.....

A copy of the property rates notice for your property is enclosed, for your information.

If you have not already paid your property rates, please pay this amount immediately. If you do not pay your property rates in full, you will be charged a penalty fee of 2% of the total property rates and may also be required to pay a fine not more than \$5,000.00.

PLEASE PAY \$..... immediately to avoid being charged penalty fees.

Please make payment as soon as possible to:

The Provincial Treasurer
Provincial Headquarters
Kirakira

Bank account details;

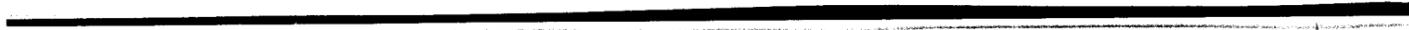
.....

Payment can be made by either cash or by cheque addressed to the Provincial Treasurer. If you are not able to make payment in time or if you want to discuss this letter, please contact the Provincial Headquarters on (enter phone number).

Yours faithfully

(enter name of Provincial Secretary)
Provincial Secretary
Makira Ulawa Provincial Administration

Encl. Property rates notice



Schedule 3 – Form for notice regarding late property rates
(Date)

To: The Owner

URGENT NOTICE – LATE PROPERTY RATES

This is a notice regarding property rates that are now late for your property at:
.....

The Province does not appear to have received payment of property rates of
\$..... (A).

Because you have not made payment before 30 September, you are now
required to pay a penalty interest of 2% of the total property rate. This penalty
interest works out to be an additional \$..... (B).

This means that the TOTAL DUE is \$..... (A + B).

Please make payment as soon as possible to:

The Provincial Treasurer
Provincial Headquarters
Kirakira

Bank Account details:
.....

Payment can be made by either cash or cheque addressed to the Provincial
Treasurer.

Please note that if you do not pay the amount in full before 31 March 20.....,
you may be required to pay a fine of \$5,000.00, or a term of imprisonment not
exceeding 3 months. In addition, the Province may lodge a caveat over your
land under Section 220 of the Lands and Titles Act. This caveat is a restriction
over your land and may prevent you from selling or dealing with your land.

If you are not able to make payment of this amount in time or if you want to
discuss this letter, please contact the Provincial Headquarters on (enter phone
number).

Yours faithfully

(enter name of Provincial Secretary)
Provincial Secretary
Makira Ulawa Provincial Administration

Encl. Property rates notice
Reminder notice regarding property rates

Schedule 4 – Form for notice regarding overdue property rates

(Date)

To: The Owner

URGENT NOTICE – OVERDUE PROPERTY RATES

This is a notice regarding property rates that are now overdue for your property at:

.....
The Province does not appear to have received payment of \$..... for property rates, including a late fee of 2% of the total property rate.

The TOTAL DUE is \$

Because you have not made payment in full before 31 March 20....., and you have not made any other arrangement regarding payment, the Province will now be applying to the Commissioner of Lands to lodge a caveat over your land under Section 220 of the Lands and Titles Act.

The caveat will not be removed until you have made full payment of the overdue amount and any penalty fines that may be imposed. If you do not make payment within 28 days of the date of this letter, the Province will apply to the Court to seek an order requiring you to pay a fine of \$5,000.00, or serve a term of imprisonment not exceeding 3 months.

If you are not able to make payment of this amount in time or if you want to discuss this letter, please contact the Provincial Headquarters on (enter phone number).

Yours faithfully

(enter name of Provincial Secretary)
Provincial Secretary
Makira Ulawa Provincial Administration

Encl. Property rates notice
Reminder notice regarding property rates
Notice regarding overdue property rates

[Legal Notice No. 43]

**THE PROVINCIAL GOVERNMENT ACT
(NO. 7 OF 1997)**

**STANDING ORDERS OF THE PROVINCIAL ASSEMBLY
OF GUADALCANAL PROVINCE**

MARCH 2013

PART 1. GENERAL

1. Authority for standing orders
2. Sort title and commencement
3. Interpretation

PART 2. MEMBERS AND OFFICERS**Oaths of office**

4. Relevant oaths first item of business
5. Member's oath of office
6. Speaker's oath of office
7. Deputy Speaker's oath of office
8. Provincial Minister's oath of office
9. Administration of oaths

Election and role of Speaker and Deputy Speaker

10. Nominations for Speaker
11. Closure of nominations
12. Residency qualification of Speaker
13. Nominations in writing
14. Candidate to sign nomination
15. No member to nominate more than one candidate
16. Clerk to post notice of nominations
17. Nomination may be withdrawn
18. If only one candidate that person to be elected
19. Election of Speaker and Deputy Speaker first item after oaths of alligiance
20. Clerk to preside over election
21. Speaker to preside over election of Deputy Speaker
22. Election by secret ballot
23. Process of ballot
24. Appointed persons cannot vote
25. Assembly not to transact business prior to Speaker's election
26. Deputy Speaker's election
27. Duties of Speaker
28. Deputy Speaker performs duties of Speaker when presiding
29. Candidates qualification for office of Speaker
30. Candidates qualifications for Deputy Speaker
31. Speaker's term of office
32. Resignation of Speaker and Deputy Speaker

33. Speaker and Deputy Speaker only removed by absolute majority
34. Speaker's dress
35. Presiding officer to be addressed as Speaker
36. Deputy Speaker to preside in Speaker's absence
37. Member of executive to preside in absence of both presiding officers
38. In Committee of Whole House Speaker shall preside as Chair
39. Chair of Committee of Whole House has same powers as Speaker
40. Vacancy in Office of Speaker

Election of Premier

41. Election of Premier
42. Nominations for Premier
43. Nominations to be signed
44. Member may nominate only one candidate
45. No candidate may nominate another candidate
46. Nominations to be signed
47. Nomination may be withdrawn
48. If only one candidate that person to be elected
49. Process for ballot if required
50. Result of election forwarded to Minister

Deputy Premier and Provincial Ministers

51. Deputy Premier and Provincial Ministers
52. Deputy Premier to act in absence of Premier

The Clerk

53. Duties of the Clerk

PART 3. MEETINGS AND SITTINGS

Meetings

54. Meeting
55. First meeting after ordinary election
56. Meetings in public
57. General notice of meeting
58. Speaker may call meeting
59. Notice of meeting to members
60. Speaker may give 7 days notice in exceptional circumstances
61. End of meeting
62. Speaker may adjourn meeting
63. Notice of new date, time and place after adjournment

Sittings

- 64. Sittings
- 65. Member may move motion in relation to sitting days
- 66. General business day
- 67. Sitting times
- 68. Adjournment of sitting

Quorums

- 69. Quorum
- 70. Speaker to determine quorum
- 71. Sitting adjourned if no quorum
- 72. Meeting adjourns if no quorum on following day
- 73. Committee quorum
- 74. Committee adjourns when no quorum

Attendance

- 75. Attendance
- 76. Member unable to attend must give notice to Speaker
- 77. Failure to attend meetings

Language and general rules of conduct during sittings

- 78. Language
- 79. Offensive language not to be used
- 80. Member's dress
- 81. Conduct during sittings

PART 4. ORDER DURING SITTINGS

- 82. Speaker keeps order
- 83. Matters not covered by Orders
- 84. Speaker may make ruling without point of order being raised
- 85. Member stands to speak
- 86. Speaker speaks sitting down
- 87. Speaker decides who shall speak
- 88. When member may interrupt another member
- 89. Member may not make offensive statements about other members or Assembly staff
- 90. Criticism of another member only by substantive motion
- 91. Points of order
- 92. Speaker may rule on own accord
- 93. Speaker's ruling final
- 94. Speaker may reference standing orders of National Parliament
- 95. Removal of member for disorderly conduct
- 96. Second or subsequent disorder
- 97. Removal of other persons
- 98. Suspension of standing orders

PART 5. SPEECHES AND RULES OF DEBATE

- 99. Routine of business
- 100. Premier's opening address
- 101. Determination of business
- 102. Speeches
- 103. Ministerial statements
- 104. Member's statements
- 105. Submissions from public

PART 6. MOTION OF NO CONFIDENCE IN THE PREMIER

- 106. Any member may move
- 107. Notice
- 108. Grounds
- 109. Motion to take precedence
- 110. Every Member may speak
- 111. Exception
- 112. If motion defeated no further motion for twelve months
- 113. Adjournment on successful motion
- 114. Election of new Premier
- 115. Deputy Premier to be caretaker Premier

PART 7. MOTION OF NO CONFIDENCE IN SPEAKER OR PROVINCIAL MINISTER

- 116. Any Member may move
- 117. Notice
- 118. Grounds
- 119. Precedence
- 120. Deputy Speaker to preside
- 121. Every Member may speak
- 122. Exception
- 123. If motion against Speaker defeated no further motion for twelve months
- 124. Effect of successful motion
- 125. Casual vacancy in office of Speaker
- 126. Person dismissed from office of Speaker may not nominate for 12 months
- 127. When vacancy is filled
- 128. Effect of successful motion against Minister

PART 8. QUESTIONS TO EXECUTIVE

- 129. Question time each day
- 130. Rules for questions
- 131. Urgent questions

PART 9. PAPERS

- 132. Any Member may table a paper
- 133. Tabled papers publicly available
- 134. Rules for tabling papers
- 135. Premier to table subsidiary legislation
- 136. Any member may move revocation of subsidiary legislation
- 137. If insufficient time to debate motion it shall have priority at next meeting
- 138. Revocation does not affect prior actions

PART 10. MOTIONS

- 139. Rules applying to motions
- 140. Urgent motions

PART 11. DISSOLUTION OF ASSEMBLY

- 141. Dissolution of Assembly
- 142. Any member may move dissolution
- 143. Previous executive to remain in caretaker situation
- 144. Motion for dissolution
- 145. Grounds for dissolution
- 146. Content of motion for dissolution
- 147. Every member may speak
- 148. Secret ballot
- 149. Successful motion to be forwarded to Minister
- 150. If motion defeated no further motion for twelve months

PART 12. VOTING

- 151. Only elected Members may vote
- 152. Open ballot
- 153. One vote
- 154. Equality of votes when Speaker presiding
- 155. Equality of votes when Deputy Speaker presiding
- 156. Outcome of vote

PART 13. DIVISIONS

- 157. Challenge to Speaker;s decision
- 158. Manner of voting
- 159. Speaker shall declare result
- 160. Member may abstain
- 161. Provision for secret ballot

