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[1999

INDEPENDENT STATE OF PAPUA NEW GUINEA

MODEL STANDING ORDERS AND RULES OF DEBATE FOR LOCAL-LEVEL GOVERNMENTS

I, Dibara Yagabo, Minister for Provincial and Local Government Affairs, by virtue of the powers conferred by Section 18 of the *Local-level Governments Administration Act 1997* and all other powers me enabling, hereby publish the following to be the Model Standing Orders and Rules of Debate for Local-level Governments:-

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INDEPENDENT STATE OF PAPUA NEW GUINEA

MODEL STANDING ORDERS AND RULES OF DEBATE

PART I - PRELIMINARY

1. INTERPRETATION

In these Standing Orders, unless the content otherwise requires or some other meaning is clearly indicated -
"chief executive officer" means:-

Model Standing Orders and Rules of Debate for Local-level Governments—continued

- (a) the District Administrator appointed under Section 73 of the Organic Law; or
- (b) a person or officer appointed by the District Administrator to perform duties as chief executive officer under these Standing Orders in relation to the Local-level Government;

"committee" means:-

- (a) a committee referred to in Section 17 and constituted in accordance with Section 25 of the Act; and
- (b) includes a Joint Committee;

"deputy head of the Local-level Government" means:-

- (a) a Deputy Lord Mayor; or
- (b) a Deputy Mayor; or
- (c) a Vice President;

"head of the Local-Level Government" means:-

- (a) a Lord Mayor; or
- (b) a Mayor; or
- (c) a President

"Local-level Government" means Local-level Government established in accordance with the Organic Law;

"Minister" means the Minister for Provincial and Local Government Affairs;

"Organic Law" means the Organic Law on Provincial Governments and Local-level Governments;

"the Act" means the *Local-level Government Administration Act 1997*

2. COUNCILLORS' ROLL

A councillors' Roll shall be kept by the chief executive officer showing the name of the Councillor elected for each ward and the name of the appointed Councillor and the dates of their election or appointment and their ceasing to be a Councillor.

3. RECORD OF ATTENDANCE

The attendance of the Councillors at each sitting shall be recorded by the chief executive officer in a book kept for that purpose.

4. SCHEDULE OF MEETINGS

A copy of the meeting schedule shall be distributed by the chief executive officer to all Councillors, Local-level Government Advisers, District Administrators and other persons or bodies as determined by the Local-level Government, and a copy of the schedule shall be displayed at the Local-level Government Chambers.

5. AGENDA FOR MEETINGS

The chief executive officer shall, with the approval of the head of the Local-level Government, prepare the agenda for all meetings of the Local-level Government and its committees and shall circulate copies of the agenda together with the minutes of the previous meeting, whenever possible, prior to the next meeting.

6. NOTICE PAPER

The chief executive officer shall before each sitting give to each Councillor a Notice Paper showing the matters to be brought before the Local-level Government.

7. MINUTES

(1) Minutes of the proceedings of all meetings of the Local-level Government and of committees of the Local-level Government, including the names of all Local-level Government Councillors present at any such meetings, shall be prepared and entered in a book to be kept for the purpose, and shall be signed at the next ensuing meeting of the Local-level Government or a committee, as the case may be, by the person presiding at the meeting.

Model Standing Orders and Rules of Debate for Local-level Governments—continued

(2) Minutes purporting to be signed in accordance with Subsection (1), or an extract from the Minute Book purporting to be certified in writing under the hand of the chief executive officer to be true copy of an entry in the Minute book, shall be received in evidence without further proof.

(3) Until the contrary is proved, a meeting of the Local-level Government or of a committee, in respect of the proceedings of which Minute has been made and signed in accordance with this section, shall be deemed to have been duly convened and held, and all Councillors present at that meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a committee, the committee shall be deemed to have been duly constituted and to have a power to deal with the matters to which reference is made in the Minute.

(4) The chief executive officer is responsible for the safe custody of the Minutes of proceedings, records of the Local-level Government and all documents presented to the Local-level Government.

PART II - INAUGURAL MEETING AND RELATED MATTERS**8. CALLING OF FIRST MEETING AFTER A GENERAL ELECTION**

(1) The Minister shall, by notice published in the Local-level Government Gazette, after the date fixed for the return of writs for the general election, fix the time and date on which the Local-level Government shall meet for the first time after the general elections.

(2) The date fixed under Subsection (1) shall be not more than 15 days after the date fixed for the return of the writs for the general elections.

9. SWEARING-IN OF THE COUNCILLORS

(1) On the first day of the meeting of the Local-level Government for dispatch of business after a general election, all elected Councillors shall assemble in the chamber at the appointed time.

(2) The chief executive officer shall read the Local-level Government Gazette notification calling the Local-level Government together.

