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**1 GENEAL****101 DEFINITIONS**

In this Chapter of General Orders – “Government quarter” means a house, flat, transit quarter, accommodation in a hostel, mess, hotel or rest house, or other premise owned or leased by the Government for the accommodation of officers, their families and personal servants;

“Institutional quarter” means any quarter or group of quarters sited within or in the neighbourhood of a government institution or building which has been erected or allocated by the appropriate Permanent Secretary for the specific purpose of accommodating the staff or any member of the staff of such institution or buildings;

“Non-institutional quarter” means any quarter or group of quarters which is not an institutional quarter;

“Officer’s family” includes his wife and dependent children’

“Permanent Secretary” means Permanent Secretary, Ministry of Infrastructure and Development (MID);

“Quarter” means a Government quarter;

“Technical assistance personnel” means persons appointed from overseas to the service of the government in terms of an agreement made between the Government and any overseas government, administration or international service programme.

Amendment No. 232/85

**102 CLASSIFICATION OF QUARTERS**

1. All quarters, including accommodation or shared accommodation in hotels, hostels, rest houses or messes, shall be classified by the Permanent Secretary, Ministry of Infrastructure Development within the range class 1 to class X according to size and amenity. The classification of any quarter may be reviewed from time to time by the Permanent Secretary, Ministry of Infrastructure Development and whenever so requested by the Permanent Secretary for the Public Service or an allocating authority.

2. The Permanent Secretary, Ministry of Infrastructure Development shall advise each allocating authority under Section 2 of this Chapter of the numbers and classification of the quarters under their control.

Amendment No. 232/85

**103 ELIGIBILITY**

1. Except as provided under GO H104 all officers except those appointed on temporary terms are eligible to be allocated Government quarters but no officer has a right to a particular quarter, or class of quarter.

2. Subject always to paragraph 1 of this Order and to availability officers are eligible for quarters as follows:

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**FORTNIGHTLY**

<b>Class of Quarter</b>	<b>Rent</b>	<b>Eligibility</b>
I	\$69.04	Allocated by the Permanent Secretary to Prime Minister's Office.
II	\$62.13	Officers in L9, L10, L11 and above
III	\$52.23	Officers in L8, L9, L10, L11 and above and officers in L7 on the fifth point in L7 salary scale above.
IV	\$46.02	Officers in L7 on the fourth point in level 7 salary scale and below, married L6 officers, and single overseas supplemented officers in L8 – 11 and level 7 (5 <sup>th</sup> point and above).
V	\$40.04	All single officers level 6 – 11 and married officers L6 – 9 with no children (married but not accompanied)
*1 VF	\$40.04	All single officers L6 – 11 and married officers L6-9 with no children. (married but not accompanied).
VI	\$32.21	L5 officers.
VII	\$32.21	L5 officers
VIII	\$16.10	L4 officers
IX	\$12.42	Officers on top 4 points of L3 scale.
X	\$6.90	All other L3 officers.
*2 XI	\$3.22	Any officer posted to an outstation where no other accommodation is available.

\*This is a flat

\*2 This is a new class of quarter to include leaf dwellings provided mainly at small outstations.

**NOTE**

1. For housing eligibility purposes an officer who has a personal to holder salary above his present grade shall be regarded as having the eligibility equivalent to his actual salary.
2. For the purpose of eligibility the term "single officer" includes a married officer unaccompanied by any member of his family at the town or station where he is stationed.
3. Fortnightly rates came into effect on 14/5/86

**104 OFFICERS OWNING THEIR OWN HOUSES**

1. Save where an officer is required to occupy an institutional quarter, an officer who has built his own house on public land is not eligible to occupy a quarter if his house is within the Provincial Headquarters or town area in which he is currently serving or is otherwise within reasonable distance of his place of work.
2. For the purpose of this Order ownership of the house by the officer's wife or husband shall be regarded as ownership by the officer himself.

**105 TECHNICAL ASSISTANCE PERSONNEL**

1. Save as may be expressly provided in any agreement, technical assistance personnel are not eligible for allocation of government quarters. When such provision is made the Permanent Secretary for the Public Service may authorize the allocation of quarters by the appropriate authority which will then be made generally in accordance with the provisions of this Chapter.
2. When private housing is not immediately available for technical assistance personnel they may, subject always to availability, be accommodated temporarily in government quarters. Such allocations may only be made by allocating authorities when requested to do so by the Permanent Secretary for the Public Service.