PART 14. PROCEDURE ON ORDINANCES

- 162. Form of ordinance
- 163. Any member may propose ordinance
- 164. Ordinance proposed by private member
- 165. Ordinance proposed by Minister
- 166. Memorandum explaining purpose
- 167. Structure of ordinance
- 168. Non compliance
- 169. Copies to be made available
- 170. After listing ordinance to be known as bill
- 171. Priority
- 172. Insufficient time to debate
- 173. Finance ordinances
- 174. Copy of finance ordinance must be received Minister in charge of finance

PART 15. CONSIDERATION OF A BILL

- 175. Stages of a bill
- 170. No debate on first reading
- Second reading**
- 177. Second reading
- 178. Debate on second reading
- 179. If motion defeated
- 180. If motion approved
- 181. Bill referred to Committee of Whole House
- Committee of Whole House**
- 182. Procedures in Committee of Whole House
- 183. Amendments
- 184. Relevance
- 185. Each clause debated
- 186. Clause proposed as a single group
- 187. Suspension of consideration
- 188. Members must speak up to 3 times
- 189. Completion of committee stage reported

- Final stages of bill
- 190. Third reading
- 191. Conclusion of consideration of bill
- 192. Defeated bill not to be considered again during current meeting
- 193. Certified copies to be sent to Minister
- 194. Procedure if Minister refuses consent

PART 16. FINANCIAL PROCEDURES

- 195. Procedures
- 196. Debate of financial bill
- 197. Second reading
- 198. Bill referred to Committee of Whole House

PART 17. MANDATORY STANDING COMMITTEES

- 199. Mandatory committees
 - Public accounts committee
 - 200. Provincial Public accounts committee
 - 201. Appointment of members
 - 202. Training of committee members
 - 203. Committee to elect chairman
 - 204. Powers of committee
 - 205. Functions of committee
 - 206. Committee may seek external advice
 - 207. Additional powers of committee
 - 208. Clerk to forward Auditor General's report to committee within 7 days
 - 209. Consideration of Auditor-General's report
 - 210. Committee prepares detailed report
 - 211. Report forwarded to Premier
 - 212. Committee to have competent secretariat
 - 213. Funds for secretariat
 - 214. Report and power to direct additional meeting
- Provincial Co-ordinating Committee**
- 215. Provincial co-ordinating committee
 - 216. Meetings of committee
 - 217. Membership of committee
 - 218. Reporting to Assembly
 - 219. Procedures

PART 18. STANDING AND SPECIAL COMMITTEES

- 220. Standing and Special Committees
- 221. Appointment of members
- 222. Terms of reference
- 223. Standing Committee
- 224. Special Committee
- 225. Committee powers
- 226. Standing Committee reports
- 227. Special Committee Reports
- 228. Clerk to table Special Committee report
- 229. Procedures
- 230. Final report

PART 19. MISCELLANEOUS MATTERS**Committees on the Prerogative of Mercy**

- 231. National of person to serve on Committee on the Prerogative of Mercy
- 232. Nominee may resign
- 233. Nomination may be withdrawn
- 235. Requirements as to correct form of petition
- 236. Members responsibilities
- 237. Procedure for lodging petitions
- 238. No debate at time of presentation
- 239. Notice to be given if petition debated
- 240. Member not required to present petition

Participation of others

- 241. Other persons may be invited to address Assembly

Admission of public and press

- 242. Admission of public and press
- 243. Grounds for private proceedings
- 244. Public and Press not admitted to certain elections
- 245. Admission of certain members of National Parliament

Integrity provisions for members

- 246. Members conduct
- 247. Not use office for personal advantage
- 248. Members must lodge statement of financial interests
- 249. Nature of pecuniary interests
- 250. Speaker's discretion to refuse member's participation
- 251. Clerk to maintain record of members interests
- 252. Declaration of financial interest in debate
- 253. Member may speak after disclosing interest
- 254. Motion to disallow participation in debate
- 255. Speaker's discretion to put motion
- 256. Debate on disallowance
- 257. Non disclosure of interest during debate
- 258. Voting record to be corrected

Repeal of previous standing orders

- 259. Repeal of previous standing orders
- Appendix 1. Form of petition with instructions
- Appendix 2. Form of petition without instructions
- Appendix 3. Form of motion for establishment

PART 1. GENERAL

Authority for
standing orders

1. These Standing Orders are made pursuant to Section 23 and Schedule 2 of the Provincial Government Act, No. 7 of 1997 and, subject to the Act and any other National Legislation binding on the Assembly, shall regulate all procedures of the Assembly.

Short title
& commence-
ment

2. These orders may be cited as the Standing Orders of the Provincial Assembly of Guadalcanal Province and shall take effect on the date they are adopted by the Provincial Assembly of Guadalcanal Province.

Interpretation

3. Words contained in these Orders shall, unless the context otherwise requires, have the meanings as in the Constitution of the Solomon Islands and in the Provincial Government Act 1997, subject to the following:

- (a) "Absolute Majority" means half plus one of the elected members of the Assembly;
- (b) "Act" means the Provincial Government Act, No.7 of 1997;
- (c) "Appointed person" means a person appointed by the Minister under Section 44(3) of the Act;
- (d) "Assembly" means the Provincial Assembly of Guadalcanal Province;
- (e) "Bill" means a proposed ordinance that has been placed on the Notice Paper;
- (f) "Clear day" means a day other than a Saturday, Sunday or public holiday;
- (g) "Clerk" means the Clerk of the Assembly appointed under Section 22(2) of the Act and shall include any Assistant Clerk acting as such on the authority of the Speaker.
- (h) "Division: means the vote taken when the Speaker's decision on the voices is challenged;
- (i) "Indigenous" means persons born in or characterized being of the province;
- (j) "Majority" means one-half of the Members present plus one;

- (k) "Meeting" means any series of sittings of the Assembly from the date on which the meeting is called under S.O. 55, 57 and 58 until it is adjourned under S.O. 61;
- (l) "Members" means an elected member of the Assembly;
- (m) "Minister" means the Minister in the National Government of the Solomon Islands responsible for Provincial Government;
- (n) "Minister" means a record of procedural actions including decisions, divisions and adjournments;
- (o) "Motion" means any question put forward for a vote by the Assembly;
- (p) "Move" means the method by which a member requests the Assembly vote on a question;
- (q) "Notice Paper" means the register of all business that the Assembly has to consider at a meeting;
- (r) "Order Paper" means the list of matters to be considered at a sitting;
- (s) "Ordinance" means a law passed by the Assembly, assented to by the Minister and *gazetted* and includes an amendment to an ordinance;
- (t) "Ordinary election" means an election under Section 9 of the Act;
- (u) "Paper" means an account, paper, return, order, report, statement or other document that is laid upon the table of the Assembly;
- (v) "Petition" means a written request by citizens of the Province to take action that is within the Assembly's power to take;
- (w) "Point Of Order" means a question or statement by a member regarding the proper procedure to follow according to these Standing Orders;

- (x) "Procedural motion" means a motion related to the functions of the standing orders;
- (y) "Provincial financial year" means the twelve (12) months ending 31st March of any year;
- (z) "Provincial Minister" means a Minister of the Assembly as established under Sections 19 and 20 of the Act;
- (aa) "Resolution" means a statement of the position of the Assembly with respect to a matter whether the matter is within the control of the Assembly and therefore binding or outside the control of the Assembly and therefore merely advisory;
- (bb) "Sitting" means one day of a meeting;
- (cc) "Speaker" means any person presiding in the Assembly in accordance with Section 22, 23 and Schedule 2 of the Act;
- (dd) "Substantive motion" means a motion requiring a resolution;
- (ee) "Term" means the period between an ordinary election and the next ordinary election of members;
- (ff) "Transcript" means a summary record of all debates conducted during a meeting;
- (gg) "Two thirds majority" means two thirds of the elected members, where necessary rounded up to the next highest whole number.

PART 2. MEMBERS AND OFFICERS

Oaths or affirmation of office

Relevant oaths first item of business

4. The administration of relevant oaths or affirmations shall be first item of business on any day when an oath is to be made.

Member's oath affirmation of office

5. No member shall take part in the proceedings of the Assembly until he or she has made the following oath or affirmation:

"I, do swear [or affirm] that I will be faithful and bear true allegiance to her Majesty Queen Elizabeth II, Her Heirs and Successors, according to Law. [So help me God.]

6. Before commencing the duties of Speaker the Speakers shall take the following oath or affirmation: Speaker's oath of office

“I,, do swear [or solemnly affirm] that I will well and truly serve Her Majesty Queen Elizabeth II, Her Heirss and Successors, in the office of Speaker of the Provincial Assembly of Guadalcanal Province [So help me God].”

7. The Deputy Speaker shall take an oath or affirmation in the same terms as the Speaker. Deputy Speaker's oath of office

8. No member shall take part in the proceedings of the Provincial Executive until he or she has made the following oath or affirmation; Provincial Minister's oath of office

“I,, being a member of the Provincial Executive do swear [or affirm] that I will use my best judgment at all times, and when so required freely give my counsel and advice to the Premier of Guadalcanal Province (or any other person for the time being lawfully performing the functions of that office for the good management of the public affairs of Guadalcanal Province) and I do further swear [or affirm] that I will not on any account at any time' whatsoever, disclose the counsel, advice, opinion or vote of any particular member of the Executive and that I will not, except with the authority of the Executive, and to such extent as may be required for the good management of the affairs of Guadalcanal Province directly or indirectly reveal the business or proceedings of the Executive or any matter coming to my knowledge in my capacity as a member of the Executive and that in all things I will be a true and faithful member of the Executive. [So help me God']”

9. Oaths or affirmation shall be administered by the Speaker but if there is no Speaker or Deputy Speaker, by a Commissioner of Oaths in the presence of the Clerk of the Assembly. Administration of oaths

Election and role of Speaker and Deputy Speaker

10. No later than three (3) clear days before the Assembly's first sitting of the meeting first occurring after an ordinary election of the Assembly, or whenever the office of the Speaker becomes vacant, the Clerk shall announce the opening of nominations for Speaker. Nominations of candidates for Speaker

11. Nominations will close two (2) clear days after the Clerk's announcement. Closure of nominations

12. The Speaker must be a registered voter, ordinarily resident in a ward of the Province and not a member of the Assembly or the National Parliament. Residency qualification of Speaker