(3) The writs or copies of the writs for election of each elected Councillor shall be presented by the chief executive officer, and the Councillor shall then be sworn, or make affirmation, as prescribed in the Act, before a judge, magistrate or a Commission of Oaths.

10. ELECTION OF THE HEAD OF THE LOCAL-LEVEL GOVERNMENT

(1) The Local-level Government shall then elect one of its Councillors to be the head of the Local-level Government, and the chief executive officer shall act as the chairman for the purposes of the election.

(2) The election of the head of the Local-level Government shall be by secret ballot, however, if only one person is nominated and seconded for the office, the chief executive officer shall declare him elected as the head of the Local-level Government.

(3) Where more than one person is nominated and seconded, the election shall be conducted by secret ballot in accordance with the procedure set out below:-

- (a) If more than one person is nominated as the head of the Local-level Government, the chief executive officer shall, after the second nomination is made and seconded, as "Is there any further nominations", and if there is no further nominations, the chief executive officer shall say "The time for nominations has expired";
- (b) Where only two persons are nominated and seconded, each Councillor shall deliver to the chief executive officer a ballot paper in writing, containing the name of the person for whom he votes and the votes shall be counted by the chief executive officer, and the person who has the greater number of votes shall be declared, by the chief executive officer, elected as the head of the Local-level Government.
- (c) Where more than two persons are so nominated and seconded, the votes shall be taken in like manner, and the person who has the greatest number of votes shall be declared elected the head of the Local-level Government.

Model Standing Orders and Rules of Debate for Local-level Governments—continued

- (d) If by reason of equality of votes a ballot is rendered inconclusive the chief executive officer shall so declare, and unless by a withdrawal another ballot is rendered unnecessary, he shall cause such other ballot to be taken. If after the counting of the votes, the equality continues he shall so declare. Thereupon the chief executive officer shall adjourn the meeting for one hour and when the meeting resumes the votes shall be taken again, unless this is rendered unnecessary by a withdrawal;
- (e) If having followed all the procedures set out above, by reason of equality of votes, a ballot is still rendered inconclusive, the chief executive shall decide the issue by drawing lots.
- (f) At any time after the result of the first ballot is declared, but before the commencement of the second or other subsequent ballots, a person may withdraw his name from the election which shall then proceed as if he had not been nominated. If a withdrawal leaves only one person remaining, that person shall without further voting, be declared by the chief executive officer, to be elected as the head of the Local-Level Government.

PART III - OTHER MEETINGS**11. OTHER MEETINGS OF THE LOCAL-LEVEL GOVERNMENT**

(1) A Local-level Government shall meet not less frequently than once every three months for the transaction of general business, at such time and place as is determined by the Local-Level Government or by the head of the Local-level Government.

(2) The head of the Local-level Government shall convene a meeting of the Local-level government within 14 days of receiving written request from not less than one third of the total number of members of the Local-level Government, or within 14 days of receiving a written request from the chief executive officer.

(3) The head of the Local-level Government may, after giving seven days written notice to all Councillors or may after giving seven days written notice to the chief executive officer, convene a meeting of the Local-level Government.

(4) Subject to Subsection (5), a meeting of the Local-level Government shall be open to the public and to representatives of the press, unless the Local-level Government for any special reason otherwise resolves at the meeting.

(5) The Chairman at a meeting of a Local-level Government may:-

- (a) exclude or require to withdraw from the meeting, a person who in his opinion, is behaving in a disorderly manner; and
- (b) call upon a member of the Police Force or a Local-level Government Officer to eject any such person refusing to withdraw from the meeting or any other person refusing to withdraw in accordance with a resolution under the Subsection (4).

12. ORDINARY GENERAL MEETINGS OF THE LOCAL-LEVEL GOVERNMENT

The date, time and place of all ordinary general meetings, of the Local-level Government shall be determined at the last ordinary general meeting in each calendar year.

13. CHAIRMAN AT MEETINGS OF THE LOCAL-LEVEL GOVERNMENT

Subject to these Standing Orders the head of the Local-level Government, or, in his absence, the deputy head of the Local-level Government shall preside at all the meetings of the Local-level Government.

14. ELECTION OF CHAIRMAN IN ABSENCE OF THE HEAD AND DEPUTY HEAD

In the absence of the head of the Local-level Government and of the deputy head of the Local-level government, the chief executive officer of the Local-level government shall act as Chairman while the Councillors present elect one of their Councillors to preside for the purpose of the meeting and, in such case, the election shall be given precedence over all other business.

15. QUORUM AND VOTING AT MEETINGS

(1) Subject to Subsection (2), one half of the total membership of the Local-level Government constitutes a quorum for the transaction of business at a meeting of the Local-level Government.

Model Standing Orders and Rules of Debate for Local-level Governments—continued

(2) Where a meeting of the Local-level Government is convened and, at the expiration of a period one hour after the time determined for the meeting, a quorum is not present, the meeting shall stand adjourned for such time, not being less than one day nor more than one week, as the Chairman determines and at the time and in the same place as was determined for the original meeting, when the Councillors then and there present shall constitute a quorum.

