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

**ANNUAL REPORT 2011**

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PARLIAMENT OF FIJI  
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## **LETTER TO THE MINISTER**

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**Colonel Samuela Saumataua**

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 year ending 31<sup>st</sup> December, 2011.

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 Housing and Environment**





## **FOREWORD BY PERMANENT SECRETARY**

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We are pleased to present the 2011 Annual Report for the Ministry of Local Government Housing and Environment.

2011 working year proved to be a challenging one because of the new challenges and priorities it had to meet. Despite these challenges, the Ministry managed to 87.51% of the Minister's key deliverables to the Prime Minister under its agency targeted outcomes.

These are Improved local governance; Greater human security for all human dwellers; Improving facilitation of land development approval; Improving living conditions of squatter settlement communities and low income urban Families; Sustainable use, management and protection of the environment.

The following are considered to be the key features of the Ministry's output for year 2011:

1. Issuance of residential lease to 67 families in the Badrau informal settlement and an additional 64 under the Lagilagi projects;
2. Implementation of a Green Town Competition for municipal councils;
3. Digitization of Town planning scheme and plans for Lami Town, Archeological sites in Fiji and the Nausori Extension Town Planning Scheme; and
4. The website launching for Fiji's Biodiversity Clearing House Mechanism.

Furthermore the Ministry also ensured delivering of an improved system of local government through close monitoring of municipal council's performance, introduction of Annual Corporate Plan for all municipalities and the adoption of Code of Conduct for the council management and staff.

With the enforcement of the Environmental Management Act, Environment Protected Species Act and the Ozone Depleting Substances Act, the Department of Environment continues 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 took this opportunity to thank all the staff for their support and contribution in the year 2011 and look forward to a better concerted team work in 2012.

**Mrs. Taina Tagicakibau**

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

## **OVERVIEW**

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### **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

## **ROLES AND RESPONSIBILITIES OF THE MINISTRY**

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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.

### **5.1 The responsibility of the Corporate Services**

Implementation of policy decisions for the overall administration of the Ministry's budgeting, planning, financial and accounting control and managing human resources.

### **5.2 The responsibility of the 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.

### **5.3 The responsibility of 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.

### **5.4 The responsibility of 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.

### **5.5 The responsibility of 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.

### **5.6 Ministerial Responsibility**

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

### **5.7 Senior Management**

Senior Management of the Ministry consists of:

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

### **5.7 The Ministry has an organizational structure of four [4] Departments:**

- Department of Local Government has divisions.
- Department of Town and Country Planning have 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 seven [7] divisions [Resource Management Unit, National Biodiversity Strategy and Action Plan, Ramsar, Climate Change, Ozone Depleting Substance, Environmental Management Unit and Waste Unit, Environmental Management Unit].



1004

144

1500  
1000

1999  
2000  
2001  
2002  
2003

100%

5000  
5000  
5000

## MINISTRY OUTPUTS AND OUTPUT PERFORMANCE TARGETS

**Table 1.0: MINISTRY'S OUTPUTS WITH GOVERNMENT TARGETED OUTCOMES**

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

## PERFORMANCE OF MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

The performance of the Ministry of Local Government, Urban Development, Housing and Environment is summarized in the organization structure involving four [4] Departments and their respective outputs:

### 1. Department of Local Government

- a. Portfolio Leadership and Advice.
- b. Delivery an improved System of Local Government.

### 2. Department of Town and Country Planning

- a. Portfolio Leadership and Advice.
- b. Licensing, Compliance & Monitoring –Urban and Rural Planning.

### 3. Department of Environment

- a. Portfolio Leadership and Advice.
- b. Develop, coordinate and monitor the implementation of Fiji's national and international environmental policies and programme and enforcement of environmental legislations.

### 4. Department of Housing

- a. Portfolio Leadership and Advice.
- b. Housing, Squatter Settlement Upgrading/ Resettlement and Management

## DEPARTMENT OF LOCAL GOVERNMENT

### FUNCTIONS

The Department provides policy direction and monitors the performance of Local Government and National Fire Authority in terms of the Local Government Act Cap. 125, National Fire Service Act (1994) and support services.

The five Strategic Priority Areas are as follows;

- 1) Efficient and cost-effective management and operation of municipal councils
- 2) Improve Local Governance
- 3) Improved monitoring on financial performance of Municipal Councils
- 4) Forging Strategic Partnerships for Municipal service delivery (Joint Ventures)
- 5) Enhance performance of the National Fire Authority (NFA)

### ACTIVITIES AND ACHIEVEMENTS

#### Efficient and cost-effective management and operation of municipal councils;

- i) **Complaints:** – A total of 147 complaints on the operations of Municipalities and the National Fire Authority was received and processed by the Department.

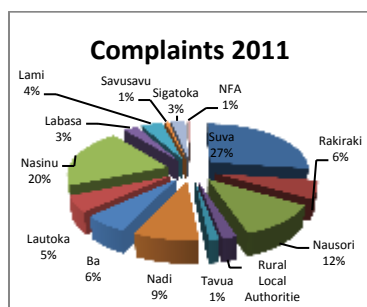


Figure 1.0: Complaints received - 2011

#### ii) Monthly Minutes of Meetings

156 Minutes of meetings were received from the Municipal Councils, 13 Annual Corporate Plans and 13 Implementation Plan.

#### iii) Improve Local Governance

26 of the 38 short term recommendation of the Local Government Review Reform Committee were fully implemented while 12 recommendations had 50% implementation rates.

#### iv) Code of Conduct:

Councils have started adopting and implementing the Code of Conduct for Municipal Workers. No report was received from councils on the noncompliance to the Code of Conduct.

#### Local Government Forum;

The department held four (4) Forums, one in each quarter to discuss matters and issues of concerns between the Ministry and the Municipal Councils. Resource people were also called in to present on relevant pressing issues associated with the provision of council services.

FORUM	HOST COUNCIL	VENUE
1	Labasa	Takia Hotel, Labasa
2	Rakiraki	Rakiraki Town Council
3	Ba	Ba Town Council Hall
4	Sigatoka	Outrigger on the Lagoon

Table 2.0: Local Government Forum; held in 2011



Figure 2.0: Participants at the Local Government Forum

#### Green Town Competition:

One assessment was carried out later in the year. Councils were divided into two Categories and were assessed accordingly.



Figure 3.0: The Assessment Team with Staff of Nasinu Town Council

#### Winners:

Lautoka City Council was awarded the winner in the Large Category while Sigatoka Town Council won the small category.



Figure 4.0: Lautoka City Council receiving its award



Figure 5.0: Honorable Minister for Local Government warding the winner of the Small Category, Sigatoka Town Council

Lami Town Council showed great effort, good progress and practical evidence of climate change resilience. Notably, Lami is the first town in the south pacific regional to sign in with the "Making Cities Resilience – my city is getting ready" which is fully funded by UN Habitat. This is in support of the local government to self-assess their progress in the implementation to achieve the goals of the global campaign and disaster risk reduction review at the local level.



Figure 6.0: Lami Town Council receiving the Climate Resilience Award

#### Urban Policy Action Plan

Three trainings for Municipal Councils were conducted on Budget and Cash flow Management

DATE	VENUE
22 – 23 Aug 2011	Suva City Council Chamber
25 – 26 Aug 2011	Lautoka City Council Chamber
30 – 31 Aug 2011	Labasa Town Council Chamber

Table 3.0: Trainings facilitated for council on budget and Cash Flow Management

#### Improved monitoring on financial performance of Municipal Councils;

##### Rates Collection

Total rates collected by each council are highlighted in the chart below.