Amendment No. 29 1973

**2 ALLOCATING AUTHORITIES****201** Allocation by the Permanent Secretary, Prime Minister's officer.

The allocation of quarters in the Prime Minister's pool is in the hands of the Permanent Secretary, Prime Minister's Office.

Amendment No. 232/85

**202 ALLOCATION OF QUARTERS IN HONIARA**

1. The allocation of non-institutional quarters in Honiara shall be in the hands of the Permanent Secretary for the Public Service.

2. The Permanent Secretary for the Ministry Public Service may appoint Committees to consider applications for quarters from/ and to make allocations to eligible public officers in accordance with these General Orders and such directives as the Permanent Secretary for the Public Service may issue from time to time.

3. The membership of the Committees shall include representatives from the staff Associations or Unions representing eligible public officers.

4. The Committees established at present are responsible for the allocation of all non-institutional quarters other than those in the Prime Minister's pool.

5. The Permanent Secretary for the Public Service may at his discretion suspend the operation of the Housing Committee, when he is satisfied that it is in the interest of the Public Service to do so.

Amendment No. 232/85

**203 ALLOCATION OF QUARTERS IN PROVINCES**

The allocation of non-institutional quarters to officers posted in provinces shall be in the hands of the respective Provincial Secretary or such allocating authority as may be vested with such responsibility.

The authorities named in this Order may, in their discretion, appoint an Advisory Committee if they consider such a course to be necessary.

Amendment No. 232/85

**204 INSTITUTIONAL QUARTERS**

1. The allocation of institutional quarters wherever they may be shall be in the hands of the Responsible Officer who may delegate to the Allocating Authority responsible for the administration of the Institution concerned.

2. Whenever institutional quarters for which the allocating authority concerned has no immediate requirement become vacant, the allocating authority shall notify the Secretary of the Honiara Housing Committee or the allocating authority for the province, as may be appropriate, so that the quarters may be used to the best advantage.

3. Allocating Authorities may, in their discretion, appoint an Advisory Committee if they consider such a course to be necessary.

Amendment No. 232/85

**205 APPEALS**

An appeal by an officer against a decision of an allocating authority may be sent in writing through the officer's Responsible Officer –

- (a) From the Honiara Housing Committee to the Permanent Secretary for the Public Service.
- (b) From institutional quarters to the Responsible Officer concerned.
- (c) From non institutional quarters outside Honiara to the Provincial Allocating Authority where a committee has allocated the housing or to the Provincial Secretary where no committee exists.
- (d) From the Prime Minister's pool quarters to the Secretary to Cabinet.

Amendment No. 232/85



**3 ALLOCATION OF QUARTERS: GENERAL****301 QUARTERS ALLOCATED ON REQUEST**

All quarters are allocated on written request. Such requests may be made –

- (a) by officers, through their Responsible Officers, on their own behalf to the allocating authority; or
- (b) by the Responsible Officer on the officer's behalf on first appointment, posting or return from leave.

**302 CHANGE OF QUARTERS**

Any officer may apply in writing for a change of quarter and such applications shall be considered by allocating authorities together with the claims of other officers awaiting allocation.

**303 OFFICERS SHARING QUARTERS**

An officer shall notify his Responsible Officer when he commences or ceases to share quarters.

**304 NOTIFICATION OF OFFICER'S ARRIVAL AND DEPARTURE**

A Responsible Officer shall submit to the allocating authority on the form prescribed not less than one month before the arrival or before the departure of an officer, notification of his arrival or departure, as the case may be.

**305 HOTEL BOOKINGS**

1. Ministries and officers will be responsible for booking hotel accommodation for incoming officers. Outgoing officers should book their own accommodation.
2. Eligibility on departure and arrival for hotel accommodation and related Detention Allowances is normally limited to overseas designated officers. The rate and details of the allowances are prescribed in the Special Conditions of Service applicable to the officer concerned.

**306 DATES OF ENTRY INTO AND VACATION OF QUARTERS**

1. The Responsible Officer shall -
  - (a) in respect of quarters in Honiara, notify –
    - (i) Permanent Secretary/MID; and
    - (ii) The Accountant General by submission of a new salary authority of the dates upon which an officer of his Ministry/Office enters into occupation of or vacates any quarter for which rent is charged.
  - (b) in respect of quarters in the Provinces, notify –
    - (i) the local representative of Permanent Secretary/MID or the respective Provincial Secretary concerned; and

(ii) The Accountant-General as in paragraph 1 (a) of this Order.

2. An officer stationed -

(a) in Honiara, shall notify the Permanent Secretary/MID; or

(b) in the Provinces, shall notify the local representative of the Permanent Secretary/MID or the respective Provincial Secretary

a fortnight prior to vacating his quarter to enable the water meter to be read and furniture to be checked. He should at the same time advise the allocating authority of his expected departure date.