(3) Subject to Subsection (4), all acts of the Local-level Government and all questions and matters coming before the Local-level Government for decision shall be done and decided by majority of the votes of the Councillor, present and voting.

(4) The Chairman of the Local-level government has a deliberative and, in the event of an equality of votes on a matter, also a casting vote.

16. LEAVE OF ABSENCE

A Councillor who is unable to attend any ordinary general meeting of the Local Level Government shall, prior to or not later than the date of the meeting, by himself or some other person, apply either orally or in writing to the Chairman for leave of absence.

PART IV - COMMITTEES**17. COMMITTEES**

(1) In accordance with Section 25 of the Act, the Local-level Government may, from time to time, appoint and dissolve committees for any general or special purpose which in the opinion of the Local-level Government would be better regulated and managed by committees, and may delegate to a committee so appointed, with or without restrictions or conditions as the Local-level Government thinks proper, any power conferred on the Local-level Government by the Organic Law, the Act or any other law in force, other than:-

- (a) the power to enact legislation; or
- (b) the power to borrow money; or
- (c) the power to impose or levy taxes, rates, charges or fees; or
- (d) the power to enter into contracts.

(2) No act of a committee is binding upon the Local-level Government until submitted to and approved by the Local-level Government, except where a Local-level Government has, by resolution, authorised a committee to manage, regulate or conclude a matter.

(3) The number of members of a committee, the term of office of members and the parts of the Local-level Government area (if any) within which a committee may exercise authority shall be as determined by the Local-level Government.

(4) The Chairman of a committee shall be a Councillor appointed by the Local-level Government and in default or any such appointment, by the members of the committee from amongst their own number.

(5) The members of a committee may appoint a Deputy Chairman from amongst their own number.

(6) Every member of a committee is entitled to vote and shall be counted towards a quorum at any meeting of the committee.

(7) A member of a committee who, at the time of this appointment is a Councillor shall, upon ceasing to be a Councillor, cease to be a member of that committee.

(8) The quorum at the meeting of a committee shall be one half of the total membership of the committee.

(9) Meetings of a committee shall be held at such times and places as the Local-level Government or the committee determines.

18. DISQUALIFICATION FROM MEMBERSHIP OF COMMITTEES

A person who is not qualified to be Councillor, is not qualified to be a member of a committee.

19. FAILURE TO ATTEND COMMITTEE MEETINGS

A member of a committee who fails to attend three consecutive meetings of the committee, without having obtained leave of absence in accordance with Standing Order 20 shall, cease to be a member of the committee.

Classification of Publication (Censorship) Act 1989

NOTIFICATION OF CLASSIFICATION DECISIONS ON PUBLICATIONS (INCLUDING FILMS)

I, Martin Tabel, Chief Censor, by virtue of the powers conferred by Sections 38 and 53 of the *Classification of Publication (Censorship) Act, 1989* and all other powers me enabling, hereby notify that the following publications (including films) have been awarded classification for publishing (including selling, offering for sale, letting on hire, exhibiting, screening, displaying, distributing or advertising) pursuant to the *Classification of Publication (Censorship) Act 1989* specified in the Schedule hereto commencing on and from the date of publication of this notice in the *National Gazette*.