- Nominations in writing 13. Nominations must be in writing, signed by two (2) members and personally delivered to the Clerk during the nomination period.
- Candidate to sign nomination 14. The candidate shall sign the nomination form to indicate acceptance of the nomination.
- No member to nominate more than one candidate 15. No Member may nominate more than one candidate in any election for Speaker or Deputy Speaker.
- Clerk to post notice of nomination 16. The Clerk shall post on the Provincial Notice Board and in such other places as are considered necessary or appropriate, no later than 4.00pm on the day before the day set down for the election, the nominations that have been received and the time of the election.
- Nomination may be withdrawn 17. A candidate may withdraw his or her nomination at any time prior to the ballot being taken by handing to the Clerk written advice of the withdrawal.
- If only one candidate that person to be elected 18. If there is only one candidate the Clerk shall declare that candidate elected.
- Election of Speaker first item after oaths of allegiance 19. Election of a Speaker shall be the first item of business after all Members have sworn the Oath or Affirmation of Allegiance.
- Clerk presides over election of Speaker 20. The Clerk shall preside over the election of Speaker.
- Speaker to preside over election of Deputy Speaker 21. The Speaker or in his absence, the Clerk, shall preside over the election of Deputy Speaker.
- Election by secret ballot 22. The candidate elected to the Office of the Speaker or Deputy Speaker shall be the candidate who receives who receives an absolute majority of votes upon a secret ballot of members present.
- Process of ballot 23. If no candidate receives an absolute majority of votes on the first ballot the candidate with the fewest votes shall be eliminated and further ballots held. If at any time there is a tie between two or more candidates receiving the fewest votes the Clerk shall eliminate one of the candidates by lot. Ballots shall continue until one candidate has an absolute majority. If two candidates remain and neither receives an absolute majority after two ballots, the Clerk shall call for fresh nominations from the original candidates and conduct a further ballot on the day following. If there is still a tied vote the Clerk shall determine the result by lot.
- Appointed persons cannot vote 24. Appointed persons shall not be eligible to vote for Speaker or Deputy Speaker.
- Assembly not to transact business prior to Speaker's election 25. The Assembly shall not transact any business, other than the election of the Speaker, prior to the election of the Speaker.

26. Election of a Deputy Speaker shall follow as soon as practicable after the Premier has advised the Clerk of the names of the Provincial Ministers but not later than three (3) days after the commencement of the meeting.

27. The Speaker shall perform such duties as are specified in these Orders and as resolved by the Assembly from time to time and shall include but not be limited to the following:

- (a) Chair meetings of the Assembly and the Committee of the Whole Assembly.
- (b) Send to members, not less than fourteen (14) days before a meeting, an agenda prepared in consultation with the Premier.
- (c) Sign the minutes of Assembly sittings as a true and correct record.
- (d) Suspend a sitting of the Assembly if a quorum is not present.
- (e) Put all questions before the Assembly or the Committee of the Whole Assembly and decide from the voices of the members if there is a majority for or against.
- (f) Ensure the orderly conduct of members. In any dispute between members the Speaker's decision shall be final.
- (g) Ensure that no offensive or abusive language is used in the Assembly.
- (h) Ensure that members are cleanly and neatly dressed and do not chew betel nut, smoke or eat in a sitting of the Assembly or a Committee of the Whole Assembly.
- (i) Order the removal of a member or any other person from the Assembly who acts in a disorderly matter.
- (j) Administer the oath of allegiance to new members of the Assembly.
- (k) Ensure all questions put to Provincial Ministers concern matters within the legislative competence of the Assembly or are of concern to the Provincial Service or functions of the Executive or are otherwise relevant to the affairs of the Province.

- (l) Ensure that Provincial Minister or any member proposing an ordinance provide a copy to the Clerk at least two (2) clear days before the date of the start of the debate.
- (m) Receive from Members any motion of no-confidence in the Premier.
- (n) Appoint the chair and members of all committees in consultation with the Premier.
- (o) Receive from Members a list of pecuniary interests including any shares, appointments as a director, or any positions which a Member holds in any business operating or planning to operate in the province.
- (p) Examine every bill submitted for presentation to the Assembly to ensure it complies with the requirements of these Orders.
- (q) Propose amendments to improve these Orders, in collaboration with a qualified legal advisor, for the Assembly's consideration.
- (r) Supervise and work closely with the Clerk for proper management of the Assembly Office.

Deputy Speaker performs duties of Speaker when presiding

28. In the absence of the Speaker the Deputy Speaker shall perform all the duties of the Speaker.

Candidates qualifications for office of Speaker

29. To qualify as a candidate for Speaker a person must be:

- (a) a citizen of Solomon Islands and indigenous to the Province;
- (b) a registered voter and ordinarily resident in a ward of the Province;
- (c) not a member of the National Parliament or the Assembly;
- (d) a mature and responsible person;
- (e) knowledgeable in local politics;
- (f) a person of tempered character;
- (g) a person who has the respect of the people;
- (h) a leader of communities;
- (i) not been convicted of any criminal offence within the previous six (6) months or is before the courts for any criminal offence.

30. To qualify as a Candidate for Deputy Speaker a person must be: Candidates qualifications for office of Deputy Speaker
- (a) A citizen of Solomon Islands and indigenous to the Province;
 - (b) A registered voter in a ward of the Province;
 - (c) A Member of the Assembly but not a member of the Executive;
 - (d) Not a member of the National Parliament
31. The term of a Speaker shall continue from the date of election until the election of a new Speaker and shall not be terminated by reason only of the dissolution of the Assembly. Speaker's term of office
32. The Speaker or Deputy Speaker may resign in writing delivered to the Premier and shall take effect when it is accepted in writing by the Premier. Resignation of Speaker or Deputy Speaker
33. The Speaker or Deputy Speaker may only be removed from office by a two thirds majority of members. Speaker or Deputy Speaker only removed by absolute majority
34. As a symbol of authority at any meeting of the Assembly the Speaker shall wear during meetings such distinctive dress as is resolved by the Assembly. Speaker's dress
35. The person presiding shall be known and addressed as the Speaker. Presiding officer to be addressed as Speaker
36. In the absence of the Speaker the Deputy Speaker shall preside. Deputy Speaker to preside in Speaker's absence
37. In the absence of the Speaker and Deputy Speaker, the Assembly shall choose a member, not being a member of the Executive to preside until the Speaker or Deputy Speaker is again present. Ordinary member to preside in absence of both presiding officers
38. Whenever the Assembly resolves itself into the Committee of the Whole Assembly, the Speaker shall preside as Chairman of the Committee. In Committee of Whole House Speaker shall preside as chair
39. The person acting as Speaker in the Assembly or as Chairman of the Committee of the Whole Assembly shall, while so presiding or acting, have all the powers conferred by these Orders on the Speaker. Chair of Committee of Whole House to have same powers as Speaker
40. The office of Speaker becomes vacant if; Vacancy in office of Speaker
- (a) the Speaker resigns in writing to the Premier,
 - (b) the Speaker ceases to be eligible for election as Speaker under S.O.29,
 - (c) the Assembly passes a motion of no confidence in the Speaker by an absolute majority.
 - (d) dies, or
 - (e) is prevented by illness from continuing in office.

Election of Premier

- Election 41. The election of the Premier shall be the next item of business after the election of Speaker and shall be conducted by the Speaker in a meeting of the Assembly closed to public. The election shall be conducted in accordance with sections 19 and 20 of the Act at the first sitting of the Assembly after an ordinary election or whenever the office becomes vacant. Appointed persons shall not be eligible to vote.
- Nominations for Premier 42. The Speaker shall call for nominations for Premier no later than one (1) clear day before the first meeting after an ordinary election or whenever a vacancy occurs.
- Nominations to be signed 43. Nominations shall be in writing, signed by two nominating members and by the candidate to indicate acceptance of the nomination.
- Member may nominate only one candidate 44. A member may nominate only one candidate.
- No candidate may nominate another candidate 45. No member who is a candidate may nominate another candidate.
- Nominations handed to Speaker 46. Nominations must be handed to the Speaker at least one (1) hour before the sitting at which the election shall take place.
- Nomination may be withdrawn 47. A candidate may withdraw his or her nomination at any time prior to the ballot by handing the Clerk written advice of the withdrawal.
- If only one candidate that person to be elected 48. If there is only one candidate the Clerk shall declare that candidate elected.
49. If there is more than one candidate for Premier a ballot shall be held and shall proceed as follows:
- (a) If no candidate receives an absolute majority on the first ballot further ballots will be held.
 - (b) The candidate receiving the fewest votes at the first ballot will be eliminated and further ballots conducted.
 - (c) If there is a tie between two or more candidates receiving the fewest number of votes the Speaker shall eliminate one of the candidates by lot.
 - (d) Ballots will then continue with the candidate receiving the fewest votes being eliminated until one candidate has an absolute majority.
 - (e) If two candidates remain and neither receives an absolute majority after two ballots, the Clerk shall conduct a fresh election between the two candidates on the day following and the candidate receiving an absolute majority shall be declared the Premier.

- (f) If at the second ballot no candidate receives an absolute majority the Speaker shall call on one of the members nominated to move as follows, "A second ballot having been held for the office of Premier at which no candidate received an absolute majority this Assembly be now dissolved and the Minister advised to direct that a fresh election be held under Section 10(2)(b) of the Act."

50. When a Premier is elected the result of the election shall be forwarded to the Minister for publication in the Solomon Islands *Gazette*. Result of election forwarded to Minister

51. The Deputy Premier and Provincial Ministers shall be appointed in accordance with Sections 20(4) and 20(5) of the Act. Deputy Premier and Provincial Ministers

52. In the absence of the Premier, the Deputy Premier shall perform the duties of the Premier. Deputy Premier to act in absence of Premier

The Clerk

53. The Clerk, appointed by the Speaker under Section 22(2) of the Act, shall be responsible for: Duties of Clerk

- (a) keeping the minutes of proceedings of the Assembly and of the Committee of the Whole Assembly. The minutes of proceedings shall record the members attending, all decisions made and details of every division held;
- (b) submitting the minutes of proceedings of each sitting as a true and correct record to the Speaker for his signature and distributing copies to members before commencement of the next sitting;
- (c) preparing a transcript of all debates conducted during a meeting;
- (d) tabling the transcript of a meeting on the first day of the next meeting;
- (e) recording from day to day in and Order Book all business of which notice been given. The Order Book shall be open for inspection by members during business hours and when the Assembly is sitting;
- (f) preparing and maintaining,
 - (i) a Notice Paper recording all motions entered in the Order Book which have not been dealt with by the Assembly.
 - (ii) an Order Paper listing the business for each sitting;
- (g) maintaining custody of the ballots, bills, ordinances, regulations and other documents placed before the Assembly which shall be open for inspection during business hours by Members and other persons;
- (h) ensure all ordinances passed by the Assembly are properly certified and forwarded to the Minister for assent and publication in the Solomon Islands *Gazette*;

- (i) keep a record of all ordinances and regulations passed by the Assembly and a separate record of all Provincial ordinances and other papers that have become effective after being *Gazetted* or otherwise.
- (j) perform such further duties set down in these orders or as resolved by the Assembly or directed by the Speaker.