3. The allocating authority shall advise appropriate accounting officers when officers are permitted to retain quarters whilst on leave or when arrangements are made for officers to temporarily occupy quarters.

Amendment No. 232/85

### **307 SHARING OF QUARTERS**

An officer other than an officer grade level 9 and above who is –

(a) single; or

(b) married but whose wife is absent from Solomon Islands for more than three months

### **308 USE OF QUARTERS**

Save with the express approval in writing of the Permanent Secretary, for the Public Service, officers are not permitted to use or to allow their quarters to be used for any purpose involving gain or profit or for any purpose other than the accommodation of their families and personal servants.

Amendment No. 232/85

### **309 MARRIED WOMEN OFFICERS**

A married woman officer is eligible for allocation of a quarter in her own right if:

(a) her husband is not a public officer;

(b) her husband is a public officer but has given up his eligibility in favour of his wife; or

(c) She is posted to a station away from her husband.

Effective date: 1/4/85

Amendment No. 95/85

**310 METHOD OF ALLOCATING QUARTERS**

All allocating authorities shall, in allocating quarters, be guided by the principles set out in GOs H402 and H403. Allocation shall however be made taking into account the needs of the service at any time.

**311 NOTIFICATION OF ALLOCATIONS**

All allocating authorities are responsible for the speedy notification to Responsible Officers of changes in the allocation of quarters affecting their staff.

**4 ALLOCATION OF QUARTERS: HONIARA****401 HONIARA HOUSING COMMITTEE**

The Committee shall consist of a chairman and such other members as may be appointed from time to time by the Permanent Secretary for the Public Service. The Permanent Secretary for the Public Service shall appoint a secretary to the Committee who shall be a public officer. All communications regarding the allocation of quarters in the hands of the Committee shall be addressed through the officer's Responsible Officer to the Secretary of the Committee, C/o Ministry of the Public Service.

Amendment No. 232/85

**402 TERMS OF REFERENCE**

1. The terms or reference of the Housing Committee shall be -

to allocate all non-institutional quarters in Honiara, other than those in the Prime Minister's pool in accordance with General Orders and directions issued from time to time by the Permanent Secretary for the Public Service and to undertake such other duties as the Permanent Secretary for the Public Service may from time to time direct.

2. The Committee shall in allocating quarters primarily be guided by a points system as follows:-

	POINTS
(i) for each \$100 of the officer's salary	½
(ii) when the officer is accompanied or is to be joined by his wife	1
(iii) for the first and second dependent children, each	2
(iv) for the third and fourth dependent children	1
(v) for each year of continuous government service	1
(vi) for each three months of compulsory temporary housing	1

PROVIDED that the Committee may also, in its discretion, take the following factors into consideration as the circumstances may justify –

- (a) the officer's position in the public service and any particular obligations arising therefrom;
- (b) any period spent in a temporary allocation of quarters, unsuitable or cramped accommodation or in an hotel or rest house or transit quarter; or
- (c) the convenience both of the Government and of the officer and his family.

Amendment No. 232/85

**403 RETENTION OF QUARTERS**

1. The following officers shall be permitted to retain their quarters during annual or vacation leave including such leave taken in the course of a tour.
  - (a) officers allocated quarters by the Permanent Secretary, Prime Minister's Office under GO H.201.
  - (b) officers graded level 9 and above; and
  - (c) officers who have completed not less than four years resident service.
2. When any quarter, retained under the terms of paragraph 1 (b) or (c) is to be vacated by the occupant for a period in excess of 8 weeks the Housing Committee may make such arrangements for temporary allocation of the quarter as it thinks fit. The permanent occupant should therefore pack his personal effects for storage unless the Housing Committee has approved a mutually convenient temporary occupant. Rent need not be paid in such circumstances.
3. No officer shall be required to vacate his quarter during any absence on annual or vacation leave provided that such leave does not exceed 8 weeks. Rent will remain payable during such periods.
4. When an officer permitted to retain a quarter during annual or vacation leave, leaves his personal effects in the quarter and a mutually convenient temporary occupant has been approved by the Housing Committee the temporary occupant shall pay rent appropriate to his salary and the permanent occupant shall pay the difference between that amount and the rent of the quarter.
5. Retention of quarters is not a right and must be considered in the light of housing requirements at any particular time.

