
**MINISTRY OF LOCAL GOVERNMENT,
URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT**

ANNUAL REPORT 2010



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ACRONYMS

| | |
|---------|---------------------------------------------------------------------------------------------------------------------------|
| 3R | Reduce Reuse Recycle |
| CBD | Convention on Biological Diversity |
| CDL | Container Deposit Legislations |
| CFC | Chlorofluorocarbons |
| CITES | Convention on International Trade of Endangered Species of Flora and Fauna |
| COP | Convention of the Parties |
| DLG | Department of Local Government |
| DOE | Department of Environment |
| DOH | Department of Housing |
| DTCP | Department of Town and Country Planning |
| EIA | Environment Impact Assessment |
| EMA | Environment Management Act |
| EPS | Endangered and Protected Species |
| EU | European Union |
| FLGA | Fiji Local Government Association |
| FMIS | Financial Management Information System |
| FPD | Forward Planning Division |
| HA | Housing Authority |
| HTSC | Housing Technical Sub Committee |
| ICM | Integrated Coastal Management |
| JICA | Japan International Cooperation Agency |
| J-PRISM | Japanese Technical Cooperation for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries |
| MLGUDHE | Ministry of Local Government Urban Development Housing and Environment |
| NBSAP | National Biodiversity Strategy and Action Plan |
| NDF | Non- Detrimental Finding |
| NEC | National Environment Council |
| NFA | National Fire Authority |
| NRI | Natural Resource Inventory |
| ODS | Ozone Depleting Substances |
| OHS | Occupational Health and Safety |
| PAC | Protected Areas Committee |
| POWPA | Program of Works on Protected Areas |
| PRB | Public Rental Board |
| PSC | Public Service Commission |
| UNDP | United Nation Development Program |
| UPAP | Urban Policy Action Plan |
| USP | University of the South Pacific |

LETTER TO THE MINISTER

Colonel Samuela Saumatua

Minister for Local Government, Urban Development, Housing and Environment
Fiji Football Association Building
SUVA

Dear Minister,

I am pleased to present the Annual Report for the Ministry for Local Government, Urban Development, Housing and Environment for the financial years ending 31st December, 2010.

This report is produced in accordance with the public service reporting requirements in particular the Financial Management Act 2004.

Yours sincerely,



Taina Tagicakibau

Permanent Secretary for Local Government, Urban Development, Housing & Environment

FOREWORD BY THE PERMANENT SECRETARY



The Ministry 2010 working year was a challenging one. Despite these challenges, the Ministry managed to deliver its key deliverables to the Prime Minister under its agency targeted outcomes which are Improved local governance, Greater human security for all human dwellers, Improving facilitation of land development approval, Improving living conditions of squatter settlement communities & low income urban families and Sustainable use, management and protection of the environment.

The five targeted outcome was part of the Urban Policy Action Plan that was approved by Cabinet on 13th February, 2007 with its three pronged aims of economic growth, spatial equity and poverty reduction.

With these objectives in mind, and in the absence of UPAP Implementation Action Plan, the Ministry still managed to continue to implement part of the policy as reported in the Annual Report. This includes the capacity building of local government in financial management, leadership, strategic and corporate planning, and promotion of private, public partnership on infrastructure & investment project through Challenge Fund.

The Ministry prepared three strategic planning documents for Vuda, Navua and Lovu for the proper co-ordination of development within urban areas. It also facilitated the 28% increase in subdivision of land approval consisting of 1,254.33 hectares of land for residential, commercial and agriculture, 70 % of the approved building development for residential and commercial development to cater for increasing demand for housing, investment and employment opportunities.

Furthermore the Ministry also facilitated the completion of one squatter settlement project and six settlement upgrading project reaching 90 % practical completion. This is to improve the living conditions of squatter settlement communities and low income urban families.

The Department of Environment continued well in its programs that under regional and international convention and treaties. With the enforcement of the Environmental Management Act, Environment Protected Species Act, they continue to carry out environment enforcement, compliance and awareness to ensure the sustainable environment is maintained.

The Ministry has experienced challenges that it faced during the year and noted the areas for improvement and it looks forward to another year of hard dedicated service to deliver the corporate target.

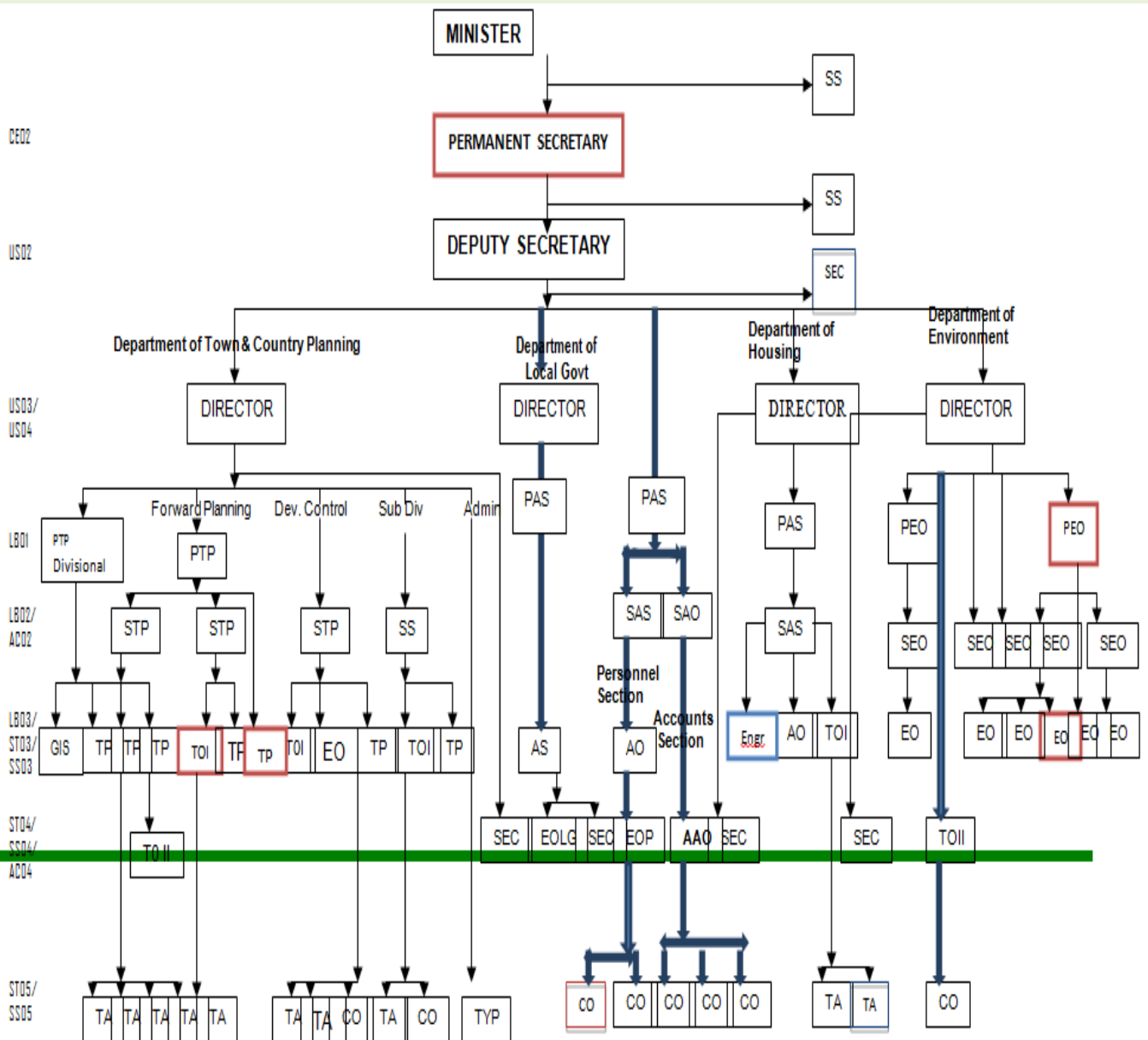
Finally I take this opportunity to thank all the staff for their support and contribution in the year 2006 and look forward to a better concerted team work in 2010.



Mrs. Taina Tagicakibau

Acting Permanent Secretary for Local Government, Urban Development, Housing and Environment

ORGANIZATION STRUCTURE



OVERVIEW

Vision

Empowered and inclusive communities through innovative sustainable urban and environmental planning and management

Mission

To contribute to Fiji's economic growth, improve living standards and spatial equity in an environmentally sustainable manner by invigorating leadership and service delivery in partnership with stakeholders.

