
**MINISTRY OF RURAL & MARITIME
DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT**

Annual Report for the Year 2014



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MANAGEMENT**

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VISION

A World Class Development Organization empowering Fiji's Rural Sector Towards a Better Fiji for All

MISSION

Building the Integrated Rural Development Framework for productive, progressive, safe and resilient communities in Fiji

VALUES

Our Values are:

INTEGRITY

As individuals we will display personal Integrity and this will translate to our organization

HONESTY

We will act and speak truthfully at all times

CUSTOMER FOCUS

We will serve our customers and strive at all times to meet their expectations

PROFESSIONALISM

We will be accountable for our actions

INCLUSIVENESS

We will aspire to work with all sectors of society especially the poor and marginalized

EQUALITY AND DIVERSITY

We will give our customers equal opportunities recognizing the strengths in our diversity

TRUST

We will respect each other's integrity and ability in keeping our agreements as we share information

RESULT FOCUSED

We are committed to delivering results that satisfy the expectations of the people

OUR CUSTOMERS

We take pride in serving our customers by implementing the 'Customer Service Charter' which sets out our commitment to providing high quality standards of services that is beyond customer expectations. Our customers include:

Internal

- Minister
- Assistant Minister
- Staff of the Ministry

External

- Cabinet
- Central Government Agencies
- Other Ministries/Departments
- Public Service Disciplinary Tribunal
- Members of the Public
- Private Sector
- Government Statutory Bodies
- Non-Government Organizations
- Diplomatic Missions
- International Organizations
- Unions and Employers
- Providers of Goods and Services

REFERRAL LETTER

Hon. Inia Seruiratu

Minister for Rural & Maritime Development and National Disaster Management

1 Knolly St

SUVA

Dear Sir,

In accordance with the requirements of the Financial Management Act 2004, I hereby submit for your information and presentation to Parliament the Annual Report for the Ministry of Rural & Maritime Development and National Disaster Management for the year ended 31 December 2014.

Yours Sincerely

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by a smaller, more complex flourish.

Setareki Tale

Acting Permanent Secretary for the Ministry of Rural & Maritime Development and National Disaster Management

ACRONYMS

ACP:	Annual Corporate Plan
ADO:	Assistant District Officer
CSD:	Corporate Services Division
CCD:	Commissioner Central Division
CED:	Commissioner Eastern Division
CND:	Commissioner Northern Division
CWD:	Commissioner Western Division
CBUL:	Committee on Better Utilization of Land
DDM:	Director Disaster Management
DPO:	Divisional Planning Officer
DO:	District Officer
MIS:	Management Information System
MRH:	Manager Rural Housing
MF:	Manager Finance
NDMO:	National Disaster Management Office
PAS:	Principal Assistant Secretary
PA:	Provincial Administrator
RHU:	Rural Housing Unit
SOP:	Standard Operating Procedure
SAS:	Senior Assistant Secretary

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STATEMENT BY THE PERMANENT SECRETARY

The role of the Ministry as the agency responsible for the coordination and implementation of rural development programmes aimed at empowering Fiji's rural sector provided the impetus for the Ministry to deliver on our desired Outputs in 2014.

It was important therefore, from the outset, to review and upgrade systems and processes required in the implementation of the Ministry's Annual Corporate Plan 2014. Equally important was the need for a consistent monitoring and reporting framework to be in place.

That in part contributed to the results achieved by the Ministry, but the commitment, dedication, and collective resolve of all staff was by far the central factor in the delivery of the Ministry's outputs for 2014. They and their families must be commended for their efforts and support.

The Ministry started 2014 with the provision of the Annual Budget and a full complement of staff. The guidance provided by government at the beginning of the year was to achieve a 70% implementation rate on all capital projects by the middle of the year. This made the journey in the first half of 2014 exciting and focused. This too is a benchmark that the Ministry will aspire to emulate in the next years.

The Ministry had not taken the easy route and set out to simply and generally improve, but we committed resources to making fundamental changes with measurable outcomes in pursuit of the Ministry's Vision to create a 'World Class Development Organization'.

The Ministry is mindful of the need to be always receptive to change to remain relevant with the changing dynamics of development. In this regards the Ministry places much emphasis on human resources development and capacity building to ensure persistence and consistency in the achievement of results.

In the last year we all were proud of the increased collaboration and strengthened relationships between the Ministry and other Government Agencies, and the Stakeholders. This too is integral to the operations of the Ministry.

Last I wish to acknowledge the guidance of the Honourable Minister, Inia Seruiratu and the Honourable Assistant Minister, Joeli Cawaki and thank them, the Ministry staff and partners for their contributions to the delivery of the Ministry's 2014 Annual Corporate Plan.



Setareki Tale
Acting Permanent Secretary

EXECUTIVE SUMMARY

This Annual Report contains the coverage and work achieved by the Ministry of Rural and Maritime Development and National Disaster Management in 2014. It is a testament of the hard work and commitment of all staff in building a world class development organization which empowers Fiji's rural sector towards a better Fiji for All.

The report presents our work and achievements in the context of our Annual Corporate Plan, Budget and other strategic documents. Further it provides detailed information against each priority of our work and describes major initiatives and activities.

The Ministry achieved an "Excellent" SFCCO performance rating of about 92%, indicating timely implementation of targeted activities as entailed in the 2014 Annual Corporate Plan. A significant contribution towards these achievements is the commitment of the Ministry's senior leaders to ensure that leadership and good governance are in everyday activities of the agency.

The Ministry through its four Divisional Commissioners is mandated to manage and coordinate the implementation of Government Rural Development Programs in their respective Divisions, and this includes:

1. Self-Help Scheme – small infrastructural projects on a cost sharing basis.
2. Divisional Development Board Projects Scheme.
3. Non-cane Access Roads Scheme
4. Rural Housing Assistance Scheme
5. Social Welfare Housing Assistance

This report highlights the execution of the above programmes under various government funded projects within the four [4] Divisions. The total cost involved in the different projects is also tabulated.

While the four Divisions focus on the coordination and implementation of government funded projects in rural areas, they also engage in other ancillary services on behalf of other line ministries not physically represented in the Division. This includes administration of

1. Births, Deaths and Marriages
2. Trading business licenses
3. Liquor licenses
4. Government Pool & Government Rented Quarters
5. Pension and Ex-Servicemen Fund
6. Fishing Permits
7. Public Procession Permits

In addition, the Ministry through the National Disaster Management Office coordinates the implementation of policies in line with the Natural Disaster Management Act. The four Divisions also oversee the coordination and implementation of disaster awareness and coordinate other agencies during and after a disaster so that assistance is distributed evenly.

The Development Services Division monitors and evaluates capital programmes including planning, implementation and monitoring of Rural Housing projects, the Poverty Alleviation Project and Housing Rehabilitation programme. Given, that Development is an integral part of nation building and serves a core function of the Ministry, it is important that service delivery to the rural community is of high standard.

The Corporate Services Division while providing support services to other Divisions in the Ministry also ensures that the application of best Human Resource Management practices are in line with the equal Employment Opportunity, OHS and Environmental initiatives.

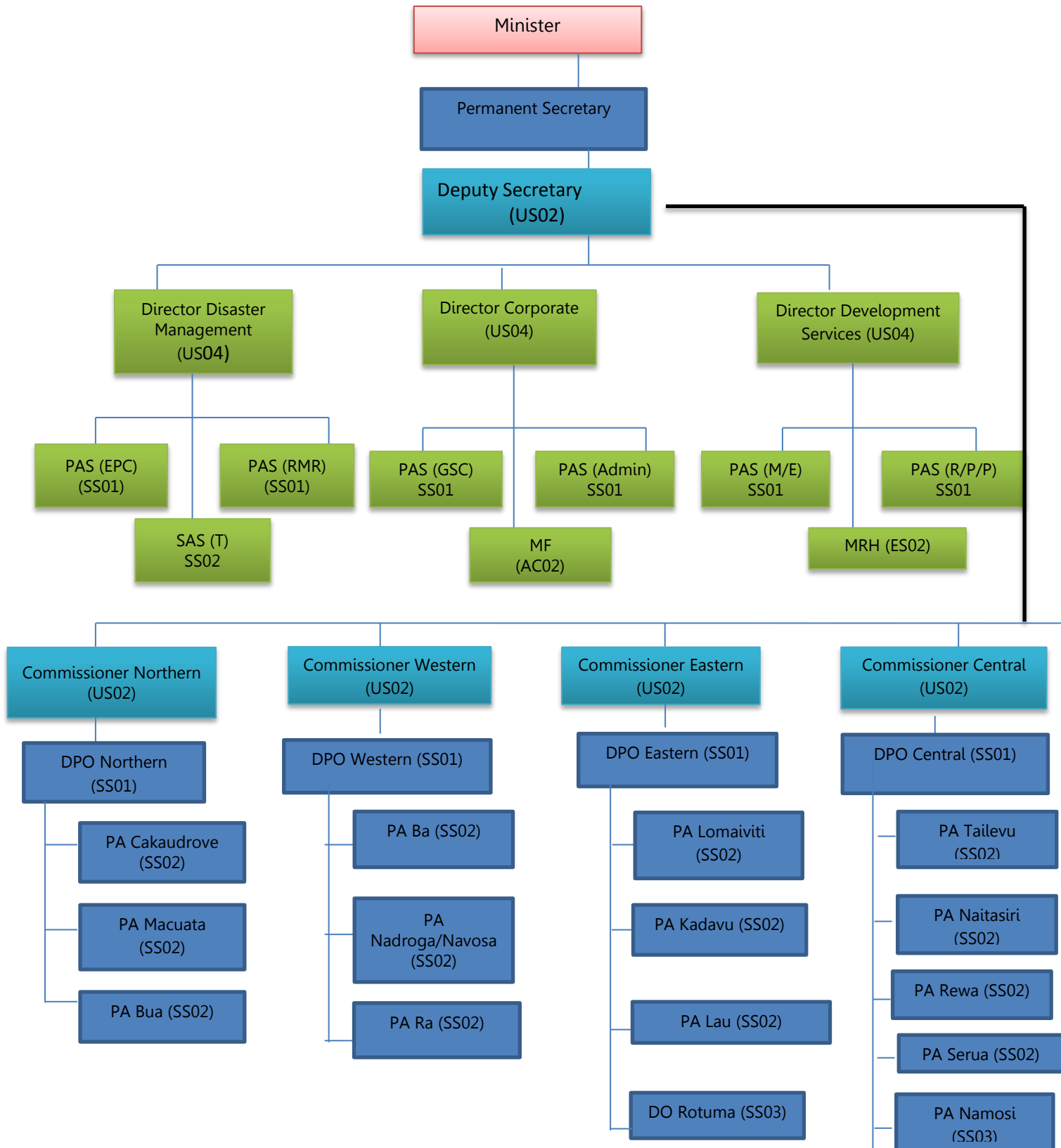
Conducting Roadshow exercises have largely aided the delivery of services provided by government and the private sector closer to rural and remote communities. These public activities have successfully blended well with Government's initiatives to improve the visibility of the work of the Civil Service.