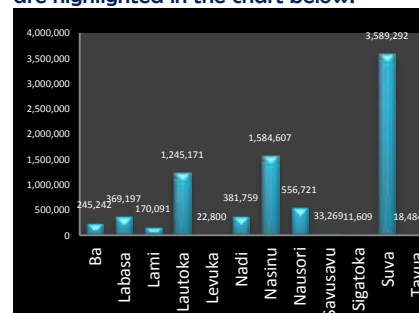


Figure 7.0: Rates collection per council for 2011



## DEPARTMENT OF TOWN AND 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 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, 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

#### Strategic Planning Projects

Report of Survey Phase of Nausori Extension Town Planning Scheme.

#### Scheme Amendments and Rural Rezoning

The Forward Planning Division processed and approved 188 rezoning applications. Out of the 188 rezoning applications; 50.6% were received for the Western Division, 41.5% in Central and 7.9 % in North and Eastern Division. Table 5.0 showed the breakdown of rezoning applications by Divisions.

Off all the rezoning being approved, 57% were those proposed in the west whilst 38% in the central division and residential zoning continued to dominate the change with 41%, 15% for commercial and 9% being industrial. Table 6.0 outlines approved zonings per division in 2011.

**Table 5.0: Summary of Rezoning - 2011**

REZONING SUMMARY 2011				
	Central	Western	Northern / Eastern	TOTAL
REC'D	78	95	15	188
DECIDED	97	113	18	228
APPROVED	41	67	11	119
REFUSED	46	43	6	95
DEFERRED	5	7	0	12

Source: DTCP [2011]

**Table 6.0 Approved use per division**

REZONING APPROVED PER USE - 2011				
ZONES	CENTRAL	WESTERN	NORTH EASTERN	TOTAL
Residential	13	28	3	44
Commercial	7	11	2	20
Industrial	6	10	0	16
Civic	10	7	1	18
Special Use (Tourism/Hotel)	3	3	2	8
Special Use (Other)	2	8	3	13
TOTAL	41	67	11	119

Source: DTCP [2011]

#### Major Rezoning & Master Plans

The department received 23 major rezoning proposals in 2011, a decline to the 50 received in 2010. More than 50% of the major rezoning was proposed in the western division and the dominant zone is commercial as illustrated in the table 7.0 below:

**Table 7.0 Major Rezoning by Division.**

REZONING/ DIVISION	C	W	NA E	TOTAL
Residential	1	1	0	2
Commercial	2	5	0	7
Industrial	2	1	0	3
Civic-Community	0	0	0	0
Special Use --	2	2	1	5
Hotel	1	3	2	6
Others	1	12	3	23
TOTAL	9	25	6	40

Source: DTCP [2011]

There were 2 master plans approved in principle, notably the Waila City Master Plan and Vanabaka Master Plan in the western division. Master plans trigger proposals for future subdivision and these are anticipated in 2012. The LOUs of Nakovacake submitted its preliminary master plan covering both of its land and parts of the foreshore east of Denarau.

#### 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.

Foreshore applications received were related to tourism, as extension programs to existing resorts. Table 8.0 shows the number of Foreshore Application referred to DTCP in 2011.

**Table 8.0: Foreshore Applications Referred in 2011.**

	Central	Western	Northern / Eastern	Total
Foreshore Referrals	3	4	0	7
Recommend Approval	0	3	0	3
Recommend Refusal	0	1	0	1
Total	3	8	0	11

Source: DTCP [2011]

### 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 ensured when completing the subdivision of land process.

#### Major Achievements

A total of 214 subdivision of land applications were received in 2011. This is a significant decline when compared to the 300 received in 2010. However, there was evidence of developers pursuing completion of land subdivision as DTCP received 78 applications for extension of subdivision approvals. A total of 431 applications were considered in 2011 and the breakdown is outlined in the table 9.0 below.

**Table 9.0 Summary of Subdivision Applications - 2011**

APPLICATION TYPE	RECEIVED	DECISIONS		
		APPROVED	REFUSED	DEFERRED
New Applications	214	341	50	40
Scheme Amendments	16			
Reconsideration	6			
Waiver	8	0		
Relaxation				
Renewals	78			
Engineering Plans	8	3		
Survey Plans	279	196	-	72
TOTAL	601			

Source: DTCP [2011]

The subdivision process is a creation of lots for specific uses through provision of infrastructure and boundary surveys in readiness for building development. The total number of lots proposed in 2011 is 1978 and the chart below provides a breakdown of lots proposed for each land use.

**Total 10.0: Number of Lots Proposed Per Use - 2011**



Source: DTCP [2011]

The demand for housing land continues to rise with 72% in 2011 when compared to 68% in 2010. However, 70% of this housing land is proposed in the west, majority of which is to sever residential dwellings from expired agricultural leases, allowing occupancy of tenants rather than eviction by landowning units.

#### Major Subdivision

A total of 30 major subdivisions were received in 2011 of which 9 were approved. This is an increase from 8 and 4 received and approved respectively in 2010.

#### Survey Plans

Clearance of survey plans reflects compliance to subdivision and illustrates completion of the subdivision of land process. A total of 279 survey plans were received, of which 196 were cleared for final approval. The remaining 72 had not been cleared as conditions were still to be complied with by end of 2011.

## Engineering Plans

There were 8 engineering plans received in 2011 and 3 were approved after having consulted the infrastructure authorities. The majority of these engineering plans were notably for tourism and residential subdivision.

## DEVELOPMENT CONTROL

DTCP processes application for developments in constituted town planning areas without approved planning schemes and determines proposals that are categorized as conditional developments, those requiring relaxation from the provisions of an approved scheme and determines developments from areas, which are suspended from the operative scheme.

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 that is 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.

## On-Site Land & Building Applications

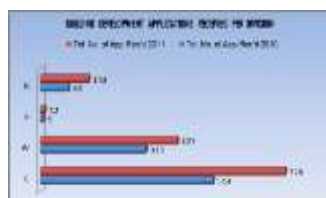
Whilst a total of 1290 applications were received in 2011, 1040 were considered of which 71% were consented to, 9% refused and 20% deferred. A total of 56% was received from the Central Division, reflecting urbanization levels, 34% in the west, 9% in the north and 1% in the Eastern Division. The breakdown of building applications is summarized in Table 11.0.

Table 11.0 Total Applications Received & Considered in 2011

DIVISION	TOTAL APPL. REC'D	DECISION		
		Consented to	Refused	Deferred
Central	728	422	37	91
Western	407	236	36	103
Northern	143	72	19	19
Eastern	12	5	0	0
Total	1290	735	92	143

Source: DTCP [2011]

The chart below is a comparison of applications received, clearly showing an increase in 2011 from 2010 in all divisions.



This trend corresponds in terms of uses and building development activities except for taxi bases and tourism. The decline in Taxi Base applications is due to the freeze on permits. However, the decline in tourism shall not be interpreted as reduction in interest for tourism development. DTCP received lesser in numbers

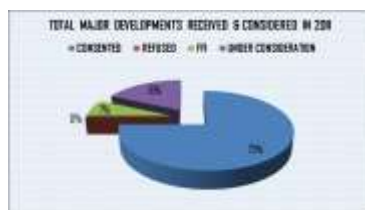
Table 12.0: Building Development Applications per Division.



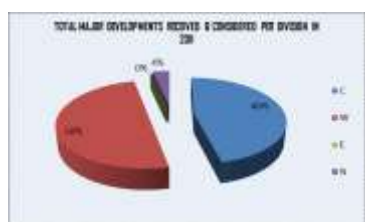
Source: DTCP [2011]

## Major Developments

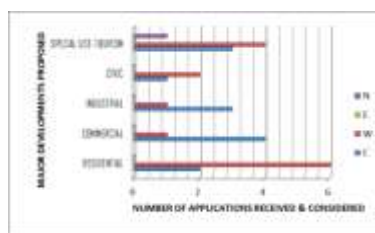
A total of 28 projects were received and considered, a decline from 2010 with 30 projects. However, the total value rises to \$159.64million when compared to \$107.86million in 2010.



