

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

**THE MAKIRA ULAWA PROVINCE WARD DEVELOPMENT
AUTHORITIES ORDINANCE 2006**

AN ORDINANCE to provide for Development Authorities for each Ward in the Province, who may receive from the Provincial Fund Ward Development Grants and other revenue sharing allocations.

ENACTED BY the Provincial Assembly of Makira Ulawa Province.

Arrangement of sections

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

**THE MAKIRA ULAWA PROVINCE WARD DEVELOPMENT AUTHORITIES
ORDINANCE 2006**

Under the powers conferred by Section 30 of the Provincial Government Act 1997, the Makira Ulawa Provincial Assembly makes the following Ordinance –

PART I – PRELIMINARY

1. Title and Commencement

This Ordinance shall be cited as the Makira Ulawa Province Ward Development Authorities Ordinance 2006 and shall come into operation upon assent by the Minister of Provincial Government in accordance with Section 32 of the Provincial Government Act 1997 and publication in the Solomon Islands Gazette.

2. Interpretation

In this Ordinance, except where the context otherwise requires, words have the following meanings –

- “Assembly” means Makira Ulawa Provincial Assembly;
- “Executive” means Makira Ulawa Provincial Executive;
- “Councils of Chiefs Ordinance” means the Makira Ulawa Province Councils of Chiefs Ordinance 2006 or its successors;
- “Great Council of Chiefs” means the Great Council of Chiefs established under the Council of Chiefs Ordinance;
- “Province” means Makira Ulawa Province;
- “Provincial Fund” means the Provincial Fund established under the Provincial Government Act 1997 or its successors;
- “Registered electors” means persons whose names appear in the most recent Register of Electors for the Province;
- “Special Fund” means the Special Fund established under the Special Fund Ordinance;
- “Special Fund Ordinance” means the Makira Ulawa Province Special Fund For Ward Development Authorities Ordinance 2006 or its successors;
- “Village” means a Village in the Province identified in the most recent Register of Electors for the Province;
- “Ward” means a Ward in the Province as provided under the Provincial Government Act 1997 or its successors;
- “Ward Business Licence” means a business licence issued in respect of a Ward only under the Makira Ulawa Province Business Licence Ordinance 2006 or its successors;
- “Ward Council of Chiefs” means a Ward Council of Chiefs established under the Councils of Chiefs Ordinance;
- “Ward Development Grant” means the sum appropriated under the head or sub-head named Ward Development Grant in the most recent Makira Ulawa Province Appropriation Ordinance, divided equally between all the Wards in the Province.

3. Purpose

The purpose of this Ordinance is to:

- a) Provide for the establishment of Ward Development Authorities for each Ward in the Province;

- b) Delegate to Ward Development Authorities the management and application of Ward Development Grants;
- c) Delegate to Ward Development Authorities the supervision of specified revenue collection activities in their respective Wards, and the management and application of the revenues allowable in respect of those activities and Ward Business Licences;
- d) Delegate to Ward Development Authorities the authority to promote or undertake a range of developmental activities in the Ward.

PART II – CONSTITUTION AND POWERS OF WARD DEVELOPMENT AUTHORITIES

4. Ward Development Authorities

There may be established in each Ward in the Province a Ward Development Authority constituted under the provisions of this Ordinance.

5. Constitution of Ward Development Authorities

- 1) Subject to the provisions of this Ordinance a Ward Development Authority may regulate its own procedure, and such procedure may include generally accepted customary practices within the particular Ward.
- 2) Each Ward Development Authority may have a minimum of five (5) members and a maximum of ten (10) members.
- 3) The Member of the Provincial Assembly for the Ward may ex officio be a member of the Ward Development Authority, and such Member:
 - a) Shall not hold any executive position in the Ward Development Authority;
 - b) Shall not receive any payments or allowances for attendance at meetings or carrying out any of the functions of office;
 - c) Shall cease to hold office when he or she ceases to be the Member of the Assembly for that Ward.
- 4) The Ward Council of Chiefs for the Ward may appoint all other members who:
 - a) May not be a member of a Ward Council of Chiefs or the Great Council of Chiefs;
 - b) May hold office for a term of two years, after which their appointment will lapse;
 - c) May be appointed to hold office for a further term or terms;
 - d) May be removed from office for any reason by the Ward Council of Chiefs;
 - e) Shall be removed from office by Order of the Executive:
 - (i) for any substantial breach of the Leadership Code;
 - (ii) for any misconduct in relation to the funds of the Ward Development Authority or the Province, including any breach of the provisions of this Ordinance.
- 5) Each Ward Development Authority must appoint three (3) signatories to its funds, and two (2) of those signatories must sign any withdrawal or cheque drawn on the Authority's bank account and any request for funds held in the Special Fund;
- 6) When a Ward Development Authority is appointed, it must provide to the Provincial Secretary written notice of:
 - a) Its membership, including any executive positions allocated to members;
 - b) Address for the member who is authorised to receive communications on behalf of the Ward Development Authority;
 - c) It's bank account (if any);
 - d) The names of the three (3) signatories to its funds;