While we can celebrate our achievements, some challenges remain a hindrance and will need to be addressed in the coming year. Some of these include simplifying the process through incorporating business process re-engineering without compromising good governance and accountability.

THE YEAR AT A GLANCE

- Formulation and submission of 2015 ACP in accordance with the 2013 Constitution to the Minister
- Government Roadshow, Two (2)
- Overseas Training: 53 officers
- Local Training: 388 officers
- Appointment of the Minister/Assistant Minister
- Appointment of the Divisional Commissioners
- Adoption of the Ministry's Training Policy
- Launching of the National Disaster Management website
- National Platform for Disaster Risk Management and Climate Change
- Fact Finding Mission on Rural Development by the Divisional Commissioners to Malaysia

ORGANISATIONAL STRUCTURE AS AT 31ST JANUARY 2014



HIGHLIGHTS

SIGNIFICANT MATTERS

The Ministry reviewed and implemented new measures to strengthen its human resources in line with the 2013 Constitution and submitted to the Senior Management Board for endorsement. This includes:

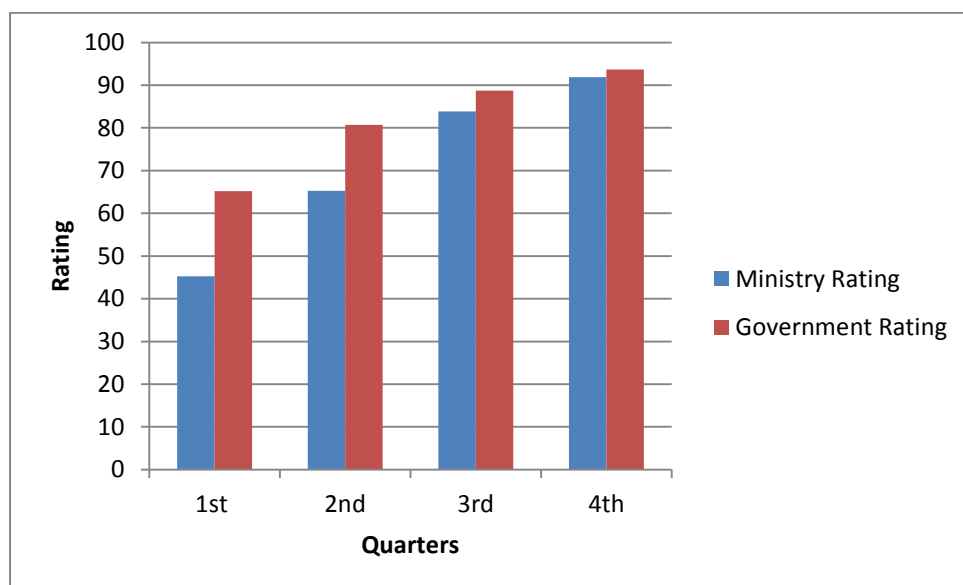
- Performance Review Procedure;
- Training Policy;
- Service Charter; and
- Risk Management Policy for Occupational Health and Safety (OHS).

SFCCO RATING

The Ministry achieved an 'Excellent' performance rating for 2014. The excellent performance is attributed to the timely implementation of targeted activities as entailed in the Annual Corporate Plan, 2014. The ratings are shown in the table below:

Quarters	Ministry Ratings	Government Rating
First	45.25%	65.18%
Second	65.29%	80.70%
Third	83.87%	88.73%
Fourth	91.84%	93.68%

Source: SFCCO



LEADERSHIP AND GOVERNANCE

The Ministry senior leaders are committed to ensuring that leadership and governance are in everyday activities of the agency. The results of the Ministry's senior leadership including accountability, legal compliance, ethical behavior, societal responsibility and its support of its key initiatives are depicted under the results in the areas of leadership, governance, law and regulation, ethics and society.

The Ministry brings leadership and expertise to enhance the Ministry's integrity, effectiveness and efficiency. To work towards achieving this objective, the Ministry identified the following strategic priorities drawn from the broader outcomes of Government:

- Promoting equal opportunities and access to basic services ,livelihoods;
- Land Resources Management and Development;
- Disaster Risk Reduction and Disaster Management;
- Public Sector Reform; and
- Gender Equality, Women and Disability in Development.

LEADERSHIP

The results of senior leaders deployment of the Ministry vision, mission, values encourage two-way communication and focus on action are obtained from the following:

- (i) Number of publications or articles by the Senior Leaders and circulars or emails issued for the workforce, customers or stakeholders

Communication Type	2014
Press release	96
Ministry circulars	10
Quarterly newsletter	4 Issues

The results indicate that senior leaders communicate the activities and programmes of the Ministry not only to the members of the workforce but also to the public.

- (ii) Consultation and awareness session on Plans and Programmes of the Ministry

The Ministry also measures its communication and engagement of senior leaders with the workforce in the conduct of consultations for the formulation of our Annual Corporate Plan (ACP, the Business Plans (BP) of the seven Divisions.

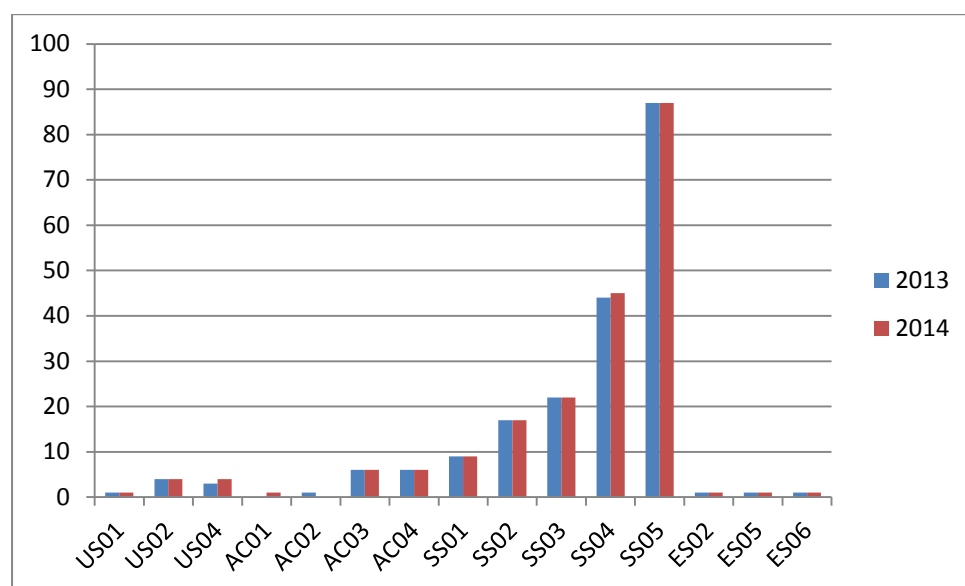
Additionally, the Ministry also values the importance of consultations and obtaining feedback on the various programmes and activities conducted at each Division. It encourages Divisional meetings.

WORKFORCE PROFILE

The approved Ministry staff establishment is 328 (i.e. 226 Established Officers and 102 Government Wage Earners).

Workforce Post by Classification from 2013-2014

Levels	2013	2014
US01	1	1
US02	4	4
US04	3	4
AC01	-	1
AC02	1	-
AC03	6	6
AC04	6	6
SS01	9	9
SS02	17	17
SS03	22	22
SS04	44	45
SS05	87	87
ES02	1	1
ES05	1	1
ES06	1	1



From the table and graph above, it indicates the major component of the Ministry's workforce which is at the middle management and base level grade. The results show that fluctuations in the staff establishment because of the restructure of some posts in the Ministry.

Number of Staff newly promoted

Classification	2013	2014
Newly Appointed	2	19
Promotions	15	24
Transfer	19	41
Resignations	2	3
Retirements	5	9

Workforce Benefits

The workforce learning and growth shows the commitment of the Ministry towards its workforce for its investment which has led to high performance of its workforce.

Classifications	2014
Overseas Training	53
Local Training	388
Maternity leave	5
Local Study leave	4
Overseas study leave	1
Attachments	7

PERFORMANCE MANAGEMENT FRAMEWORK

In alignment to the Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014, the Ministry contributes to Pillar 3: Ensuring effective, enlightened and accountable leadership; Pillar 4: Enhancing public sector efficiency, performance and service delivery; Pillar 5: Achieving higher economic growth while ensuring sustainability; Pillar 6: Making more land available for productive and social use; Pillar 7: Establishing an integrated structure at Divisional Level; Pillar 8: Reducing Poverty to a Negligible Level by 2015.

ROLES AND RESPONSIBILITIES OF THE MINISTRY

The Ministry is mandated to manage and coordinate the implementation of Government Rural Development Programs. To expedite, this, the Ministry is responsible for the establishment of the Divisional and Provincial Development Boards, which are consultative and planning forums for development in the rural areas.