Twenty-one of major developments received in 2011 or 75% were consented to. There were no major projects refused however, 2 or 7% required further work by the developers and 5 or 18% were under consideration.



In terms of division, 50% were proposed from the western division in 2011, surpassing central division's dominance in 2010. There was only one major development proposed in the north with 4% but none proposed in the eastern division.



Source: DTCP [2011]

Though low in number, two major developments in the central division are significant to note i.e. the \$70million project of restoring Grand Pacific Hotel, refurbishment and new hotel development and \$30million Damodar City complex by London Guarantee Corp. Limited. Other developments included extensions and refurbishments by major hotels, new residences proposed in Naisoso and Denarau and commercial complexes in Nakasi and Wainibuku in Nausori.

## INFORMATION SYSTEM

DTCP established its GIS unit in 2011 and implemented the first 2-phases of the GIS program i.e. installation and accessibility to appropriate GIS software and GIS application training, including on-the-job training for staff to produce e-maps and e-plans through GIS process.

The DTCP Application Status Tracking System continued with staff training and further development of the program by ITC.

## Town Planning Fees

The revenue received by the department is derived from fees charged under the Town Planning Act Cap 139 and the Subdivision of Land Act Cap 140. DTCP received a total fee of \$100,942.85 which corresponds to the increase in total applications received in the year. A summary is shown in Table 13.0 below.

Table 13.0: Total Fees Collected in 2011

Activity	Revenue
Forward Planning	\$ 21,494.62
Subdivision of Land	\$37,980.00
Development Control	\$ 41,468.23
TOTAL	\$100,942.85

Source: DTCP [2011]

## CAPACITY BUILDING AND INSTITUTIONAL STRENGTHENING, AWARENESS & ADVOCACY.

The Ministry, through DTCP continued its engagement with University of the South Pacific (USP) in terms of guest lecturers, field visits to the department and as part of the Land Management Program Advisory Committee. Discussions on the introduction of the urban and regional planning program at USP continued with USP, in its efforts to increase interest in town planning as a career, given the critical shortage of town planners in the country.

DTCP participated in careers expo organized by the University of the South Pacific and Fiji Institute of Technology and the Ministry of Education organized expo held in Suva, in the central division.

## World Town Planning Day

With the theme of Livable and Vibrant Spaces, DTCP held its inaugural celebration of World Town Planning Day on 8<sup>th</sup> November in Fiji. Councils were briefed on the significant of developing spaces and parks as an engine to a vibrant town or city. The department also carried out a 1-week expo at the Government Information Referral Centre (GIRC) as well as advocacy messages through the media, in FBC, Fiji TV and coverage by the Ministry of Information.



## DEPARTMENT OF HOUSING AND SQUATTER SETTLEMENTS

### FUNCTIONS

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

- a) Preparation and implementation of the National Housing Policy.
- b) Facilitate for the timely provision of the Government's Grant funds to its designated implementing Agencies.
- c) Management of the Squatter Settlement Upgrading and Resettlement Programme.

### ACHIEVEMENTS

#### Policy Leadership, Policy Advice and Secretariat Support:

The Government of Fiji endorsed the National Housing Policy by written comments on 28/3/11. The National Housing Policy Action Plan [NHPAP] was approved by Government on 15/8/11. 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 [10] out of the twenty four [24] activities of the Action Plan. This is equivalent to forty five [42%] 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.
- 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 2011.

#### Government Grant to Housing Assistance Relief Trust of \$1 Million

The Department of Housing facilitated the release of \$1,000,000 to Housing Assistance Relief Trust for the maintenance and renovation of houses for 364 destitute families.

### MANAGEMENT OF SQUATTER SETTLEMENT UPGRADING PROJECTS

The Department of Housing completed four [4] on-going and commence with one [1] new squatter settlement upgrading projects with the total beneficiary of 472 households or 2,360 people with the provisions of fully serviced residential lots and secure land tenure. 472 residential leases were issued in 2011.

The completed project includes Vatoa, Lakena Hill No 2, Lagilagi and Badrau. The new projects are Omkar. The total budget for the squatter settlement upgrading project is \$1 million.

Table 9: Squatter Settlement Upgrading Project [2011]

Project	Project Status/Comment
Direct beneficiary households	Approximate Cost (\$), Duration.(yrs.)
<b>Ongoing Project</b>	
Badrau (Ba) 75	Completion of Civil Work 1,500,000 3 years
Vatoa (Narere) 105	Completion of Civil Work \$900,000 2 years
Lakena Hill 2 (Nausori) 140	Completion of Civil Work 100,000 (1)
Lagilagi (Jittu Estate ) Housing Project 152	Completion of Civil Work 1400,000 3 years
<b>NEW PROJECT</b>	
Omkar (Narere) 73	Consultant delay in the completion of the Engineering plan for TCP's approval. \$2,050,000 2 years

Source: Department of Housing [2011]

## DEPARTMENT OF ENVIRONMENT

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.

The Department facilitated 4 NEC meeting for the year.

The Natural Resources Inventory (Volume 1 – 6) is a requirement under the Environment Management Act (2005). The report is a platform for conducting natural resources auditing and at the same time enabling valuations of Fiji's natural resources. The Inventory was finalized in 2011 with Cabinet endorsement and was launched in August 2011.

The process of drafting a national policy and legislative framework for protected areas endorsed by Cabinet in 2011.

The Fiji Invasive Species Taskforce (FIST) was established in 2011 and was also endorsed by the National Environment Council as a committee under NEC. This working group is responsible for monitoring and overseeing any emerging issue for invasive species in Fiji. The committee met 3 times in 2011.

The quarterly sitting of the National Climate Change Country Team (NCCCT) meeting was held. The main task of the NCCCT is to guide and advise Government on climate change issues. The NCCCT was instrumental in the development of Fiji's National Climate Change Policy, as a sub-committee was appointed to spearhead its development.

### Waste Management and Pollution Control

#### National Solid Waste Management Strategy:

The revised strategy developed in consultation with stakeholders and approved by cabinet decision number

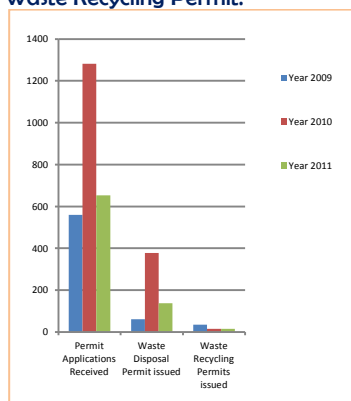
306 on 15th August, 2011 strives to address the environmental, health, and economic impacts of wastes over the period 2011- 2014 by building on the progress and successes achieved under the 2008 – 2010 strategy. The revised strategy was officially launched by the Minister of Local Government, Urban development, Housing and Environment on the 14th of September, 2011 at Holiday Inn.



**Mr. Samuela Saumataua, Minister of Local Government, Urban development, Housing and Environment launches the revised strategy.**

#### Waste Disposal and Waste Recycling Permitting System:

The Table below summarized the total number of applications of permits received as well the total number of permits issued for the two permit divisions, Waste Disposal Permit and Waste Recycling Permit:

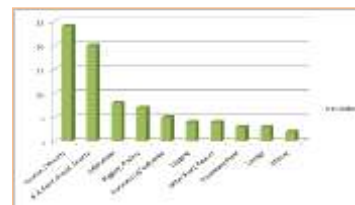


#### Complaints Received

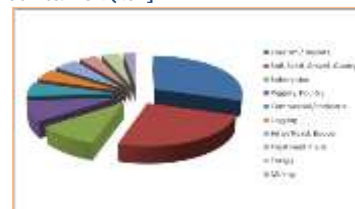
Complaints received were on open burning, oil spill, illegal dumping, sewage overflow and etc. This issue has been addressed by the unit with coordination with respective relevant authorities.