PART 3. MEETINGS AND SITTINGS

Meetings

- | | |
|--|---|
| Meetings | 54. The Assembly shall meet at least twice in any Provincial financial year but may sit as often as required to effectively carry out Provincial business. |
| First meeting after ordinary election | 55. The first meeting after an ordinary election shall be called as soon as practicable but no later than 30 days after the date of the election. |
| Meetings in public | 56. Meetings shall be conducted in public. |
| General notice of meeting | 57. Meetings shall be held at such place, date and time as the Speaker, on the advice of the Premier, shall decide and the Clerk shall place a notice giving these details on the Provincial Notice Board and such other places as are considered necessary or appropriate at least two weeks before the first sitting of the meeting. |
| Speaker may call meeting | 58. The Speaker shall also call a meeting if an absolute majority of members present a letter to the Speaker, signed by each member, calling for a meeting on the date stated in the letter. The letter shall state the reasons for calling the meeting and the business to be discussed at the meeting. |
| Notice of meeting to members | 59. The Clerk shall also give notice to members of the place, date and time for the meeting not less than two calendar weeks prior to the date of the first sitting, in writing handed to the Member, or posted to the Member where the Member has a reliable postal address, or by radio or telephone message, or to a person nominated by the member, and at that time provide a list of matters to be considered at the meeting. This list will be for information purposes only and may be changed at any time. |
| 7 days notice in exceptional circumstances | 60. In exceptional circumstances the Speaker may give members seven (7) days notice of a meeting. |
| End of meeting | 61. A meeting shall come to an end, and no further proceedings or business shall take place when the Assembly so decides upon a motion to adjourn the meeting moved by the Premier, or, if there is no quorum, for two sitting days consecutively. |

62. The Speaker may adjourn the commencement date of a meeting before the due date after consultation with the Premier where unforeseen circumstances make it impracticable or impossible to proceed as scheduled. Speaker may adjourn meeting

63. When a meeting is adjourned under S.O. 62 the Speaker will ensure that all Members are informed of the date, time and place to which the meeting has been adjourned. Notice of new date, time and place after adjournment

Sittings

64. During the period of a meeting, unless it has been previously decided upon in a motion moved by any Member, the Assembly shall sit on week days unless any such day is a Public Holiday. Sittings

65. Any Member may move a motion,
 (a) that the Assembly shall sit on any Saturday, Sunday or Public Holiday named in the motion or;
 (b) that the Assembly shall not sit on any day named in the motion. Member may move motion in relation to sitting days

66. One day during each meeting shall be set aside for private members business and for oral submissions from the public under S.O. 105, provided that if there is no such business, executive business may be debated. General business day

67. Sittings shall be from 9.00 am until 12 noon and from 1.30pm until 4pm, provided however, that the Speaker has the discretion to suspend, shorten or extend any sitting. Sitting times

68. On any sitting day during a meeting the Assembly may be resolution adjourn the meeting to a later day provided that the date set by the adjournment motion shall be no later than fourteen (14) days after the date of the resolution. Adjournment of sitting

Quorums

69. The quorum for any sitting of the Assembly shall be an absolute majority of members. Quorum

70. At each sitting of the Assembly, before proceeding with business, the Speaker shall determine if a quorum is present. Speaker to determine quorum

71. When, at any time during a sitting,
 (a) the Speaker determines a quorum is not present,
 (b) a member draws the Speaker's attention to the lack of a quorum. Sitting adjourned if no quorum

proceedings shall not continue until a quorum is present. If a quorum is not present within thirty (30) minutes the Speaker shall adjourn the sitting to the following day.

Meeting adjourns if no quorum on following day 72. If a quorum is not formed under S.O. 71 and there is no quorum on the following day the meeting shall be adjourned until a date for a new meeting is set provided that such date shall be not later than fourteen (14) days after adjournment.

Committee quorum 73. The quorum for any committee of the Assembly shall be one more than half its members.

Committee adjourns when no quorum 74. If the Chair of the committee determines there is no quorum the committee meeting shall adjourn without conducting further business and shall stand adjourned until the next sitting day.

Attendance

Attendance 75. All Members are expected to attend each sitting of a meeting and remain present throughout the sitting unless they have a reasonable excuse for not attending. Reasonable excuse for not attending a meeting or any part of a meeting shall include.

- (a) healthy reasons,
- (b) family emergency,
- (c) government business,

however members are required to give priority to Assembly meetings over any non-urgent personal matters, or any business matters.

Member unable to attend must give notice to Speaker 76. Any Member who is unable to attend all or part of a meeting must give notice in writing to the Speaker in accordance with Section 15(1)(j) of the Act prior to the start of the meeting where the reason is apparent before the start of the meeting.

Failure to attend meetings 77. If any member fails to attend,

- (a) three (3) meetings without reasonable excuse in writing to the Speaker that member is disqualified from office under Section 11(j) of the Act.
- (b) fails to provide reasonable excuse in writing for absence on three (3) consecutive sittings the member shall be suspended from attendance for the remainder of the meeting.

Language and general conduct during sittings

Language 78. The proceedings and debates of the Assembly shall be in the English language, Solomon Islands pijin or a local language where it is a common language within the Province, except for written matters which shall be in English.

79. Offensive, abusive and indecent language shall not be used during the proceedings of the Assembly.

Offensive language no to be used

80. All members attending meetings shall be appropriately dressed which for men shall include a button shirt, tie, and trousers or sulu and for women appropriately equivalent attire.

Member's dress

81. During any meeting:

Conduct during sittings

- (a) shall not refer to another member by name but by the name of the constituency the member represents,
- (b) not read any material not connected with the meeting.
- (c) may not eat or drink anything other than water during a meeting, other than during breaks.
- (d) shall not sleep during a meeting,
- (e) shall ensure that mobile phones are switched off during meetings.
- (f) shall not consume alcohol on a sitting day until the sitting has concluded for the day.
- (g) shall not smoke or chew betel nut.

PART 4. ORDER DURING SITTINGS

82. The Speaker shall be responsible for keeping order.

83. Where a point of order is raised on a matter not covered by these Orders the Speaker may make a ruling based on natural fairness and common sense.

84. If the Speaker believes these Orders are not being followed the Speaker may make a ruling without a point of order being raised by a member.

85. Members shall stand to speak and shall address the Speaker.

86. The Speaker shall speak sitting down.

87. Where two members stand together the Speaker shall decide which member speaks first.

88. No member may interrupt another member who is speaking except;

- (a) by raising to call attention to a point of order in which case the member speaking shall sit and allow the member raising the point of order to concisely state the point or order, and such point of order shall be ruled upon by the Speaker,
- (b) to query a point raised by a member speaking but only with the consent of the Speaker and where a query is raised it must be brief, not raise new material, and any answer shall be part of the member's speaking time.

- Member not make offensive statements about other members or Assembly staff
89. No member may make offensive statements about the private affairs of other member or of the staff of the Provincial Assembly.
- Criticism of another Member by substantive motion
90. If a member wishes to make a statement critical of another member it must be done by substantive motion of which due notice has been given.
- Points of order
91. A member may refer a point of order to the Speaker at any time.
- Speaker may rule on own accord
92. The Speaker may rule on a point of order without it being raised by a member.
- Speaker's ruling final
93. The Speaker may hear submissions from members on a point of order but once the Speaker has made a ruling it shall be final.
- Speaker may reference Standing Orders of National Parliament
94. Where a point of order is not specifically dealt with in these Orders the Speaker may make a decision by reference to the Standing Orders and precedents of the National Parliament of Solomon Islands.
- Removal of Member for disorderly conduct
95. The Speaker may order the removal of any member who violates these orders or behaves in a disorderly or offensive manner. On the first occasion upon which a Member is removed under this order the Member shall be excluded for the remainder of the sitting and upon return shall apologise verbally to the Assembly.
- Second or subsequent disorder
96. Where a member violates these orders or behaves in a disorderly or offensive manner.
- (a) on a second occasion the Speaker shall order the removal of the member for the remainder of the sitting and the two following sittings.
 - (b) on any third or subsequent occasion for the remainder of the sitting and the four following sittings.
- Removal of other persons
97. Any person, not a member, who is removed by the Speaker shall not be permitted to return for the remainder of the sitting.
98. Any member may move a motion for the suspension of any or all of these Orders. The Order or Orders shall be suspended upon a two thirds majority vote of members.

PART 5. SPEECHES AND RULES OF DEBATE

- Routine of business
99. The routine of business shall be as follows:
- (a) Prayer
 - (b) Administration of Oaths
 - (c) Urgent motions
 - (d) Messages and announcements
 - (e) Petitions
 - (f) Questions
 - (g) Notices of new business
 - (h) Ministerial statements
 - (i) Papers
 - (j) Subsidiary legislation
 - (k) Executive ordinances
 - (l) Committee reports
 - (m) Members statements
 - (n) General Business

100. On the first day of each meeting the Premier shall be allocated one hour to make a speech regarding the present circumstances of the Province. Premier's opening address to meeting

101. The Speaker in consultation with the Premier or, where there is a business committee, the business committee shall determine the business for each sitting subject to these Orders. The Speaker shall issue an Order Paper for the information of the members thirty (30) minutes prior to the beginning of each sitting. Determination of business

102. Members wishing to speak shall observe the following rules: Speeches

- (a) Speeches shall be relevant to the subject matter being debated and except with leave of the Speaker shall not exceed thirty (30) minutes.
- (b) A member who has not previously spoken may without notice move that debate on that matter be closed. Thereupon the Speaker shall immediately put the motion to a vote.
- (c) If a motion under S.O. 93(b) is carried in the affirmative the mover of the original motion shall have a right of reply before the substantive motion is put to a vote.
- (d) The Speaker may order a member to cease speaking and sit down if the content of the member's speech is irrelevant, repetitious or offensive.
- (e) In the Committee of the Whole Assembly a member may speak up to three (3) times, for no more than five (5) minutes each time, during debate on any question.