The Ministry's Vision to be "A World Class Development Organisation Empowering Fiji's Rural Sector" together with our Mission for "Building the Integrated Rural Development Framework for Productive, Progressive, Safe and Resilient Communities in Fiji" is aimed at supporting Government's overall Vision to create "A Better Fiji for All".

In line with these directions, the Ministry is responsible for implementing the following rural and maritime development programmes:

- 1) **Self-Help Scheme:** assistance is directed towards small infrastructural projects on a cost sharing basis (1/3 community and 2/3 government contribution);
- 2) **Divisional Development Board Projects Scheme:** assistance is directed towards medium size fully funded infrastructural projects;
- 3) **Non-cane Access Roads Scheme:** assistance is directed towards construction of new farm roads to open up areas that have potential for commercial agro-based activities;
- 4) **Rural Housing Assistance Scheme:** assistance is directed towards the provision of affordable, durable and cyclone-resistant houses to families in Fiji's rural areas;
- 5) **Social Welfare Housing Assistance:** assistance is directed towards the provision of housing assistance on deserving Family Assistance recipients.

In addition, the Ministry has the overall responsibility to effect national disaster management strategy as required by the National Disaster Management Act of 1998 encompassing prevention, mitigation, preparedness, emergency operations, relief and rehabilitation. Under the management of the National Disaster Controller and Permanent Secretary for Rural & Maritime Development and National Disaster Management, the National Disaster Management Office (NDMO) also manages and coordinates agencies through the National Disaster Management Council and its related bodies.

The NDMO functions as a central agency whose role is to coordinate the implementation of policies of the National Disaster Management Council including disaster mitigation and preparedness during emergencies and also sets up within the precincts, the National Emergency Operation Centre (NEOC) to coordinate the activities of disaster monitoring, warning and immediate post disaster response including emergency relief work.

To achieve the development objectives of government, the Ministry in line with its budgetary provision for 2013, implemented the following outputs:

- Output 1:** Portfolio Leadership, Policy Advice and Secretariat Support
- Output 2:** Coordinate Rural & Outer Islands Development
- Output 3:** Provision of Rural Housing
- Output 4:** Construction and maintenance of non-cane access roads
- Output 5:** Provision of Emergency Water
- Output 6:** Better utilisation of leased land through CBUL
- Output 7:** Implementation of National Disaster Management Strategy
- Output 8:** Ancillary and Support Services
- Output 9:** Human Resources and Knowledge Development

THE DIVISIONS

COMMISSIONER CENTRAL DIVISION

The Division is headed by the Commissioner Central and assisted by the Divisional Planning Officer, Provincial Administrators and Support Staff for the coordination and implementation of government funded projects in the provinces of Namosi, Naitasiri, Rewa, Serua and Tailevu through the existing consultative and planning forums.

The Division continued to promote equal opportunities of access to basic services through the implementation of the following programmes:

- i. Self-Help Scheme;
- ii. Non-Cane Access Road;
- iii. Rural Housing Assistance Scheme;
- iv. Poverty Alleviation Housing Scheme;
- v. Public Sector Investment Programme; and
- vi. Ancillary Services

In addition, the Commissioner Central Division has the overall responsibility for managing disaster in an event of a natural disaster and also coordinates other agencies during and after a disaster so that assistance is distributed equally.

Administration

The Division has a total of 62 staff (48 Established and 14 Government Wage Earners) stationed at the Divisional Headquarters in Nausori, Namosi, Naitasiri, Rewa, Serua and Tailevu.

Assets

A total of 11 vehicles and one fiberglass boat were allocated to the division to facilitate timely and effective service delivery.

Additionally, offices in the division are being equipped with basic equipment and furniture to facilitate the consistent discharge of duties. Obsolete items have been boarded and are awaiting the decision from the Ministry of Finance for disposal.

RURAL & MARITIME DEVELOPMENT PROGRAMMES

Self-Help Scheme

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Naitasiri	13	76,863.00	In kind	76,863.00
PA Namosi	8	74,965.00	In kind	74,965.00
PA Rewa	8	85,148.87	In kind	85,148.87
PA Serua	9	65,245.40	In kind	65,245.40
PA Tailevu	4	74,428.00	In kind	74,428.00
TOTAL	42	376,650.27	-	376,650.27

Non-Cane Access Road Project

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Naitasiri	5	169,680.00	In kind	169,680.00
PA Namosi	1	40,000.00	In kind	40,000.00
PA Rewa	3	80,000.00	In kind	80,000.00
PA Serua	0	-	In kind	-
PA Tailevu	1	48,190.00	In kind	48,190.00
TOTAL	10	337,870.00	-	337,870.00

Rural Housing Assistance Scheme

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Naitasiri	-			
PA Namosi	-			
PA Rewa	-			
PA Serua	5	51,000.00	15,303.00	66,303.00
PA Tailevu	4	56,000.00	16,000.00	72,000.00
TOTAL	9	107,000.00	31,303.00	138,303.00

Poverty Alleviation Housing Project

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Naitasiri	1	10,340.00	In kind	10,340.00
PA Namosi	1	11,994.00	In kind	11,994.00
PA Rewa	1	10,340.00	In kind	10,340.00
PA Serua	1	5,170.00	In kind	5,170.00
PA Tailevu	1	7,238.00	In kind	7,238.00
TOTAL	5	45,082.00	-	45,082.00

Public Sector Investment Programme

No.	Project Title	Province	Government Contribution(\$)
1	Bega Seawall	Rewa	100,000.00
2	Namosi Government Station	Namosi	100,000.00
3	Waivaka Health Centre	Namosi	400,000.00
	TOTAL		600,000.00

ANCILLARY SERVICES

In addition to its core functions, the Division also performed other ancillary services on behalf of other line ministries not physically represented in the division as follows:

Administration of Business Trading Licences

Province	No. of Licences Issued	Total Fees Collected(\$)
Naitasiri	214	7,815.60
Namosi	30	1,012.00
Rewa	36	1,885.35
Serua	668	25,199.76
Tailevu	91	3,912.85
TOTAL	1,039	39,825.56

Administration of Liquor Licence

A total of 273 Licences were renewed which generated an annual fee of \$241,500.00 while 18 new applications were issued with a total fee of \$18,000.00 being collected as tabulated below:

Summary of Liquor Licence

Licence Type	Renewal			New Application	
	No. Issued	Fee Collected(\$)	Annual Fee Collected(\$)	No. Issued	Fee collected (\$)
Off Licence	127	127,000.00	102,000.00	7	7,000.00
Ordinary Restaurant	43	43,000.00	6,000.00	7	7,000.00
Nightclub	21	21,000.00	9,000.00	2	2,000.00
Private Hotel	24	24,000.00	20,000.00	1	1,000.00
Tavern	8	8,000.00	2,000.00	1	1,000.00
Publican	5	5,000.00	6,000.00		
Club	9	9,000.00	1,500.00		
Aerodrome	1	1,000.00	1,000.00		
Special Use	35	3,500.00	-		
TOTAL	273	241,500.00	147,500.00	18	18,000.00

Administration of Fishing Permits

A total of 547 fishing permits were issued within the year permitting permit holders to fish specific marine species using appropriate methods in various traditional fishing grounds within the division as tabulated below:

Summary of Fishing Permits

Province/District	No. Issued
Naitasiri	69
Namosi	17
Rewa	149
Serua	80
Tailevu	232
TOTAL	547

Administration of Government Pool and Rented Quarters

The division is managing a total of 76 government quarters and 35 government rented quarters as tabulated below:

Province /District	No. of Government Pool Quarters	No. of Rented Quarters	Total
Nausori	31	31	62
Naitasiri	6	1	7
Serua	28	3	31
Tailevu	11	-	11
TOTAL	76	35	111

Administration of Public Processions

The division continued to issue a total permit of 62 on public processions as shown below:

Province/District	No. of Permit Issued
Naitasiri	8
Namosi	22
Rewa	-
Serua	51
Tailevu	3
TOTAL	84

Administration of Births/Deaths/Marriages

293 births were registered in the Division generating a sum of \$659.25 as revenue as shown in the Table below:

Summary of Birth Registration

Province/District	Total Registration	Total Fee Collected(\$)
Naitasiri	32	72.00
Namosi	13	29.25
Rewa	212	477.00
Serua	36	81.00
Tailevu	-	-
TOTAL	293	659.25

Deaths

From the records below, it is apparent that people hardly registered the death of their relatives at the district officers but may have gone direct to the Office of the Registrar-General for registration or have neglected at all to register them because of lack of awareness.

Summary of Death Registration

Province/District	No. Registration
Naitasiri	-
Namosi	1
Rewa	-
Serua	3
Tailevu	-
TOTAL	4

Administration of Ex-servicemen Aftercare Fund

Province/District	No. of Cheques Issued	Amount (\$)
Naitasiri	325	35,701.80
Namosi	-	-
Rewa	3225	357,422.30
Serua	-	-
Tailevu	-	-
TOTAL	3550	393,124.10

CCD SNAPSHOT



Central Division Staff at the Impact Assessment Workshop in Parliament



Central Division Staff during the Ministry's sports day in Labasa



Handing over of Boarding equipment's to the management of the Beqa/Yanuca Secondary School



Media tour in the province of Naitasiri



Corporate Services meeting in Labasa



Staff of the Central Division during the farewell of the former Commissioner Central, Mr Tuitubou

COMMISSIONER EASTERN DIVISION

The Division is headed by the Commissioner Eastern and assisted by the Divisional Planning Officer, Provincial Administrators and Support Staff for the coordination and implementation of government funded projects in the provinces of Lomaiviti, Lau, Kadavu and Rotuma through the existing consultative and planning forums.

The Office continued to promote equal opportunities of access to basic services through the implementation of the following programmes:

- vii. Self-Help Scheme;
- viii. Non-Cane Access Road;
- ix. Rural Housing Assistance Scheme;
- x. Poverty Alleviation Housing Scheme;
- xi. Public Sector Investment Programme; and
- xii. Ancillary Services

In addition, the Commissioner Eastern Division has the overall responsibility for disaster management. Disaster awareness and prepositioning of disaster kits was the message to the four provinces as precautionary measures.