#### Environment Impact Assessment

Developments approved included the Tourist/ Resorts (25), Sand, soil & gravel Extraction (20), Subdivision (8), Piggery/ poultry (7), commercial/ industrial (5), logging (4), Jetty/ Road / Fuel Service Station (4), Treatment Plants (3), Energy (3) and Mining (2).



Source: DOE (2011)



Source: DOE (2011)

3 Improvement / Stop Work Notice were issued to non-complying developments. Of these 3, two have now addressed issues raised against their non-compliance whilst the other one is still working towards full compliance of the conditions of his development.

91 EIA inspections were conducted pertaining to EIA related complaints, EIA related issues and inspections of proposed development sites referred to by the various approving authorities.

28 EIA consultants' registered under the EIA consultant registration scheme.

### ENFORCEMENT OF THE OZONE DEPLETING SUBSTANCES ACT 1998

#### Policy

HPMP National Strategy endorsed by Cabinet in August and approved by the Executive Committee to the Montreal Protocol in November.

Fiji has strengthened ties with other pacific island countries in the aim of monitoring of the use of ozone depleting substances especially with border control officers (Customs officers) following the hosting of the Ozone Officers Pacific Island Countries (PIC) network Meeting held back to back with the Green Customs Workshop which was held in Outrigger on the Lagoon Hotel and Spa on the 23rd – 27th May 2011.

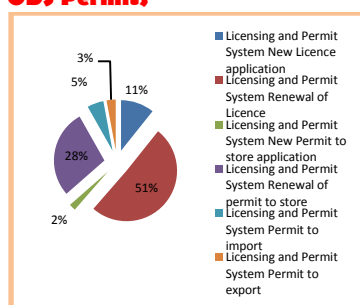
Formulation of Technical Working Group:

- Fishing Vessel Technical Working Group Meeting, 7th December
- Air conditioning Technical Working Group Meeting - 30th November

## Review of Fiji Ozone Depleting Substances Laws:

- Drafting of new ODS Decree, Refrigerant Management Decree and its Regulations with SPREP consultant - 3rd - 14th October
- Review of ODS/Customs Standard Operating Procedures and MOU

## ODS Permits



Source: DOE [2011]

## ENFORCEMENT OF THE ENDANGERED AND PROTECTED SPECIES ACT 2002

### Policy

As required under the Convention of International Trade of Endangered Species of Flora and Fauna (CITES), reports reflecting the number of fisheries and terrestrial species listed under the Convention that is traded out and into Fiji to be submitted to the Secretariat annually and biannually. Reports for 2008 – 2010 were finalized and submitted to Secretariat in late 2011.

The CITES Trust Fund was established as per requirements of the Endangered & Protected Species Act (EPS). All revenue collected from company registrations and permitting trading under the Act were deposited into this trust fund.

The Fiji Islands CITES Management Authority (FICMA) and the Fiji Islands CITES Scientific Council (FICSC) are two governing bodies established under the Endangered and Protected Species (EPS) Act 2002.

FICMA met 3 times in 2011 to approve the commencement of the following:

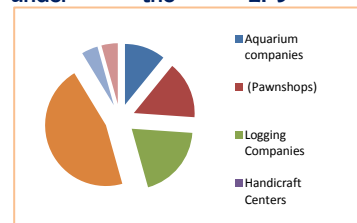
- Gazettal of the 2011 national export quota for CITES listed species;
- The finalization of the Non – Detrimental Findings.

The Fiji CITES Scientific Council (FCSC) also met 3 times in 2011 to discuss issues of relevance to CITES enforcement,

administrative and research needs. The following are some activities/discussions initiated by the FCSC in 2011.

### Registration

A total of 46 companies registered under the EPS Act



### CITES Permits

Trade	Export Permit	Import Permits	Re-export Permits
Hard coral and Live Rock	521	0	0
Tabua	144	9	0
Others	-	-	-
<b>Total</b>	<b>665</b>	<b>9</b>	<b>0</b>

Source: DOE (2011)

### AWARENESS

#### Environment Week Celebration

The Environment Week celebration for this year took a different twist. The Environment Week Campaign started with a Sunday Service on the theme "Mankind Earth's Stewards and Guidance". The theme for the environment campaign 2011 was "MY FIJI: MY WEB OF LIFE". Celebrations were also organized in the Western and Northern Divisions.

The Department participated in other campaigns organized by various governments and non-government organizations and academic institutions including International Year of Forest, World Water Day, University of the South Pacific Open Day, and Nasinu Town Council Open Day.

The Department also took part in provincial meetings including Ba Provincial Meeting, Rewa Provincial Council meeting, Naitasiri Provincial Meeting, Macuata Provincial Meeting, Rabi& Kioa Provincial Meeting.

Continue the Environment Bus Initiative to paint 3 more Biodiversity buses for the West (Nadi-Lautoka), North (Labasa-Savusavu) and Northwestern (Vatukoula-Suva) which were all launched by the Minister of Local Government, Urban

## Development, Housing & Environment.



Vatukoula Biodiversity Bus

### Campaign

The Clean-Up the World Clean Up Fiji one month campaign, 16th September to 17th October, 2011 was inaugurated in Fiji by the Ministry of Local Government, Urban Development and Housing during the launching of the National Solid Waste Management Strategy 2011 -2014 on 14th, September, 2011.

The highlight is the clean-up campaign by the Waiqanake youth from Lami to Navua corridor in the beginning of September, 2011 as a build-up to the cleanup initiative.

The campaign is also aligned to the western division environment celebration campaign for the month of September, 2011. As part of western campaign programme, a major cleanup was held on Rivers and Streams from Sigatoka River, Nadi River, saweni beach, Rakiraki River and streams along Natokowaqa in Lautoka. Government officials and the communities all took part in the clean-up programme.



Western Division Clean-up

A one minute audio ad was produced and aired on the 3 main radios: Viti FM, Navatarang and FM 96 for the month of June, 2011.

A 15 seconds television spot was aired on Fiji One in April targeting the general public and in particular commercial traders. The TV commercial highlighted the registration requirements under the Endangered Protected Species (EPS) Act and the penalties for non-compliance.

### TRAINING

#### Technical Training

Programme	No. of Officers
-----------	-----------------



	<b>Trained</b>
Good Refrigerators Training programme	96

### **Training of Enforcement Officers**

<b>Programme</b>	<b>No. of Officers Trained</b>
ODS (Custom Officers)	47
Litter Prevention Officers	94

## **HIGHLIGHTS**

### **Naboro Landfill Operations:**

Two years contract extension given to a private company (HG Leach Fiji Ltd) for the management of the Naboro landfill site. The latter half of the year saw record levels of wastes brought in for disposal at the landfill (average greater than 5000 tonnes monthly). This inversely meant that more previously unmanaged wastes were actually being brought in for proper disposal.



**Naboro Landfill Operation Site**

### **Container Deposit Legislation:**

Cabinet in its meeting on the 27th of September 2011 approved the Environment Management (Container Deposit) Regulations 2011, which provide the legal framework for the establishment of the Container Deposit and Refund Recycling System. Cabinet also endorsed the

establishment of a Managing Agency to administer Fiji's Container Deposit system.

### **EU funded Closed Lami Dump Rehabilitation Project:**

Lami Rehabilitation works Phase 2 had commenced, this included major civil works. The Civil Works Company contracted for the job had been BW Holdings Ltd.