Amendment No. 232/85

**404 APPLICATIONS TO THE COMMITTEE**

In terms of GO H301 applications for quarters or changes of quarters must be made in writing to the Secretary of the Committee. Personal applications to the Secretary or to individual members of the Committee will not be accepted.

Amendment No. 95 1 April 1976

**5. RENT OF QUARTERS****501 RENT OF QUARTERS**

1. Subject to the provisions of this Section all officers occupying Government quarters shall pay rent at the following rate

Class	Rent per fortnight
	\$
I	69.04
II	62.13
III	55.23
IV	46.02
V	40.04
VF	40.04
VI	32.21
VII	26.69
VIII	16.10
IX	12.42
X	6.90
XI	3.22
Barrack type	5.52*

\*excludes water and electricity which normally costs 46¢ a fortnight.

Amendment No. 13/86

**502 LIMITATION OF RENT**

1. Where an officer is accommodated temporarily in a quarter above his eligibility (for eligibility see GO H103.2) he shall pay the rent appropriate to his salary. This:

LEVEL	APPROPRIATE RENTAL A FORTNIGHT
3 (except top 4 points)	\$6.90
3 (top 4 points only)	\$12.42
4	\$16.10
5	\$32.21
6	\$46.02
7 (bottom 4 points)	\$46.02
7 (except bottom 4 points)	\$55.23
8	\$55.23
9	\$62.13
10	\$62.13
11	\$62.13

2. Where an officer is accommodated temporarily in a quarter below his eligibility he shall pay the rent appropriate to the quarter.

3. See also GO H403.4 for rent to be paid during temporary occupation or during annual or vacation leave.

4. Where an officer is accommodated at his own request in a quarter below his eligibility he shall pay the rent appropriate to his salary (as in paragraph 1 above).

5. Where an officer is accommodated above his eligibility at his own request he shall pay the rent appropriate to the quarter. Such an allocation will only be approved if sufficient quarters are available.

Amendment No. 95 1 April 1976  
Amendment No. 14/86

### **503 RENT REDUCED QUARTERS**

1. Officers who are members of the Solomon Islands Police Force or Prisons Service below the rank of Inspector are entitled to rent reduced quarters, when quarters are available for allocation.
2. When such officers occupy rent reduced quarters they shall also be entitled to -
  - (a) reduced water;
  - (b) reduced electricity when a service is provided; or
  - (c) reduced fuel for domestic lighting where no electricity supply is available.

### **504 PAYMENT OF RENT**

The Responsible Officer shall ensure by prompt submission of the necessary salary authority (Treasury Form 7) to the Accountant General that rent is paid fortnightly in arrears by deducting from an officer's salary.

### **505 FURNISHED QUARTERS**

1. When a quarter is supplied with Government furniture, the furniture is regarded as representing 5% of the rent of Class X – VI quarters and 10% of the rent of Class V – I quarters. Accordingly when a quarter is totally unfurnished or has only a bed, the allocating authority may authorise a reduction of 5% of the rental for Class X- VI quarters and 10% for class V- I quarters and when it does so shall notify the Permanent Secretary, Ministry of Transport, Works & Utilities, the Accountant General and the officer's Responsible Officer.
2. When a quarter is partly furnished but to less than 50% of the scale set out the Appendix for the class of quarter concerned, the allocating authority may authorize a reduction of 2½% of the rental for Class X – VI quarters and 5% for Class VI – I quarters and shall notify the authorities as in paragraph 1 of this Order.

### **506 SHARING OF QUARTERS**

1. The approval of the allocating authority is required for two or more officers to share quarters. Where officers share quarters each officer will pay a proportion of the rent according to the number of officers sharing the quarter: SAVE that no officer shall pay less than 46¢ a fortnight in rent.
2. When a quarter is shared, the full rent of the quarter is payable.
3. When a quarter is shared the water bill is the equal responsibility of each of the occupants of the quarter and the Permanent Secretary, MID shall have authority where he is satisfied that the house is officially shared to charge each occupant is equal proportions.

Amendment No. 15/86

**507     QUARTERS UNOCCUPIED**

When an officer is admitted to hospital, proceeds on leave other than vacation leave, or is on extended touring so that he ceases to reside in his quarter, he shall continue to be responsible for the rent of the quarter unless with his knowledge arrangements are made by the allocating authority for it to be occupied by another officer who under these circumstances shall pay the appropriate rent from the date of his occupation.

**508     SUBSTANDARD QUARTERS**

The allocating authority may request the Permanent Secretary, Ministry of Infrastructure Development, to examine any quarter which is substandard by reason of any marked deficiency in structure and amenities by comparison with quarters generally of the same class and, where the Permanent Secretary/MID so declares, he shall authorize a reduced rent.