SCHEDULE

Title	Producer	Country of Origin	Leagh
"G"—For General Exhibition			
Belle's Magical World	Bob Line	USA	68 Minutes
Hum Appke Hain Koun	K. K. Barjatya	India	135 Minutes
Jetsons, The	William Hanna	USA	30 Minutes
Outer Limits: The Special One	Joseph Stefano	USA	52 Minutes
Patch Adams	Berry Kem	USA	109 Minutes
Snow Riders 2	Kurt Miller	USA	30 Minutes
Sweatin To The Oldies 2	TJ Knowles	USA	65 Minutes
Thumbelina	Jim Terry	USA	80 Minutes
Trials of Life, The	Keenan Smart	USA	50 Minutes
"PGR"—for Parental Guidance Required			
Farewell China	Anthony Chow	China	96 Minutes
Freddie Starr	David M. Chan	UK	50 Minutes
Fire	Bobby Bedi	India	105 Minutes
Home Fries	Mark Johnson	USA	90 Minutes
Madeline	Saul Cooper	USA	89 Minutes
Paranoia	Eli Kabillio	USA	90 Minutes
Purgatory	D. Schneider	USA	100 Minutes
Terminal Velocity	Scott Kroopf	USA	102 Minutes
Traitor's Heart	Nicci Perrow	USA	92 Minutes
Under Pressure	Chris Chesser	USA	84 Minutes
Wind and the Lion, The	Herb Jaffe	UK	120 Minutes
"M"—for Mature Audience			
Captive	Jacques Methé	USA	90 Minutes
City of Blood	Anant Singh	USA	120 Minutes
Dead Bolt	Tom Berry	USA	90 Minutes
Fred	F. Hamel	France	81 Minutes
Freefall	G. Mitchell	USA	90 Minutes
Gingerbread Man, The	J. Tannenbaum	USA	114 Minutes
Gloria	G. F. Obe Kugh	USA	104 Minutes
I. D.	Sally Hibbin	USA	103 Minutes
Operations Billionaries	N/S	China	102 Minutes
Pay Back	Bruce Dave	USA	95 Minutes
Pecker	John Fiedler	USA	100 Minutes
Phantoms	J. Soisson	USA	96 Minutes
Prophet, The	Ed Raymond	USA	120 Minutes
Red Shield	P. Merdu Sdn	China	100 Minutes
Slugs	Jose A. Escriva	USA	100 Minutes
TNT	Patrick Choi	USA	88 Minutes
Uniform Fan, The	N/S	China	98 Minutes
Velocity Trap	C. McIntire	USA	82 Minutes
Will T Snow For Christmas	H. Balsin	French	91 Minutes
"R"—for Restricted Audience			
Dream Lover	S. Sighvatsson	USA	103 Minutes
Escape From Absolom	G. A. Hurd	USA	90 Minutes
Extreme Crisis	Bruce Law	China	85 Minutes
Lettal Weapon 3	R. Donner	USA	113 Minutes
No Code of Conduct	Avi Lerner	USA	90 Minutes
Progeny	N/S	USA	100 Minutes

Notification of Classification Decisions on Publications (Including Films)—*continued*Schedule—*continued*

Title	Producer	Country of Origin	Length
"RC"—for Refused Classification			
Hurly Burly	N/S	USA	123 Minutes
Jane Street	Hans Ritter	USA	94 Minutes
Misled	Zeke Gonzales	USA	120 Minutes
Plump Fiction	Gary Binkow	USA	79 Minutes
Sub Species IV: Blood Storm	V. Paunescu	USA	80 Minutes

Dated this 28th day of February, 1999.

M. TABEL,
Chief Censor.*Classification of Publication (Censorship) Act 1989*

NOTIFICATION OF CLASSIFICATION DECISIONS ON PUBLICATIONS (INCLUDING FILMS)

I, Martin Tabel, Chief Censor, by virtue of the powers conferred by Sections 38 and 53 of the *Classification of Publication (Censorship) Act, 1989* and all other powers me enabling, hereby notify that the following publications (including films) have been awarded classification for publishing (including selling, offering for sale, letting on hire, exhibiting, screening, displaying, distributing or advertising) pursuant to the *Classification of Publication (Censorship) Act 1989* specified in the Schedule hereto commencing on and from the date of publication of this notice in the *National Gazette*.

SCHEDULE

Title	Producer	Country of Origin	Length
"G"—For General Exhibition			
Africa's Elephant Kingdom	M. Caulfield	Africa	91 Minutes
Fraggle Rock: Beginnings	D. Kenworthy	UK	30 Minutes
Fraggle Rock: Reds Club	L. S. Markin	UK	30 Minutes
Saintly Switch, A	Jain Paterson	USA	101 Minutes
VH1 Divas Live	Sean Murphy	UK	80 Minutes
Vulcan	C. H. Santiago	USA	90 Minutes
"PGR"—for Parental Guidance Required			
Afraid Of Nothing: Jobless King, The	Li Kuo Hsing	China	108 Minutes
Crow 3: Stairway To Heaven	Gordon Mark	USA	90 Minutes
Cruel Intentions	Neal H. Mortiz	USA	90 Minutes
Efficiency Expert, The	R. Brennan	Australia	180 Minutes
Eight Heads In a Duffle Bag	Brad Kreyov	USA	130 Minutes
Eruption	Roger Corman	USA	100 Minutes
Fury With 12345X	—	—	—
Office Space	M. Rotenberg	USA	82 Minutes
Other Sister, The	M. Isrovich	USA	126 Minutes
Playing by Heart	Willard	USA	101 Minutes
Pleasant Ville	N/S	N/S	118 Minutes
RPM	Thomas Hedman	USA	120 Minutes
Striking Poses	Bora Bulasic	USA	95 Minutes
Selma Lord Selma	C. Seitz	USA	92 Minutes
Simon Birch	L. Mark	USA	109 Minutes
Tactical Assault	Brad Kreyov	USA	97 Minutes
Theory of Flight, The	Helena Spring	USA	99 Minutes
Varsity Blues	Tova Laiter	USA	99 Minutes
Washington Square	Roger Birnbaum	USA	116 Minutes
You've Got Mail	Nora Ephron	USA	100 Minutes
"M"—for Mature Audience			
Affliction	Linda Reisman	USA	98 Minutes
Ambushed	Dave Thomas	USA	110 Minutes
Amy	David Parker	Australia	104 Minutes