**Lami Rehab works**

### **JICA Technical Cooperation for Waste Minimization and Recycling Promotion Project:**

The 3R promotion website was launched with the Department of Environment website on the 22<sup>nd</sup> of December, 2011. The Department website link is <http://www.environment.gov.fj> and the 3R webpage link is: <http://www.environment.gov.fj/3rproject/>.

The draft 3R Guideline and 3R Promotion Manual was formulated following council consultation in the 23<sup>rd</sup> – 25<sup>th</sup> February, 2011 and 2<sup>nd</sup> – 3<sup>rd</sup> of November, 2011.

### **Promotion of Shibushi Model (waste minimization without incineration) from Fiji to Pacific Island Countries Project:**

The "Promotion of Shibushi city model (waste minimization without incineration) from Fiji to Pacific Island

countries project official signed on 16th June, 2011. The operating mechanism of the Shibushi city model project is education and awareness involving officials and committed citizens from Nadi Town Council and Lautoka city council and also to some extent some other councils in Fiji by visiting Shibushi City for two weeks for the year 2011, 2012 and 2013.

The first eight (8) participants from Lautoka, Nadi and Ba town councils visited Shibushi city in September, 2011. The participants have developed Action Plans and were presented during the joint seminar on 3R, JPRISM and Shibushi model in November, 2011.

### **Commitment of phasing out of certain ODS**

Fiji was presented with the award from UNEP on meeting its commitment to phasing out of certain ozone depleting substances by 2010 among the other 22 nations during the Joint South Asia and South- East Asia and the Pacific Network Meeting for the Ozone Officers, Pokhara, Nepal from 17<sup>th</sup>- 19<sup>th</sup> October, 2011.



**Fiji ODS Officers with the Commitment Award.**



## CORPORATE SERVICE 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.

### ACHIEVEMENTS

In 2011, 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 2011.

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 31<sup>st</sup> December 2011 is shown in Table 13 below:-

**Table 13: Ministry Staff Establishment**

Department	Approved 2009 Provision		No of Posts Filled	
	Est	Un est	Est	Un

Corporate Services Division	13	4	12	4
Local Government	4	1	4	1
Town and Country Planning	32	2	23	2
Housing	11	1	10	1
Environment	18	2	16	2
Local Government Project Post	0	0	0	0
Environment Project Posts	15	0	14	0
<b>TOTAL</b>	<b>93</b>	<b>10</b>	<b>79</b>	<b>10</b>

Source: MLG, UD, H&E 2013

### 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 14: Ministry's Vehicles**

VEHICLE DISTRIBUTION IN THE MINISTRY				
VEHICLE	CID	DTCP	DOH	DOE
Pajero/CRV	-	2	-	2
Honda Sonata	1	-	-	-
Toyota Corolla	1	-	-	1
Daihatsu	-	-	1	-
Hyundai	-	-	1	-
Twinn Cab	-	-	-	1

Source: MLG, UD, H&E 2013

### TRAINING / WORKSHOPS

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

**Table 15: Ministry's Training/Workshop**

Training	CID	DTCP	DOH	DOE	DOE
Overseas	3	-	-	2	25
Local	1	1	1	2	3
Workshop (Local)	-	3	6	2	5

Source: MLG, UD, H&E 2013

### 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.

### 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.

### STAFF MOVEMENT

Details of Staff movements and acting appointments in the year 2011 are provided as follows:-

### Appointments

Appointments were made for the following Departments as follows:-

Appointments	CID	DTCP	DOH	DTCP	DOE	TOTAL
Acting	-	1	5	10	4	20
Temporary	1	-	-	5	2	8
Contractual	5	2	3	6	10	26
Promotions	-	-	2	4	3	9
Resignations	-	-	-	-	-	-
Termination	-	-	-	-	-	-
Study Leave	-	-	1	1	2	4
Deaths	-	-	-	-	-	-
Volunteers	1	-	1	-	9	11

### ASSET MANAGEMENT

#### Office space

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

### TRAINING/WORKSHOPS

Break down of all trainings and Workshop is attached as Annex 3.

# **AUDITED FINANCIAL STATEMENT**



5<sup>th</sup> Floor, P.O. Box 1000  
Machilais Road,  
P. O. Box 1000,  
Government Buildings,  
Suva, Fiji Islands

**REPUBLIC OF FIJI**  
**OFFICE OF THE AUDITOR GENERAL**

Telephone: (679) 550 8000  
Fax: (679) 550 5812  
Email: [info@auditorgeneral.gov.fj](mailto:info@auditorgeneral.gov.fj)  
Website: <http://www.oga.gov.fj>



**Excellence in Public Sector Auditing**

File: 525

15 May 2012

Mr. Samuela Saumetua  
Minister for Local Government, Urban Development, Housing and Environment  
Ministry of Local Government, Urban Development, Housing and Environment  
FFA House  
Gladstone Road  
Suva

Dear Mr. Saumetua

**Audited Financial Statements – Ministry of Local Government, Urban Development, Housing and Environment  
for the Year Ended 31 December 2011**

Audited Financial Statements for the Ministry of Local Government, Urban Development, Housing and Environment for the year ended 31 December 2011 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

Tovita Boonavanua  
**Auditor General**

cc: Mrs. Taina Tagicakibau – Permanent Secretary for Local Government, Urban Development, Housing and Environment

End.





Office of the Auditor General  
P.O. Box 200, Suva  
Fiji  
P.O. Box 200,  
Suva, Fiji

REPUBLIC OF FIJI  
OFFICE OF THE AUDITOR GENERAL

Telephone: (677) 354 2032  
Fax: (677) 330 5812  
Email: [info@oag.gov.fj](mailto:info@oag.gov.fj)  
Website: [www.oag.gov.fj](http://www.oag.gov.fj)



Excellence in Public Sector Auditing

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND  
ENVIRONMENT  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011

**INDEPENDENT AUDIT REPORT**

**Scope**

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 2011, as set out on pages 6 to 12. The financial statements comprise the following:

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

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.

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 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 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 Local Government, Urban Development, Housing and Environment for the year ended 31 December 2011.

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

**Qualification**

The Department of Environment did not reconcile the Main Trust Fund account balance with the bank statement balance during the year. An unaccounted variance of \$1,705,661 was noted between the Department's Trust Fund account general ledger balance and the bank statement balance. As a result I was not able to ascertain that all receipts and payments had been accurately accounted for and disclosed in the Main Trust Fund account.



**Qualified Audit Opinion**

In my opinion

- a) 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 2011.
- b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of my audit.

  
Tevita Belanevanna  
AUDITOR GENERAL

Suva, Fiji  
15 May 2012



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

**MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 DECEMBER 2011**

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 2011; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Ms. Taina Tugicakau  
Permanent Secretary

Date:

08/05/12



Mr. Mahiati Sosiseni  
Senior Accounts Officer

Date:

08/05/12

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

**STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2011**

	Notes	2011 \$	2010 \$
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Operating Revenue: Indirect Taxes		0	0
Town and Country Planning Fees		103,930	92,487
Commission		2,476	1,684
<b>Total State Revenue</b>	3 (a)	<b>105,406</b>	<b>94,171</b>
<b>Agency Revenue</b>			
Miscellaneous Revenue		198,323	72,427
<b>Total Agency Revenue</b>	3 (b)	<b>198,323</b>	<b>72,427</b>
<b>TOTAL RECEIPTS</b>		<b>303,729</b>	<b>166,598</b>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff	3 (c)	1,674,125	1,538,419
Unestablished Staff		130,049	125,645
Travel & Communication	3 (d)	192,614	167,138
Maintenance & Operations	3 (e)	266,498	238,680
Purchase of Goods & Services	3 (f)	65,646	158,744
Operating Grants & Transfers		2,198,659	2,201,515
Special Expenditure	3 (g)	1,953,723	1,126,049
<b>Total Operating Expenditure</b>		<b>6,581,314</b>	<b>5,556,190</b>
<b>Capital Expenditure</b>			
Construction	3 (h)	1,367,030	2,284,347
Purchases	3 (i)	158,204	227,327
Grants & Operations		1,750,000	1,650,000
<b>Total Capital Expenditure</b>		<b>3,275,234</b>	<b>4,161,674</b>
Value Added Tax		530,383	518,387
<b>TOTAL EXPENDITURE</b>		<b>10,386,931</b>	<b>10,236,251</b>