All cases in which rent is reduced shall be reported to the appropriate Responsible Officer, allocating authority, Permanent Secretary for the Public Service and the Accountant General.

**509     HOTEL, HOSTEL AND MESSING ACCOMMODATION**

Officers allocated quarters in an hotel, hotel or mess shall pay rent in accordance with the classification accorded to the accommodation by the Permanent Secretary/MID under GO H102.

**510     MARRIED WOMEN OFFICERS**

Whenever a married woman officer is allocated a quarter under any provision of GO H309 she shall pay rent as prescribed in GO H501. In all other circumstances the whole of the rent shall be paid by the husband.



**6 HOTEL ACCOMMODATION****601 OFFICERS ACCOMMODATED IN HOTELS**

1. When the housing situation so requires, officers may be accommodated by allocating authorities in hotels.
2. Where an officer is allocated such accommodation he shall -
  - (a) be eligible to be refunded the reasonable costs of accommodation and meals, less the following amounts –
    - (i) if a single officer \$2.50 per day
    - (ii) if a married officer accompanied by his wife \$3.00 per day
    - (iii) and in addition, for each child \$0.50 per day
  - (b) if accommodated in a '*homotel*' which provides accommodation with self- catering facilities, be eligible to be refunded the reasonable costs of such accommodation. He shall, however, be required to pay rent at the appropriate rate under GOs H102.1 and H501.

**602 VACATION OF HOTEL ACCOMMODATION**

If an officer accommodated in a hotel or other subsidized accommodation under GO H601 fails to occupy quarters which have been allocated to him within seven days of his being notified in writing by the allocating authority or his Responsible Officer of the allocation or of the quarters becoming vacant, whichever is the later, he shall cease to be eligible from that date to receive accommodation or other benefits under GO H601.

**7 GOVERNMENT REST HOUSES****701 AVAILABILITY**

Rest houses are available at certain Provinces for officers in transit or on duty or recreational leave purposes.

Amendment No. 232/85

**702 ALLOCATING AUTHORITIES**

The Provincial Secretary for the Province in which the rest house is situated shall be the allocating authority except in Honiara when the Clerk to Parliament shall be the allocating authority for the Parliament Rest house.

Amendment No. 232/85

**703 APPLICATIONS FOR ACCOMMODATION**

Applications for accommodation must be made in advance to the allocating authority and when made by telephone or telegram should be confirmed in writing, stating the reasons for the visit. The allocation of accommodation is at the discretion of the allocating authority but officers on duty will receive priority over others. Officers must not assume that accommodation is available in the absence of confirmation.

**704 SERVICES PROVIDED**

So far as possible rest houses will be provided with basic services, including furniture, pillows and mattresses, cutlery, crockery, cooking pans, a refrigerator, cooking facilities and fuel where required. Linen and blankets will not normally be provided. A caretaker will usually be in charge.

**705 DAMAGE OR BREAKAGES TO BE REPORTED**

Officers who are allocated accommodation in rest houses shall be responsible for reporting to the allocating authority any breakages of furniture, fittings or equipment saying briefly how they occurred. The officer may be required to make good damage when it is excessive or due to carelessness.

**706 TO BE KEPT TIDY**

Rest houses, their surroundings and their equipment must always be left clean and tidy by officers on departure.

**707 RESTHOUSE CHARGES**

Charges for rest house accommodation and services shall be as laid down by the relevant authority from time to time.

Amendment No. 232/85

**708 VISITOR'S BOOK**

A book shall be provided by the allocating authority in each rest house in which the occupants shall record their names, post, date of occupancy, the reason for the visit and any comment designed to improve the service provided.

**709 PRIVATE VISITORS**

Accommodation may be allocated to persons who are not members of the public service provided arrangements are made in advance and that accommodation is not required by a Government Officer. Instructions outside the ambit of these Orders may be issued separately to allocating authorities governing the allocation of accommodation to such persons.

**710 ACCOMMODATION IN LIEU OF HOUSING**

When an officer is accommodated in a rest house in lieu of housing at his duty station he shall -

- (a) not be required to pay house charges under GO H707;
- (b) be required to pay rent at the appropriate rate in terms of GOs H102 and H501

**8 FURNITURE****801 SCALES OF FURNITURE**

Scales of furniture to be supplied to various classes of quarters are set out in the Appendix to this Chapter of these Orders. Whilst every effort is made to provide furniture up to the scales prescribed, it may be necessary to vary these from time to time and no officer has a right to any particular scale of furniture.