- e) Whether it elects to have the payments from the Provincial Fund made into it's bank account or into the Special Fund;
 - f) Any changes to membership, address for communications, executive positions, bank account or signatories.
- 7) A Ward Development Authority may invite any other person to attend its meetings for consultation or advice.
 - 8) Ward Development Authorities may encourage members of the community, including community groups, to assist them to carry out their functions.
 - 9) Ward Development Authorities must comply with all reporting requirements set out in this Ordinance.

6. Decisions of Ward Development Authorities

- 1) All decisions of Ward Development Authorities must be made by a majority of the members (more than half of the members).
- 2) All decisions of Ward Development Authorities to apply for or allocate funds, or undertake developments, must be approved by the Ward Council of Chiefs for the Ward and should comply with or achieve the aims of the Community Development Plan for the Ward.

7. Functions of Ward Development Authorities

- 1) All activities of Ward Development Authorities must be carried out in accordance with this Ordinance and any other law applying to the area.
- 2) Ward Development Authorities may carry out the following functions:
 - a) Management of the entitlements and other revenues of the Ward Development Authority consistent with this Ordinance;
 - b) Developments in the Ward consistent with the Community Development Plan and this Ordinance;
 - c) Collection of revenues on behalf of the Provincial Executive in accordance with **section 10**;
 - d) Assisting and supporting members of the community and community groups to seek donor funding, including assisting them to complete and lodge applications and provide any appropriate endorsements;
 - e) Any other function delegated by or under any Provincial Ordinance.
- 3) Each Ward Development Authority must prepare an Annual Community Development Plan:
 - a) That identifies the developments it proposes to undertake for the financial year and how it proposes to fund those developments;
 - b) Which must be approved by the respective Ward Council of Chiefs before implementation;
 - c) Once approved by the Ward Council of Chiefs, a copy must be forwarded to the Provincial Planning Division for co-ordination with the Provincial Development Plan and advising the Executive of planned Ward Developments;
 - d) Any amendments to the Community Development Plan must be approved by the Ward Council of Chiefs and a copy forwarded to the Provincial Planning Division;
 - e) In preparing its Annual Community Development Plan, a Ward Development Authority may choose to focus on just a few categories of development each year.

8. Relations with other Ward Development Authorities

Ward Development Authorities may form Sister relationships with other Ward Development

Authorities, and may undertake joint projects and other co-operative activities with other Ward Development Authorities.

PART III – REVENUES AND DEVELOPMENTS

9. Entitlements from Provincial Fund

- 1) Each Ward Development Authority is entitled to receive from the Provincial Fund:
 - a) The Ward Development Grant for that Ward;
 - b) Forty per cent (40%) commission on any Provincial revenues collected by the Ward Development Authority in accordance with this Ordinance;
 - c) Forty per cent (40%) of the licence fee for any Ward Business Licence issued to have effect in the Ward.
- 2) The entitlements from the Provincial Fund shall, upon being received into the Provincial Fund, be paid:
 - a) To a bank account in the name of the entitled Ward Development Authority, which must require at least two (2) signatories for any withdrawals or cheques drawn on the account; or
 - b) To the Special Fund where:
 - (i) The Ward Development Authority elects in writing to have the payments made into the Special Fund; or
 - (ii) The Ward Development Authority does not have a bank account or has not provided details of its bank account and signatories as required by this Ordinance; or
 - (iii) There is currently no properly constituted Ward Development Authority for the particular Ward; or
 - (iv) The entitlements are being withheld under this section.
- 3) While the Province continues to receive a significant portion of its revenues by way of monthly Provincial Service Grant, the Ward Development Grants shall also be paid on the basis of monthly installments; should the system of monthly Provincial Service Grants change then the timing of payments of Ward Development Grants shall be varied accordingly.
- 4) No advances may be made of the entitlements.
- 5) The entitlements from the Provincial Fund or the Special Fund may, by resolution of the Executive, be withheld from a Ward Development Authority in the following circumstances:
 - a) If a Ward Development Authority fails to provide any report required under this Ordinance, the Authority's entitlement shall be withheld until a satisfactory report is received;
 - b) If a Ward Development Authority, or any of its members, breaches any of the provisions of the Leadership Code or this Ordinance the Authority's entitlements may be withheld until a solution satisfactory to the Executive is achieved;
 - c) If there is no properly constituted Ward Development Authority for a Ward, the entitlements for that Ward may be withheld until such Authority is properly constituted.
- 6) When the Executive resolves to withhold the entitlements of any Ward Development Authority it shall inform the Ward Development Authority in writing of the decision and the reasons for that decision, and provide a copy of the letter to the Ward Council of Chiefs for the Ward and the Great Council of Chiefs.
- 7) Where there is no properly constituted Ward Development Authority for a Ward for a period of six (6) consecutive months:

- a) The Executive:
 - (i) May by Order determine that the entitlements in relation to that Ward shall cease; and
 - (ii) If so, the Executive shall by Order provide for any entitlements held in the Special Fund for that Ward to be divided equally between all properly constituted Ward Development Authorities in the Province;
 - (iii) Provide a copy of the Order to the Ward Council of Chiefs for the Ward and to the Great Council of Chiefs.
- b) If a Ward Development Authority for the Ward is properly constituted at some later time, it may begin its entitlements from the date it provides the required written notice to the Provincial Secretary.

10. Collection of revenues on behalf of Provincial Executive

- 1) The Executive may by Order appoint any Ward Development Authority to collect, within its Ward, any Provincial revenues on behalf of the Executive as are prescribed by Order of the Executive.
- 2) In undertaking revenue collection activities on behalf of the Executive, Ward Development Authorities shall be bound by the conditions set out in **Schedule Two** of this Ordinance and any other conditions the Executive may prescribe by Order.
- 3) Every Ward Development Authority that undertakes revenue collection activities on behalf of the Executive is responsible for the collection and safekeeping of the revenues until they are handed over to the Provincial Finance Division.
- 4) Any person appointed by a Ward Development Authority to collect revenues on behalf of the Ward Development shall be responsible to the Ward Development Authority and:
 - a) Shall be bound by the conditions set out in **Schedule Two**; and
 - b) The Ward Development Authority shall be responsible for the acts of the appointed persons and for any remuneration agreed between the Ward Development Authority and the appointed persons.
- 5) If the Executive is not satisfied with the revenue collection performance of any Ward Development Authority it may, by Order, revoke the appointment of the Ward Development Authority and in such circumstances:
 - a) The Ward Development Authority will cease to be entitled to any commission on revenues collected in the Ward;
 - b) The Executive may by resolution appoint any other employee or agent to undertake the revenue collection on its behalf.

11. Other revenue generating activities

- 1) Ward Development Authorities may carry out any business activities within the Ward, after obtaining the appropriate business licence under the Business Licence Ordinance.
- 2) Ward Development Authorities may enter into joint ventures with private business organisations upon approval of the Executive by Order.
- 3) Except as excluded in this Ordinance, the Executive may approve by resolution Ward Development Authorities carrying out any other revenue generating activities allowable under and in compliance with the laws applicable to the area, and such activities may include:
 - a) Applications for donor funding;
 - b) Community fund raising activities.
- 4) Any application for Executive approval must include:
 - a) Description of the type of fundraising or other activity proposed;
 - b) Location of proposed activity;
 - c) A statement of the purposes for which funds are being raised or sought;

- d) An estimate of the amount of funds proposed to be raised by the activity;
 - e) Proposed timeframes for the activity;
 - f) Any specific requirements in relation to donor funding applications;
 - g) A statement of how the activity achieves the objectives of the Community Development Plan for the Ward.
- 5) The Executive shall not approve any application that is not accompanied by the information required by this section; sample application forms are set out in **Schedule One** for guidance.