103. Provincial Ministers may make a statement on any matter relating to their portfolio at the time set down in the routine of business. The Minister must inform the Speaker of his intention no later than thirty (30) minutes before the beginning of the sitting. The Minister shall be allocated up to thirty (30) minutes. No debate will be allowed but the Speaker may allow short questions to the Minister for the purposes of elucidating points made in the statement. Ministerial Statements

104. Members may make statements of no more than fifteen (15) minutes, at the time allotted in the routine of business, after notifying the Speaker on the day prior to the sitting. If there is insufficient time at any sitting to allow for all members who wish to speak priority will be given to those members at the next sitting. No debate will be allowed but the Speaker may allow short questions to the member for the purpose of elucidating points made in the statement. Members Statements

Submissions
from public

105. Oral submissions from the public may be made on the day set aside for private members business subject to the following rules,

- (a) application to make an oral submission must be lodged with the Speaker by the applicant in person at least fourteen (14) days before a meeting of the Assembly.
- (b) when lodging the application the applicant must verbally advise the Speaker of the content of the submission.
- (c) after hearing the application the Speaker shall consider its content and make a decision within two clear days whether the content is appropriate and the applicant shall be notified of the Speaker's decision.
- (d) the Speaker's decision shall be final,
- (e) if the Speaker approves the application it shall be the Speaker's responsibility to advise the applicant on the correct procedure for making the submission,
- (f) the applicant may address the Assembly for up to ten (10) minutes.
- (g) there shall be no debate or questions on the subject matter of the submission.

PART 6. MOTION OF NO CONFIDENCE IN THE PREMIER

Any Member
may move

106. Any Member may give notice of a motion of no confidence in the Premier subject to the provisions of Section 19(5) of the Act.

Notice

107. Notwithstanding any other provision of these Orders, no member shall move a motion of no-confidence in the Premier, unless at least seven (7) clear days notice has been given and placed on the Notice Paper and on the Public Notice Board at Provincial Headquarters.

Grounds

108. A motion of no-confidence under S.O.106 must state in specific terms the grounds for the lack of confidence, being:

- (a) gross misuse or neglect of the powers of the office; or
- (b) misappropriation of public funds; or
- (c) any other grounds which may bring the office into serious disrepute.

Motion to take
precedence

109. A motion of no confidence shall be listed under general business but on the day it is set down for debate shall take precedence over all other business.

Every Member
may speak

110. Every member shall have an opportunity to speak once to the motion.

111. The Premier shall have the opportunity to speak in the debate and in addition to the mover of the motion shall have a right of reply at the conclusion of the debate immediately before the mover's right of reply. Exception
112. Where a motion of no-confidence is defeated no further motion of no-confidence shall be moved for a further twelve (12) months. If motion defeated no further motion for twelve
113. Where a motion of no confidence is carried the meeting shall be adjourned for a period of forty eight (48) hours excluding weekends and public holidays. Adjournment on successful motion
114. The first matter of business on the recommencement of the meeting shall be the election of a new Premier. Election of new Premier
115. Until a new Premier is elected the Deputy Premier shall be Acting Premier to maintain current services only. Deputy Premier to be caretaker Premier
- PART 7. MOTION OF NO CONFIDENCE IN THE SPEAKER OR PROVINCIAL MINISTER**
116. Any member may give notice of motion of no confidence in the Speaker or a Provincial Minister. Any Member may move
117. Notwithstanding any other provision of these Orders, no member shall move a motion of no-confidence in the Speaker or a Provincial Minister unless at least seven (7) clear days notice has been given by being placed on the Notice Paper. Notice
118. A motion of no-confidence in the Speaker under S.O. 116 must be handed to the Deputy Speaker stating in specific terms the grounds for the lack of confidence, being: Grounds
- (a) gross misuse or neglect of the powers of the office; or
 - (b) misappropriation of public funds; or
 - (c) any other grounds which may bring the office into serious disrepute.
119. A motion of no confidence shall be listed under general business but on the day it is set down for debate shall take precedence over all other business. Motion to take precedence
120. In any debate of no confidence in the Speaker the Deputy Speaker shall be the presiding officer. Deputy Speaker to preside
121. Every member shall have an opportunity to speak once to the motion. Every Member may speak

Exception	122. The Speaker or Provincial Minister who is the subject of the motion of no confidence shall have an opportunity to speak in the debate and in addition to the mover of the motion shall have a right of reply at the conclusion of the debate immediately before the mover's right of reply.
If motion against Speaker defeated no further motion for twelve months	123. Where a motion of non-confidence in the Speaker is defeated no further motion of no-confidence shall be moved within the next twelve (12) months.
Effect of successful motion	124. Where a motion of no-confidence in the Speaker is supported by a two thirds majority the Deputy Speaker shall immediately declare that the office of Speaker is vacant.
Casual vacancy in office of Speaker	125. A person removed from the office of Speaker under S.O. 124 shall not be eligible to nominate again for the office of Speaker within a period of twelve (12) months.
Person dismissed from office of Speaker may not nominate for 12 months	126. Whenever the office of Speaker becomes vacant under S.O. 24, or for any other reason, the Clerk will immediately announce the opening of nominations for the office of Speaker pursuant to S.O. 10 to 15.
When vacancy is filled	127. If the election of a new Speaker to fill a vacancy under S.O. 124 does not take place within the meeting in which the vacancy occurs it shall be the first item of business at the next meeting.
Effect of successful motion against Minister	128. Where a motion of non-confidence in a Provincial Minister is supported by a two thirds majority the Premier shall immediately remove that person from the executive position under the power conferred by Section 21(4) of the Act.

PART 8. QUESTIONS TO THE EXECUTIVE

Question time each day	129. There shall be a question time each day and the time set aside for asking questions shall not exceed sixty (60) minutes.
Rules for questions	130. All questions shall be subject to the following rules: <ul style="list-style-type: none"> (a) Questions may be asked by any member, not a being a member of the Executive, to any Provincial Minister seeking information or official action on any matter for which the Provincial Minister has portfolio responsibility and the Provincial Minister is required to give a relevant answer. (b) The member posing the question shall deliver to the Clerk a signed copy of the question no later than 10am on the day before the day on which the member wishes to ask the question. The Clerk shall give copies of the question to the Speaker, the Premier and the Provincial Minister to whom the question is addressed and shall place the question on the Order Paper in the order in which it has been received.

- (c) Questions shall not contain argument, inferences, opinion or offensive words.
- (d) As far as practicable members shall be afforded equal opportunity to ask questions however a member shall not ask consecutive questions unless no other member wants to ask a question and in any circumstances shall not ask more than three (3) questions at any one sitting.
- (e) Where the member of the Executive to whom the question is addressed is not present the Speaker shall ask the Premier to answer the question.
- (f) After an answer has been given the member who asked the question may ask one supplementary question forthwith, without notice, for the purpose of elucidating the original answer. The Speaker shall rule out of order a supplementary question that introduces matter not related to the original question.
- (g) If questions remain on the business paper after sixty (60) minutes the remaining questions shall be given priority on the next sitting day.

131. a question on a matter of public urgency may be asked under the following rules:

- (a) The Member shall hand a copy of the question, together with a statement of why it is urgent, to the Speaker no later than thirty (30) minutes before the sitting commences.
- (b) The Speaker shall determine whether the matter is sufficiently urgent to warrant setting aside the normal notice period.
- (c) A matter is urgent if it addresses a matter of significant public concern suddenly arising, and for which there is not sufficient time for notice to be given in the normal way.
- (d) If the Speaker determines the matter is urgent it shall have priority at Question Time.

132. At the time set down in the routine of business any Member may table a paper that paper shall be deemed part of the record of the Assembly. Any Member may table a paper

133. After tabling all papers shall be available for inspection by members and the public during business hours. Table papers publicly available

134. The procedures for tabling papers are as follows: Rules for tabling papers

- (a) A member who wishes to table a paper shall, at least 48 hours prior to the sitting day on which the member seeks to table the paper, provide a copy to the Clerk who shall record it in the Order Book and place it on the Notice Paper.

- (b) The Clerk shall distribute copies of the paper to all members within twenty-four (24) hours of receiving the paper.
- (c) A member tabling a paper may move that the Assembly resolve itself into the Committee of the Whole Assembly to debate the paper in detail.
- (d) The member may move in the following terms:
 - (i) that the Assembly take note of the paper
 - (ii) the Assembly reject the paper,
 - (iii) that the Assembly adopt the paper or any part of it as policy for the Province.

Premier to table subsidiary legislation

135. Where subordinate legislation has been approved by the Executive since a previous meeting the Premier shall lay on the table of the Assembly at its next meeting such subsidiary legislation. The validity of the subsidiary legislation shall continue unless revoked by a majority of members.

any Member may move revocation of subsidiary legislation

136. Any member may give notice of a motion to the Clerk for revocation of any subsidiary legislation tabled at that meeting within five (5) sitting days of it being tabled by the Premier and the Clerk shall list it for debate on the day following, at the time set down in the routine of business.

If insufficient time to debate motion it shall have priority at next meeting

137. If there is insufficient time to debate a motion to revoke subsidiary legislation at the current meeting the motion shall be given priority at the next meeting.

Revocation does not affect prior actions

138. Revocation of any subsidiary legislation shall not affect anything done pursuant to its provisions prior to revocation.

PART 10. MOTIONS

139. The rules applying to motions are as follows:

- (a) except as otherwise provided in these Orders or with prior permission of the Speaker on grounds of public urgency, no member shall move a substantive motion unless such motion has appeared on the Notice Paper for two (2) clear days before the day on which it is to be considered by the Assembly.
- (b) a substantive motion must concern matters within the legislative competence of the Assembly or relating to provincial services or functions of the Executive or be otherwise relevant to provincial affairs.
- (c) Any motion which would have the effect of increasing revenue or expenditure shall be not moved except by or with the consent of the Minister in the Executive with responsibility for finances.