There have also been notable effects of the Climate Change affecting some islands. A team visited Waciwaci, Lakeba in Lau to undertake relocation assessment for the village school.

Administration

The Division has a total of 36 staff (26 Established and 10 Government Wage Earners) stationed at the Divisional Headquarters in Suva, Lau, Lomaiviti, Kadavu and Rotuma.

Assets

A total of 7 vehicles and two fiberglass boat were allocated to the division to facilitate timely and effective service delivery.

Additionally, offices in the division are being equipped with basic equipment and furniture to facilitate the consistent discharge of duties. Obsolete items have been boarded and are awaiting the decision from the Ministry of Finance for disposal.

RURAL & MARITIME DEVELOPMENT PROGRAMMES

Self-Help Scheme

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
DO Rotuma	4	17,858.95	In kind	17,858.95
PA Kadavu	10	80,657.58	In kind & \$10,660.00	91,317.58
PA Lau	10	73,189.76	In kind & \$8598.85	81,788.61
PA Lomaiviti	13	113,154.61	In kind & \$17,843.30	130,997.91
TOTAL	37	284,860.90	37,102.15	321,963.05

Non Cane Access Road Project

Station	No. of projects funded	Govt. Contribution(\$)	Community contribution	Total Cost(\$)
PA Kadavu	1	91,714.00	-	91,714.00
PA Lau	1	39,088.00	-	39,088.00 (Fund redeployed for emergency water)
TOTAL	2	130,802.00		130,802.00

Rural Housing Assistance Scheme

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Kadavu	4	55,117.57	14,000	69,117.57
PA Lau	1	5,612.00	In kind	5,612.00
PA Lomaiviti	4	69,885.36	16,000	85,885.36
TOTAL	9	130,614.93	30,000.00	160,614.93

Poverty Alleviation Housing Scheme

Station	No. of projects funded	Govt. Contribution (\$)	Community contribution (\$)	Total Cost (\$)
PA Lau	3	32,379.00	In kind	32,379.00
PA Lomaiviti	2	21,586.00	In kind	21,586.00
TOTAL	5	53,965.00		53,965.00

Public Sector Investment Programme

No.	Name of Projects	Province	Budget (\$)
01	Construction of District Administration Office & Quarters (Gau)	Lomaiviti	738,000
02	Purchase of Landing Craft		7,000,000
03	Kadavu Feasibility Study (Renewable Energy)	Kadavu	100,000
04	Relocation of Kadavu Provincial Office	Kadavu	509,845
05	Nalotu, Gasele-Nauciwai Village Foot Crossing	Kadavu	200,000
06	Vunisei to Daku Road	Kadavu	300,000
07	Jioma Foot Crossing	Kadavu	100,000
08	Upgrading of Namara to Muanisolo Road	Kadavu	280,582 (Funded from savings)
TOTAL			9,228,427.00

ANCILLARY SERVICES

In addition to the core functions of the Ministry, the Eastern Division also performed ancillary services on behalf of line ministries not physically represented in the division and districts in the following manner:

Administration of Business Trading Licences

Licence Type	Lau		Lomaiviti		Kadavu		Rotuma	
	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)
Retail	78	\$5,060.00			47	\$2,827.50	23	\$1,012.00
Canteen					57	\$2,552.00		
Hawkers	51	\$1,122.00			99	\$2,104.70	39	\$858.00
Bakery					5	\$220.00	5	\$220.00
Petroleum	3	\$132.00			20	\$1,056.00	5	\$220.00
Yaqona								
Wholesale	2	\$396.00			2	\$572.00		
Restaurant								
TOTAL	134				230	\$9,332.20	72	\$2,310.00

Administration of Liquor Licence

Liquor Licence	Lau		Lomaiviti		Kadavu		Rotuma	
	No. Issued	Amt. collected	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)
On Premises			1	\$1000.00	3	\$3,000.00		
Off Premises					2	\$2,000.00	3	\$3,000.00
TOTAL			1	\$1,000.00	5	\$5,000.00	3	\$3,000.00

Administration of Fishing Permits

No.	Province	No. Issued
01	Lau	154
02	Lomaiviti	45
03	Kadavu	239
04	Rotuma	1
	TOTAL	439

Administration of Government Pool and Rented Quarters

No.	Province	No. of Govt. Pool Quarters	No. of Govt. Rented Quarters
01	Lau		
02	Lomaiviti	77	
03	Kadavu	68	
04	Rotuma	29	
	TOTAL	174	

Administration of Public Procession

Permit Type	Lau		Lomaiviti		Kadavu		Rotuma	
	No. Issued	Amt. collected	No. Issued	Amt. collected	No. Issued	Amt. collected	No. Issued	Amt. collected(\$)
Walk-a-thon							8	\$180.00
Cent-a-Vote								
Dance							18	\$405.00
Gunu Sede							49	\$1,102.50
Bazaar							2	\$45.00
Kati							10	\$225.00
TOTAL							86	\$1,935.00

Administration of Births/Deaths/Marriages

Registration Type	Lau		Lomaiviti		Kadavu		Rotuma	
	No. Issued	Amt. collected	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)
New Birth			35	\$80.50	19	\$43.70	19	\$43.70
Late Registration			22	\$50.60	18	\$169.20		
Correction of Name							5	\$22.00
TOTAL			57	\$131.10	37	\$212.90	24	\$68.60

Death Registration

No.	Province	No. Registered
01	Lau	
02	Lomaiviti	
03	Kadavu	
04	Rotuma	7
TOTAL		7

Marriage Registration

Licence Type	Lau		Lomaiviti		Kadavu		Rotuma	
	No. Issued	Amt. collected	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)	No. Issued	Amt. collected(\$)
Special Licence			43	\$894.00	31	\$641.70	19	\$352.25
Notice of Intent to Marry			7	\$40.25				
Civil Marriage			12	\$374.80				
Court Marriage			1	\$20.70	26	\$598.00		
TOTAL			63	\$1,329.75	57	\$1,239.70	19	\$352.25

Administration of Magistracy Services

The District Officer (DO) Rotuma is a 2nd Class Magistrate and had presided over minor cases that had occurred on the Island. In 2014, there was only one case heard by the DO Rotuma which was then referred to Suva. Ms Mua of the Magistrate's Court in Suva also heard cases on the Island to assist DO Rotuma. The other Provincial Administrators only exercised their powers under the Act for the 3rd Class Magistrate and in their capacity as Justice of Peace.

CED SNAPSHOT



Former CED, Mr Netani Rika in one of his visits to Lau



CED staff during the farewell of the former CED



CED staff during the Ministry sports day in Labasa



Jekope Baleimoala receives his certificate during the GIS Training



Team CED during the Ministry church service in Labasa



ADO Lau, Mr Babitu ready to deliver water tanks to Lau

COMMISSIONER NORTHERN DIVISION

The Division is headed by the Commissioner Northern and assisted by the Divisional Planning Officer, Provincial Administrators and Support Staff for the coordination and implementation of government funded projects in the provinces of Cakaudrove, Bua and Macuata through the existing consultative and planning forums.

The Division continued to promote equal opportunities of access to basic services through the implementation of the following programmes:

Self-Help Scheme;

Non-Cane Access Road;

Rural Housing Assistance Scheme;

Poverty Alleviation Housing Scheme;

Public Sector Investment Programme; and

Ancillary Services

In addition, the Commissioner Northern Division has the overall responsibility for disaster management. Disaster awareness and prepositioning of disaster kits was the message to the four provinces as precautionary measures.

Administration

The Division has a total of 57 staff (41 Established and 16 Government Wage Earners) stationed at the Divisional Headquarters in Labasa, Savusavu, Nabouwalu, Taveuni, Tukavesi and Saqani.

Assets

A total of 15 vehicles were allocated to the division to facilitate timely and effective service delivery to rural and remote communities.

Additionally, offices in the division are being equipped with basic equipment and furniture to facilitate the consistent discharge of duties. Obsolete items have been boarded and are awaiting the decision from the Ministry of Finance for disposal.

RURAL & MARITIME DEVELOPMENT PROGRAMMES

Self-Help Project

Province/District	No. of Projects Funded	Total Cost(\$)
Cakaudrove	10	87,449.90
Bua	10	67,474.70
Macuata	10	106,793.56
TOTAL	30	261,718.16

Non-Cane Access Road Project

Province/District	No. of Projects Funded	Total Cost(\$)
Cakaudrove	1	51,700.00
Bua	1	134,420.00
Macuata	2	154,940.00
TOTAL	4	341,060.00

Rural Housing Assistance Scheme

Province/District	No. of Projects Funded	Total Cost(\$)
Cakaudrove	6	31,687.55
Bua	7	30,305.77
Macuata	8	46,678.19
TOTAL	21	108,671.51

Poverty Alleviation Housing Programme

Province/District	No. of Projects Funded	Total Cost(\$)
Cakaudrove	3	11,029.62
Bua	2	22,225.75
Macuata	-	-
TOTAL	5	33,255.37

Public Sector Investment Programme

No.	Project Title	Total Cost(\$)
01	Lagi Health Centre	376,753.00
02	Kubulau Government Station	500,000.00
03	Korosi/Balaga Road	572,815.00
	TOTAL	1,449,568.00

TC EVAN REHABILITATION

In addition to the above rural development programmes, the division also coordinated the Tropical Cyclone Evan's Rehabilitation as summarized in the table below:

Summary of TC Evan Rehabilitation

Province/District	No. of Families assisted	Total Cost(\$)
Cakaudrove	6	90,000
Bua	59	810,000
Macuata	14	210,000
TOTAL	79	1,110,000.00

ANCILLARY SERVICES

In addition to its core functions, the Office also performed other ancillary services on behalf of other line ministries not physically represented in the division as follows:

Administration of Birth/Death/Marriage

Summary of Birth Registration

Province/District	Total Registration	Total Fee Collected(\$)
Cakaudrove	173	1,897.00
Bua	197	933
Macuata	14	59.20
TOTAL	384	2,889.20