Values

- Innovative Leadership
- Accountability and Transparency
- Integrity and Honesty
- Respect and Fairness
- Human rights and Responsibility
- Customer Focus
- Environmental Sustainability
- Teamwork and Commitment
- Flexibility
- Civic pride
- Safety and Security

MINISTRY OUTPUTS AND OUTPUT PERFORMANCE TARGETS

Table 1: Ministry's Output, with Government Targeted Outcome

| Targeted Outcomes | | | Output |
|-------------------|----------------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0 | Improved Governance | Local | <ul style="list-style-type: none"> • Portfolio Leadership, Policy Advice and Secretariat Support • Local Governance Administration & Reforms |
| 2.0 | Greater Human Security for all human dwellers | | <ul style="list-style-type: none"> • Implementation of Urban Policy Action Plan |
| 3.0 | Improved Facilitating approval in Land Development | | <ul style="list-style-type: none"> • Compliance and Monitoring – Urban and Regional Environmental Planning |
| 4.0 | Improving Conditions of Living Squatter Settlement Communities and low income urban families | | <ul style="list-style-type: none"> • Upgrading proper service settlements. • Legalizing Land Ownership and secure tenures • Community empowering and participation |
| 5.0 | Sustainable use, management and protection of the environment. | | <ul style="list-style-type: none"> • Enforcement and Awareness of the following legislations (EPS Act; EMA 2005; ODS Act; Litter Promulgation) • Environmental Awareness. • Implementation of National and International Policies and Programmes. |

Source: [MLG, UD, H&E 2009]

ROLES AND RESPONSIBILITIES OF THE MINISTRY

The Ministry is responsible for the formulation and implementation of Local Government, Urban Planning & Management, Housing and Environment policies. It also administers and monitors Government, Donor and Development Partner funded projects. It is also responsible for monitoring the function of Housing Authority, Public Rental Board, Housing Assistance Relief Trust, National Fire Authority of Fiji and the Municipal Councils. The specific responsibilities include:

1. **Corporate Services** Implementation of policy decisions for the overall administration of the Ministry's budgeting, planning, financial and accounting control and managing human resources.
2. **Local Government** Monitor the performance of local government and National Fire Authority by providing advice to the Minister in terms of the Local Government Act Cap. 125 and National Fire Act (1995) and support services through the Permanent Secretary.
3. **Department of Town & Country Planning** Overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap. 139 and Subdivision of Land Act Cap. 140.
4. **Department of Housing** Formulate and implement housing policy, carry out Squatter Settlement Upgrading Project and administer and monitor Government Grants for Public and Social Housing.
5. **Department of Environment** Formulate, coordinate and monitor the implementation of Fiji's national environmental policies, programs and legislations to ensure sustainable environment in accordance with the Ozone Depletion Substances Act 1998, Endangered and Protected Species Act 2002, Environmental Management Act 2005 and Litter Promulgation Decree 2008.

Ministerial Responsibility

The Minister for Local Government, Urban Development, Housing and Environment is responsible for the Ministry.

Senior Management

Senior Management of the Ministry consists of:

- Permanent Secretary for Local Government, Urban Development, Housing and Environment; and the
- Deputy Secretary for Local Government, Urban Development, Housing and Environment

Organizational Structure [4 Departments]

- Department of Local Government has two (2) divisions. [Policy Division and Compliance & Monitoring Division]
- Department of Town and Country Planning has three divisions [Development Control Section, Subdivision of Land Act and Forward Planning Section].
- Department of Housing has three divisions; Policy Unit, Capital and Engineering and Government Grant Administration and Monitoring].
- Department of Environment has six [6] divisions [Resource Management Unit, National Biodiversity Strategy and Action Plan, RAMSAR, Climate Change, Ozone Depleting Substance, Environmental Management Unit and Waste Unit.

DEPARTMENT OF LOCAL GOVERNMENT

FUNCTION

The Department of Local Government is responsible for formulating and implementing local government policies and monitors the delivery of an improved system of local government for the twelve (12) municipalities through its five (5) Strategic Priority areas. The five Strategic Priority Areas are:

- Implementation of Urban Policy Action Plan
- Efficient and cost effective management and operation of municipal councils
- Capacity building and good local governance and democracy
- Forging Strategic Partnerships through cost efficient utilization to Challenge Fund for municipal development
- Enhanced performance of the National Fire Authority

MAJOR ACHIEVEMENTS

Implementation of Part of Urban Policy Action Plan (UPAP)

The Department of Local Government, in 2010 implemented two components of the Urban Policy Action Plan; namely the establishment of a Challenge Fund and facilitation of Capacity Building Programmes for municipal councils. The main objective of the Challenge fund was to assist councils in infrastructure developments within municipal council's boundaries.

The following are Capital Projects completed through funds that were issued in 2009 as shown in Table 2.

Table 2: Detail Breakdown of the Challenge Fund

| Town | Project | Costs |
|---------------|--------------------------------------------------------------------------|-------------|
| Labasa Town | Completed the of upgrading footpath along Nasekula Road | \$35,000 |
| Savusavu Town | Completed house road at upgrading Nagere | \$35,000 |
| Nausori Town | 240 Street Lights were installed in the Nakasi and Naulu area. | \$24,990 |
| Tavua Town | Completion of Infrastructure upgrading, Market Circular Road and Nasivi. | \$27,298.00 |

Source: DLG 2010

Declaration of a new township – Rakiraki Town

The proposal to declare Rakiraki as a Town began in the 1930's when native land across the road from Rakiraki village was subdivided as the main town center. This proposal did not materialize as business entrepreneurs opted to set up in Vaileka Center. In 1957 to early 1970's the proposal was relooked at but did not materialized. It was again re-activated in 1992 when requested by the Ra Rural Local Authority. Project did not eventuate due to strong objections. Following the Prime Minister's Commodore Voreqe Bainimarama visit to the Ra District in February 2010, the

Department commenced work to declare Rakiraki a Township.

Rakiraki was declared a township on 1st July 2010.



Prime Minister Commodore Voreqe Bainimarama signing the Visitor's Book for the newly declared Rakiraki Town



Ministry Staff marching through Rakiraki Town

Efficient and Cost Effective Management and Operation of Municipal Councils

The Department of Local Government endorsed 144 council's monthly capital reports, 12 Council's Financial Reports and considered 93 complaints. Furthermore, it facilitated Suva, Lautoka, Nadi, Sigatoka Ba, Lami and Nausori to fully adopt the Accrual Accounting System. Savusavu, Labasa and Levuka are still using cash accounting.

The Department also organized the training on the delegation of powers of the Director of Town and Country Planning powers to municipal councils in the Central, Western, Eastern and Northern division.

Amongst other functions, the department also monitors the collection of town rates by councils. The main objective of monitoring rate collections is to ensure that councils are financially stable and is able to provide for the need of rate payers within urban centers.

Details of rate collections by individual councils are highlighted in the Table 3 below.

Table 3 : Town Councils Rate Collection:

| Council | Rate in Arrears [%] | Current Rate [%] | Total Rate[%] |
|---------|---------------------|------------------|---------------|
| Ba | 27 | 74 | 48 |
| Labasa | 13 | 72 | 33 |
| Lami | 19 | 76 | 41 |

| Council | Rate in Arrears [%] | Current Rate [%] | Total Rate[%] |
|----------|---------------------|------------------|---------------|
| Lautoka | 19 | 67 | 30 |
| Levuka | 21 | 62 | 46 |
| Nadi | 16 | 73 | 40 |
| Nausori | 24 | 52 | 32 |
| Savusavu | 23 | 52 | 32 |
| Sigatoka | 6 | 97 | 58 |
| Suva | 23 | 89. | 56 |
| Tavua | 36 | 93 | 79 |

Source: DLG [2010]

Forging Strategic Partnerships

The Department of Local Government facilitated the joint venture of Labasa Town Council with the Gurubachan Singh Memorial Trust on a Public Private Partnership (PPP) for a term of 25 years to lease out the swimming pool premises.

The Gurubachan Singh Memorial Trust will be responsible for the maintenance and the operation of the swimming pool for the next 25 years and will be paying council \$1000.00 per annum.

Enhanced Performance of the National Fire Authority

The Department monitors National Fire Authority's (NFA) performance by providing effective guidance through regular attendance to all NFA Board and Sub-Committee Meetings, timely disbursement of NFA's quarterly grants.