Notification of Classification Decisions on Publications (Including Films)—*continued*Schedule—*continued*

Title	Producer	Country of Origin	Length
"M"—for Mature Audience—<i>continued</i>			
Analyze This	D. Weinstein	USA	103 Minutes
Arrival II	C. Castravelli	USA	105 Minutes
Children Of The Corn Field of Terror	J. Geoffray	USA	93 Minutes
8mm Eight Millimeter	N/S	USA	87 Minutes
Fascination Amour	Albert Yeung	China	102 Minutes
Federal Hill	M. Corrente	USA	100 Minutes
For Hire	Pieter K	USA	87 Minutes
Jaw Breaker	Lisa Tornell	USA	85 Minutes
Killer Eye, The	Sky Sharp	USA	65 Minutes
Lansky	Fred Caruso	USA	103 Minutes
Message In a Bottle	N/S	USA	93 Minutes
Monument Ave	J. Stillerman	USA	93 Minutes
Murder Cycle	K. E. Hansen	USA	78 Minutes
My Teacher's Wife	Robert N. Fried	USA	100 Minutes
Route 9	Brad Krevoy	USA	105 Minutes
Safe Men	A. Haughman	USA	85 Minutes
Shades Of Love	S. Harding	USA	180 Minutes
Simple Plan, A	M. Polaire	Australia	116 Minutes
Sweepers	Danny Lerner	USA	97 Minutes
Thin Red Line, The	N/S	Solomon	165 Minutes
Wild Man Blues	J. Doumanian	USA	105 Minutes

"R"—for Restricted Audience

From Dusk Till Dawn 2	G. Nunnari	USA	82 Minutes
Renegade Force	A. Schechter	USA	84 Minutes
Twin Town	Peter McAleese	USA	111 Minutes
Timelock	J. Eyres	USA	95 Minutes
Zoo Cigarettes	N/S	USA	92 Minutes

"RC"—for Refused Classification

Another Day In Paradise	Steven Chin	USA	100 Minutes
Strangeland	Javid C. Bushell	USA	100 Minutes

Dated this 31st day of March, 1999.

M. TABEL,
Chief Censor.

*Land Act (Chapter 185)***LAND AVAILABLE FOR LEASING****A. APPLICANT:**

Applicants or Tenderers should note—

1. Full name (block letters), occupation and address;
2. If a Company, the proper Registered Company name and address of the Company representative;
3. If more than one person, the tenancy desired and, if tenancy in common, the division of shares.

Applicants or tenderers should note—

4. That a lease cannot be held in a name registered under the *Business Names Act* only; and
5. That in the case of death in joint tenancy, the deceased partner's interest vests in the surviving partner and, in the case of tenancy in common, the deceased partner's interest vests in his estate.

B. TYPE OF LEASE:

Leases provided for are Business, Residence, Pastoral, Agricultural, Mission, Special Purposes and Town Subdivision Leases. With the exception of Town Subdivision Leases, State Leases may be granted for a maximum period of 99 years. Town Subdivision Leases have a maximum duration of 5 years.

Applicants should note that, in the case of town land the purpose of the lease must be in accordance with the zoning as declared under the *Town Planning Act*.

C. PROPOSED PURPOSES, IMPROVEMENTS, ETC:

The applicant or tenderer should provide fullest details (on attachment if necessary) of his proposal for the lease including information on—

1. Financial status or prospects;
2. Details of other land holdings in Papua New Guinea including approximate value of improvements to these holdings;

Land Available for Leasing—*continued*

3. Approximate value and type of proposed improvements to the land applied for;
4. Experience and abilities to develop the land;
5. Any other details which would support the application.

D. DESCRIPTION OF LAND:

To be used only in NOT in response to an advertisement. A brief description giving area and locality is required. A sketch plan should be provided on an attachment. Where possible the land parcel should be identified on a map published by the Lands Department.

In the case of Tenders or an advertisement of land available for leasing the description is to be inserted in the column provided under the heading "Tender or Land Available Preference".

E. TENDER OF LAND AVAILABLE PREFERENCE:

The preference should be clearly indicated. In cases where there are more than 20 preferences the additional preferences may be shown on attachment. The "Description" should give the Lot and Section number or the Portion number as shown in the *Gazette*. The "Amount Offered" column need only be completed in the case of tenders.

F. TENDERERS:

Tenderers should take particular note that a tender for an amount less than the reserve price is invalid and shall not be considered. The successful tenderer will be required to pay the full amount of the tender.

G. TOWN SUBDIVISION LEASES:

In addition to the requirements of the relevant sections above, an applicant or tenderer for a Town Subdivision Lease shall submit:

- (i) A preliminary proposal for the subdivision
- (ii) A preliminary sketch plan of the proposed subdivision
- (iii) Provisional proposals for subdivision surveys and installation of roads and drainage.