Summary of Death Registration

Province/District	No. Registered
Cakaudrove	66
Bua	12
Macuata	7
TOTAL	85

Summary of Marriage Registration

Registration Type	Cakaudrove		Bua		Macuata	
	No. issued	Amt. Collected(\$)	No. issued	Amt. collected(\$)	No. issued	Amt. collected(\$)
Special Licence	81	1,676.07	31	641.70	2	45.00
Court Marriage	99	2,277.00	17	391.00	-	-
Notice of Intent to Marry	-	-	1	5.75	2	45.00
TOTAL	180	3,953.07	49	1,038.45	4	90.00

Administration of Trading Business Licence

Licence Type	Cakaudrove		Bua		Macuata	
	No. issued	Amt. collected(\$)	No. issued	Amt. collected(\$)	No. issued	Amt. Collected(\$)
Retail	50	3,372.50	31	2,090.95	77	5,039.75
Canteen	177	8,159.70	90	4,149.00	72	2,777.36
Hawker	240	510.60	39	82.98	158	2,911.05
Billiard Table	2	92.20	9	414.90	7	315.00
Handicraft	52	1,196.00	-	-	-	-
Rock Lining	4	92.00	-	-	-	-
Wholesale	-	-	2	572.00	1	286.00
Taxi	-	-	-	-	32	662.30
TOTAL	525	13,423.00	171	7,309.83	347	11,991.46

Administration of Liquor Licence

Licence Type	No. Issued	Amt. Collected(\$)
Off- Premises Use	10	10,000.00
Private Hotel Licence	4	4,000.00
Ordinary Restaurant Licence	3	3,000.00
Nightclub Licence	-	-
Packet Licence	-	-
Club Licence	-	-
Tavern Licence	-	-
TOTAL	17	17,000.00

Administration of Government Pool & Government Rented Quarters

Province/District	No. of Govt. Pool Quarters	No. of Govt. Rented Quarters	Total
Cakaudrove	38	8	46
Bua	14	5	19
Macuata	104	77	181
TOTAL	156	90	246

Administration of Pension and Ex-Servicemen Fund

Province/District	No. of Recipients	No. of cheque issued	Amount(\$)
Cakaudrove	53	46	6,097.85
Macuata	214	214	24,274.45
TOTAL	267	260	30,372.30

Administration of Fishing Permits

Province/District	No. of Permit Issued
Cakaudrove	1,470
Bua	966
Macuata	746
TOTAL	3,182

Administration of Public Procession

Permit Type	CND Office		PA Macuata		PA Bua	
	No. issued	Amt. collected(\$)	No. issued	Amt. collected(\$)	No. issued	Amt. collected(\$)
Public Procession			10		10	
Public Gathering			695		53	
TOTAL			705		63	

CND SNAPSHOT



A new bridge for the people of Nasuva, Seaqaqa



CND staff



The 1st 10km Buca Bay road that was opened by PM Bainimarama



The new Savusavu market extension



ADO Tukavesi, Mr Logaivau during the Wainikoro Roadshow



Water project funded under the self-help programme

COMMISSIONER WESTERN DIVISION

The Division is headed by the Commissioner Western and assisted by the Divisional Planning Officer, Provincial Administrators and Support Staff for the coordination and implementation of government funded projects in the provinces of Ba, Nadroga/Navosa and Ra through the implementation of the Integrated Rural Development Framework and existing consultative and planning forums.

The Office continued to promote equal opportunities of access to basic services through the implementation of the following programmes:

- xiii. Self-Help Scheme;
- xiv. Non-Cane Access Road;
- xv. Rural Housing Assistance Scheme;
- xvi. Poverty Alleviation Housing Scheme;
- xvii. Public Sector Investment Programme; and
- xviii. Ancillary Services.

In addition, the Commissioner Western Division has the overall responsibility for disaster management. Disaster awareness and prepositioning of disaster kits was the message to the four provinces as precautionary measures.

Administration

The Division has a total of 69 staff (47 Established and 22 Government Wage Earners) stationed at the Divisional Headquarters in Lautoka and at the Provincial and District Offices in Nadroga/Navosa, Ba, Ra, Keyasi, Nadi, Tavua, Nadarivatu and Rakiraki.

Assets

A total of 21 vehicles were allocated to the division to facilitate timely and effective service delivery.

Additionally, offices in the division are being equipped with basic equipment and furniture to facilitate the consistent discharge of duties. Obsolete items have been boarded and are awaiting the decision from the Ministry of Finance for disposal.

RURAL & MARITIME DEVELOPMENT PROGRAMMES

Public Sector Investment Programme

No.	Name of Projects	Province	Budget (\$)
01	Cuvu Health Centre	Nadroga	610,000
02	Nagatagata Nursing Station	Ba	500,000
03	Waya/Nacula Tikina Water Project	Ba	590,000
04	Ra Tikina Water Project	Ba	669,900
TOTAL			2,369,900.00

Self-Help Project

Province	No. of projects funded	Total Cost (\$)
Nadroga/Navosa	4	69,000
Ba	9	90,961.36
Ra	1	14,000
TOTAL	14	173,961.36

Rural Housing Assistance

Province	No. of projects funded	Total Cost (\$)
Nadroga/Navosa	4	29,297.33
Ra	2	21,873.33
Ba	5	51,670.66
TOTAL	11	102,841.32

Poverty Alleviation Housing Scheme

Province	No. of projects funded	Total Cost (\$)
Ba	1	5,000
TOTAL	1	5,000.00

Non-Cane Access Roads

Province	No. of projects funded	Total Cost (\$)
Nadroga/Navosa	4	74,800
Ra	3	101,832.36
Ba	6	150,012.55
TOTAL	13	326,644.91

EMERGENCY WATER

The prolonged dry spell affecting most parts of Fiji that initiated from the end of June has had visible and tangible effects on the water sources, agriculture and social sectors such as health and education services in the maritime and mainland areas. Two major issues caused by the prolonged dry spell are increases in burning cases as well as the drying up of water sources.

Due to this dryness, an emergency water operation was activated on 31st July 2014, and this operation was manned at the Divisional Emergency Operation Centre by the divisional office staff.

Mainland Emergency Water Delivery

A total of 1,889,610 litres of water has been delivered to all affected areas of the mainland in the Western Division with the total cost of \$64,289.12. Emergency Water requests have been received from the highlands of Nadarivatu districts such as Nanoko and Mare village and Thomas Baker School. Ministry trucks have made two rounds of water delivery to these areas in Nanoko and Mare inclusive of the school. Some affected areas in the mainland have been supplied more than two times.

Maritime Emergency Water Delivery

Maritime areas inclusive of Yasawa, Vatulele, Malolo and Mamanuca were supplied with 2,198,500 liters of water at a cost of \$91,500.00 during the period of the Emergency Water Operation until the day the operation stood down. About two thirds of these amounts of water were being supplied to schools and health centers and have been supplied on more than two occasions. The water was carted through the MLC Vatulawa and MLC Kaiwai to the Yasawa Islands and other Maritime areas.

ANCILLARY SERVICES

In addition to the core functions of the Ministry, the Western Division also performed ancillary services on behalf of line ministries not physically represented in the division and districts in the following manner:

Administration of Births/Deaths/Marriages

Reg.n Type	1 st Qtr		2 nd Qtr		3 rd Qtr		4 th Qtr	
	Registratn	Amt. collected(\$)	Registratn	Amt. collected(\$)	Registratn	Amt. collected(\$)	Registratn	Amt. collected(\$)
Births	387		274	\$1025.80	244	793.50	200	2380.30
Deaths	131		47	\$108.30	28	46.00	24	197.80
Marriages	348		516	12,078.10	340	\$11,489.94	413	34,325.61
TOTAL	866		837	13,212.20	612	12,329.44	637	36,903.71

Administration of Public Procession

Permit Type	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
	No. Issued	No. Issued	No. Issued	No. Issued
Public Procession	56	138	104	120
Public Collection Fundraising	85	146	156	36
Public Meeting	78	54	39	23
Bazaars	3	10	5	12
Lotteries	-	11	7	6
TOTAL	222	359	311	197

Administration of After-Care Ex-Servicemen Fund

Quarter	No. of Cheques issued	Amt. Paid out (\$)
1	731	20,164.25
2	694	79,132.45
3	695	77,400.90
4	669	25,251.45
TOTAL	2789	201,949.05

Administration of Government Pool and Rented Quarters

Province/District	No. of Govt. Pool Quarters	No. of Govt. Rented Quarters	Total
Rakiraki	22	9	31
Tavua/Nadarivatu	15	3	18
Ba	26	27	53
Lautoka	179	104	283
Nadi	69	61	130
Navosa	13	-	13
Sigatoka	29	4	33
TOTAL	353	208	561

Administration of Ordinary Liquor Licence and Special Use Licence

Type of Application	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Renewals	26	17	16	6
New Applications	10	5	6	13
Provisional Approval	2	25	14	28
Special Use Licence	5	18	-	5
Hearing Held	2	1	2	-
Transfers	-	2	5	6
TOTAL APPLICATIONS	45	68	43	58
TOTAL FEES	\$36,500.00	\$23,800.00	\$22,000.00	\$19,500.00

Issuance, Renewal & Cancellation of Business Licences and Petroleum Products

Licence Type	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	New	Renewal	New	Renewal	New	Renewal	New	Renewal
Retail	396	-	19					
Canteen	205	-	61					
Hawkers	237	-	-					
Others	994	-	-					
TOTAL	1,832		80					

CWD SNAPSHOT



Former CWD, Mr Cawaki during a Ministry function



CWD staff during the official welcome of the Minister & Assistant Minister



Team West during the 2015 ACP Planning



Team West during the Ministry Sports day in Labasa



DO Lautoka/Yasawa, Ms Atu during the National Platform Meeting



DO Nadi, Mr Waqavonovono & DO Nadarivatu during the site visit in Kiuva Workshop

NATIONAL DISASTER MANAGEMENT OFFICE

ROLES AND RESPONSIBILITIES

The National Disaster Management Office is responsible for national disaster management in Fiji where day-to-day functions of the disaster management organisations are managed and coordinated/conducted. The main functions of the National Disaster Management Office are to:-