New Nadi Fire Station: The National Fire Authority Fire Station was previously located in a rented building owned by Nadi Town Council. NFA purchased a property on Nadi link Road where the new fire station is built.

The station, fully owned by the NFA was opened by the Minister Col. Saumaturua on 22nd January 2010.

New Rakiraki Fire Station: to complement the recent official declaration of Rakiraki Town as a new Municipality, the new station was opened by NFA's line Minister Colonel Samuela Saumaturua on 24 July 2010

Fire Safety Curriculum to Primary Schools:

The Teachers Handbook and Pupils Activity Book was trialed and approved by the Ministry of Education Curriculum Development Unit which will see the teaching of fire safety as part of the Health Science Curriculum to pupils from class 1 to 8 in all primary schools commencing in year 2011.

Expansion of NFA's emergency Role:

NFA's role now includes the provision of emergency ambulance services after the signing of MOU with Ministry of Health on 23 September 2010.

DEPARTMENT OF TOWN & COUNTRY PLANNING

FUNCTION

The Department of Town and Country Planning is responsible for the overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap. 139 and the Subdivision of Land

| USES | CENTRAL | WESTERN | NORTHERN | EASTERN | TOTAL |
|------------------------------|------------|------------|------------|-----------|-------------|
| Residential | 474 | 331 | 41 | 0 | 846 |
| Commercial | 23 | 141 | 0 | 0 | 37 |
| Industrial | 16 | 14 | 2 | 0 | 32 |
| Civic-Community | 2 | 3 | 5 | 0 | 10 |
| Special Use (Hotel & Others) | 23 | 50 | 7 | 23 | 103 |
| Open Space | 6 | 6 | 2 | 0 | 14 |
| Agriculture | 22 | 17 | 5 | 0 | 44 |
| Subsistence/Agriculture | 35 | 17 | 5 | 0 | 14 |
| Road | 13 | 21 | 7 | 0 | 39 |
| Other Uses | 11 | 12 | 7 | 0 | 30 |
| TOTAL | 625 | 485 | 106 | 23 | 1239 |

Act Cap. 140. The key functions of DTCP are:

- Approve planning schemes and the amendments
- Determine and decide conditional developments and relaxation on development requirements in approved town planning scheme areas.
- Determine development applications in Town Planning Areas which do not have approved Town Planning Schemes
- Determine and decide applications on subdivision of land
- Prepare or Revise town planning schemes at the request of the local authorities
- Offer physical planning advice to the overall decision making process of government and private sector.

Forward planning

The Forward Planning Division prepare, revise and amend town planning schemes, prepare local advisory plans of potential growth areas, determine rezoning proposals from rural town planning areas, consider foreshore development proposals and make appropriate recommendations, provide planning advice to town councils, rural local authorities, government authorities and statutory bodies, stakeholders, private sector, the public and internally to both Subdivision and Development Control Sections.

MAJOR ACHIEVEMENTS

The Forward Planning Division prepared the Nausori Extension Town Planning Scheme, Navua Centre Plan and Naqara – Waiyevo Local Areas Advisory Plan.

Table 4 Strategic Planning Documents

| Strategic Planning | Status |
|-----------------------------------------|-----------------------------------------------------------------------------|
| Nausori Extension Town Planning Scheme, | Preliminary meeting with council and 1 st brainstorming workshop |
| Navua Centre Plan, Plan | Approved on 23/11/and distributed to stakeholders |
| Naqara –Waiyevo Local Areas Advisory | First draft verified by A/PTP and reviewed by DTCP |

Source: DTCP [2010]

Scheme Amendments and Rural Rezoning

The Forward Planning Division processed and approved 191 rezoning applications. Out of the 191 rezoning applications; 58 % were received for the Western Division, 28 % in Central and 14 % in Northern Division. Table 5 showed the breakdown of rezoning applications by Divisions.

Table 4: Summary of Rezoning 2010

| | Central | Western | Northern / Eastern | Total |
|----------------|-------------|-------------|--------------------|-------------|
| Total Received | 77 | 93 | 21 | 191 |
| Decided | 81 | 99 | 11 | 191 |
| Deferred | 15 | 32 | 8 | 55 |
| Fees | \$10,132.10 | \$13,469.64 | \$3,120.00 | \$26,722.32 |
| Unpaid Fees | \$2,152 | \$2,400 | \$1,135 | \$5,687 |

Source: DTCP [2010]

Major Rezoning

The Forward Planning Division received fifty one [51] major rezoning proposals in 2010, of which 50% are Special Use Hotel and Civic constitute and remaining 50% consist of other development constitute other 50%. The breakdown of major rezoning is illustrated in the .

Table 5 Major Rezoning by Division

| REZONING/ DIVISION | C | W | N&E | TOTAL |
|---------------------|-----------|-----------|----------|-----------|
| Residential | 3 | 2 | 0 | 5 |
| Commercial | 3 | 2 | 0 | 5 |
| Industrial | 2 | 2 | 0 | 4 |
| Civic-Community | 6 | 7 | 1 | 14 |
| Special Use – Hotel | 6 | 9 | 1 | 16 |
| Others | 3 | 4 | 0 | 7 |
| TOTAL | 23 | 26 | 2 | 51 |

Source: DTCP [2010]

Foreshore Applications

The Department plays an integral role in the issuance of foreshore lease by the Minister for Lands and Mineral Resources, who through its Director of Lands forwards applications for comments and planning advice.

The interest in aquaculture, particularly prawn-farming is encouraged as it creates a sense of balance between economic activities and minimal reduction to mangrove habitats and sustainability. Table 6 shows the number of Foreshore Application.

Table 6: Foreshore Source Application 2010.

| | Central | Western | Northern / Eastern | Total |
|--------------|----------|----------|--------------------|-----------|
| Received | 0 | 4 | 4 | 8 |
| Approved | 2 | 0 | 1 | 3 |
| Refused | 2 | 0 | 0 | 2 |
| Total | 4 | 4 | 5 | 13 |

DTCP [2010]

Strategic Planning Projects

The Forward Planning Division [FPD] prepared the Vuda Regional Plan, Navua Centre Plan, Naqara–Waiyevo and Lovu Local Areas Advisory Plan.

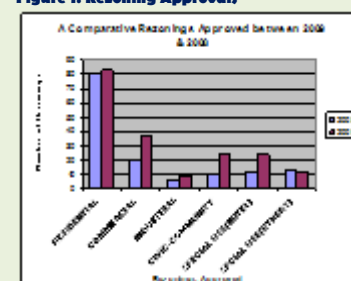
As compared to the 2008 achievement, the division completed two [2] ongoing strategic plans and two [2] new plans.

Scheme Amendments and Rural Rezoning

The Forward Planning Division processed and approved 186 rezoning applications. Out of the 186 rezoning applications; 83 residential, 37 commercial, 25 civic community development, 24 special used Industrial and 12 others. .

As compared to the 2008 rezoning statistics, the FPD received and approved 142 rezoning applications, there is an increase in 30 % of the rezoning application, and ranking of major development is similar to 2009. The slight increase in residential, commercial, industrial special use [hotel] and other uses showed investor confidence and more investment and employment creation at national, regional and local level.

Figure 1: Rezoning Approvals



The above bar graph showed that there is an increase in residential, commercial, industrial and special use [hotel] and decrease in special use [other].

Table 7: No. of Applications Approved Per Division

| REZONING/ DIVISION | CENTRAL | WESTERN | NORTHERN & EASTERN | TOTAL |
|---------------------|-----------|------------|--------------------|------------|
| Residential | 9 | 74 | 0 | 83 |
| Commercial | 7 | 29 | 1 | 37 |
| Industrial | 3 | 6 | 0 | 9 |
| Civic-Community | 6 | 18 | 1 | 25 |
| Special Use – Hotel | 4 | 15 | 5 | 24 |
| Others | 4 | 8 | 0 | 12 |
| TOTAL | 33 | 150 | 7 | 190 |

Source: DTCP [2009]

Major Rezoning

The Forward Planning Division received fifty one [51] major rezoning proposals in 2010, of which 50% are Special Use Hotel and Civic constitute and remaining 50% consist of other development constitute other 50 %The breakdown of major rezoning is illustrated in the table on the following page

Table 8: Major Rezoning by Division

| REZONING/ DIVISION | C | W | N&E | TOTAL |
|-----------------------|-----------|-----------|----------|-----------|
| Residential | 3 | 2 | 0 | 5 |
| Commercial | 3 | 2 | 0 | 5 |
| Industrial | 2 | 2 | 0 | 4 |
| Civic-Community | 6 | 7 | 1 | 14 |
| Special Use - Hotel | 6 | 9 | 1 | 16 |
| Others | 3 | 4 | 0 | 7 |
| TOTAL | 23 | 26 | 2 | 51 |

Source: DTCP [2010]

Foreshore Applications

The Department plays an integral role in the issuance of foreshore lease by the Minister for Lands and Mineral Resources, who through its Director of Lands forwards applications for comments and planning advice.