Amendment No. 232/85

**802 FURNITURE OFFICERS**

Furniture officers shall be appointed at all Government stations as follows:

1. in Honiara, an officer of the Ministry of Infrastructure Development appointed by the Permanent Secretary/MID;
2. in Auki and Gizo; an officer designated by the Permanent Secretary/MID;
3. in Tulagi, an officer designated by the Chief Marine Officer; and
4. in Provincial Centres other than Auki and Gizo, the Provincial Secretary.

Amendment No. 232/85

**803 DUTIES OF FURNITURE OFFICER**

The Furniture officer shall be responsible to the Permanent Secretary/MTWU for the charge of all furniture and fittings in Government quarters in Honiara or outstation as the case may be and for the maintenance of such records pertaining thereto as the Permanent Secretary/MID shall order. All applications for issues, repairs and replacements of furniture and fittings shall be addressed to the Furniture Officer by officers in writing. Furniture may not be moved from or transferred between quarters in Honiara or any outstation without the prior consent in writing of the Furniture Officer.

**804 INVENTORIES TO BE MAINTAINED**

1. An inventory of the furniture, fittings and other nonexpendable items shall be kept in each quarter and a copy of the inventory shall be kept by the Furniture Officer in Honiara and each outstation.
2. Every officer prior to entering Government quarters must take delivery of the keys from the Furniture Officer who shall check the inventory of furniture and fittings. The inventory shall be signed by the officer and by the Furniture Officer or his representative.

**805 RESPONSIBILITY OF OCCUPANT**

Every officer occupying a quarter shall be held responsible for the proper care and use of all keys, furniture, fixtures and equipment therein and may be charged with the cost of replacing or repairing any article or fitting lost or damaged other than through fair wear and tear during his occupancy of any quarter.

## 806 REFRIGERATORS

1. (a) Established Public Officers of all grades will in principle have access to a refrigerator for domestic use.
  - (b) For the purpose of the provision of refrigerators there will be four *categories of quarters*, i.e.:
    - (i) pool quarters in Honiara sold under the Sale of Government Houses Scheme, and in which a refrigerator is already installed;
    - (ii) quarters in the same category as those in (i) in which no refrigerator is installed;
    - (iii) tied houses, e.g. Police quarters, some MET Institutional quarters and some MHMS quarters, together with quarters in the Prime Minister's pool; and
    - (iv) privately owned quarters without refrigerators.
  - (c) In the case of the quarters in (i) the refrigerator will have been included in the valuation and will therefore be taken over by the purchaser of the quarter as an item in the fittings. In the case of category (ii) quarters the purchaser of the quarter will be eligible for a Government-guaranteed loan to enable him to purchase a refrigerator on the open market and similar facilities will be afforded to the occupants of the quarters in category (iv). The occupants of quarters in category (iii) will be given the option of purchasing refrigerators already installed or continuing to rent them on the present basis, i.e. at a rental of \$1.84 a fortnight deduction from salary. Where no refrigerator is installed the occupant will qualify for a Government-guaranteed loan to enable him to purchase one.
2. Officers posted to provinces will be treated as in category (iii) above.
3. Officers wishing to purchase refrigerators installed in their quarters should arrange with MID for the refrigerator to be inspected and valued.
4. MTWU maintenance of refrigerators in private quarters will be confined to cases in category (iii) where the officer chooses to continue to rent the unit.
5. Officers must meet all power or fuel charges in respect of a refrigerator supplied to their quarters. Where a refrigerator is connected to an electric power supply which is not metered a charge of 92 ¢ a fortnight shall be paid by the officer by deduction from the salary.

Amendment No. 213/ 27/ 4/ 84

Amendment No. 16/ 86

**9 ELECTRICAL INSTALLATIONS****901 ELECTRICITY SUPPLY**

On occupying or ceasing to occupy any quarter to which electricity is supplied by the Solomon Islands Electricity and officer shall be required to comply with all lawful requirements of the Authority.

**902 REPAIRS**

Application for repair to any internal domestic installation shall normally be made on the form prescribed –

- (a) in Honiara, to the Permanent Secretary/MID
- (b) at Provincial Centres to the Provincial Secretary.

SAVE that in emergency, application may be made verbally.

Amendment No. 232/85

**903 ADDITIONS AND MODIFICATIONS**

1. Officers requiring additions or modifications to the electrical installations in their quarters shall apply to the Permanent Secretary/MID or the Provincial Secretary, as appropriate, for the work to be carried out. In no circumstances may any work be carried out by the officer himself or by any other side contractor or workman without the prior approval of the Permanent Secretary/MID.