12. Prohibition on lending, borrowing or seeking other funding

- 1) No Ward Development Authority may lend any funds or provide any type of credit to any of its members or associates, or to any other person or organisation.
- 2) No Ward Development Authority may borrow funds from any source, or seek to obtain any goods or services on credit.
- 3) No Ward Development Authority may seek, solicit, generate or obtain funding from any source other than those provided in this Ordinance and approved by either resolution or Order of the Executive as required by this Ordinance.
- 4) No Ward Development Authority may solicit funds from any investor who holds, or wishes or intends to obtain, a Ward Business Licence and the Executive shall not approve any application from any Ward Development Authority that in any way involves soliciting funds from such investors.
- 5) No Ward Development Authority may use any business enterprise or other entity or person it is associated with to carry out any of the activities prohibited by this section.

13. Application of entitlements of Ward Development Authorities

- 1) Each Ward Development Authority must provide to the Great Council of Chiefs five per cent (5 %) of its entitlement provided from the Provincial Fund.
- 2) Each Ward Development Authority must provide to the Ward Council of Chiefs for its Ward fifteen per cent (15 %) of its entitlement provided from the Provincial Fund.
- 3) The payments must be made to the Councils of Chiefs upon being received by the Ward Development Authority.
- 4) Each Ward Development Authority may apply up to ten per cent (10%) of its entitlement from the Provincial Fund to administration purposes, including the funding of its meetings and preparation of reports required under this Ordinance.
- 5) Each Ward Development Authority must use the balance of its entitlement, being at least seventy per cent (70%) of the entitlement, for any or all of the following categories of developments in the Ward that benefit the community of the Ward:
 - b) Promoting or developing the welfare of women or youth, including their participation in governance;
 - c) Promoting or developing sporting or cultural activities;
 - d) Promoting or developing the protection of environment, culture, or heritage;
 - e) Health and sanitation promotion or development;
 - f) Provision of community services or utilities;
 - g) Physical infrastructure development;
 - h) Supporting development of primary industries by providing grants to small scale income generating projects under the provisions in **section 14**;
 - i) Contributing to the costs of workshops and other educational programs provided by the Executive for the purpose of assisting Ward Development Authorities to carry out their functions; such contributions must be approved by Order of the Executive;
 - j) Any other developmental activities consistent with the objects of this Ordinance and approved by Order of the Executive.

14. Grants for small scale income generating projects

- 1) Any person or community group may apply to the Ward Development Authority for their Ward for a grant to support a small scale income generating primary industries related project, and subject to the provisions of this Ordinance the Ward Development Authority may approve such grant for any income generating project which in the opinion of the Authority will provide goods or services, or training or employment, of benefit to the community of the Ward.
- 2) Ward Development Authorities may provide grants to small scale income generating projects for primary industries within the Ward under the following conditions:
 - a) The grant may be allocated once only to any small scale income generating project;
 - b) The maximum amount of any grant to any project shall be one thousand dollars (\$1,000.00);
 - c) The grant may be applied to any goods or services reasonably required by the project and approved by the Ward Development Authority;
 - d) The grant shall not be provided directly to the applicant but may be paid, on the production of written invoices or quotes, to the supplier of the goods or services required by the project;
 - e) Any project which is a business within the meaning of the Business Licence Ordinance must obtain the appropriate business licence before being approved a grant;
 - f) The grant may not be provided to any business or project which has been funded fully or partly by donor funding;
 - g) Any goods or services paid for by the grant remain the property of the Ward Development authority and if the project no longer requires the items the project shall return the items to the Ward Development Authority who may allocate them to another project which has completed the application process;
 - h) Any goods or services approved or paid for by the grant, which are not used for the approved project within three (3) months of being approved, may be recovered by the Ward Development Authority who may allocate them to another project which has completed the application process.
- 3) A maximum number of grants may be provided in any financial year, being:
 - a) Villages with less than twenty registered electors, one grant;
 - b) Villages with twenty and less than one hundred registered electors, two grants;
 - c) Villages with one hundred or more registered electors, three grants.
- 4) Applications for grants must:
 - a) Be in the format set out in **Schedule Three** and contain the information provided in that format;
 - b) Provide any further information the Ward Development Authority may request.
- 5) Any Ward Development Authority that intends to approve a grant:
 - a) May approve the entire application or only some items;
 - b) Must obtain the endorsement of the Ward Council of Chiefs for the Ward before giving its final approval to the grant.
- 6) Any Ward Development Authority who approves a grant:
 - a) May impose any other conditions that are not inconsistent with this Ordinance and that in the opinion of the Ward Development Authority will ensure best use of the grant;
 - b) Shall monitor the project and if it is not satisfied with the progress of the project, or that the items provided by the grant are being used for the purposes of the approved project, may:

- (iii) Withhold any balance of the approved grant until a satisfactory improvement is made;
 - (iv) Terminate the grant;
 - (v) Recover any goods or services provided and allocate them to another project which has completed the application process.
- 7) Any person who is dissatisfied with any decision of a Ward Development Authority under this section may appeal to the Ward Council of Chiefs for the Ward, whose decision shall be final.