- a) implement policies laid down by the Council and Cabinet;
- b) advise the National Disaster Controller, the Council and other relevant bodies on disaster related matters
- c) initiate formulation of policies for development of disaster management organizations and activities
- d) arrange meetings of the Council and its sub-committees, provide Secretariat support and initiate follow-up action
- e) deal with disaster management related issues at the national level
- f) initiate and co-ordinate the preparation for rehabilitation plans after national reviews
- g) review disaster preparedness arrangements and carry out post-disaster reviews
- h) co-ordinate disaster management training and public education; and
- i) perform any other functions as directed by the National Disaster Controller

POLICY, RESEARCH & RISK MANAGEMENT UNIT

The Unit is headed by a Principal Officer level and is regarded as the forward looking element of the organisation. The Unit conducts its business mainly in collaboration with specialised NDMO partners at the international, regional and national level and harmonised global disaster management technological advancement into its work plan. The Unit is responsible for the achievement of the following sub-outputs.

a. Policy Development

The formulation and development of disaster risk reduction and disaster management policies for Fiji.

b. Research and Development

The conduct of disaster risk reduction and disaster management research by specialised disaster management partners and the implementation of programs formulated from the researched activities.

c. Risks Management

The identification and analysis of risk factors that affect communities with the formulation of risk reduction processes aimed at eliminating or reducing risks to manageable levels.

d. Information Technology (IT) Development

The development of IT capability within NDMO to support the national disaster risk reduction and disaster management activities. The envisaged IT development initiatives in line for the Office are the establishment of a NDMO Database, NDMO Geographical Information System (GIS) and NDMO Website.

TRAINING, EDUCATION & AWARENESS UNIT

The Unit is headed by a Senior Officer level and is responsible for the achievement of the following sub-outputs.

a. Training and Development

The formulation, development and conduct of disaster risk reduction and disaster management training at the national, divisional, district and community level according to the needs and gaps in the disaster management arrangement at the various levels.

b. Education and Awareness

The formulation, development and conduct of formal education and awareness programs to support the disaster risk reduction and disaster management arrangement at all levels. The development of media advocacy DRM issues that captures public attention before and during a disaster event. Very important in the Unit calendar is the planning, preparation and staging of the National Disaster Awareness Week, a national event that is being celebrated annually at the end of September to mark the beginning of a new cyclone season for the country.

c. Publications

The development and printing of pamphlets, handouts, manuals, leaflets, etc. to support the drive towards training, education and keeping the general public awareness to the proper means of building the resilience of the Fiji communities from disasters.

EMERGENCY PLANNING & COORDINATION

The Unit is headed by a Principal Officer level and is the implementation arm of the NDMO in terms of coordinating the national response to disasters. The Unit is responsible for the achievement of the following sub-outputs.

a. Emergency Planning

The formulation and development of emergency planning at the national level to address the needs of the communities in terms of coordinating all the response

activities required. Planning is the process consisting of the formulation of goals and objectives and the determination of strategies and activities to achieving them.

b. Emergency Coordination

The bringing together of organisations to ensure effective response and is primarily concerned with the systematic identification, acquisition and application of resources in accordance with the requirements imposed by the threat or impact of a hazard.

c. Emergency Operations

The management of organised activities and actions performed to address the immediate needs of an emergency and disaster situation.

d. Operation and Management of the National Emergency Operation Centre (NEOC)

This sub-output involves the process of staffing, planning, organising, leading and controlling the efforts of the NEOC and all other response resources to achieve stated response goals and objectives.

SIGNIFICANT EVENTS

- a) Capacity training on applications of GIS and geospatial data management for disaster risk reduction in Fiji that saw the establishment of a geospatial portal for disaster risk management (Geo-DRM) in the server of Fiji government and the enhancement of the capacity of government officers to operate the Geo-DRM and to make geospatial data processing for disaster risk reduction.
- b) A flood table top exercise coordinated by NDMO and ADRA (of New Zealand) was conducted in Labasa from 21st-25th July, 2014 for flood prone areas of Labasa town. The table top exercise was focused on the coordination of response agencies with the divisional emergency operation centres.
- c) The convening of the National Platform for Disaster Risk Reduction for Disaster Risk Reduction and Climate Change Adaptation took place from Tuesday 19th to Friday 22nd August at the Novotel Convention Centre in Lami with the theme *Reducing Disaster Risk and Climate Change Vulnerability through Resilient Development*. This was the first time that the two programmes were brought under the same forum for discussion and at the end of the 4 day discussions with adopted outcomes.
- d) Completion of the Bau Seawall Project under Mitigation Fund.
- e) The Drought dry spell emergency operation from June to November where the provision of emergency water to all divisions stalled all capital projects for the Ministry due to the prolonged dry spell.
- f) Fiji's participation at the 2nd PrepCom for the 3rd World Conference for DRR held in Geneva in November.

NDMO SNAPSHOT



Former DDM, Mr Tagicakibau hands over generator for the Welagi Evacuation Centre



NDMO staff farewell Michael, - AusAid volunteer



Launching of the NDMO website



National Emergency Operation Centre



NDMO at the Laselevu roadshow



Divisional staff with their spoils at the GIS Training coordinated by NDMO

DEVELOPMENT SERVICES DIVISION

ROLES AND RESPONSIBILITIES

The Division comprising the Research, Planning & Policy Unit and Monitoring & Evaluation deals with matters pertaining to research, planning and policy issues; monitoring and evaluation of capital programmes; provision of secretariat support services to the National Steering Committee; Committee for Better Utilization of Land; provision of guidance and direction to the Divisional Development Boards, Provincial Development Boards, and District Advisory Councils; provides support services to the Senior Management on the preparation of briefs on economic and or other issues and simultaneously coordinates the preparation of the Ministry's papers, briefs and speeches as and when required.

In addition to the above, the Division also supervises the Rural Housing Unit (RHU) and its functions. RHU is responsible for the planning, implementation and monitoring of all funded Rural Housing projects including the Poverty Alleviation Project and the Housing Rehabilitation Programme. The Unit also provides technical advice and assistance to the Minister, Assistant Minister, Permanent Secretary and the Senior Management through the provision of building plans; quotations and working documents for village housing schemes and other infrastructural development in rural areas.

RESEARCH AND DEVELOPMENT

In terms of research, planning and policy development, a number of activities were conducted by the Division which contributed to the overall achievement of Ministry targets at the end of the year. These include:

- Program and Project Data Assessment for SOP process improvement;
- Analysis of the 27 Acts that governs the Ancillary Services;
- Analyze the Audit report to assist in the development of the SOP
- Analyze the Ministry's Annual Report from 2010-2013 as part of the SOP process improvement

MONITORING AND EVALUATION

The Unit continues to monitor and evaluate the implementation of the Ministry's programs and activities.

Integrated Rural Development Framework

The Ministry continued to provide coordination role, policy advice, and secretariat support services to the 14 Provincial Development Boards (PDBs), 4 Divisional Development Boards (DDBs), and the National Steering Committee (NSC).

Committee on Better Utilization of Land

The division continued to provide secretariat services to the CBUL and coordinated the payment of \$6.4m to the iTaukei Land Trust Board for the renewal of leases. The committee

had three meetings in respect to the National CBUL and also had three meetings in respect to the Sub-CBUL committees.

RURAL HOUSING

Functions of the Unit

Rural Housing Unit is responsible for the planning, implementation and monitoring of its core programmes as well as the coordination of additional capital programmes such as Poverty Alleviation Project and Housing Rehabilitation. Further, the Unit has continued to be the Ministry's Technical Support Unit by providing technical advice and assistance to the Ministerial Headquarters and the four (4) Divisional Commissioners through the provision of building plans, quotations, and working documents for Village Housing Schemes and other infrastructural development in rural areas.

The Unit has two housing programs which have continued to excel within the division with the completion of housing projects being the focus for the Rural Housing and Poverty Alleviation Project. The Unit was allocated a budget of Seven Hundred Thousand (\$700,000.00) for both programs. The RHA received five hundred thousand (\$500, 000.00) while the PAP received two hundred thousand (\$200,000.00). These funds were distributed to the four divisions for implementation.

Fiji National Provident Fund (FNPF) Application

The Fiji National Provident Fund (FNPF) application is one of the time consuming tasks in the Unit. It requires drawing up of extension plans and preparation of materials scheduled for applications within the four divisions. The RHU managed to serve a total of 305 clients. Tabulated below is the number of clients served through the Head Quarters office.

DIVISION	No of Clients
Central	151
Eastern	86
Western	43
Northern	25
TOTAL	305

Rural Housing Projects

The RHU was engaged in the construction of some Rural and Outer Island projects within the Four Divisions. Tabulated below is the list and status of these projects. Leading hands were deployed to undertake the implementation of these projects.

No.	Name of Project	Province
01	Latianara Primary School Teachers Quarters	Serua
02	Latianara College Teachers Quarters	Serua
03	Tui Waimaro Residence	Tailevu
04	Viseisei Community Hall	Ba
05	Ravitaki Health Centre	Kadavu

DEVELOPMENT SERVICES SHAPSHOT



Mr Lomalagi & Mr Rokoika during the impact assessment workshop



Development staff during the CBUL meeting



A rural housing project



Development services at the Laselevu Roadshow

CORPORATE SERVICES DIVISION

ROLE OF THE DIVISION

The overall roles and functions of the Division are to:

Ensure uniformity and consistency in the application of policies and procedures pertaining to appointments, promotion, retention and discipline in the Ministry;

Ensure compliance to relevant Human Resource Policies & Guidelines and Financial Acts;

Ensure that the Ministry has a secure and comfortable environment conducive to productivity and is OHS compliant;

Ensure that management and all employees have the requisite skills, competencies, and tools to fulfill its mandate;

Provide secretariat support to the Senior Management and the Staff Board;

Device policies for the effective management of human and financial resources for the Ministry

Policies

The Corporate Services Division submitted to the Senior Management Board to deliberate on policy issues in relation to the effective management of its human resources. Summary made to the SMB is shown in the table below.