2. Standards have been laid down for electrical installations in Government quarters. Officers who require lighting or power circuits above these standards will be required to meet the cost of such additions. Applications for such work to be undertaken must be made to the Permanent Secretary concerned, as appropriate, who will decide whether the work is to be carried out.

Amendment No. 232/85

**904 RESPONSIBILITY OF OWNERS OF APPLIANCES**

1. Owners of electrical appliances in quarters shall ensure that they are maintained in a safe working condition and that all metal appliances are suitably earthed with three-core flex and fitted with three-pin plug tops. If a three-pin socket has not been installed the officer must take action to obtain its installation in accordance with GO H903.1.

2. Should the occupant of any quarter have reason to doubt the safety of the electrical installation he must communicate immediately with the Permanent Secretary/MID or when the matter is urgent, with the officer designated under GO H902 who shall take such steps as are necessary to have the installation inspected and if necessary repaired.

**905 APPLIANCES TO BE APPROVED**

Officers may only use electrical appliances in their quarters as are approved by the Permanent Secretary/MID as suitable for the wiring arrangements for the quarter in question.

**906 MAIN SWITCH**

Officers are required to switch off the electricity at the main on finally vacating a quarter and are advised to do so when leaving the house empty for any length of time.

**907 REMOVAL OF WIRING**

Officers are not permitted to remove any fixed wiring on vacating quarters.

**10 GAS APPLIANCES****1001 SUPPLY OF FUEL**

1. Where a quarter is supplied with a gas cooker or other gas appliance it shall be the responsibility of the occupant to meet all fuel charges, including the cost of hiring gas cylinders.
2. Only gas of the type approved by the appliance manufacturer may be used in the installation.

**1002 REPAIRS AND MODIFICATIONS**

1. Requests for the issue, repair or replacement of gas appliances shall be addressed to the Permanent Secretary/Ministry of Infrastructure Development in Honiara or the Provincial Secretary concerned as appropriate.
2. Officers requiring additions or modifications to the gas installation in their quarter shall apply to the permanent Secretary, MID, or their respective Provincial Secretary concerned as appropriate, for the work to be carried out. In no circumstances may the work be carried out by the occupant himself, or by an outside contractor or workman without the prior approval of the Permanent Secretary/MID.

Amendment No. 232/85

**1003 SAFETY**

Officers allocated quarters with gas installations should ensure that they are maintained in safe working condition. Should the officer have reason to doubt the safety of the gas installation he should immediately close the valve at the gas cylinder and communicate with the Permanent Secretary, MID, who shall take such steps as are necessary to have the installation inspected and repaired.

**1004 STORAGE OF CYLINDERS**

1. No gas cylinder of a capacity greater than 20 lbs, whether charged or empty, shall be stored inside a quarter.
2. The outlet valves of all cylinders not in use, whether charged or empty, shall be closed and such cylinders stored in a vertical position on firm, level ground close to the cylinder which is in use.

**1005 PRIVATE INSTALLATIONS**

1. Officers who wish to install gas appliances in their quarters at their own expense must first seek the approval in writing of the Permanent Secretary/MID who, if he is satisfied that the work can be carried out without modification of the quarter, shall give his consent. When any modification is necessary the provisions of GO H 1102 shall apply. The installation shall be inspected by the Permanent Secretary/MID and approved by him before it is brought into use.
2. Officers may only use such gas appliances in their quarters as are approved by the Permanent Secretary/MID as suitable and safe.
3. Officers are not permitted to remove any fixed gas piping when vacating quarters.

Amendment No. 232/85



**1006 VACATION OF QUARTERS**

Officers are required to close the gas valve at the cylinder on finally vacating a quarter and are advised to do so when leaving the quarter empty for any length of time.

**11 MAINTENANCE, REPAIR AND INSPECTION****1101 RESPONSIBILITIES OF THE OCCUPANT**

1. An officer shall at all times keep his quarter, the servants quarters, laundry and any other buildings which comprise the quarter, in proper order and shall exercise the usual responsibilities of a tenant.
2. Officers shall ensure that their conduct and that of their families and servants is not such as to create a nuisance to their neighbours.
3. Officers are responsible for the security of the premises and their contents, the property of the government and for keeping the grounds in proper order. They must also ensure that any livestock kept by them or their servants is not a nuisance to the occupants of other quarters.