The interest in aquaculture, particularly prawn-farming is encouraged as it creates a sense of balance between economic activities and minimal reduction to mangrove habitats and sustainability. Table 6 shows the number of Foreshore Application.

Table 9: Foreshore Application 2010.

| | Central | Western | Northern / Eastern | Total |
|--------------|----------|----------|--------------------|-----------|
| Received | 0 | 4 | 4 | 8 |
| Approved | 2 | 0 | 1 | 3 |
| Refused | 2 | 0 | 0 | 2 |
| Total | 4 | 4 | 5 | 13 |

Source: DTCP [2010]

SUBDIVISION OF LAND

The Subdivision of Land Division is responsibilities for processing of subdivision of land applications, approval of engineering plans, and clearance of survey plans and provides advice to land developers & consultants on land subdivision matters.

Applications for the subdivision of land are considered from all parts of Fiji except for the cities of Suva and Lautoka who operate under their own Subdivision of Land By-Laws. Through the Subdivision of Land Act and Town Planning Act General Order (1971), the department ensures regulating and coordinating of land development with parcels of land created and security is ensured when completing the subdivision of land process.

Major Achievements

The Subdivision of Land Division received 1239 subdivision of land applications in 2010. The breakdown of subdivision application is on Table 7. Majority of subdivision proposed were for tourism and agricultural purpose.

Table 10: Number of Subdivision of Land Applications

| | CENTRAL | WESTERN | NORTHERN | EASTERN | TOTAL |
|------------------------------|---------|---------|----------|---------|------------|
| Residential | 474 | 331 | 41 | 0 | 846 |
| Commercial | 23 | 141 | 0 | 0 | 37 |
| Industrial | 16 | 14 | 2 | 0 | 32 |
| Civic-Community | 2 | 3 | 5 | 0 | 10 |
| Special Use (Hotel & Others) | 23 | 50 | 7 | 23 | 103 |
| Open Space | 6 | 6 | 2 | 0 | 14 |
| Agriculture | 22 | 17 | 5 | 0 | 44 |
| Subsistence/Agriculture | 35 | 17 | 5 | 0 | 57 |

| | | | | | |
|------------|----|----|---|---|-----------|
| Road | 13 | 21 | 7 | 0 | 39 |
| Other Uses | 11 | 12 | 7 | 0 | 30 |

Survey Plans

The Subdivision of Land Division received 191 survey plans and cleared 201 for final approval. Majority of these were for tourism and agricultural purposes.

Engineering Plans

The Subdivision of Land Division received 123 engineering plans and 345 were approved after having consulted the infrastructure authorities. The majority of these engineering plans were notably for tourism and residential subdivision.

DEVELOPMENT CONTROL

The Section processes application for developments in constituted town planning areas without approved planning schemes. It also considers and determines conditional developments seeking relaxation from the provisions of an approved scheme and developments from areas, which are suspended from the operative scheme and referred to the department for the Director's determination.

All municipal councils in Fiji have an approved town planning scheme to consider development except Nasinu Town Council and the extended area of Nausori Town, which are under Interim Development Control. The department processes all land and building applications from rural local authorities in Fiji including Nadi Airport area that is under Central Board of Health and the areas within the municipal councils which are under Interim Control.

Building Applications

A total of 1,239 applications were received in 2010. Out of this Development Application, 51% are in Central Division, 39 % are in Western Division, 9 % are in Northern Division and 1% in Eastern Division. The breakdown of building applications is summarized in Table 8. Out of the 1329 building application received in 2010, 950 were approved, 85 refused and 248 were refused. The detail breakdown of building applications received and considered is shown in Table 8.

Table 11: Building Development Applications per Use per Division.

| USES | CENTRAL | WESTERN | NORTHERN | EASTERN | TOTAL |
|------------------------------|------------|------------|------------|-----------|-------------|
| Residential | 474 | 331 | 41 | 0 | 846 |
| Commercial | 23 | 141 | 0 | 0 | 37 |
| Industrial | 16 | 14 | 2 | 0 | 32 |
| Civic-Community | 2 | 3 | 5 | 0 | 10 |
| Special Use (Hotel & Others) | 23 | 50 | 7 | 23 | 103 |
| Open Space | 6 | 6 | 2 | 0 | 14 |
| Agriculture | 22 | 17 | 5 | 0 | 44 |
| Subsistence/Agriculture | 35 | 17 | 5 | 0 | 57 |
| Road | 13 | 21 | 7 | 0 | 39 |
| Other Uses | 11 | 12 | 7 | 0 | 30 |
| TOTAL | 625 | 485 | 106 | 23 | 1239 |

Source: DTCP [2010]

Table 12: Decisions on Building Development Applications (Received & Considered in 2010)

| ACTIVITY | Central | Western | Northern | Eastern | Total |
|-----------------------------------|---------|---------|----------|---------|-------|
| Consented to subject to condition | 332 | 370 | 37 | 11 | 950 |
| Refused | 65 | 19 | 1 | 0 | 85 |
| Deferred | 160 | 51 | 28 | 9 | 248 |

Source: DTCP [2010]

INFORMATION SYSTEM

The Geographical Information System Division managed to complete the Internal data-base registry for each section, all officers having equipped with a computer was achieved by mid-year and enabled all to have access to govnet account and carry out on-going training on GIS application enabling technical staff to efficiently produce maps and plans professionally.

DTCP Development Application Status Tracking System and DTCP Website are currently in progress and should be finalized for adoption and use by the end of first quarter of 2010. Furthermore the Geographical Information System is tasked to produce of town planning schemes, local area advisory plans, center plans etc. through GIS applications and further on-going training for its technical staff.

AWARENESS, ADVOCACY & TRAINING

The Department of Town and Country Planning Training and Awareness Programs was two-fold with the notion for capacity building and networking to improve the department's service delivery as it is continually subjected to public scrutiny. The purpose of the awareness programs is to increase greater understanding on town planning in Fiji with respect to themes at conferences and seminar requiring the department's contribution. At the pre-employment-entry level, participation was to advocate demand in the interest in the field of planning given the very low level of professional planners in the country.

Table 13: Training engagements in 2009

| IN- DTCP HOUSE | DTCP AND PARTNER, STAKEHOLDER | PLANNING ADVOCACY |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| MapInfo Application & GIS | Processing & Assessment skills and specific topics on internal operations | Every Monday afternoon from January-April |
| PSC - Civil Service Procedures, Regulation and Decrees | Delegation of Powers of the Director on Minor Relaxation and Conditional Development | Every Friday afternoon from February-August |
| DTCP and the Environment Management Act-EIA Process | Development Application Submission Policy | 5 2-day workshop with all municipal councils (under same Special Administrator) having Approved Town Planning Scheme from June-July |
| Stakeholder/Referral Agency on Process and Timelines | Town Planning Approval Process in Community-based Tourism | Contributor/Speaker to DOE's workshop in July |
| Strategic Planning of Kioa Island (PM Initiative) - Phase I | Urban Planning & Urban Issues and Fiji Rapid Urban Profiling | Professionals and consultants in November |
| Career Expo and Employer Career-Seminar | GIS Application in DTCP | All stakeholder/referral agency in November |
| | | Titima of Beqa Meeting in April |
| | | Northern Tourism Conference in Suva - September |
| | | Kioa Island - September |
| | | FLGA Convention in December |
| | | University of the South Pacific in August - September |
| | | Contributor/Speaker at GIS User Conference, USP in December |

Source: DTCP [2010]

DEPARTMENT OF HOUSING AND SQUATTER SETTLEMENTS

FUNCTION

The responsibility of Department of Housing is to formulate and implement housing policy, carry out Squatter Settlement Upgrading Project and administer and monitor Government Grants for Public and Social Housing. The key functions of DOH are:

- Preparation and implementation of the National Housing Policy.
- Facilitate for the timely provision of the Government's Grant funds to its designated implementing Agencies and monitoring to ensure services are delivered in a timely manner and as per best practice.
- management of the Squatter Settlement Upgrading and Resettlement Funding Projects which is mainly used for the Department's squatter settlement upgrading projects

MAJOR ACHIEVEMENTS

Policy Leadership, Policy Advice and Secretariat Support:

The Ministry of Local Government, Urban Development, Housing and Environment have continued with the implementation of the National Housing Policy Action Plan. The Ministry had carried out eleven [11] out of the twenty four [24] activities of the Action Plan. This is equivalent to forty five [45%] percent of work. This includes,

- ❖ Appointment of the National Housing Council Secretariat.
- ❖ Preparation of Budgetary Provision for Policy Implementation.
- ❖ Appointment of the National Housing Council.
- ❖ Appointment of Housing Technical Sub Committees [HTSC] on Land, Finance, Planning and Environment and Construction and Building Technology to address the five cross cutting issues of housing.
- ❖ Explore potential for donor assistance to partially meet budgetary expenses.
- ❖ Identify key stakeholders needed to support the policy process.
- ❖ Restructure Squatter Settlement Upgrading Unit with powers and resources commensurate with its new responsibilities.
- ❖ Create a facility to provide technical and financial advisory services to prospective house builders.
- ❖ Coordinate and monitor the performance of the housing sector on a regular basis
- ❖ Promote Research and training.
- ❖ Promotion of Alternative Building Technology.

Administration of Government Subsidy for Public and Social Housing

The Department of Housing monitors and administers Government Grants for Public and Social Housing for Housing Authority, Public Rental Board, Housing Assistance Relief Trust, Rota-homes Fiji Limited and People Community Network.

Government Grant to Public Rental Board Rental Assistance of 1 Million Dollars

The Department of Housing facilitated the release of \$1 million Rental Subsidy to Public Rental Board for 1,457 financially disadvantage rental customers on quarterly basis in 2010.

Government Grant to Housing Assistance Relief Trust of \$600,000

The Department of Housing facilitated the release of \$600,000 to Housing Assistance Relief Trust for construction of houses for 364 destitute families.

China Exim Bank Concessionary Loan- Housing Authority

Government through the ministry had allocated \$10 million dollars for the VAT and Customs Duties for building material bought from China. The building materials were used for the civil and building construction in Tacirua East and Nepani Stage 2 Residential Subdivisions. The project is expected to benefit 1,500 families or 7,500 people.

China Exim Bank Concessionary Loan- Public Rental Board

The Government had allocated \$6 million dollars for the VAT and Customs Duties for building material bought from China. The building material was used for the civil and building construction of Raiwai Rental Flats. As of 31st December 2010, Public Rental Board had utilized \$4m and \$16m. was un-utilized. The project is expected to benefit 205 families or 1,250 people once the construction works is completed.

Government Grant for Waila City Housing Project

The Government allocated \$10 million for the Waila City Housing Project. Eight million was allocated for the infrastructure development; namely the construction of regional road, realignment of the Wainibuku Water main. \$2.0 million was allocated for the Social Housing Policy to assist Housing Authority customers who are facing financial difficulty [retirees and medically sick] and have paid one and half time more their loan amount.

Government Grant of Ten Million Dollars Housing Assistance Grant for First Home Owners

The Government allocated \$10 million Housing Assistance for First Home Owners. The Implementation Framework for Housing Assistance for First Home Owner was endorsed by the Housing Authority Board and was not signed by Attorney General Office. The 10 Million Housing Assistance Grant was redeployed to assist in the Western Division Flood Rehabilitation work in April 2011.

Management of Squatter Settlement Upgrading Projects

The Department of Housing continued with five [5] on-going and four [4] new

squatter settlement upgrading projects with the total beneficiary of 2,291 households or 11, 445 people with the provisions of fully serviced residential lots and secure land tenure. Table 9 shows the ongoing and new squatter settlement upgrading projects.

Table 14: Squatter Settlement Upgrading Project (2010)

| Project | Project Status/Comment |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Direct beneficiary households | Approximate Cost (\$), Duration-(yrs) |
| Badrau (Ba) 75 | Complete Construction of Sewerage Treatment Lease compilation process \$300,000 1 year |
| Vatoa (Narere) 105 | Lease compilation and preparation of launching of the project . \$900,000 2 years |
| Bangladesh (Nasinu) 60 | Issuance of Sixty two [62] residential leases to residents Launching of the Squatter Settlement Upgrading Projects. \$15,000 1year |
| Omkar (Narere) 73 | Consultant delay in the completion of the Engineering plan for TCP 's approval. \$2,050,000 2 years |
| Lakena Hill 2 (Nausori) 140 | Requisitions/amendments to Final LT survey documentation for resubmission to Lands Department for Final approvals. 100,000 (1) |
| Lagilagi (Jittu Estate) Housing Project 152 | Scheme Plan for the project was approved . Development of floor plan layouts for different options for various buildings was carried out – plans taken to the PCN members for comment. 1,400,000 3 years |

Source: Department of Housing (2010)

Socioeconomic Surveys

The Department of Housing carried out seven [7] squatter settlement socioeconomic survey. The socio –economic survey showed that five [5] settlement to be relocated, two [2] projects to be upgraded. The Report showed that all settlements are located within peri-urban areas or city and town boundaries., 80% of the squatter/informal settler populations have access to basic utilities of either piped water and/or electricity and also with septic tank systems., garbage's is mostly burned, piled away from the settlement or on the rare occasion, buried, dwelling structures are made of corrugated iron and timber or whole wooden buildings.

Table 15 Socio Economic Surveys of Squatter Settlement

| Squatter Settlement No. of House-holds | Remarks |
|----------------------------------------|--------------------------------------|
| Badrau (Nasinu) 45 | Settlement currently been developed. |
| Lakena Hill No 2 163 | Settlement currently been developed. |
| Veidogo (Nasinu) 107 | Squatters to be relocated |
| Muanivatu (Suva) | Squatters to be relocated |
| Wailea (Suva) 300 | Squatter to be relocated |
| Navakai (Nadi) 150 | Squatter to be relocated |
| Navutu (Lautoka) | Squatter to be relocated |
| 765 | Total |

DEPARTMENT OF ENVIRONMENT

FUNCTION

The Department of Environment responsibility is to formulate, coordinate and monitor the implementation of Fiji's national environmental policies, programs and legislations to ensure sustainable environment in accordance with the Ozone Depletion Substances Act 1998, Endangered and Protected Species Act 2002, Environmental Management Act 2005 and Litter Promulgation 2008.

ENFORCEMENT OF THE ENVIRONMENT MANAGEMENT ACT

Policy

The National Environment Council (NEC) is established under the Act to provide policy direction to the Department and a meeting was facilitated for each quarter.

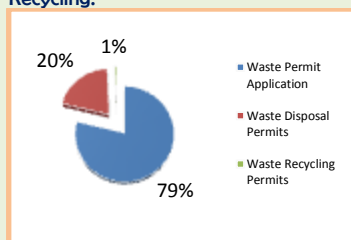
Establishment of Technical Committees under EMAct:

- **Integrated Coastal Management (ICM) Committee:** mandated to provide technical advice to the National Environment Council (NEC) on matters relating to coastal environment. The committee met twice in 2010 and is mandated to formulate the ICM Plan for Fiji.
- **Mangrove Management Committee:** mandated to facilitate the revision of the Mangrove Management Plan for Fiji and to act as advisory body to mangrove management projects.
- **Protected Areas Committee (PAC):** mandated to provide advice to the NEC on matters relating to Protected Areas. The PAC met four times in 2010 and has been instrumental in the implementation of the Program of Work on Protected Areas (POWPA). POWPA aims to establish and strengthen the financial, legislative and management capabilities for the protection of ecologically important areas in Fiji;
- **National Biodiversity Strategy and Action Plan (NBSAP) Committee:** provide policy and technical advice on matters relating to Fiji's compliance to the CBD. The committee met four times in 2010; and
- **Wetlands National Steering Committee** is responsible for the implementation of donor funded project for the National Ramsar Site, the Upper Navua Conservation Area which was designated under the Ramsar Convention. The committee provides support for the protection of Fiji's wetland areas. The committee met only once in 2010.

Waste Management and Pollution Control

Majority of the applications were facilitated for Waste Disposal Permit and Waste Recycling Permit under the following categories: Solid Waste, Liquid

Waste, Livestock, Air Pollution and Hazardous Waste Endorsement, Batteries Handling, Waste Transport, Waste Recycling.