H. FEES:

1. All applications or tenders must be accompanied by a Registration of Application Fee. These are as follows:

	K	K
(i) Town Subdivision Lease	500.00	(v) Leases over Settlement land (Urban & Rural)
(ii) Residential high covenant	50.00	(vi) Mission Leases
(iii) Residential low-medium covenant	20.00	(vii) Agricultural Leases
(iv) Business and Special Purposes	100.00	(viii) Pastoral Leases
		10.00

2. Following the grant of the lease, an additional fee of K50 (preparation of lease fee), and if surveyed, the survey fee as prescribed and, in the case of tender, the amount of the tender shall be payable within two months from the date of grant, i.e. from the date of gazettal of the recommended lease holder in the *PNG National Gazette*.
3. If not-surveyed, the payment of survey fee may be deferred until survey.

NOTE: If more than one block is required an additional Application Fee for each additional block must be paid.

I. GENERAL:

1. All applications must be lodged with the Secretary of Lands;
2. All applications will be considered by the Land Board at a date which will be notified to the applicant and in the *National Gazette*.

(Closing date:—Tender closes at 3.00 p.m. Wednesday, 12th May, 1999)

TENDER No. 19/99—CITY OF PORT MORESBY—NATIONAL CAPITAL DISTRICT—(SOUTHERN REGION)

RESIDENTIAL (HIGH COVENANT) LEASE

Location: Allotment 1, Section 4, Boroko.

Area: 0.1353 Hectares.

Annual Rent 1st 10 Years: K5 400.

Reserve Price: K64 800.

Improvements and Conditions: The lease shall be subject to the following conditions:

- (a) Survey;
- (b) The lease shall be used bona fide for Residential (High Covenant) purposes;
- (c) The lease shall be for a term of Ninety-Nine (99) years;
- (d) Rent shall be reassessed by the due process of law;
- (e) Improvements being buildings for Residential (High Covenant) purposes to a minimum value of one hundred and ten thousand kina (K110 000) shall be erected on the land within 3 years from the date of registration of the title and these or similar improvements to the same minimum value shall be maintained thereon in good repair during the currency of the lease;
- (f) Excision of easements for electricity, water, power, drainage and sewerage reticulation

Note: The reserve price is the minimum amount which will be accepted for tender. This amount or any higher amount offered will have to be paid by the successful applicant prior to the issue of lease.

Copies of Tender No. 19/99 will be displayed on the Notice Boards at the National District Commission, Waigani and Central Province, Konedobu, NCD.

Copies of Tender will be displayed on the Notice Board at Dept of Lands on the 2nd Floor of Aopi Centre, Waigani Drive.

Model Standing Orders and Rules of Debate for Local-level Governments—continued**20. LEAVE OF ABSENCE**

A member of the committee who is unable to attend any committee meeting shall, prior to or not later than, the date of the meeting, by himself or some other person, apply either orally or in writing to the Chairman of the committee for leave of absence.

PART V - RULES OF DEBATE**21. ORDER OF BUSINESS**

(1) Except where the Local-level Government on the ground of urgency or for other special reason varies the order of business in accordance with Subsection (2), the order of business at each meeting of the Local-level Government shall be as follows:-

- (a) Prayer reading and recital of the National Pledge;
- (b) To read and approve the minutes of the last meeting of the Local-level Government, however if a copy has been circulated to each Councillor the minutes shall be taken as read;
- (c) Presentation of petitions;
- (d) To dispose of business (if any) arising from the last meeting;
- (e) To receive inward and outward correspondence as the Chairman may wish to lay before the Local-level Government;
- (f) To deal with any recommendation or direction made by the Minister;
- (g) To dispose of any other business arising from correspondence;
- (h) To make appointments or fill vacancies on committees;
- (i) To receive or consider minutes or reports of committees;
- (j) To receive financial reports and any other reports from the chief executive officer or other officers of the Local-level Government;
- (k) To authorise the signing of orders for payment, if required;
- (l) To authorise the use of the Common Seal;
- (m) To consider notices of motion on such orders as the Chairman may direct;
- (n) Any other business.

(3) A motion to vary the order of business on the ground of urgency, or other special reason may be proposed by any Councillor and, after being seconded, it shall be put to the vote without discussion.

22. PETITIONS

(1) A Councillor may move that a petition presented in accordance with Standing Order 23 be read but in moving shall confine himself to:-

- (a) a brief statement of the persons from whom the petition comes; and-
- (b) the number of signatures attached to the petition; and
- (c) the material allegations contained in the petition; and
- (d) the reasons and the type of remedy asked by the petition.

(2) If the motion referred to in Subsection (1) is carried, the chief executive officer shall read the petition.

(3) On the presentation of a petition, no debate on or relating to it shall be allowed, but if the Local-level Government so resolves, it shall be referred to a committee.