**1102 CARE AND MAINTENANCE OF QUARTERS**

1. The care and maintenance of quarters, furniture and fittings is the responsibility of the Permanent Secretary/MID. Officers occupying quarters in Honiara shall notify the Permanent Secretary/MID on the form prescribed regarding any necessary repairs required. Neither officers nor their wives are permitted to make personal representations to individual officers of the Ministry of Infrastructure Development for work to be undertaken.
2. At Provincial Centres, application for maintenance and repair work to be undertaken shall be made to the Provincial Secretary.
3. Occupants must permit entry to and inspection of their quarters during normal working hours by officers of the Ministry of Infrastructure Development or of the Ministry of Health and Medical Services acting in the course of their duties.
4. Officers are required to keep a careful watch for signs of white ants entering the quarters and to ensure that an immediate report is made under paragraph 1 of this Order if traces for white ants are seen.

Amendment No. 232/85

**1103 NEGLIGENCE OR NEGLET**

Officers are liable to be charged with the cost of redecoration or repairing any damage either to the structure or to the furniture, fittings or equipment caused by the negligence or neglect of the officer, his family or his servants and also with the cost of replacing any losses for which he is responsible.

**1104 GARBAGE SERVICE**

Officers occupying quarters in any area in which a garbage removal service is provided either by the Government or by a statutory authority shall comply with the requirements of the authority responsible for the service.

**1105 ALTERATIONS TO QUARTERS**

1. Proposals for alterations and additions to Government quarters will not normally be considered; but in exceptional circumstances application may be made to the Permanent Secretary/MID or, in Provinces, to the allocating authority.

2. Security wire screening, when fitted, is part of the structure of the quarter and may not be removed without the permission of the Permanent Secretary/MID. Such permission shall only be given in exceptional circumstances.
3. No structural alterations of any kind to a quarter or to any furniture or fittings therein may be made without the prior consent in writing of the Permanent Secretary/MID. An officer who wishes to make alterations and additions to a quarter at his own expense must first seek the approval in writing of the Permanent Secretary/MID who, if consent is given, shall authorize the officer to have the work done privately or by the Government.
4. When consent is given under paragraph 3 of this Order, any addition or alteration to the structure or fitting shall become the property of the Government and no compensation shall be paid to the officer on the termination of his occupancy of the quarter.
5. An officer may be required to meet the cost of carrying out any work made necessary to a quarter by reason of any breach of the provision of this Order. When permission has been given for the removal of security wire screening under paragraph 2, the officer may be called upon by the Permanent Secretary/MID to meet the cost of removal and the estimated cost of eventual replacement.

#### **1106 REDECORATION OF QUARTERS**

1. The Permanent Secretary/MID shall be responsible for the periodic redecoration of quarters whenever this necessary through normal wear and tear to preserve the fabric and amenity of the building.
2. Whenever an officer wishes to have his quarter redecorated otherwise than at the time of the periodic redecoration in terms of paragraph 1 of this Order the Permanent Secretary/MID, subject always to the availability of funds, materials and labour, may approve such redecoration and require the officer either to pay the full cost or such proportion of the full cost as he shall consider appropriate in the circumstances.
3. Whenever a quarter is redecorated otherwise than as a result of normal wear and tear, by reason of any negligence or neglect on the part of the officer, his family or servants, the officer or the previous occupant of the quarter as the case may be, may at the discretion of the Permanent Secretary/MID be charged for the work under GO H1103.

#### **1107 VACATION OF QUARTERS**

1. Before quarters are vacated the Furniture Officer designated under GO H802 shall check the inventory of furniture and fittings and inspect the quarter, furniture, fittings and grounds in the presence of the outgoing officer to see whether they are in a clean and satisfactory condition.
2. On vacating quarters it shall be the duty of the outgoing officer to deliver the keys to the Furniture Officer.
3. If, following the vacation of the quarter, it is necessary for the quarter or grounds to be cleaned, the outgoing officer may be charged with the cost of the work unless a satisfactory explanation is forthcoming.

**1108 PLANNING APPROVAL**

An officer who wishes to make any structural alteration or addition to a quarter under the provisions of GO H.1105, including the construction of any outbuildings or swimming pool, is responsible for obtaining such approval as may be required in terms of Town Planning Legislation or Provincial authority by-laws.

**1109 FIRE PRECAUTIONS**

Every quarter or group of quarters shall be provided with adequate fire extinguishers of such type and in such numbers as the Commissioner of Police may advise. The Permanent Secretary/MID shall be responsible for the provision and maintenance of fire extinguishers in non-institutional quarters. In institutional quarters the provision and maintenance of fire extinguishers shall be the responsibility of the Responsible Officer responsible for the allocation of the quarters under GO H204.