Non Compliance Campaign

2548 Non-Compliance notices were issued during Compliance Operations for the Western Region -Nadi, Lautoka, Ba and Northern Region – Labasa, Savusavu.



Non-Compliance Operation at Lautoka.

Environment Impact Assessment

The Approved Major Development Application EIA Report includes Waila City Housing Project, Rewa River Dredging, Lami Rubbish Dump Rehabilitation Project and Gulf Investment Resort Development.

Table 16 EIA Approval for the year

| EIA Process | No. |
|----------------------------------|-----|
| Applications | 97 |
| Processed and inspected | 84 |
| EIA Report processed | 79 |
| Improvement and stop work notice | 3 |
| Registration of EIA Consultant | 24 |

Source: DOE (2010)

ENFORCEMENT OF THE OZONE DEPLETING SUBSTANCES ACT 1998

Policy

The ODS implemented the amendment to the Ozone Depleting Substance Act, hosted a regional workshops on Ozone Officers Pacific Island Countries (PIC) network,

Administered the institutional strengthening, Methyl Bromide Project and Hydro-chlorofluorocarbon Phase out Management Plan Project.

Distributed 9 sets of Refrigeration recovery equipment around Fiji and implemented the phasing out of Chlorofluorocarbons (CFCs) in compliance with the Vienna Convention, Montreal Protocol; and the ODS Act 1998 and Regulations 2010.

ODS Permits

Table 17 ODS Permit Issued

| Licensing and Permit System | New License application | 74 |
|-----------------------------|---------------------------------|-----|
| | Renewal of License | 264 |
| | New Permit to store application | 37 |
| | Renewal of permit to store | 158 |
| | Permit to import | 42 |
| Inspections: | Facility | 192 |
| | Spot | 12 |
| | Vehicle | 630 |
| | Vessel | 7 |

Source: DOE (2010)

ENFORCEMENT OF THE ENDANGERED AND PROTECTED SPECIES ACT 2002

Policy

Fiji CITES Management Authority (FCMA) established under the Endangered and Protected Species (EPS) Act 2002 approved the commencement of the following.

- Gazetted of the 2010 national export quota for CITES listed species;
- the review of specific provision under the EPS Act;
- Fiji's position to the CITES 15th Conference of the Parties held in Doha in March;
- the establishment of the CITES Trust Fund under the EMA Trust Fund; and
- the introduction of Non-Detrimental Finding (NDF) Guidelines for traded species in Fiji.

Establish NBSAP steering committee to prepare the Implementation and Monitoring Framework for 2010-2014 and Action Plan for 2010. Participated in the CBD 10th Conference of the Parties (COP10) held in Nagoya, Japan. Priorities include Species Conservation, Forest Conversions, invasive species, Coastal Management and Inshore Fisheries.

Draft report and Coral Triangle Initiative. More importantly, managed the Global Environment Fund project on Program of Work on Protected Areas (POWPA) and also access to funds to building DOE's Clearing House Mechanism for the NBSAP and establishment of an Access Benefit Sharing Core group

Participated in the formulation of the Regional Wetlands Action Plan 2010-2013 for the Pacific Region. The Action Plan highlights regional priorities, strategies and supporting mechanism for guidance to national implementation of wetlands programs.

Registration

41 traders are registered under CITES to trade in timber species. 9 companies were newly registered while 52 renewed their annual registration certificates trading with species/commodities listed under the EPS Act.

CITES Permit;

Table 19 CITES Permits issued

| Trade | Export Permits | Import Permits | Re-export Permits |
|--------------------------|----------------|----------------|-------------------|
| Hard coral and Live Reef | 443 | 1 | 3 |
| Tabua | 138 | 6 | - |
| Others | - | - | - |
| Total | 581 | 7 | 3 |

Source: DOE (2010)

AWARENESS

Environment Week Celebration

The Environment Week 2010 with the theme: "STOP POLLUTION": SAVE OUR PLANTS AND ANIMALS" were celebrated in the Western and Northern Divisions with the main centre of celebrations was in Suva City. The campaign targeted the industries, developers, and the general public with emphasis mainly on the requirements under the Environment Management Act 2005.

Environment Week Celebration at Sukuna Park



Celebrated the International Year of Biodiversity, Customs Day, World Wetland Day, Civil Service Excellence Week, Ozone Day, USP Open Day, World Maritime Day, Arbor Day and Earth Hour.

15 seconds television spot was aired on Fiji One targeted at the general public and in particular commercial traders. The TV commercial highlighted the registration requirements under the EPS Act and the penalties for non-compliance.

Development of a draft Communication Strategy for the effective and coordinated awareness programme. Awareness on biodiversity by painting on Tebera bus that was launched by the Minister, Mr. Samuela Saumataua.

Environment Awareness on Tebera Bus.



Resource Centre

The information Centre stores more than 20,000 records of environment reports and provides services to the public during office hours.

The following is an indication of the number of requests received by our information centre.

Table 20 Request for Awareness; Material; received for the year

| Medium Used | Number |
|------------------|--------|
| Written Requests | 8 |
| Library Users | 62 |
| Electronic mail | 40 |
| Verbal requests | 30 |

Source: DOE (2010)

TRAINING

Technical Training

Table 21 Technical Officers; Trained for Good Refrigeration Practices

| Programme | No. of Officers Trained |
|----------------------------------------|-------------------------|
| Good Refrigerators; Training programme | 138 |

Training of Enforcement Officers

CITES enforcement training was undertaken for Border enforcement officers, Quarantine officers, Customs Officers, and government enforcement officers.

Table 22 Number of Enforcement Officers trained

| Programme | No. of Officers Trained |
|----------------|-------------------------|
| ODS | 44 |
| DOE Inspectors | 10 |

Source: DOE (2009)

HIGHLIGHTS

Review of the Natural Resource Inventory (NRI)

Completion of Natural Resource Inventory (NRI). The NRI is a valuable resource for government's planning process in particular sectors of the government to enable government plan future utilization of resources and facilitate the department of Environment's policy formulation for the government.

Waste Management and Pollution Control

- UNDP funded CDL Project:**
Establishment of Project Management Unit (PMU); Establishment of CDL Steering Committee; Establishment of network for setup of CDL mechanisms
- EU funded Lami Dump**
Rehabilitation Project: Recruitment of BW Holdings for rehabilitation works Supervision of rehabilitation works by HYDEA (International Company).



| Traders | # Registered |
|---------------------|--------------|
| Aquarium companies | 5 |
| (Pawnshops) | 12 |
| Logging Companies | 18 |
| Handicraft Centers | 0 |
| Timber Yards | 0 |
| Retailers | 23 |
| captive breeders | 2 |
| others (oil distil) | 1 |

Lami Rehabilitation work.

3. JICA Technical Cooperation for Waste Minimization and Recycling Promotion Project:

- 3R promotion web site production
- Procurement of multi-purpose truck for Pilot Site, Nadi
- Expansion of 3R promotion at Lautoka city and Nadi town
- Establishment of recyclable collection system in the commercial area
- Development of 3R Action Plan

4. J-PRISM – Japanese Technical Cooperation for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries:

- Official Signing for Commencement of Regional Project (5 Years). The project is planned for implementation to all western municipal councils and other councils in the country.

PJ LGUDHE and JICA Resident Representative – signing of the 5 years JPRISM Project.



- Naboro Landfill Operations:** Relocation of weighbridge; Completion of construction of phaselbii; Completion of Tender Process for new operation contract.
- Litter Decree:** Gazetting of Litter Decree Amendment – 2010; Setting of Court Hearing Dates for Litter Offences.

CORPORATE SERVICES DIVISION

FUNCTION

The Ministry for Local Government, Urban Development, Housing and Environment Corporate Services Division is responsible for human resource management and financial support services.

Human Resource Division

The Human Resource Division is responsible for processing of appointments, leave and leave allowance, manage and submit disciplinary cases to PSC, management of registry, in service training, executive support and control of media and communication services.

Major Achievements

In 2010, the Human Resource Division concentrated on serving the public, keeping proper management of financial asset and human resource.

It also ensured that all needs of professional staff were met. The Division facilitated professional staff in organizing of meetings, delivering of mails, providing logistic support and administrative arrangement such as booking of venue, vehicles and other travel arrangements. The division ensured that accurate information and advice was given to the Permanent Secretary. All the Temporary and Acting appointments were extended after seeking approval from PSC.