(4) Where a petition is referred to a committee, a person whose rights or interests may be affected by the proposed action to which the petition relates, may be heard by the committee either in person or by a person acting on his behalf.

23. PRESENTATION OF PETITIONS

(1) A petition may be presented to the Local-level Government by a Councillor.

(2) Every petition shall:-

- (a) be respectful, decorous and temperate in its language, and shall not contain irrelevant statements; and
- (b) be lodged with the chief executive officer at least one hour before the commencement of the meeting of the Local-level Government at which it is proposed to be presented; and

Model Standing Orders and Rules of Debate for Local-level Governments—continued

- (c) when presented to the Local-Level Government shall bear the chief executive officer's certificate that it conforms with these Standing Orders.

24. CONDUCT OF DEBATE

A motion or an amendment of a motion shall be proposed and seconded before the same is discussed and it shall, if required by the Chairman be reduced to writing and handed to him before it is further discussed or put to the meeting.

25. ORDER OF TURN

When speaking at a meeting a Councillor shall stand and address the Chairman, but if two or more Councillors rise, the Chairman shall decide the order in which they shall speak.

26. CONDUCT OF SPEECH

A Councillor shall direct his speech to the question under discussion or to an explanation or to a question or order.

27. RESTRICTION ON FREQUENCY OF SPEECH

A Councillor shall not speak more than once on any motion or amendment, except on a point of order or in personal explanation or a material part of a previous speech by him at the same meeting which may have been misunderstood or in exercise of the right to reply.

28. QUESTIONS

(1) A Councillor desiring to ask question shall give notice of the question by, giving a written copy of it to the chief executive officer, or advising the chief executive officer orally prior to the commencement of the meeting at which he intends to ask the question.

(2) With the leave of the Local-level Government, a question may be asked without notice.

(3) Question must comply with the following conditions:-

- (a) a question shall not contain any name or statement unless the name or statement is strictly necessary to make the question intelligible;
- (b) if a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;
- (c) a question must not contain any argument, inference, imputation or ironical expression;
- (d) a question cannot be asked or debated unless they are strictly not hypothetical in nature;
- (e) a question shall not be asked relating to the character or conduct of any person except in his official or public capacity;
- (f) a question reflecting on the character or conduct of a person whose conduct can only be challenged on a substantive matter shall not be asked;
- (g) a question making or implying a charge of a personal character shall be disallowed.

(4) The Chairman may direct that the language of a question be changed if it seems to him to be unbecoming or not in conformity with the dignity of the Local-Level Government.

29. ANSWERS

In answering a question a Councillor shall not debate the subject to which it refers.

30. POINTS OF ORDER

A Councillor may draw attention to a matter of order suddenly arising and the Chairman shall forthwith rule on the point.

31. CHAIRMAN'S RULING TO BE FINAL

The Chairman's ruling on a point of order is final and not open to discussion.

32. CONDUCT UN-BECOMING

A Councillor shall not impute improper motives to or make personal reflections on another Councillor.

Model Standing Orders and Rules of Debate for Local-level Governments—continued**33. INTERRUPTIONS**

A Councillor shall not otherwise interrupt another Councillor, however if the Chairman rises during a debate the Councillor interrupted when speaking or standing shall cease speaking and resume his seat until such time as called upon by the Chairman.

34. PROPOSAL OF MOTIONS

The proposer of a motion shall have a right of reply on the floor of the debate immediately before the vote, and if amendments are proposed he shall be entitled to reply at the close of the debate on each amendment.

35. RIGHT TO REPLY

(1) A Councillor exercising a right shall confine himself to answering points raised by previous speakers and shall not introduce new matters.

(2) The Chairman's decision as to what may constitute a new matter is final.

(3) After every reply a decision shall be taken without further discussion.

36. VOTING

Voting shall be by show of hands of all Councillors present and entitled to vote.

37. COUNCILLORS NOT TO VOTE ON CERTAIN MATTERS

(1) A Councillor who is a party to, or has direct or indirect interest in, a contract made by or on behalf of the Local-level Government, shall not take part in a discussion on a matter, or vote on a question in the Local-level Government, where the matter in question refers directly or indirectly to or to the subject matter of the contract.

(2) All questions concerning the application of Subsection (1) shall, subject to any directions given by the Minister in a particular case, be decided by the Local-level Government, and contravening of that subsection does not affect the validity of anything done by the Local-level Government.

PART VI - MOTIONS OF NO CONFIDENCE**38. MOTION OF NO CONFIDENCE**

A motion of no confidence may be moved without notice and shall comply with the requirements of Section 12 (4) and (5) of the Act, and shall be:-

- (a) in writing; and
- (b) seconded by one Councillor

39. NOTION OF MOTION

(1) The proposer of the motion shall physically serve a signed copy of the motion on the chief executive officer.