No.	Subject	Date Issued
01	Training Policy	22/07/14
02	Performance Review Procedure	22/07/14

Ministry Circular

In addition to the policies above, the Corporate Services Division continued to communicate to all staff through the issuance of Ministry Circular to streamline policies, procedures and the operation of the Ministry as a whole. Below is a list of Ministry circulars that were issued:

No:	Subject	Date Issued
01	Reporting Template for Local Trainings/Workshops	27/06/14
02	Service Charter	22/07/14
03	Email Messages – The Fiji Government Email Policy	12/08/14
04	Late arrival – Attendance Register and Register of Absence	05/08/14
05	Staff Performance Reward Scheme (SPRS)	18/09/14
06	Management of Ministry Assets	29/09/14
06	Exit Interview	05/11/14
07	Overtime Claim	04/12/14

TRAINING

The Unit monitors the implementation of the ministry's training policies and plans to ensure a well-trained workforce. Training was offered locally and abroad.

Local Training

A total of 59 training were offered locally with 388 staff attending the training. Details are provided in the table below:

No.	Quarters	No. of Trainings Offered	No. of Officers attended
01	1	3	54
02	2	17	143
03	3	19	122
04	4	20	69
	TOTAL	59	388

Overseas Training

A total of 38 overseas training courses were offered by Development partners which is detailed below.

No.	Quarters	No. of Trainings Offered	No. of Officers attended
01	1	5	6
02	2	12	19
03	3	10	11
04	4	11	17
	TOTAL	38	53

The Unit also coordinates the monitoring of the NPTC levy. A total of \$46,912.38 was submitted for payment as shown in the table below:

No.	Period	Levy Paid (\$)
01	01/07/2013-31/12/2013	20,840.80
02	01/01/2014-30/06/2014	26,071.58
	TOTAL	46,912.38

POST PROCESSING UNIT

This report provides information on the work conducted by the Post Processing Unit in the areas of appointments; renewal of Contract and leave administration.

A total of 19 new appointments were made; 24 officers promoted to higher positions; 41 officers were transferred within the Ministry, the Ministry also accepted 3 resignations while 9 officers retired from the Ministry.

INFORMATION / COMMUNICATION

Management Information System

The MIS team continued to provide technical support in the maintenance, servicing and installation of computers, printers and other office machines throughout the year.

Media

Media services continued to be a very essential part of the Ministry's daily functions. During the year, a total of 96 media releases were issued; it printed and circulated 4 issues of the Ministry newsletter; coordinated the radio talkback shows with the Divisional Commissioners and guest speakers.

SECRETARIAT

Senior Management Board

The Senior Management Board had three meetings in 2014 and deliberated on policy issues; development issues; human resource; financial matters and operational issues.

No	Meeting Dates
01	02 nd April
02	18 th July
03	26 th November

Staff Board

The staff board members consisting of the Divisional Commissioners as members and the Deputy Secretary as Chair met on four occasions on the following dates:

No	Meeting Dates
01	1 st April
02	10 th June
03	2 nd November
04	26 th November

REGISTRY

During the year the registry received a total of 1964 inward correspondences and continued to purchase stationaries for the use of the Ministry.

ROADSHOWS

Two (2) roadshows were held in 2014 in Wainikoro, Macuata and in Laselevu, Naitasiri. The purpose of the roadshow is to bring services provided by government and the private sector closer to rural and remote communities.

CSD SNAPSHOT



Former PS Alifereti at the Wainikoro Roadshow



Divisional Commissioners during their fact-finding mission in Malaysia



CSD staff during the Ministry Sports day in Labasa



At the National Dengue clean-up campaign



Staff during the Cabinet Paper training



CSD staff during the farewell of the Commissioners

AUDITED FINANCIAL STATEMENT

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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File: 427

25 May 2015

The Minister
Ministry of Rural & Maritime Development, and
National Disaster Management
1 Knolly Street
SUVA.

Dear Sir

AUDITED FINANCIAL STATEMENTS OF THE MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER MANAGEMENT FOR THE YEAR ENDED 31 DECEMBER 2014

Audited Financial Statements for the Ministry of Rural and Maritime Development and National Disaster Management for the year ended 31 December 2014 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Management of the Ministry for its action.

Yours sincerely

Atunaisa Nadakuitavuki
for AUDITOR-GENERAL

cc: Mr. Setareki Tale, Acting Permanent Secretary for Rural and Maritime Development and National Disaster Management.

Encl.

**MINISTRY OF RURAL AND MARITIME DEVELOPMENT
AND NATIONAL DISASTER MANAGEMENT**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2014

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

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MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER MANAGEMENT

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes 1 to 8, thereon of the Ministry of Rural and Maritime Development and National Disaster Management for the year ended 31 December 2014. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement;
- (iii) Statement of Losses; and
- (iv) Trust Fund Account Statement of Receipts and Expenditure

The Ministry of Rural and Maritime Development and National Disaster Management is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

My responsibility is to express an opinion on these special purpose financial statements based on my audit.

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies stated in Note 2, the Audit Act and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Ministry of Rural and Maritime Development and National Disaster Management for the year ended 31 December 2014.

The audit opinion expressed in this report has been formed on the above basis.

Qualifications

1. A variance of \$3.6 million exists between the trust fund cash at bank recorded in the general ledger (\$7.7 million) and the trust fund liability account balance (\$4.1 million) contrary to section 58 (3) of Finance Instructions 2010. In addition, the bank reconciliation for Provincial Development Trust Fund Account was not updated resulting in a variance of \$2,979,993 between the cash at bank balance and the cash balance recorded in the general ledger contrary to section 32(6) of the Finance Instructions 2010. Therefore, the *Trust Fund Account Statement of Receipts and Expenditures* cannot be ascertained to be fairly stated.

2. The Board of Survey was in progress during the audit and as such the audit could not substantiate the Statement of Losses (other than money) contrary to section 49(2) of Finance Instructions 2010.

Audit Opinion

In my opinion, except for the matters referred in the qualification paragraphs:

- (a) the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of Rural and Maritime Development and National Disaster Management for the year ended 31 December 2014.
- (b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.



Atunaisa Nadakuitavuki
for AUDITOR GENERAL

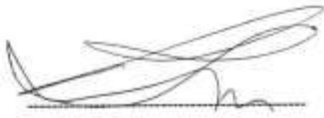
25 May 2015



MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2014

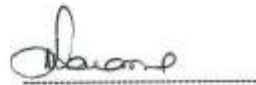
We certify that these financial statements:

- (a) fairly reflect the financial performance of the Ministry of Rural and Maritime Development and National Disaster Management for 2014; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Mr. Setareki Tale
Acting Permanent Secretary for
Rural and Maritime Development and
National Disaster Management

Date: 22/05/15



Mrs. Mele Lacarua
Senior Accounts Officer

Date: 22/05/15

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 (\$)	2013 (\$)
RECEIPTS			
State Revenue			
License Arms		-	868
License Liquor	3(a)	790,504	892,751
License Trading	3(b)	373,384	329,875
Other State Revenue	3(c)	106,576	261,487
Total State Revenue		1,270,464	1,484,981
Agency Revenue			
Miscellaneous	3(d)	31,721	43,260
Total Revenue		1,302,185	1,528,241
EXPENDITURE			
Operating Costs			
Established Staff	3(e)	4,888,807	4,461,592
Unestablished Staff	3(f)	1,411,400	1,341,489
Travel & Communication	3(g)	339,629	307,159
Maintenance & Operations	3(h)	862,941	803,867
Purchase of Goods & Services	3(i)	579,061	437,396
Operating Grants and Transfers		38,019	35,518
Special Expenditure	3(j)	2,172,947	1,060,204
Total Operating Costs		10,292,804	8,447,225
Capital Expenditure			
Construction	3(k)	2,169,090	1,403,609
Purchase	3(l)	3,026,226	729,352
Capital Grants & Transfer	3(m)	17,908,733	36,235,194
Total Capital Expenditure		23,104,049	38,368,155
Value Added Tax	3(n)	1,126,433	582,907
TOTAL EXPENDITURE		34,523,286	47,398,287

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry Over (\$)	Lapsed Appropriation (\$)
Operating Expenditure							
1	Established Staff	5,096,962	(79,700)	5,017,262	4,888,807	—	128,455
2	Unestablished Staff	1,410,193	79,700	1,489,893	1,411,400	—	78,493
3	Travel & Communication	332,500	14,885	347,385	339,629	—	7,756
4	Maintenance & Operations	830,359	71,090	901,449	862,941	—	38,508
5	Purchase of Goods & Services	717,210	(82,812)	634,398	579,061	—	55,337
6	Operating Grants & Transfers	40,000	(1,980)	38,020	38,019	—	1
7	Special Expenditure	804,400	1,487,772	2,292,172	2,172,947	—	119,225
Total Operating Expenditure		9,231,624	1,488,955	10,720,579	10,292,804	—	427,775
Capital Expenditure							
8	Construction	2,238,000	56,609	2,294,609	2,169,090	—	125,519
9	Purchase	7,200,000	(1,044,972)	6,155,028	3,026,226	—	3,128,802
10	Grants & Transfers	19,229,313	(500,592)	18,728,721	17,908,733	—	819,988
Total Capital Expenditure		28,667,313	(1,488,955)	27,178,358	23,104,049	—	4,074,309
13	Value Added Tax	1,818,300	—	1,818,300	1,126,433	—	691,867
TOTAL EXPENDITURE		39,717,237	—	39,717,237	34,523,286	—	5,193,951