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

**APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2011**

SEG	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$ a	Actual Expenditure \$ b	Carry-Over \$	Lapsed Appropriation \$ (a-b)
1	Established Staff	1,877,848	---	1,877,848	1,674,125	---	203,723
2	Unestablished Staff	137,223	---	137,223	130,049	---	7,174
3	Travel & Communication	193,629	---	193,629	192,614	---	1,015
4	Maintenance & Operations	280,000	---	280,000	266,498	---	13,502
5	Purchase of Goods & Services	172,770	---	172,770	165,646	---	7,124
6	Operating Grants & Transfers	2,272,000	---	2,272,000	2,198,638	---	73,361
7	Special Expenditure	2,691,441	---	2,691,441	1,953,723	---	737,718
	<b>Total Operating Costs</b>	<b>7,624,911</b>	<b>---</b>	<b>7,624,911</b>	<b>6,581,314</b>	<b>---</b>	<b>1,043,597</b>
	<b>Capital Expenditure</b>						
8	Construction	2,000,000	(474,599)	1,525,401	1,767,010	---	158,371
9	Purchases	330,000	---	330,000	158,209	---	171,796
10	Grants & Transfers	2,000,000	(230,000)	1,750,000	1,750,000	---	---
	<b>Total Capital Expenditure</b>	<b>4,330,000</b>	<b>(704,600)</b>	<b>3,605,401</b>	<b>3,375,234</b>	<b>---</b>	<b>330,167</b>
13	Value Added Tax	665,800	151,150	594,610	530,383	---	64,227
	<b>TOTAL EXPENDITURE</b>	<b>12,620,711</b>	<b>(795,789)</b>	<b>11,824,922</b>	<b>10,386,931</b>	<b>---</b>	<b>1,437,991</b>

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

**STATEMENT OF LOSSES FOR THE YEAR ENDED 31 DECEMBER 2011**

**Loss of Money**

There was no Loss of money recorded for the year ended 31 December 2011.

**Loss (other than money)**

- The cost of a lost digital camera valued at \$755 was recovered from the responsible officer. No loss report was prepared.
- Board of survey for the year ending 31 December 2011 was constituted by the Ministry.

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

**TRUE TRUST FUND ACCOUNT STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 DECEMBER 2011**

	Notes	2011	2010
		\$	\$
Opening Balance		(27,424)	0
Receipts			
Main Trust Fund Receipts		<u>4,735,466</u>	<u>2,757,542</u>
<b>Total Receipts</b>		<u><b>4,708,042</b></u>	<u><b>2,757,542</b></u>
Payments			
Main Trust Fund Payments		<u>4,347,085</u>	<u>2,784,966</u>
<b>Total Payments</b>		<u><b>4,347,085</b></u>	<u><b>2,784,966</b></u>
Closing Balance		<u><b>360,957</b></u>	<u><b>(27,424)</b></u>



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1: REPORTING ENTITY**

The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the formulation and implementation of local government and urban planning policies and the formulation and implementation of housing and integration of programmes to eradicate poverty. It also has responsibilities for National Fire Services. The Ministry's functions are categorized into the following programme areas: General Administration Section, Local Government, Department of Town and Country Planning and the Housing Department. The Department of Environment, which was previously under the Ministry of Lands and Mineral Resources portfolio in 2009, has now been absorbed under this Ministry.

**NOTE 2: STATEMENT OF ACCOUNTING POLICIES**

**(a) Basis of Accounting**

In accordance with Government accounting policies, the financial statements of the Ministry of Local Government, Urban Development, Housing and Environment is prepared on 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, except for that of the Trading and Manufacturing Accounts.

**(b) Accounting for Value Added Tax (VAT)**

All income is inclusive of VAT while all 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 sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

**(c) Comparative Figures**

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.

**(d) Revenue Recognition**

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 3: SIGNIFICANT VARIATIONS**

- a) The State Revenue decreased by \$11,235 or 12% in 2011 compared to 2010 due to general decline in developments around the Country.
- b) The Miscellaneous Revenue increased by \$125,896 or 174% in 2011 compared to 2010 was due to posting unutilised donor funds amounting to \$147,116.19 for the Mangrove Ecosystem for Climate Change and Livelihood (MESCAL) project into miscellaneous revenue. This fund was released by Ministry of Finance in 2012 through approved Requisition to incur Expenditure (RIE) authority.
- c) The Established Staff costs increased by \$135,706 or 9% in 2011 compared to 2010. This was mainly due to vacancies in the Ministry which was filled towards the end of 2011 and early 2012.
- d) The Travel and Communication costs increased by \$25,476 or 15% in 2011 compared to 2010 due to increase in travel and subsistence costs.
- e) The Maintenance and operations costs increased by \$27,818 or 12% in 2011 compared to 2010 due to the inclusion of Department of Environment in the Ministry's portfolio.
- f) The Purchase of Goods and Services increased by \$6,902 or 4% in 2011 compared to 2010 due to the payment of Project Officers' wages.
- g) The Special Expenditure increased by \$827,674 or 74% in 2011 compared to 2010. This was mainly due to the incorporation of various environment related projects conducted by the Department of Environment plus payment of personal emoluments to Special Administrators and Project Officers.
- h) The Capital Construction decreased by \$917,517 or 40% in 2011 compared to 2010 was due to the redeployment of funds by Ministry of Finance from Nahoro Landfill Phase 1B.
- i) The Capital Purchases decreased by \$69,123 or 30% in 2011 compared to 2010 due to under utilisation of funds allocated for the purchase of fire hydrants for National Fire Authority.

**NOTE 4: OPERATING TRUST FUND ACCOUNT**

As at 31 December 2011, the Ministry had a credit balance of \$205,539 in Operating Trust Fund account.



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 5: MAIN TRUST FUND ACCOUNT BALANCE RESTATED**

The main Trust Fund account Receipt and Payment amounts for the year ended 31/12/10 were adjusted by Ministry of Finance on 24/6/2011, after the audit report was issued on 8/6/2011. The Main Trust Fund Receipt and Payment amounts are restated as following because of the adjustments.

	Audited Amount 2010 (\$)	Adjustments By MOF (\$)	Restated Amount 2010 (\$)
Opening balance	0	0	0
Receipts	2,514,874	242,668	2,757,542
Payments	1,869,987	614,999	2,784,986
Closing balance	644,907		(27,424)

**NOTE 6: DRAWINGS ACCOUNT**

As at 31 December 2011, the Ministry had a balance of \$406,983 in Drawings account. These monies relate to cheques written by the Ministry that were yet to be presented to the bank.

**NOTE 7: REVOLVING FUND ACCOUNT**

As at 31 December 2011, the Ministry had a credit balance of \$132,581 in the Revolving Fund account.