15. Application of other funds generated by Ward Development Authorities

- 1) Any funds obtained by licenced business activities of Ward Development Authorities may be applied to:
 - a) Managing and developing the business activity and its assets;
 - b) Any developments in the Ward as provided under **section 13**;
 - c) Expenses in relation to administration of the Ward Development Authority, including the costs associated with meetings and employing persons to assist with administration activities;
 - d) Providing further discretionary funding to the Councils of Chiefs;
 - e) Providing funding to Village Peace Councils within the Ward;
 - f) Providing further grants to villages, or one further grant of up to one thousand dollars (\$1,000.00) to any applicant who has been approved a grant under **section 14**, under the same terms and conditions as provided in **section 14**.
- 2) Any funds from fundraising activities or donor funding obtained by a Ward Development Authority by must:
 - a) Be applied to the purpose the funds were raised or applied for and in compliance with the application approved by the Executive; and
 - b) Any excess funds left after the completion of project must be treated as entitlements and applied in the manner specified for entitlements under **section 13**.

PART IV – ACCOUNTABILITY

16. Financial year

The financial year for Ward Development Authorities shall be from the first day of January in each year until the thirty first day of December of that year.

17. Provincial Finance Division to provide statements of account

- 1) When the Province allocates any entitlements to a Ward Development Authority, it shall also provide the Ward Development Authority with a summary of:
 - a) The source of the entitlement and how the sum is calculated; and
 - b) A breakdown of how the funds must be applied in accordance with the percentages set out in **section 13**;
 - c) Whether the funds have been deposited into the Authority's bank account or are held in the Special Fund.
- 2) At the end of the financial year the Provincial Finance Division shall provide to each Ward Development Authority an annual financial statement, and provide a copy of that annual financial statement to the Ward Council of Chiefs for the Ward and to the Great Council of Chiefs; the financial statement to show:
 - a) The entitlements of the Ward Development Authority for the year, including the sources of those entitlements;

- b) The required allocation of the total of those entitlements in accordance with the percentages set out in **section 13**;
- c) Payments that have been made into the Ward Development Authority's bank account;
- d) Entitlements that are held in the Special Fund;
- e) If any entitlements are being withheld, the reason for the withholding;
- f) The details required to be provided under the Special Fund Ordinance.

18. Duty of Ward Development Authorities to account

- 1) Each Ward Development Authority must prepare and provide the to the Provincial Finance Division and to the Ward Council of Chiefs for the Ward the following financial reports:
 - a) A quarterly financial report, providing a breakdown of all revenue and expenditure for that quarter including the allocations to Councils of Chiefs and for the administration of the Ward Development Authority, the quarters being:
 - (i) January to March;
 - (ii) April to June;
 - (iii) July to September;
 - (iv) October to December.
 - b) An annual financial report, providing:
 - (i) A breakdown of all revenue and expenditure for that financial year, including the allocations to Councils of Chiefs and for the administration of the Ward Development Authority;
 - (ii) A summary of how the expenditure achieved the objectives of the Community Development Plan for the year.
 - c) Any further financial report when requested by the Executive.
- 2) The financial reports must be set out in the format prescribed by Order of the Executive and contain the information indicated in that format.
- 3) Ward Development Authorities must:
 - a) Provide their quarterly reports within three weeks of the end of the relevant quarter;
 - b) Provide their annual report by the last day of January.
- 4) Ward Development Authorities must provide receipts for all revenue or income they receive, except for income obtained from donor funding or fundraising activities approved by the Executive, and keep copies of receipts for all payments they make.
- 5) Ward Development Authorities are not required to provide copies of their receipts with their financial reports, however:
 - a) A Ward Council of Chiefs may at any time inspect the records of the Ward Development Authority for its Ward;
 - b) The Provincial Finance Division may inspect the records of a Ward Development Authority at any time;
 - c) The Executive may resolve that the records of a Ward Development Authority be inspected or audited at any time, and if the Executive so resolves the Ward Development Authority must hand over all receipts and other records of account to the person(s) authorised by the Executive.