Appropriation Movements

Virement Number	Virement In	Virement Out	Amount (\$)
DV001/DV1801	SEG 5	SEG 5	15,832
DV001/DV1801	SEG 7	SEG 7	25,000
DV002/DV1802	SEG 10	SEG 10	33,849
DV003/DV1803	SEG 8	SEG 8	144,536
DV004/DV1804	SEG 10	SEG 10	36,980
DV005/DV1805	SEG 4	SEG 5	20,542
DV1806	SEG 4	SEG 5	13,000
DV1807	SEG 10	SEG 5	8,700
DV1808	SEG 7	SEG 5	26,155
DV1809	SEG 4	SEG 5	1,300
DV1810	SEG 8	SEG 8	61,943
DV1811	SEG 8	SEG 8	15,848
DV1812	SEG 3	SEG 5	10,840
DV1813	SEG 5	SEG 5	16,546
DV1814	SEG 3	SEG 4	901
DV1815	SEG 3	SEG 3	1,000
DV1816	SEG 3	SEG 4	1,166
V18001	SEG 7	SEG 10	200,000
V18002	SEG 7	SEG 8	70,500
V18003	SEG 7	SEG 10	40,000
V18004	SEG 7	SEG 8	32,194
V18005	SEG 7	SEG 10	81,700
V18006	SEG 7	SEG 10	39,801
V18007	SEG 7	SEG 10	104,000
V18008	SEG 10	SEG 8	151,173
V18009	SEG 10	SEG 8	109,437
V18010	SEG 10	SEG 10	18,744

Virement Number	Virement In	Virement Out	Amount (\$)
V18011	SEG 7	SEG 10	58,319
V18012	SEG 7	SEG 8	16,312
V18013	SEG 7	SEG 10	5,514
V18014	SEG 7	SEG 10	2,162
V18015	SEG 7	SEG 10	3,363
V18016	SEG 7	SEG 10	3,388
V18017	SEG 7	SEG 9	718,184
DV1817	SEG 7	SEG 7	3,260.87
DV1818	SEG 3	SEG 6	1,980.78
DV1819	SEG 4	SEG 5	1,121
DV1820	SEG 4	SEG 5	5,000
V18018	SEG 8	SEG 9	326,787
DV1821	SEG 5	SEG 7	6,005
DV1822	SEG 4	SEG 5	2,158
DV1823	SEG 4	SEG 4	1,500
V18019	SEG 2	SEG 2	2,000
V18020	SEG 2	SEG 2	5,000
V18021	SEG 2	SEG 1	44,700
V18022	SEG 2	SEG 1	15,000
V18023	SEG 2	SEG 1	20,000
V18024	SEG 1	SEG 1	15,000
V18025	SEG 7	SEG 10	29,997
V18026	SEG 7	SEG 10	43,755
V18027	SEG 4	SEG 10	30,033
V18028	SEG 7	SEG 10	13,500
V18029	SEG 7	SEG 10	1,386
V18030	SEG 7	SEG 10	3,546
V18031	SEG 8	SEG 10	109,437

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 DECEMBER 2014

Loss of Money

The Ministry of Rural and Maritime Development and National Disaster Management did not record loss of money for the year ended 31 December 2014.

Loss of Revenue

The Ministry of Rural and Maritime Development and National Disaster Management did not record loss of revenue for the year ended 31 December 2014.

Loss (other than money)

The Office of the Commissioner Eastern Division recorded the loss of a laptop costing approximately \$550.

The Board of Survey for 2014 was in progress.

In addition, the Ministry of Finance approved the write off of unverified account balances recorded in the general ledger system which could not be substantiated as records were no longer available.

Account Balance	Description	Amount (\$)	Remarks
1-18101-68999-530301	Drawings BSP Suva	44,613	Operating Drawings bank account – Headquarters
1-18101-91991-530301	Drawings BSP Suva	33	Operating Drawings bank account – Commissioner Central
1-18101-93991-530301	Drawings BSP Suva	(15,416)	Operating Drawings bank account – Commissioner Northern

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	2014 (\$)	2013 (\$)
RECEIPTS			
Environment Trust		1,000	---
Tender Deposits		107,353	---
Rural Housing Deposits		229,247	223,690
Unclaimed Wages		6,524	9,220
Community Contributions		6,300	9,320
Prime Minister's Relief & Rehabilitation Committee		121,265	63,240
Prime Minister's Office Disaster & Rehabilitation Trust Fund		4,015,995	2,077,502
One - Third Self Help Projects		101,718	82,998
Total Receipts		4,589,402	2,465,970
PAYMENTS			
Tender Deposits		25,761	200
Rural Housing Deposits		150,863	190,294
Unclaimed Wages		2,236	9,220
Community Contributions		---	3,020
Prime Minister's Relief & Rehabilitation Committee		267,472	126,577
Prime Minister's Office Disaster & Rehabilitation Trust Fund		2,487,081	2,000,000
One - Third Self Help Projects		99,660	26,724
Total Payments		3,033,073	2,356,035
Net (Deficit)/Surplus		1,556,329	109,935
Balance as at 1 January		2,544,984	2,435,049
Closing Balance as at 31 December 2014		4,101,313	2,544,984

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

NOTE 1: REPORTING ENTITY

The Ministry of Rural and Maritime Development and National Disaster Management is mandated to manage and coordinate government efforts in rural and maritime development programmes under the Integrated Rural Development Framework (IRDF) to support the aspirations of the Peoples Charter for Change, Peace and Progress and further to support the "Bill of Rights" provisions of the 2013 Constitution of the Republic of Fiji.

These are targeted to generate economic growth and improving the standards of living in our rural communities, include the Self Help Programme, Non Cane Access Roads, Rural Housing Assistance Scheme, Emergency Water, Maritime Roads Programme and facilitates the administration of the Committee for the Better Utilisation of Land.

Furthermore, the Ministry is also responsible for the implementation of the National Disaster Management Strategy as required by the 1995 National Disaster Management Plan and the National Disaster Management Act 1998 covering disaster prevention, mitigation, preparedness, emergency operations, relief and rehabilitation.

In addition, the Ministry provides other ancillary and support services to rural and peri-urban communities. These services include births, deaths and marriage registrations, issuance of licenses and collection of license and permit fees.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting / Presentation

In accordance with Government accounting policies, the financial statements of the Ministry is prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71 (1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies.

(b) Accounting for Value Added Tax (VAT)

All revenue and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and the sub-contractors for expenses incurred.

**MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT**
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued..)
FOR THE YEAR ENDED 31 DECEMBER 2014

The VAT payment as per the Statement of Receipts and Expenditures relates to VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Authority (FRCA). Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

(c) Revenue Recognition

The District Administration Offices collects fees on behalf of other government agencies for business and liquor licences and registration of marriage/births fees.

Revenue is recognised when cash is actually received by the Ministry.

NOTE 3: SIGNIFICANT VARIATIONS

- (a) Most of the license renewals for Western Division were done in December 2013 as renewals for the Western Division is done every three (3) years which falls due on December 2013. Most of the renewals of Liquor Licenses were done in December 2013 which resulted in significant decrease in Liquor License Revenue in 2014.
- (b) Significant increase in License Trading Revenue was due to renewal of small retail trading licenses in 2014.
- (c) Significant decrease in other state revenue was due to the decline in revenue collected for registrations and other licenses. The Ministry also receipted a total refund of \$102,854 from the Ministry of Works in 2013 as balance of funds for 2012 projects and there was no receipt of such refunds from other Ministries and Departments in 2014 which resulted in the significant decline in 2014.
- (d) Decrease in the miscellaneous revenue was due to the decline in revenue collected for the fees charged for building plans.
- (e) The increase in Established Staff costing in 2014 was the result of Pay increase during Pay 1/2014 as per Public Service Commission Circular 77/2013.
- (f) The increase in Unestablished staff was also due to the Pay rise during Pay 1/2014 as per Public Service Commission Circular 77/2013.
- (g) The increase in travel and Communication was due to the increase in per diem allowances paid for overseas travels.
- (h) Maintenance and operations costs increased due to the increased in fuel, repair and maintenance cost of motor vehicles.
- (i) The increase in the expenditure for procurements was basically due to the increase in the number of purchases of items needed from various units which contributes to the deliverables and output achievements such as the photocopier for Administration Section.

MINISTRY OF RURAL AND MARITIME DEVELOPMENT AND NATIONAL DISASTER
MANAGEMENT
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2014

- (j) The increase in special expenditure was due to the additional funds allocated for Emergency Water Supply operation as a result of the prolonged dry weather condition that the country was faced in 2014.
- (k) The increase in capital construction was due to the additional funds allocated funds to cater for the construction of the Rotuma Hospital.
- (l) The increase in capital purchases was due to the increase in funds allocated to the Ministry to purchase a Landing Craft.
- (m) The decrease in Capital Grants and Transfers was due to the transfer of funds to the Emergency Water Supplies operation as a result of the prolonged dry weather condition that the country faced in 2014.
- (n) The increase in VAT expenditure was attributed to the increased in capital purchase expenditure incurred during the year.

NOTE 4: OPERATING TRUST FUND ACCOUNT

At balance date, there were funds amounting to \$153,616 that mostly relates to employee deductions such as FNPF, VAT, Water Rates, Insurances and Fines.

NOTE 5: MAIN TRUST FUND ACCOUNT

At balance date, the Ministry's Main Trust Fund Account balance amounted to \$4,101,315. The balances in this account relates to Rural Housing Deposits, Unclaimed Wages, Community Contribution for Self-help projects and the Prime Minister's National Disaster and Rehabilitation Fund.

NOTE 6: DRAWINGS ACCOUNT

At balance date, there were funds amounting to \$1,118,136 in the Ministry's Operating Drawings Accounts. These monies relate to cheques written by the Ministry that are yet to be presented to the Bank.

NOTE 7: REVOLVING FUND ACCOUNT

As at balance date, the Revolving Fund Account had a balance of \$10,736. This relates to Accountable Advances that have yet to be cleared.

NOTE 8: ARREARS OF REVENUE

As at balance date, the Ministry recorded an outstanding amount of \$756,568 which relates to the license money that is yet to be collected from various businesses.