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

**DISCLAIMER ON ADDITIONAL FINANCIAL INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2011**

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The additional financial information, being the attached Statements of Output Costs have 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 2011**

	Notes	2011 S	2010 S
<b>EXPENDITURE</b>			
<b>Operating Costs</b>			
Established Staff		374,072	451,586
Unestablished Staff		50,568	51,438
Travel & Communication		64,655	63,916
Maintenance & Operations		76,236	72,460
Purchase of Goods & Services		17,213	13,915
Operating Grants & Transfers		---	---
Special Expenditure		---	---
<b>Total Operating Costs</b>		<b>582,744</b>	<b>652,315</b>
<b>Capital Costs</b>			
Construction		---	---
Purchases		---	---
Grants & Transfers		---	---
<b>Total Capital Costs</b>		<b>---</b>	<b>---</b>
Value Added Tax		21,245	18,328
<b>TOTAL COSTS</b>		<b>603,989</b>	<b>670,643</b>

**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 2011**

	Notes	2011 S	2010 S
<b>EXPENDITURE</b>			
<b>Operating Costs</b>			
Established Staff		103,036	105,736
Unestablished Staff		9,372	9,101
Travel & Communication		4,866	4,392
Maintenance & Operations		3,216	3,640
Purchase of Goods & Services		19,537	19,943
Operating Grants & Transfers		---	---
Special Expenditure		499,561	444,711
<b>Total Operating Costs</b>		<b>639,591</b>	<b>587,523</b>
<b>Capital Costs</b>			
Construction		---	---
Purchases		134,640	200,000
Grants & Transfers		1,000,000	1,000,000
<b>Total Capital Costs</b>		<b>1,134,640</b>	<b>1,200,000</b>
Value Added Tax		98,486	85,668
<b>TOTAL COSTS</b>		<b>1,872,717</b>	<b>1,873,191</b>

**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 2011**

	Notes	2011 S	2010 S
<b>EXPENDITURE</b>			
<b>Operating Costs</b>			
Established Staff		103,036	105,736
Unestablished Staff		9,372	9,101
Travel & Communication		4,866	4,393
Maintenance & Operations		3,216	3,640
Purchase of Goods & Services		19,537	19,943
Operating Grants & Transfers		---	---
Special Expenditure		499,564	444,711
<b>Total Operating Costs</b>		<b>639,591</b>	<b>587,523</b>
<b>Capital Costs</b>			
Construction		---	---
Purchases		134,640	200,000
Grants & Transfers		1,000,000	1,000,000
<b>Total Capital Costs</b>		<b>1,134,640</b>	<b>1,200,000</b>
Value Added Tax		98,486	85,668
<b>TOTAL COSTS</b>		<b>1,872,717</b>	<b>1,873,191</b>

**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 2011**

	Notes	2011 \$	2010 \$
<b>EXPENDITURE</b>			
<b>Operating Costs</b>			
Established Staff		528,788	464,390
Unestablished Staff		24,259	21,769
Travel & Communication		52,658	41,067
Maintenance & Operations		77,110	68,046
Purchase of Goods & Services		15,066	11,658
Operating Grants & Transfers		---	---
Special Expenditure		119,472	80,121
<b>Total Operating Costs</b>		<b>817,353</b>	<b>687,051</b>
<b>Capital Costs</b>			
Construction		---	---
Purchases		23,565	27,327
Grants & Transfers		---	---
<b>Total Capital Costs</b>		<b>23,565</b>	<b>27,327</b>
Value Added Tax		40,983	28,162
<b>TOTAL COSTS</b>		<b>881,901</b>	<b>742,540</b>

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

**STATEMENT OF OUTPUT COSTS – ENVIRONMENT MANAGEMENT UNIT FOR THE YEAR ENDED 31 DECEMBER 2011**

	Notes	2011 \$	2010 \$
<b>EXPENDITURE</b>			
<b>Operating Costs</b>			
Established Staff		442,539	393,121
Unestablished Staff		33,361	31,737
Travel & Communication		40,640	34,545
Maintenance & Operations		67,904	55,489
Purchase of Goods & Services		91,722	91,772
Operating Grants & Transfers		1,240,659	1,263,387
Special Expenditure		1,334,687	661,217
<b>Total Operating Costs</b>		<b>3,251,512</b>	<b>2,471,268</b>
<b>Capital Costs</b>			
Construction		25,368	300,000
Purchases		---	---
Grants & Transfers		---	---
<b>Total Capital Costs</b>		<b>25,368</b>	<b>300,000</b>
Value Added Tax		130,470	187,294
<b>TOTAL COSTS</b>		<b>3,427,350</b>	<b>3,458,662</b>



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

**STATEMENT OF OUTPUT COSTS – HOUSING SQUATTER UPGRADING & MANAGEMENT FOR THE YEAR ENDED 31 DECEMBER 2011**

	Notes	2011 \$	2010 \$
<b>EXPENDITURE</b>			
Operating Costs			
Established Staff		225,689	123,586
Unestablished Staff		12,490	9,630
Travel & Communication		29,795	26,217
Maintenance & Operations		42,033	39,045
Purchase of Goods & Services		22,108	21,457
Operating Grants & Transfers		958,000	938,128
Special Expenditure		---	---
<b>Total Operating Costs</b>		<b>1,290,115</b>	<b>1,158,033</b>
Capital Costs			
Construction		1,341,661	1,484,347
Purchases		---	---
Grants & Transfers		750,000	650,000
<b>Total Capital Costs</b>		<b>2,091,661</b>	<b>2,134,347</b>
Value Added Tax		219,198	198,835
<b>TOTAL COSTS</b>		<b>3,600,974</b>	<b>3,491,215</b>



# **ANNEXURE**

## ANNEXURE 1.0 DETAILS OF ACTING APPOINTMENTS

NAME	DESIGNATION	ACTING POST	DURATION OF ACTING	DEPARTMENT
<b>Joşua Tudreu</b>	Technical Officer	Technical Officer II	22/06/11-21/06/11	Town Planning
<b>Jone Tukana</b>	Technical Assistant	Technical Officer II	22/06/11-21/06/11 Extended 01/09/11-01/11/11	Town Planning
<b>Doni Wainiqolo</b>	Technical Officer II	Technical Officer I	22/09/11-21/12/11	Town Planning
<b>Mohammed Ziar</b>	Technical Assistant	Technical Officer II	22/09/11-21/12/11	Town Planning
<b>Maikeli Waqatabu</b>	Technical Assistant	Technical Officer II	22/06/11-21/09/12	Town Planning
<b>Varanise Laquru</b>	Technical Officer II	Technical Officer I	22/09/11-	Town Planning
<b>Ulamila</b>	Technical Officer	Technical Officer II	22/09/11-21/12/11	Town Planning
<b>Cakaunitabua</b>				
<b>Sarah Tawaka</b>	Senior Environmental Officer	Principal Environmental Officer	29/11/11-28/10/11 Extended 29/09/11-28/12/11 Cessation 15/12/11	Environment
<b>Viliame Momoivalu</b>	Environmental Officer	Senior Environmental Officer [EIA]	09/05/11-08/05/11	Environment
<b>Tavenisa Luiša</b>	Environmental Officer	Senior Environmental Officer	29/07/11-28/10/11	Environment
<b>Selevasio Tagivuni</b>	Environmental Officer	Senior environmental Officer	09/06/12-08/09/12	Environment
<b>Vatiseva Tagilala</b>	Clerical Officer	Executive Officer	09/03/11-08/06/11 Extended 09/06/11-08/09/11	Local Government
<b>Vula Shaw</b>	Principal Administrative Officer	Director Housing	15/09/11-01/10/11	Housing
<b>Peni Bakewa</b>	Technical Officer II	Technical Officer I	12/08/11-11/11/11	Housing
<b>Meşulame Feşaitu</b>	Technical Officer	Administrative Officer	01/09/11-17/11/11	Housing
<b>Mere Rayawa</b>	Administrative Officer	Principal Administrative Officer	01/07/10-21/05/11	Housing
<b>Joeli Moceivale</b>	Administrative Officer	Senior Administrative Officer	09/03/11-08/06/11 Extended 09/06/11-08/09/11	Housing
<b>Tavenisa Luiša</b>	Environmental Officer	Senior Environmental Officer	29/10/11-28/10/11	Environment