- (d) If the Speaker is of the opinion that a motion contains offensive or inappropriate words or is otherwise improper or unclear, the motion shall be returned to the member who may amend the motion so that it conforms with these Orders after which it shall be printed in the Notice Paper as amended.
- (e) A member moving a motion shall be called upon by the Speaker to move and speak in support of the motion.
- (f) The Speaker shall then open the motion for debate. When all members who wish to speak have spoken the Speaker shall call the mover to speak in reply before putting the motion to a vote.
- (g) Every member shall be entitled to speak for up to thirty (30) minutes on any motion, and no member shall speak more than once.
- (h) A member having a right of reply may only answer matters raised in debate and shall not introduce new matter.
- (i) A member who believes he or she has been misquoted may seek to clarify the misunderstanding by raising a point of order.
- (j) A motion may be amended. Members may speak to the amendment as a new question which shall be voted on before further debate on the original question.
- (k) It shall be out of order to attempt to reconsider a specific question on which the Assembly has taken a decision during the current or preceding two s meetings except, with the permission of the Speaker, by substantive motion to rescind that decision.
- (l) Any member may move a motion that a matter be dealt with urgently if it is in the public interest and to delay debate may cause harm to the Province.
- (m) A notice of motion maybe withdrawn from the Notice Paper at any time before it is moved if the mover gives a written instruction to the Clerk to withdraw it.
- (o) A motion already moved may be withdrawn at the oral request of the mover before the question has been voted upon if the Assembly so agrees with no dissenting voice.

140. Any member may move an urgent motion subject to the following rules:

Urgent motion

- (a) The member shall submit a copy of the motion to the Speaker no later than one (1) hour before a sitting commences.

- (b) The Speaker shall determine if the subject of the motion is sufficiently urgent to be given priority on that sitting day,
- (c) A matter shall be considered urgent if it addresses a matter of significant public concern, suddenly arising, and for which there is not sufficient time for notice to be given in the normal way,
- (d) An urgent motion shall take priority over other business.

PART 11. DISSOLUTION OF THE ASSEMBLY

- | | | |
|---|------|--|
| Dissolution of | 141. | The Assembly is dissolved: <ul style="list-style-type: none"> (a) on the fourth anniversary of the date of the previous election, (b) if the Assembly resolves that it be dissolved. |
| Any member may move dissolution | 142. | Any member may move that the Assembly be dissolved. |
| Previous executive to remain in care-take situation | 143. | Following an ordinary election the Executive in place before the election shall remain in office until a new executive is sworn in for the purpose only of ensuring services are maintained, and shall not implement any new policy or initiative. |
| Motion for dissolution | 144. | Notwithstanding any other provision of these Orders, no member shall move a motion for dissolution of the Assembly unless such motion has appeared on the Notice Paper seven (7) clear days before the day on which it is to be considered by the Assembly in accordance with Section 10(2) of the Act. |
| Grounds for dissolution | 145. | A motion to dissolve the Assembly must state in specific terms the grounds for dissolution. |
| Content of motion for dissolution | 146. | A motion to dissolve the Assembly shall be debated only if the Speaker finds that the content of the motion shows:- <ul style="list-style-type: none"> (a) a gross misuse or neglect of Executive powers; or (b) misappropriation of public funds; or (c) any other grounds which brings the Assembly or the Provincial Government into disrepute |
| Every Member may speak | 147. | Every member shall have an opportunity to speak to the motion. |
| Secret ballot | 148. | A motion for dissolution shall require an absolute majority of members voting by secret ballot. |

149. Upon the passing of a motion for dissolution of the Assembly, the resolution shall be forwarded immediately to the Minister for direction under the provisions of Section 10(2) of the Act. Successful resolution to be forwarded to Minister

150. Where a motion to dissolve the Assembly is defeated no further motion of dissolution shall be moved within the next twelve (12) months. If motion defeated no further motion for twelve months

PART 12. VOTING

151. Only elected members may vote on any question before the Assembly or in committee. Only elected Members may vote

152. All voting shall be by open ballot unless otherwise provided for in these Orders and all votes of the Assembly shall be determined by a majority vote unless otherwise provided in these Orders. Open ballot

153. Each elected member shall have one vote. One vote

154. If the Speaker is presiding and there is an equality of votes the question shall be determined in the negative. Equality of votes when Speaker

155. If the Deputy Speaker is presiding, the Deputy Speaker shall have an original vote, but if there is an equality of votes the question shall be determined in the negative. Equality of votes when Deputy Speaker presiding

156. The outcome of a vote shall be determined by a simple majority of the collective voices of "yes" and "no", or a raising of hands, as determined by the Speaker, unless otherwise provided for in these Orders. Outcome of vote

PART 13. DIVISIONS

157. Any member may challenge the Speaker's decision on the voices or on a show of hands by calling for a division vote which shall be held forthwith. Challenge to Speaker's decision

158. When a Division is called, the Clerk shall announce each member's name and the member must say "yes" or "no" or "I abstain". Manner of voting

159. As soon as the Clerk has taken and recorded the votes he shall hand the list to the Speaker who shall state the number voting "yes" and the number voting "no" then declare the result of the division. Speaker shall declare result

160. A member may abstain from voting and such abstaining shall be recorded along with the "yes" and "no" votes. Member may abstain

161. Where these Orders specify a secret ballot the Clerk shall prepare and issue each member with a ballot paper on which the member shall record his/her vote and return the ballot paper folded to the Clerk. The Clerk shall count the votes and give the count to the Speaker who will declare the result. Provision for secret ballot

PART 14. PROCEDURE ON ORDINANCES

Forum of ordinance

162. The laws of the Province shall be known as ordinances. Each ordinance shall have a short title which is the name by which it shall be known and a long title setting out its purpose in general terms followed by the words "Enacted by the Provincial Assembly of Guadalcanal Province".

Any Member may propose ordinance

163. Any member may propose an ordinance to the Assembly for its consideration.

Ordinance propose ordinance

164. Whenever the Clerk receives notice from a ordinary member proposing an ordinance the Clerk shall first seek advice as to whether the proposed ordinance.

- (a) has objectives that are clear and unambiguous,
- (b) is properly drafted in the correct format,
- (c) is legally within the jurisdiction of the Assembly, and
- (d) addresses a matter of relevance to the people of the Province.

The Clerk shall within ten (10) clear days of receiving the notice.

- (a) provide a copy of the proposed ordinance to the Premier and the relevant Provincial Minister for comment with a request that any comments be provided within thirty (30) days.
- (b) within ten (10) clear days of the expiry of the time limit in sub-clause (a) above forward all advices that have been received to the member proposing the ordinance who shall within ten (10) days of receiving the advices lodge formal notice of the members wish to proceed by providing a copy of the ordinance to the Speaker.

Ordinance proposed by Minister

165. When a Minister intends to propose an ordinance the Minister shall first give notice of that intention by providing a copy of the ordinance to the Speaker no less than ten (10) calendar days prior to the commencement of a meeting.

Memorandum explaining purpose

166. A separate memorandum shall accompany any proposed ordinance explaining its purpose and contents.

Structure of ordinance

167. The proposed ordinance shall be divided into clauses numbered consecutively and have a descriptive note in the margin or at the head of each clause. Matters of detail relevant to the ordinance may be annexed to the ordinance in the form of a schedule or schedules.

Non compliance

168. If an ordinance does not comply with these Orders the Speaker shall return the ordinance to the responsible member for amendment with an explanation why it does not comply.

169. Where the Speaker receives a proposed ordinance under S.O. 164 or 165 and it is in order, the Speaker shall direct the Clerk to arrange for delivery of copies of the ordinance to all members as soon as practicable but no later than three (3) clear days before the first day of the meeting and the date of notice and short title shall be listed on the Notice Paper. Copies to be made available

170. From the time the ordinance has been listed on the Notice Paper until it has been *gazetted* it shall be known as a bill. After listing ordinance to be known as bill

171. Proposed ordinances shall be debated according to the following priority. Priority

- (a) Appropriation Ordinances
- (b) Executive Ordinances in the order determined by the Premier
- (c) Private Members Ordinances in the order they have been received by the Speaker.

172. If there is insufficient time to consider all ordinances at a meeting those not dealt with shall receive priority at the next meeting. Insufficient time to debate

173. Where the Speaker receives a proposed ordinance involving raising revenue or incurring expenditure of provincial funds, the explanatory memorandum shall set out briefly the financial effect of the ordinance and estimates of the amount of money involved. Finance ordinances

174. Immediately upon receipt of a proposed ordinance under S.O. 173 the Speaker shall provide a copy of the ordinance, memorandum and estimates to the Provincial Minister having charge of financial matters and the Assembly shall not consider the ordinance unless the Minister has acknowledged its receipt. Copy of finance ordinance must be received by Minister in charge of finance

PART 15. CONSIDERATION OF A BILL

175. Each bill shall be considered in the following stages, first reading, second reading, Committee of the Whole Assembly and third reading. Stages of a bill

176. There shall be no debate on the first reading. The first reading shall take place on the day decided by the Premier or, if there is a business committee, the business committee and shall be deemed complete when the Clerk reads out the short title, enters it in the minutes and enters a copy into the record of the Assembly. No debate on first reading

177. The second reading shall take place immediately after the first reading and shall be limited to the purpose and general principles of the bill. Second reading

- Debate on second reading 178. When called upon by the Speaker the member introducing the bill shall move "that the bill be read a second time" and speak to the motion for no longer than thirty (30) minutes after which:
- (a) the debate shall continue until all members who wish to speak have spoken.
 - (b) members may speak for no longer than thirty (30) minutes.
 - (c) when the last member has spoken the mover shall then have a right of reply after which a vote will be taken.
- If motion defeated 179. If the motion is defeated no further proceedings shall be taken upon the bill nor may it be presented again during the meeting.
- If motion approved 180. If the motion is approved, the second reading shall be deemed to be complete when the Clerk reads the title aloud and repeated by the Speaker.
- Bill referred to Committee of the Whole House 181. After a bill has been read a second time it shall be referred immediately to the Committee of the Whole Assembly which shall consider it clause by clause, debating the detail of each clause but not general principles.
- Committee of Whole Assembly**
- Procedures in Committee of the Whole House 182. Subject to any special provisions otherwise provided for in these orders the procedures for the Committee of the Whole Assembly shall be governed by the same orders as for debate on other matters.
- Amendments 183. Amendments in committee may be moved upon written notice delivered to the Speaker before business commences on the day set down on the Notice Paper.
- Relevance 184. Amendments must be relevant to the subject matter of the original proposed ordinance and must otherwise conform to these Orders.
- Each clause debated 185. The Speaker shall call the number of each clause and each schedule in succession. If there is no debate on a clause or schedule or no amendment moved, or after any amendment has been considered and voted upon, the Speaker shall proposed the question "that the clause, or the clause as amended, stand part of the bill".
- Clauses proposed as a single group 186. If no member objects or no notice has been given of any amendment, the Speaker may call the numbers of more than one clause as a single group and propose that "the clauses as read stand part of the bill".
- Suspension of consideration 187. Consideration of a clause may be suspended until the remaining clauses of the Bill have been considered.