The Account Section consistently met its deadline and targeted output for the year in contributing towards the Ministry achievement. Proper accountability was ensured as reflected in the Auditor Financial Statement for 2010.

For transparency and accountability, the Division assesses the number of audit queries and disciplinary cases, processing timelines and financial

reporting; and OHS & General Workforce complaints

Staff Establishment

The Ministry's staff establishment as at 31st December 2010 is shown in Table 13 below:-

Table 23: Ministry Staff Establishment

| DEPT | Established | Unestablished |
|-------------------------------|-------------|---------------|
| Corporate Services Division | 14 | 4 |
| Local Government | 4 | 1 |
| Town and Country Planning | 30 | 2 |
| Housing | 11 | 1 |
| Environment | 18 | 2 |
| Local Government Project Post | 2 | 0 |

Source: MLG, UD, H&E (2010)

Asset Management

The Ministry occupies three floors of the Fiji Football Association House situated at 4 Gladstone Road, Suva and one Floor at 90 PD Patel Building, Raojibhai Patel Street, Suva as follows:

- First Floor – Department of Town & Country Planning
- Second Floor – Deputy Secretary's office, Department of Housing, Administration and Accounts Section
- Third Floor – Minister's Office, Permanent Secretary's Office and Department of Local Government
- Level 1, Raojibhai Patel Building – Department of Environment

Vehicle

The Ministry has a total of ten [10] vehicles and breakdown is shown in Table 14.

Table 24: Ministry Vehicle Distribution

| | MINISTRY | DEPARTMENT OF TOWN & COUNTRY PLANNING | DEPARTMENT OF HOUSING | DEPARTMENT OF ENVIRONMENT |
|--------------|----------|---------------------------------------|-----------------------|---------------------------|
| Pajero/CRV | - | 2 | - | 2 |
| Honda Sonata | 1 | - | - | - |
| Toyota | 1 | - | - | 1 |

| | | | | |
|------------------|---|---|---|---|
| Corolla Daihatsu | - | - | 1 | - |
| Hyundai i | - | - | 1 | - |
| Twin Cab | - | - | - | 1 |

Source: MLG, UD, H&E 2013

Training / Workshop

The following number of staffs was trained in each Department:-

Table 25: Ministry's Training/Workshop

| Training | Overseas | Local |
|-------------------------|----------|-------|
| Corporate Services | 1 | 4 |
| Local Government | 0 | 4 |
| Housing | 4 | 0 |
| Town & Country Planning | 6 | 1 |
| Environment | 27 | 5 |

Source: MLG, UD, H&E (2010)

FINANCE SECTION

The Ministry's Finance Section is responsible for the preparation of budget, payment of salaries and wage, payments of accounts and claims, ensure internal & external audits are conducted, maintenance of the Ministry's ledger accounts, financial statements and reports, ensure that accurate financial records are maintained at all times, ensure cash flow statements are produced on monthly basis, allocation of approved funds to vote controllers, monitor and control expenditures in compliance with approved financial regulations and instructions and preparation of timely Annual budget and Capital projects.

Major Achievements

The Ministry's Finance Section produced the New Financial Management Information System (FMIS) and trained accounting staff trained to use FMIS, timely production of financial reports on monthly, quarterly and annual budget and capital projects to Ministry of Finance.

AUDITED FINANCIAL STATEMENT



4th Floor, Ratu Sukuna House
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Suva, Fiji Islands

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OFFICE OF THE AUDITOR GENERAL

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ACCOUNTABILITY IN THE PUBLIC SERVICE SECTOR THROUGH QUALITY AUDIT SERVICES

File: 625

8 June 2011

Colonel Samuela Saumataua
The Minister for Local Government,
Urban Development, Housing & Environment
FFA Building
SUVA

Dear Colonel Saumataua

**AUDITED AGENCY FINANCIAL STATEMENTS – MINISTRY OF LOCAL GOVERNMENT,
URBAN DEVELOPMENT, HOUSING & ENVIRONMENT FOR THE YEAR ENDED
31 DECEMBER 2010**

Audited Financial Statements for the Ministry of Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2010 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to management for their action.

Yours sincerely

Tevita Bolanavanua
AUDITOR-GENERAL

cc/ Ms. Taina Tagicakibau, The Permanent Secretary for Local Government, Urban Development, Housing and Environment

Encl.

**MINISTRY OF LOCAL GOVERNMENT, URBAN
DEVELOPMENT, HOUSING AND ENVIRONMENT**

**FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2010**

**MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND
ENVIRONMENT**
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010

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ACCOUNTABILITY IN THE PUBLIC SERVICE SECTOR THROUGH QUALITY AUDIT SERVICES

INDEPENDENT AUDIT REPORT

To the Minister for Local Government, Urban Development, Housing and Environment

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes thereon of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2010, as set out on pages 6 to 12. The financial statements comprise the following:

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

The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein. I have conducted an independent audit of these special purpose financial statements in order to express an opinion on them to the Minister.

My audit was conducted in accordance with the Fiji 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 in Note 2, the Audit Act and the Financial Management Act, so as to present a view which is consistent with my understanding of the financial performance of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2010.

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

Qualification

The Department of Environment's Trust Fund Account balance of \$644,907 in the general ledger do not reconcile to the bank balance of \$1,220,948. The Trust Fund account balance maybe understated by \$576,041. As a result, I am unable to satisfy myself if the Trust Fund balance is fairly stated.

Qualified Audit Opinion

In my opinion, except for the matter referred to in the qualification paragraph, the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2010.

Without further qualifying my opinion, attention is drawn to the following matter:

A variance of \$44,376.56 exists in the Drawings Accounts between the Ministry's record and the FMIS.



Tevita Bolanavanua
AUDITOR GENERAL

8 June 2011



MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2010

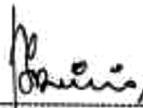
We certify that these financial statements:

- (a) Fairly reflect the financial operations and performance of the Ministry of Local Government, Urban Development, Housing and Environment and its financial position for the year ended 31 December 2010; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Ms. Taina Tagicakibau
Permanent Secretary

Date: 3/6/2011



Mr. Malakai Sosiceni
Senior Accounts Officer

Date: 3/6/2011

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2010**

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------------|-------|-------------------|------------------|
| RECEIPTS | | | |
| State Revenue | | | |
| Operating Revenue: indirect Taxes | | — | 6,070 |
| Town and Country Planning Fees | | 92,487 | 96,560 |
| Commission | | 1,684 | 3,673 |
| Total State Revenue | 3 (a) | 94,171 | 106,303 |
| Agency Revenue | | | |
| Miscellaneous Revenue | | 72,427 | 11,819 |
| Total Agency Revenue | 3 (b) | 72,427 | 11,819 |
| TOTAL RECEIPTS | | 166,598 | 118,122 |
| EXPENDITURE | | | |
| Operating Expenditure | | | |
| Established Staff | 3 (c) | 1,538,419 | 1,138,182 |
| Unestablished Staff | 3 (d) | 125,645 | 77,026 |
| Travel & Communication | 3 (e) | 167,138 | 102,486 |
| Maintenance & Operations | 3 (f) | 238,680 | 123,622 |
| Purchase of Goods & Services | 3 (g) | 158,744 | 64,221 |
| Operating Grants & Transfers | | 2,201,515 | 2,350,000 |
| Special Expenditure | 3 (h) | 1,126,049 | — |
| Total Operating Expenditure | | 5,556,190 | 3,855,537 |
| Capital Expenditure | | | |
| Construction | 3(i) | 2,284,347 | 1,235,346 |
| Purchases | 3(j) | 227,327 | 28,016 |
| Grants & Operations | | 1,650,000 | 1,573,710 |
| Total Capital Expenditure | | 4,161,674 | 2,837,072 |
| Value Added Tax | 3(k) | 518,387 | 191,131 |
| TOTAL EXPENDITURE | | 10,236,251 | 6,883,740 |

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2010**

(d) Revenue Recognition

Revenue is recognised when actual cash are received by the Ministry.