## ANNEXURE 2.0 DETAILS OF STAFF PROMOTION

NAME	DESIGNATION	PROMOTED POST	PROMOTION DATE	DEPARTMENT
<b>Timoci Bainimarama</b>	Technical Officer	Technical Officer II	01/03/11	Town Planning
<b>Kesaia Vunicagi</b>	Technical Officer	Senior Technical Officer	23/08/11	Town Planning
<b>Paul Apoi</b>	Technical Assistant	Technical Officer II	30/06/11	Town Planning
<b>Lote Ruşaqoli</b>	Environmental Officer	Senior Environmental Officer	29/08/11	Environment
<b>Aminiaşi Qareqare</b>	Senior Environmental Officer	Principal Environmental Officer	01/03/11	Environment
<b>Kolinio Bola</b>	Principal Administrative Officer	Director Housing	25/05/11	Housing
<b>Aarti Singh</b>	Clerical Officer	Administrative Officer	05/01/11	Corporate [Accounts]
<b>Mereani Tabualevu</b>	Typist	Secretary	29/09/11	Corporate
<b>Joeli Moceivale</b>	Administrative Officer	Senior Administrative Officer	20/09/11	Housing

### Annex 3: Training and Workshop (A). International Training

Meeting/Workshop/Training	Name of Officer	Duration	Hosting Country
<b>Sustainable Urban Development Town Country Planning Program</b>	Maikeli Waqatabu	17-28/01/11	Singapore
<b>Pacific Climate Change Round Table Meeting</b>	Alisi Pulini	14/03-18/03/11	Niue
<b>Facilitating of Good Practices in Refrigeration and Custom Training</b>	Seru Ramakita & Alisi Kamaiwaqa	28/03-01/04/11	Vanuatu
<b>United Nation Climate Change Conference</b>	Jope Davetanivalu	03-08/03/11	Bangkok, Thailand
<b>ITP Program on Eco – Tourism for Pacific countries in Indonesia</b>	Kala Wati	25/04 -04/05/11	Indonesia
<b>Vulnerability &amp; Adaptation Assessment</b>	Kirti Chaya	03/05 -05/05/11	Thailand
<b>Hurbert H Humphrey Fellowship 2011-2012</b>	Mere Rayawa	21/05/11 - 20/05/12	United States of America
<b>Seminar on Land Development and Housing Construction for Developing Countries</b>	Mesulame Fesaitu	11/05-24/05/11	Beijing, China
<b>SEAP Network of Ozone Officer</b>	Yogesh Goundar & Vika Rogers	14/06-17/06/11	Vietnam
<b>Economic &amp; Social Commission For Asia and The Pacific Urban Forum</b>	Samuela Saumatua (Minister)	15/-16/06/11	Bangkok, Thailand
<b>5<sup>th</sup> Pacific Urban Forum</b>	Josese Rakuita	22-24/06/11	Singapore
<b>Industrial Ecology &amp; Environment</b>	Rahul Dutt	04/07/11-22/07/11	Thailand
<b>Asian Coalition Housing Rights (ACHR) Saving Schemes</b>	Joeli Moceivale	09/07-17/07/11	Singapore
<b>High Level Dialogue on Institutional Framework for Sustainable Development</b>	Jope Davetanivalu	19/07/11-21/07/11	Solo, Central Java, Indonesia
<b>Follow Up Pacific Preparatory Meeting for Rio +20</b>	Sele Tagivuni	21 -22/07/11	Apia, Samoa
<b>Thirteen Advanced Course on Need Assessment Monitoring Evaluation &amp; Info generation Techniques for Decentralized Governance</b>	Kala Wati	07/08 -17/09/11	New Delhi, India
<b>Training on Good Practice in Refrigeration</b>	Seru Ramakita	23-30/08/11	Vanuatu
<b>Land and Housing Policy Workshop</b>	Kolinio Bola	15/09-01/10/11	Seoul, Korea
<b>Pacific Expanded Constituency</b>	Sarah Tawaka	27-29/09/11	Solomon Islands
<b>3R Forum Meeting</b>	Aminiasi Qareqare	05 -07/10/11	Singapore

<b>Meeting/Workshop/Training</b>	<b>Name of Officer</b>	<b>Duration</b>	<b>Hosting Country</b>
<b>Regional Training on Landfill Management</b>	Rahul Dutt	10-14/10/11	Portville, Vanuatu
<b>New National Ozone Officer</b>	Elvin Sharma	17-19/10/11	Nepal
<b>Intergovernmental Science Policy Platform on Biodiversity Ecosystem Service</b>	Rahul Arvind Chand	30/09-12/10/11	Manila, Philippines
<b>Pacific Australia Climate Change Science &amp; Adaptation Program Design Workshop</b>	Saverio Baleikanacea	17-18/10/11	Brisbane, Australia
<b>Meeting of the UNPCC 17<sup>th</sup> Conference of Parties (COP)</b>	Jope Davetanivalu	25-27/10/11	Apia, Samoa
<b>Land Development &amp; Housing Construction for Developing Countries</b>	Amit Deo	21/10-03/11/11	Beijing, China
<b>Clean Development Mechanism (CDM) Workshop and Carbon Expo</b>	Manasa Katonivualiku & Saverio Baleikanacea	07-09/11/11	Australia, Melbourne
<b>Urban Forum: Financing Future Cities</b>	Talei Rokkotuibau	15-17/11/11	Manila, Philippines
<b>Climate Change &amp; Energy Sustainability</b>	Lote Rusaqoli	15-25/11/11	Singapore
<b>Urban Housing Management</b>	Vula Shaw	21-30/11/11	Singapore
<b>Sub Regional Forum on Pro Urban Infrastructure Investment In Asia</b>	Joeli Moceivale Mesulame Fesaitu	29/11-01/12/11	Bangkok, Thailand
<b>Site Visits- Cape Town South Africa</b>	Kolinio Bola	10-15/12/11	South Africa
<b>ME\$CAL Action Research Workshop</b>	Neema Chand	12-15/12/11	Honiara, Solomon Islands
<b>Regional Training on Mangrove Monitoring in the Pacific Islands [ME\$CAL]</b>	Neema Nand	6/12-9/12	Port Villa, Vanuatu

## (B) Local Training

Training Program	Name of Officers	Duration	Venue
<b>Standard Operating Procedures (SOP)</b>	Saverio Baleikanacea Veena Devina LaiteCagilaba AsenacaMatadabo DevinaDepika MacaTamanivalu Akanisi Vuetanavanua Diana Rokotutu RavneelNand Malakai Ravouvou Emosi Tuikubulau Shobna Devi TaleiRokotuibau Kala Wati Ritesh Ram JosuaTudreu Miliakere	07-08/04/11	<b>CTD - PSC</b>
<b>Building Partnership Organizations and Government for Enhance Development in Fiji</b>	Saverio Baleikanacea	12 -13/04/11	<b>Pacific Harbor</b>
<b>Service Exam; Crash Course</b>	LaiteCagilaba	02 -06/05/11	<b>CTD -PSC</b>
<b>Diplomatic Service Workshop</b>	Akanisi Vuetanavanua	17 -21/10/11	<b>CTD</b>
<b>Pacific Climate Change Roundtable Meeting (PCCSP)</b>	Alisi Pulini Kirti Chaya	14 -18/03/11	<b>Nadi</b>
<b>Pacific Urban Forum</b>	TaleiRokotuibau	30/11/11 -02/12/11	<b>Novotel Nadi</b>