188. Each Member may speak up to three (3) times, for no more than five (5) minutes on each occasion, on every question put to the Committee and may move any amendment in accordance with S.O. 183 and 184. Members may speak up to 3 times

189. When every clause and schedule and any new clause or schedule has been considered the member in charge of the bill shall report bill with or without amendments to the Speaker after which the same member shall move "That the Committee report be adopted and that the bill be now read a third time." Completion of committee stage reported

Final stages of bill

190. There shall be no debate on the third reading and no amendment may be moved. Third reading

191. If the motion for adoption of a bill on the third reading is approved, the Speaker shall read out the title and the Clerk shall write at the end of the ordinance "Enacted by the Provincial Assembly" together with the date and the motion number. Conclusion of consideration of a bill

192. If the motion for adoption of a bill on the third reading is defeated no further proceedings shall be taken on the same ordinance during that meeting of the Assembly. Defeated bill not to be considered again during current meeting

193. After the Assembly has passed an ordinance the Clerk shall send certified copies to the Minister for assent under Section 30(2) of the Act. Certified copies of ordinance to be sent to Minister

194. If the Minister refuses assent the Assembly may:-

- (a) at the first reasonable opportunity debate a motion moved by the member who presented the ordinance in order to consider such amendments as may be necessary to obtain the Minister's assent,
- (b) take such other action by resolution as is deemed appropriate to the circumstances of the Minister's refusal to assent to the ordinance, and
- (c) Each member shall have the opportunity to speak on any motion under (a) and (b) above.

PART 16. FINANCIAL PROCEDURES

195. Except as otherwise set out in this Part, the procedure to be followed for the presentation, consideration and passage of any financial ordinance shall be identical to the procedures for other ordinances as set out in Part 14 of these Orders. Procedures

Debate on
financial bill

196. The Assembly shall not proceed to debate or pass any ordinance relating to income or expenditure to or from the Provincial Fund unless:

- (a) the bill is accompanied by an estimate of revenue and expenditure for the financial year to which it relates, or
- (b) the proposed ordinance is only for the first four (4) months of the financial year, is intended solely to maintain existing services and is so certified by the Provincial Minister in charge of financial matters.

Second reading

197. During the second reading, debate shall be on the financial and economic state of the Province and the general principles of the Executive's policies and administration as indicated in the bill and estimates.

Bill referred to
Committee of
Whole House

198. After the second reading, the bill and estimates shall be referred to the Committee of the Whole Assembly immediately for detailed consideration of each schedule and clause and:

- (a) The schedules to the bill shall be considered before the clauses.
- (b) In consideration of a schedule each head of expenditure or revenue shall be considered with the appropriate estimates.
- (c) When considering a schedule the Chairman shall call the title of each head in turn and put the question "The sum of \$..... stand part of the schedule".
- (d) When all the heads in a schedule have been considered the Chairman shall put a vote, without amendment or debate, the question "That the schedule stand part of the bill".
- (e) When every schedule has been voted on the Chairman shall call in turn each clause of the bill.
- (f) An amendment to an Appropriate Bill to increase or decrease revenue or expenditure shall only be moved by the Premier or the Provincial Minister of Finance.
- (g) An amendment to increase the sum allocated to any head shall take precedence over an amendment to reduce the sum.
- (h) An amendment to increase or decrease the sum allocated to a Head shall be moved in the following form, "That Head be increased or decreased by \$..... in respect of Schedule Item"
- (i) An amendment to increase or decrease the sum allocated to a Head shall not be in order unless the Sub-Head and the Item number (if any) to which the increase or reduction applies are specified.

- (j) After the bill is passed by the Assembly, certified copies of the Appropriation Bill shall be sent to the Minister for assent, and, the bill shall be summarized by each Head of Expenditure and Revenue without reference to every Sub-Head and other such detail as contained in the Estimates.

PART 17. MANDATORY STANDING COMMITTEES

199. It shall be mandatory for the Assembly to establish a Provincial Public Accounts Committee and a Provincial Co-ordinating Committee. Procedures for these committees shall be governed by the same Orders as for debate on other matters provided that where these Orders do not cover a necessary procedure the committee shall determine its own procedure.

Mandatory
Committee

Provincial Public Accounts Committee

200. The Provincial Public Accounts Committee shall meet at least four times each Provincial Financial year.

Provincial Public
Accounts
Committee

201. The Speaker in consultation with the Premier shall appoint no more than seven (7), but where the number of members does not allow this, no less than four (4) members to the Provincial Public Accounts Committee none of whom shall be executive members.

Appointment of
Members

202. Members shall be appointed for the full term of the Assembly and shall undergo training on their roles and responsibilities within six months of their appointment to the committee.

Training of com-
mittee members

203. The Provincial Public Accounts Committee shall be responsible for electing its own chair, who shall be a senior and fair-minded person should be seen to be fair-minded and respected by members of the Assembly.

Committee to
elect Chairman

204. The Provincial Public Accounts Committee shall have the following powers.

Powers of
committee

- (a) to adjourn from time to time and to meet on days other than sitting days,
- (b) to adjourn from place to place,
- (c) to send for and examine persons, papers, records and things,
- (d) to make visits of inspection within the Province and if authorised by the Assembly within the Solomon Islands,
- (e) to request the attendance and examine members of the Assembly.

Functions of
Committee

205. The functions of the Provincial Public Accounts Committee are to examine and report to the Assembly on:

- (a) the account of sums paid and received by the Executive in the current financial year under review
- (b) any draft estimates of revenue and expenditure prepared by the Executive in support of any appropriation ordinance,
- (c) the account of payments into and out of the Provincial Fund in the current financial year under review, balance sheet of assets and liabilities of the Executive,
- (d) the reasons for any under-collection of revenue and/or excess of expenditure,
- (e) any Provincial financial matter it thinks necessary to bring to the attention of the Assembly, including discrepancies or irregularities, but in doing so shall ensure that its focus is on the financial activities of the Assembly and accountability of financial performance, and shall not comment on or evaluate the content of Assembly policies,
- (f) the effectiveness of the Province's financial systems and procedures as set out in the Financial Management Ordinance and the requirements of Section 34 of the Act and where necessary make recommendations for improving financial and accounting control, and
- (g) steps taken to implement previous recommendations and may report to the Minister on any areas where it considers adequate steps have not been taken to implement its recommendations and any reasons given by the executive for its failure to implement the recommendations, and,
- (h) in regard to any inquiry may investigate any financial matter relating to any previous financial year if the matter is deemed relevant to the committee's inquiry,

Committee may
seek external
advice

206. The Provincial Public Accounts Committee may at any time seek the assistance of persons with financial qualifications as may be necessary to the carrying out of its functions.

Additional
powers of
committee

207. In addition to powers of all committees the Provincial Public Accounts Committee has specific power to call and examine public officers, Provincial Ministers, and any other person on any financial matter relating to the finances of the Provincial Government and the Province's jurisdiction.

Clerk to forward
Auditor
General's report
to committee
within seven days

208. The Clerk shall forward the Auditor General's report under Section 39(3) to the Chair of the committee within seven (7) days of its receipt by the Clerk or Provincial Secretary.

209. The Provincial Public Accounts Committee shall meet within twenty-eight (28) days to consider the Auditor General's and an analysis of that report prepared by its secretariat. Consideration of Auditor General's report
210. The committee shall prepare a detailed report thereon for the consideration of the Assembly at its next meeting. Committee prepares detailed report
211. Any report under S.O. 210 shall be forwarded immediately to the Premier for consideration by the Executive prior to the Assembly meeting and a copy shall be forwarded to the Minister. Report forwarded to Premier
212. The Provincial Public Accounts Committee shall be supported by a competent secretariat which at minimum shall comprise an executive officer and secretary, both with accountancy qualifications. Committee to have competent secretariat
213. The Executive shall ensure that adequate funds are available to fund the secretariat and may seek supplementary funding from the Ministry of Provisional Government or other external sources as may be necessary for this purpose. Funds for secretariat
214. The Committee shall submit a report to the Clerk after each meeting and where it considers a matter to be of an urgent nature shall have the power to direct the Clerk to call an additional meeting of the Assembly to consider its report. Report and power to direct additional meeting
- Provincial Coordinating Committee**
215. The Provincial Coordinating Committee has the function of co-ordinating relations between the Province and the National Government and between the Province and other Provinces. Provincial Coordinating Committee
216. The Provincial Coordinating Committee shall meet at least twice each calendar year but may meet on such other occasions as the Premier may decide. Meetings of Committee
217. The Committee shall consist of: Membership of Committee
- (a) the Premier, as chair,
 - (b) each member of the National Parliament whose constituency includes any part of the Province,
 - (c) at least one member of the Assembly appointed by the Premier for each National Parliament Member.
 - (d) at least two community representatives appointed by the Premier.
218. The Provincial Coordinating Committee shall report to the first meeting of the Assembly after it has met. Reporting to Assembly
219. Procedures for meetings of the Provincial Coordinating Committee shall be those applying to Standing and Special Committees. Procedures

PART 18. STANDING AND SPECIAL COMMITTEES

- Standing and special committees 220. In addition to the mandatory standing committees the Assembly may establish by resolution such standing or special committees as it considers necessary to consider matters or ordinances which the Assembly may refer to such committees.
- Appointment of Members 221. The Speaker, after consultation with the Premier, shall appoint the Chair and each member of a standing or special committee from the members of the Assembly.
- Terms of reference 222. A resolution to establish a standing or special committee shall state the terms of reference of the committee, the names of the members to be appointed to the committee, the powers of the committee and it is a Special Committee the final reporting date.
- Standing Committee 223. A committee appointed to consider matters covered by broad terms of reference shall be termed a standing committee and shall cease to exist upon dissolution of the Assembly in accordance with section 10 of the Act.
- Special Committee 224. A committee appointed to inquire into a specific matter shall be term a special committee and shall cease to exist on the date set down in the resolution as its final report date.
- Committee powers 225. Committee shall have the following powers,
- (a) to adjourn from time to time,
 - (b) ro adjourn from place to place,
 - (c) to send for and examine persons, papers, records and things,
 - (d) to make visits of inspection within the Province,
 - (e) to request the attendance and examine members of the Assembly,
 - (f) to meet and transact business during the sittings or any adjournment of the Assembly.
 - (g) may require evidence presented to it to be given on oath or affirmation.
- Standing Committee reports 226. Standing committees shall table a report to each meeting of the Assembly.
- Special Committee reports 227. Special Committees may table a report to each meeting of the Assembly but shall as soon as it has either completed consideration of the matter or ordinance assigned to it, or reached its final reporting date, lodge its report with the Clerk; and the committee shall then be dissolved.