19. Reporting to the Executive

- 1) The Provincial Finance Division shall forward to the Executive a copy of all financial reports of Ward Development Authorities, and provide a report detailing any discrepancies or irregularities in any of the financial reports.
- 2) When the entitlements of any Ward Development Authority are withheld for failing to provide any financial report, the Provincial Finance Division shall forward to the

Executive a copy of the report from that Ward Development Authority as soon as it is received along with a report detailing any discrepancies or irregularities in the Ward Development Authority's financial report.

20. Annual Public Meeting

Every Ward Development Authority must at least once a year hold a public meeting in the Ward and:

- a) The mandatory annual meeting must be held in the first quarter of the year (January to March);
- b) The Ward Development Authority must report to the public of the Ward about the income and expenditure for the previous year, and the developments that have been undertaken;
- c) The Ward Development Authority must explain the Community Development Plan for the current year, and obtain input from the community into the next Community Development Plan;
- d) The Ward Development Authority must provide an opportunity for the community to ask questions about the functioning of the Ward Development Authority and to make suggestions.

PART V – MISCELLANEOUS

21. Funds of Area Councils transferred

When permitted by law:

- a) Any funds owed to an Area Council established under the Makira Province Council Ordinance 1985 may be collected by the Executive on behalf of the Area Council;
- b) Any funds being held by or owing to an Area Council shall be paid into the Special Fund, and for the purposes of the Special Fund Ordinance shall be deemed to be an entitlement of Ward Development Authorities;
- c) The funds from each Area Council shall be divided equally among the Wards that the particular Area Council represented.

22. Subvention to organisations ceased

The head in the Provincial Budget titled "subvention to organisations" shall be deleted.

23. Executive may make Orders

The Executive may such Orders for the following purposes:

- a) Removing any member of a Ward Development Authority from office in accordance with **section 5**;
- b) Determining that the entitlements of a Ward Development Authority shall cease, and that the funds shall be divided between all properly constituted Ward Development Authorities, in accordance with **section 9**;
- c) Appointing Ward Development Authorities to undertake revenue collection activities on behalf of the Executive, or revoking such appointments, in accordance with **section 10**;
- d) Prescribing the revenues that Ward Development Authorities may collect on behalf of the Executive, in accordance with **section 10**;
- e) Prescribing further conditions applying to revenue collection action activities, in accordance with **section 10**;
- f) Approving Ward Development Authorities entering into joint ventures in accordance with **section 11**;

- g) Approving Ward Development Authorities contributing to the costs of workshops and other educational programs in accordance with **section 13**;
- h) Approving Ward Development Authorities undertaking any other developmental activity in accordance with **section 13**;
- i) Prescribing the format of financial reports in accordance with **section 18**.

24. Schedule of estimates

A schedule of the estimates of revenue and expenditure, as required by the Standing Orders of Makira Ulawa Provincial Assembly, is set out in **Schedule Four**.

PASSED BY THE MAKIRA ULAWA PROVINCIAL ASSEMBLY

THIS DAY OF 2006

This printed impression has been carefully compared by me against the Ordinance passed by the Makira Ulawa Provincial Assembly and is found by me to be a true and correct copy of the said Ordinance.

Clerk to the Makira Ulawa Provincial Assembly

ASSENTED TO BY THE MINISTER FOR PROVINCIAL GOVERNMENT

THIS DAY OF 2006

Minister for Provincial Government

**Sample application to the Makira Ulawa Provincial Executive
for approval of fund raising or other revenue generating activities**

Ward Development Authority: Ward _____ Ward number _____

Description of the type of fundraising or other activity proposed: _____

Location of proposed activity: _____

The purposes for which funds are being raised or sought: _____

Estimate of the amount of funds proposed to be raised by the activity: _____

Proposed timeframes for the activity: _____

How the development meets the objectives of the Ward's Community Development Plan:

(name/signature) for _____ (name of WDA) Ward Development Authority _____ (date)

The proposed fund raising activity is:

- (a) endorsed
- (b) recommended to be approved with the following modifications: _____
- (c) rejected

By the _____ (name of WCC) Ward Council of Chiefs for the following reasons: _____

(name/signature) for _____ (name of WCC) Ward Council of Chiefs _____ (date)

The proposed fundraising activity is:

- (a) endorsed
- (b) approved with the following modifications: _____
- (c) rejected

By the Makira Ulawa Provincial Executive for the following reasons: _____

MUP Premier (or Minister supervising): _____ (signature) Date: _____

SCHEDULE TWO
(Section 10)

Conditions for Revenue Collection

1. All revenues collected must be receipted on the official receipts issued by the Provincial Finance Division.
2. All copies of the receipt must be clearly written out in indelible ink and be readable.
3. All revenues collected must be remitted to the Provincial Finance Division together with all receipts and revenue collector's cashbook.
4. Any shortfall in revenue shall be made good by the Ward Development Authority, and may be deducted from any entitlements of the Ward Development Authority.
5. Any discrepancies must be reported to the Provincial Finance Division as soon as they are discovered by the Ward Development Authority.
6. All revenues collected belong to the Province and may not be used for any purpose, whether purposes of the Ward Development Authority or any other purpose such as personal purposes, borrowing, or lending.
7. The Provincial Finance Division are authorised to check on the Ward Development Authority at anytime to ensure compliance with these instructions, and the Ward Development Authority may be requested to hand over all books and receipts and so on at any time.
8. All Ward Development Authorities approved to undertake revenue collection activities must maintain a record of the following, and provide a copy of it to the Provincial Finance Division:
 - a) All businesses operating in the Ward;
 - b) All eligible basic rate payers in the Ward;
 - c) Any other category of payer where the authority is delegated to the Ward Development Authority to collect the payments;
 - d) All persons who have paid to the Ward Development Authority the revenue they are required to pay under a Provincial Ordinance and the authority to collect it has been delegated to the Ward Development Authority;
 - e) Any person or business who fails or refuses to pay any revenue they are required to pay under a Provincial Ordinance and the authority to collect it has been delegated to the Ward Development Authority.
9. If any Ward Development Authority appoints any other person to collect revenues on its behalf, the Ward Development Authority:
 - a) Is responsible for ensuring that person complies with these conditions; and
 - b) Remains responsible to the Executive for compliance with these conditions; and
 - c) Remains responsible to the Executive for remitting the funds and receipts and so on to the Provincial Finance Division, and any shortfalls or other breaches of these conditions.

SCHEDULE FOUR
(Section 24)

Schedule of estimates of revenue and expenditure of public funds*

A. REVENUE AND EXPENDITURE OF WARD DEVELOPMENT AUTHORITIES

2 Annual entitlements from Provincial Fund:

- | | |
|---|----|
| a) Ward Development Grant; | \$ |
| b) Commission on revenue collection activities; | \$ |
| c) Revenue sharing allocation for Ward Business Licences. | \$ |

Estimated total annual revenue from public funds \$

2 Annual expenditure:

- | | |
|---|----|
| a) Fifteen per cent (15%) of total public revenue to Ward Councils of Chiefs for governance activities; | \$ |
| b) Five per cent (5%) of total public revenue to Great Council of Chiefs for governance activities; | \$ |
| c) Ten per cent (10%) of total public revenue for administration of Ward Development Authorities; | \$ |
| d) Seventy per cent (70%) of total public revenue for development. | \$ |

Estimated total annual expenditure of public funds \$

B. REVENUE AND EXPENDITURE FROM PROVINCIAL FUND

1 Annual expenditure from Provincial Fund:

- | | |
|---|----|
| a) Ward Development Grant (a current expenditure); | \$ |
| b) Commission on revenue collection activities (a current expenditure); | \$ |
| c) Revenue sharing allocation for Ward Business Licences (a newly introduced expenditure, however Ward Business Licences are also newly introduced and increase the overall revenue from business licencing). | \$ |

Estimated total annual expenditure from public funds \$

2 Annual revenues to Provincial Fund:

Ward Development Authorities do not directly contribute funds to the Provincial Fund, however there will be indirect contributions and savings including the following:

- a) Increased Provincial revenue collection;
- b) Decreased need to allocate expenditure for rural developments;
- c) Need to allocate expenditure to fund the governance and law enforcement activities of Chiefs is eliminated;
- d) The expenditure head "Subventions to Organisations" is to be deleted from the Budget.

* Notes:

- a) The estimates are based on the estimates currently proposed for the Makira Ulawa Province Appropriation Bill for the 2006/2007 Provincial financial year.
- b) The Ward Development Authorities may have other revenue and expenditure which does not form part of public funds.