(2) The chief executive officer shall, as soon as is practicable, after the receipt of the motion under Subsection (1), make or cause to be made, sufficient copies of the motion and shall ensure that each Councillor is given a copy of the motion at least 10 clear days from the motion is considered by the Local-Level Government.

(3) For the purposes of Section 12 (4)(a)(ii) of the Act, the 14 days notice commences on the day after the day the motion is served on the chief executive officer under Subsection (1).

40. AMENDMENT OF MOTION

(1) A motion of no confidence may not be amended except by substituting, the name of the Councillor nominated as the next head of the Local-level Government, with the name of another Councillor.

(2) An amendment of motion of no confidence shall be seconded and passed by a two-thirds absolute majority including the appointed Councillors.

41. MOTION TO BE GIVEN PRIORITY

A motion of no confidence shall be the first matter for consideration after any formal business.

Model Standing Orders and Rules of Debate for Local-level Governments—continued**42. VOTING**

Voting in relation to a vote of no confidence shall be secret ballot.

PART VII - MAKING OF LAWS**43. FORM OF LAW**

A law of the Local-level Government shall be in such form as approved by the Minister.

44. DELIVERY OF COPY OF LAW TO CHIEF EXECUTIVE OFFICER

Where a member wishes to introduce a law he shall deliver, or cause to be delivered, to the chief executive officer a copy of the proposed law.

45. PUBLICATION AND CIRCULATION OF LAWS TO COUNCILLORS

(1) Subject to Subsection (2), the chief executive officer shall, as soon as is practicable, after the receipt of a copy of a proposed law, arrange for sufficient copies of the proposed law to be made available for circulation to the Councillors, and each Councillor shall be given a copy of the law at least 14 clear days before a proposed law is considered by the Local-level Government.

(2) The period of 14 days referred to in Subsection (1) may be abridged by the Local-level Government.

46. NOTICE OF INTENTION TO MAKE LAWS

Where the Local-level Government proposes to make a law, it shall cause a notice of its intention to make that law to be published in a newspaper or other publication circulating in the Local-level Government area at least 14 clear days before the law is considered by the Local-level Government.

47. DEBATE ON THE PROPOSED LAW

(1) A motion to introduce a law to the Local-level Government, shall be seconded by one other Councillor.

(2) Debate on the proposed law shall proceed with all Councillors being given an opportunity to present their views on at least one occasion.

48. AMENDMENTS TO A PROPOSED LAW

(1) At the end of the debate on a proposed law and before the motion is moved the Chairman shall ask whether any Councillor wishes to move or propose any amendments to the proposed law.

(2) An amendment may be moved or proposed to any provision of the law but unless seconded by at least one other Councillor the amendments shall not be allowed.

(3) Each Councillor shall be given an opportunity to present his views on the amendment on one occasion only and a vote shall be taken on the proposed amendment.

49. PASSING OF LAWS

(1) A Councillor may move a motion —

(a) where amendments to a proposed law has been made and agreed to and no further amendment is moved - that the proposed law, with amendments; or

(b) where there are no amendments to a proposed law - that the proposed law,

be passed as a law of the Local-level Government.

(2) A motion under Subsection (1) shall be seconded, and shall be supported by a majority of Councillors present and voting.

50. CLERICAL OR EDITORIAL CORRECTIONS

(1) The chief executive officer may at any time, in consultation with the Chairman, correct any clerical or printing error appearing in any provision of a proposed law or a law.

Model Standing Orders and Rules of Debate for Local-level Governments—continued

(2) Any correction made under Subsection (1), shall be notified in the Local-level Government Gazette.

51. CLARIFICATION OF LAWS

When a proposed law has been passed by the Local-level Government it shall be certified by the head of the Local-level Government and by the chief executive officer that the law was duly made by signing a copy of the law and stating the date on which the law was passed.

PART VIII - MISCELLANEOUS**52. MOTION TO VARY STANDING ORDERS**

(1) Any motion to vary, amend or revoke these Standing Orders shall be adjourned without discussion to the next ordinary meeting of the Local-Level Government and if the motion is successful, the variation, amendment or revocation of the Standing Orders is not effective until approved by the Minister.

(2) The Local-level Government may, by resolution, suspend for the whole or part of any one meeting, any provision of these Standing Orders.

53. LANGUAGES

The languages used for discussion at the meetings of Local-level Government or its committees shall be decided by of a majority of the Councillors.

54. CORPORATE DOCUMENTS

(1) The Common Seal of the Local-level Government shall not be affixed to any document unless the Local-level Government has by resolution authorised its affixation and such document has been signed by the head of the Local-level Government or in his absence the deputy head of the Local-level Government, and the chief executive officer.

(2) Except when being used in accordance with Subsection (1) the Common Seal shall at all times be kept in the office of the Local-level Government and shall be kept under lock and key.

Dated this 22nd day of March, 1999.

D.YAGABO,
Minister for Provincial and Local Government Affairs.