228. If the Assembly is sitting the Clerk shall table a special committee report on the next sitting day after it is received however if the Assembly is not sitting the committee may recommend, with reasons, earlier release of the report and the Clerk shall, with the consent of the Speaker, make the report publicly available before it is tabled at the next meeting.

Clerk to table
Special
Committee
report

229. Standing and special committees shall observe the following procedures:

Procedure

- (a) deliberations shall be confined to the matter or matters assigned to it by the Assembly,
- (b) sitting times shall be determined by the Chair,
- (c) sittings may continue after the adjournment of a meeting of the Assembly,
- (d) the quorum of any committee shall be one more than half its members.
- (e) the Chair shall appoint a member to keep appropriate minutes of all committee proceedings, and shall appoint a member to serve as chair in the Chair's absence.
- (f) voting, divisions and debate shall proceed in the Committee in the same manner as provided by these Orders for the Assembly.

230. When consideration of the report is concluded, the Chairman shall put the question "that the report be the final report of the Committee to the Assembly."

Final report

PART 19. MISCELLANEOUS MATTERS

Committee on the Prerogative of Mercy

231. After the election of the Premier following an ordinary election the Premier, or a member designated by the Premier, shall nominate a person to serve on the Committee on the Prerogative of Mercy for the term of the Assembly pursuant to Section 45(2)(b)(ii) and (3) of the Constitution.

Nomination of
person to serve
on Committee on
the Prerogative
of Mercy

232. The nominee may resign in writing to the Premier which shall take effect from the date it is accepted by the Premier.

Nominee may
resign

233. The nomination may be withdrawn by a resolution carried by a two thirds majority of members.

Nomination may
be withdrawn

Petitions

234. Petitions from citizens of the Province may be presented to the Assembly by Members provided they are in the correct form. Sample forms of petition are attached to these Orders as Appendix 1 and 2.

Petitions to be in
correct form

Requirement as to correct form of petition

235. A petition must:
- (a) be in English or Solomon Islands pijin, or a local language where that is a common language within the Province,
 - (b) be clearly written, typed or printed,
 - (c) not have anything attached to it and not contain any alterations;
 - (d) commence with the words "To the Speaker and Members of the Guadalcanal Provincial Assembly,
 - (e) state the facts which the petitioner wish to bring to the notice of the Assembly,
 - (f) conclude with a request that the Assembly do, or not do, something or take some course of action; and the content of (c) and (d) must appear at the top of each sheet,
 - (g) each page to contain at least one signature,
 - (h) contain the name, address and original signature of each petitioner.

Member's responsibilities

236. The Member presenting a petition:
- (a) cannot be a signator,
 - (b) is responsible for ensuring that the petition is in order and must sign the front sheet to verify this,
 - (c) must lodge it with the Clerk by 12.00 noon on the day before it is to be presented.

Procedure for lodging petitions

237. The Speaker will call for petitions to be presented at the time set down in the routine of business. A member presenting a petition may briefly state the number and description of the petitioners and the subject of the petition.

No debate at time of presentation

238. No debate will be allowed upon the subject matter of any petition at the time it is presented and every petition presented is deemed to be received by the Assembly.

Notice to be given if petition to be debated

239. A Member may give notice of motion on a subsequent day that the subject matter of the petition be debated as an item of business under general business.

Member not required to present petition

240. There is no requirement for a member to present a petition to the Assembly when requested to do so.

Participation of others

Other persons may be invited to address Assembly

241. The Speaker may invite persons, not being members, to address the Assembly and may permit someone who is not an Assembly member to participate in an Assembly debate in order to give technical advice.

Admission of public and press

242. Members of the public and press shall be admitted to all sittings of the Assembly or its committees unless upon majority vote of members, or members of a committee, the proceedings are made private. Admission of public and press

243. The grounds for making proceedings private are those concerning. Grounds for private proceedings

- (a) commercial-in-confidential matters,
- (b) security of the province,
- (c) matters under police investigation when no charges have been laid.

244. The public and press may not be admitted during the election of the Premier, Speaker and Deputy Speaker. Public and Press not admitted for certain elections

245. Members of the National Parliament representing a part of the Province shall be admitted to all sittings of the Assembly or its Committees notwithstanding S.O. 2421 of this Order. Admission of certain Members of National Parliament

Integrity provisions for members

246. Members shall conduct themselves, both in public and private life so as not to: Members conduct

- (a) be in a position where their public duties conflict with their private interests.
- (b) be in a position where the fair exercise of their public or official duties are compromised.
- (c) demean the office of being a member of the Provincial Assembly of Guadalcanal Province.
- (d) have their integrity reasonably called into question, or,
- (e) endanger or diminish respect for or confidence in the Provincial Government of Guadalcanal Province.

247. No member of the Assembly may,

- (a) use the office of member for personal gain,
- (b) enter into any transaction or engage in any enterprise or activity which might be expected to give rise to doubt in the public mind as to the members compliance with the duties and responsibilities of a member of the Provincial Assembly of Guadalcanal Province.

Not use office for personal advantage

248. Every member shall lodge with the Clerk a Statement of Assets and Financial Interests for each year ending 30th June after the date of the member's election which the Speaker shall file with the Leadership Code Commission pursuant to the Leadership Code (Further Provisions) Act 1979. Members must lodge statement of financial interests

Nature of pecuniary interests

249. Interest to be included in a Statement of Assets and Financial Interests include,

- (a) real or personal property
- (b) income,
- (c) gifts,
- (d) financial or other contributions to travel,
- (e) shareholdings or other beneficial interests in corporations,
- (f) partnerships,
- (g) trusts,
- (h) positions (whether remunerated or not) held in or membership of corporations, trade unions, professional associations,
- (i) occupations,
- (j) debts,
- (k) payments of money or transfer of property to other persons,

Speaker's discretion to refuse Member's participation

250. The Speaker may at his or her discretion refuse to allow any member who has failed to lodge the required Statement for Assets and Financial Interests to vote or otherwise participate in Assembly meetings until the Speaker receives the Statement.

Clerk to maintain record of Members Interests

251. The Clerk shall maintain a Register of Statements of Assets and Financial Interest received under this Order and shall make them available for inspection by members of the public between the hours of 8am to 12.00pm and 2.00pm to 4.30pm on week days, public holidays excepted.

Declaration of financial interest in debate

252. A member must declare any direct personal pecuniary interest in any matter that is the subject of a motion before the Assembly.

Member may speak after disclosing interest

253. A member may speak and vote on any such matter, whether in the Assembly or in any Committee, subsequent to disclosing that interest.

Motion to disallow participation in debate

254. When a disclosure is made under S.O. 252 any other member may move a motion without notice to disallow the participation of the interested member in the matter under consideration.

Speaker's discretion to put motion

255. The Speaker shall have discretion whether or not to put a motion moved under S.O. 254 to a vote and in exercising such discretion the Speaker shall take into consideration.

- (a) the nature of the question upon which a vote is to be taken,
- (b) whether the interest therein of the member whose vote is challenged is direct and pecuniary and not an interest in common with the rest of the inhabitants of the province.

256. If the Speaker determines that the motion for disallowance of a member's participation in the debate is to be put to a vote, the member concerned may be heard in his/her place before the vote is taken but shall, if the motion is carried, withdraw from the Assembly for the duration of the debate and any vote on the question.

Debate is
disallowance

257. If it is discovered after a vote that a member who voted held a pecuniary interest in the motion any member may move without notice to disallow that member's vote on the ground of non-disclosure of his personal pecuniary interest. The Speaker shall have the same discretion specified in S.O. 255.

Non disclosure
of interest during
debate

258. If a motion for the disallowance of a member's vote is carried, the Speaker shall direct the Clerk to alter the numbers voting in the original division.

Voting record to
be corrected

Repeal of previous standing orders

259. All prior standing orders are repealed in their entirety upon a resolution that the Assembly adopt these orders.

Repeal of
previous standing
orders

APPENDIX 3

FORM OF MOTION FOR ESTABLISHMENT OF A STANDING OR SPECIAL COMMITTEE

- 1 *(insert name of member moving motion) move*
1. That a standing (or special) committee be appointed to inquire into and report on
(insert subject of inquiry)
2. That the committee consist of seven members being:
(list members)
3. That the Chair of the committee be elected by the committee.
4. That the Chair shall appoint a member to serve as chair in the Chair's absence and a member to keep appropriate minutes of all committee proceedings.
5. That four members will constitute a quorum.
6. That the committee has the following powers:
- a) to adjourn from time to time and place to place and to make visits of inspection within the Province,
 - b) to send for and examine persons, papers, records and things,
 - c) to request the attendance and examine Assembly members,
 - d) to meet and transact business during the sittings or any adjournment of the Assembly.
 - e) to require evidence presented to it to be given on oath or affirmation
7. That the committee report to each meeting of the Assembly (or for a Special Committee by *(insert date.)*)

Signature: Date:
(Member moving motion)

PASSED by Resolution of the Guadalcanal Provincial Assembly this twenty-seventh day of February 2013.

Dated at Honiara this fifth day of March, 2013.

ABEL ARAMBOLA
Guadalcanal Provincial Assembly

Honiara, Solomon Islands
Printed under the authority of the
Solomon Islands Government
Printed by Pacific Printers Limited.