NOTE 3: SIGNIFICANT VARIATIONS

- a) The State Revenue decreased by \$12,132 or 11% in 2010 compared to 2009 due to general decline in developments around the Country and reduction in indirect taxes revenue.
- b) The Miscellaneous Revenue increased by \$60,608 or 513% in 2010 compared to 2009 was due to revenue collected by the Department of Environment including fees derived from providing Tabua permits and renewal of registration under EPS (trade of timber).
- c) The Established Staff costs increased by \$400,237 or 35% in 2010 compared to 2009. This was mainly due Department of Environment in the Ministry's portfolio and vacancies filled during the year.
- d) The Unestablished staff costs increased by \$48,619 or 63% in 2010 compared to 2009 due to the inclusion of Department of Environment in the Ministry's portfolio.
- e) The Travel and Communication costs increased by \$64,652 or 63% in 2010 compared to 2009 due to the inclusion of Department of Environment in the Ministry's portfolio.
- f) The Maintenance and operations costs increased by \$115,058 or 93% in 2010 compared to 2009 due to the inclusion of Department of Environment in the Ministry's portfolio.
- g) The Purchase of Goods and Services increased by \$94,523 or 147% in 2010 compared to 2009 due to the inclusion of Department of Environment in the Ministry's portfolio and payment of Project Officers' wages.
- h) The Special Expenditure increased by \$1,126,049 in 2010 compared to 2009. This was mainly due to the inclusion of Department of Environment in the Ministry's portfolio plus payment of personal emoluments to Special Administrators and Project Officers.
- i) The Capital Construction increased by \$1,049,001 or 85% in 2010 compared to 2009 was due to the Naboro Landfill phase 2 and squatter resettlement costs.
- j) The Capital Purchases increased by \$199,311 to 711% in 2010 compared to 2009 due to purchase of fire hydrants for National Fire Authority.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2010**

- k) The Value Added Tax increased by \$327,256 or 171% in 2010 compared to 2009 due to the inclusion of Department of Environment in the Ministry's portfolio.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**DISCLAIMER ON ADDITIONAL FINANCIAL INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2010**

The additional financial information, being the attached Statements of Output Costs has been compiled by the Ministry of Local Government, Urban Development, Housing and Environment

To the extent, permitted by law, the Office of the Auditor General will not accept liability for any loss or damage, which any person, other than the Ministry of Local Government, Urban Development, Housing and Environment may suffer arising from any negligence on our part. No person should rely on the additional financial information without having an audit or review conducted.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**STATEMENT OF OUTPUT COSTS - PORTFOLIO LEADERSHIP, POLICY ADVICE & SECRETARIAT SUPPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------|-------|----------------|----------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | | 451,586 | 363,437 |
| Unestablished Staff | | 53,438 | 38,686 |
| Travel & Communication | | 60,916 | 52,478 |
| Maintenance & Operations | | 72,460 | 53,793 |
| Purchase of Goods & Services | | 13,915 | 13,781 |
| Operating Grants & Transfers | | --- | --- |
| Special Expenditure | | --- | --- |
| Total Operating Costs | | 652,315 | 522,175 |
| Capital Costs | | | |
| Construction | | --- | --- |
| Purchases | | --- | --- |
| Grants & Transfers | | --- | --- |
| Total Capital Costs | | --- | --- |
| Value Added Tax | | 18,328 | 13,659 |
| TOTAL COSTS | | 670,643 | 535,834 |

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

STATEMENT OF OUTPUT COSTS - DELIVERING AN IMPROVED SYSTEM OF LOCAL GOVERNMENT
FOR THE YEAR ENDED 31 DECEMBER 2010

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------|-------|------------------|------------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | | 105,736 | 99,065 |
| Unestablished Staff | | 9,101 | 9,187 |
| Travel & Communication | | 4,392 | 3,676 |
| Maintenance & Operations | | 3,640 | 283 |
| Purchase of Goods & Services | | 19,943 | 15,743 |
| Operating Grants & Transfers | | — | 1,600,000 |
| Special Expenditure | | 444,711 | — |
| Total Operating Costs | | 587,523 | 1,727,954 |
| Capital Costs | | | |
| Construction | | — | — |
| Purchases | | 200,000 | — |
| Grants & Transfers | | 1,000,000 | 573,710 |
| Total Capital Costs | | 1,200,000 | 573,710 |
| Value Added Tax | | 85,668 | 2,427 |
| TOTAL COSTS | | 1,873,191 | 2,304,091 |

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**STATEMENT OF OUTPUT COSTS - LICENSING, COMPLIANCE & MONITORING - URBAN & REGIONAL PLANNING
FOR THE YEAR ENDED 31 DECEMBER 2010**

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------|-------|----------------|----------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | | 464,390 | 560,745 |
| Unestablished Staff | | 21,769 | 19,398 |
| Travel & Communication | | 41,067 | 28,590 |
| Maintenance & Operations | | 68,046 | 45,416 |
| Purchase of Goods & Services | | 11,658 | 12,156 |
| Operating Grants & Transfers | | --- | --- |
| Special Expenditure | | 80,121 | --- |
| Total Operating Costs | | 687,051 | 666,305 |
| Capital Costs | | | |
| Construction | | --- | --- |
| Purchases | | 27,327 | 28,016 |
| Grants & Transfers | | --- | --- |
| Total Capital Costs | | 27,327 | 28,016 |
| Value Added Tax | | 28,162 | 13,527 |
| TOTAL COSTS | | 742,540 | 707,848 |

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**STATEMENT OF OUTPUT COSTS - HOUSING SQUATTER UPGRADING & MANAGEMENT
FOR THE YEAR ENDED 31 DECEMBER 2010**

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------|-------|------------------|------------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | | 123,586 | 114,935 |
| Unestablished Staff | | 9,600 | 9,755 |
| Travel & Communication | | 26,217 | 17,743 |
| Maintenance & Operations | | 39,045 | 24,129 |
| Purchase of Goods & Services | | 21,457 | 22,541 |
| Operating Grants & Transfers | | 938,128 | 750,000 |
| Special Expenditure | | --- | --- |
| Total Operating Costs | | 1,158,033 | 939,103 |
| Capital Costs | | | |
| Construction | | 1,484,347 | 1,235,346 |
| Purchases | | --- | --- |
| Grants & Transfers | | 650,000 | 1,000,000 |
| Total Capital Costs | | 2,134,347 | 2,235,346 |
| Value Added Tax | | 198,835 | 161,518 |
| TOTAL COSTS | | 3,491,215 | 3,335,967 |

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

**STATEMENT OF OUTPUT COSTS - ENVIRONMENT MANAGEMENT UNIT
FOR THE YEAR ENDED 31 DECEMBER 2010**

| | Notes | 2010 \$ | 2009 \$ |
|------------------------------|-------|------------------|------------|
| EXPENDITURE | | | |
| Operating Costs | | | |
| Established Staff | | 393,121 | * |
| Unestablished Staff | | 31,737 | |
| Travel & Communication | - | 34,545 | |
| Maintenance & Operations | | 55,489 | |
| Purchase of Goods & Services | | 91,772 | |
| Operating Grants & Transfers | | 1,263,387 | |
| Special Expenditure | | 601,217 | |
| Total Operating Costs | | 2,471,268 | |
| Capital Costs | | | |
| Construction | | 800,000 | |
| Purchases | | — | |
| Grants & Transfers | | — | |
| Total Capital Costs | | 800,000 | |
| Value Added Tax | | 187,394 | |
| TOTAL COSTS | | 3,458,662 | |

* The Department of Environment was under the ambit of Ministry of Lands and Mineral Resources in 2009.

OUR CONTACTS

| OFFICE | LOCATION | CONTACT DETAILS |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Ministry Headquarters | Po Box 2131 GOVT Building, Suva 3 rd Floor, FFA Building, Gladstone Street, Suva | Telephone No. 3304364 Fax: 3303515 Email: sbaleikanacea@govnet.gov.fj |
| Department of Local Government | Po Box 2131 GOVT Building, Suva 3 rd Floor, FFA Building, Gladstone Street, Suva | Telephone: 3304364 Fax: 3311051 Email: jrakuita@govnet.gov.fj |
| Department of Housing | Po Box 2131 GOVT Building, Suva 2nd Floor, FFA Building, Gladstone Street, Suva | Telephone: 3304364 Fax: 3100189 Email: kolinio.bola@govnet.gov.fj |
| Department of Town and Country Planning | Po Box 2350, GOVT Building, Suva 1 st Floor, FFA Building, Gladstone Street, Suva | Telephone: 3305336 Fax: 3312679 Email: loasana.rokotuibau@govnet.gov.fj |
| Department of Environment | Po Box 2109, GOVT Building, Suva Raojibhai Patel Street, Suva | Telephone: 3311699 Fax: 3312879 Email: jdavetanivalu@environment.gov.fj |
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