



MTA

Ministry of iTaukei Affairs



20¹³
annual
report

An enlightened Vanua for a Progressive Fiji





Strategic Direction

VISION

“An Enlightened Vanua for a progressive Fiji.”


MISSION

The Ministry of iTaukei Affairs therefore, strives for the following:

- Develop relevant policies, programmes and legislations
- Cultivate and coordinate effective and smart partnership with key stakeholders
- Conduct focused capacity building initiatives and
- Provide for appropriate institutional framework of governance

VALUES

We will;

- Uphold and promote the integrity of iTaukei customs and tradition
 - Be transparent and accountable in the conduct of our business
 - Free ourselves from all forms of discrimination
 - Promote respect within the Ministry
 - Maintain the highest standards of professional integrity
 - Deliver efficient and friendly service to all our customers
 - Ensure a safe and pleasant working environment
 - Promote and maintain the Ministry as a learning institution
- 

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Letter to the Minister

Rear Admiral (Ret) Josaia Voreqe Bainimarama
Hon. Minister for iTaukei Affairs
Government Buildings
Suva

Dear Sir ,

I am pleased to submit to you the Ministry of iTaukei Affairs **2013 Annual Report**, in accordance with the requirement stipulated under the Financial Management Act 2004. Subsection 49(1) requires me to submit to you as Minister this Report and to be tabled in the House of Representatives on the Ministry's activities and achievements during the year.

The Report provides relevant information as required under subsection 49(4)(a) which stipulates; to demonstrate the agency's performance during the year in terms of its outputs and of its contributions to outcomes.

The Report also includes the Ministry's Annual Financial Statements required under Section 50 of the Financial Management Act 2004. In the Report, I also discuss the many Achievements aligned to the targeted Outputs set out in the Ministry's 2013 Annual Corporate Plan.

The Report has also been prepared in accordance with the requirements for Annual Reports stated under Division 2 – Budget sector agencies.

Yours sincerely,



Savenaca Kaunisela
Permanent Secretary for iTaukei Affairs

1.0 Roles and Responsibilities

1.1 Our Purpose

Providing the link with other iTaukei Institutions which includes the iTaukei Affairs Board that directly manages the administration and affairs of the fourteen (14) Provincial Offices as stipulated under the iTaukei Affairs Act (Cap 120).

Our core business is to develop, implement and monitor policies and programs for the good governance and well-being of the iTaukei.

1.2 Legislations

Our responsibilities are entrenched in the following legislations;

- iTaukei Affairs Act (Cap 120)
- iTaukei Lands Act (Cap 133)
- iTaukei Lands Trust Act (Cap 134)
- iTaukei Development Fund Act (Cap 121)
- iTaukei Trust Fund Act 2004

1.3 Responsible Minister

The Ministry of iTaukei Affairs is responsible to the Hon. Minister, Rear Admiral (Ret) Josaia Voreqe Bainimarama, who is also the Prime Minister, Minister for Finance, Strategic Planning, National Development and Statistics, Sugar, Lands and Mineral Resources, Information, National Archives and Library Services, and People's Charter for Change and Progress.

2.0 Divisional Responsibilities

2.1 Corporate Governance

The Corporate Services Division (CSD) is charged with developing and implementing the Ministry's key objectives for achieving responsible corporate governance that is well grounded on the Public Service Code of Conduct. The Division is also assigned the critical task of prudently managing public resources at the Ministry's disposal and to ensure statutory compliance with legislations relating to the use and deployment of human, financial and capital resources. CSD provides for maintenance of secure and reliable information management systems and the safe keeping of official documents.

2.2 Dispute Resolution

The Ministry is tasked with the resolution of disputes regarding land ownership, fishing rights and customary chiefly titles. This role is entrenched in the iTaukei Lands Act (Cap 133);

- iTaukei Lands and Fisheries Commission (TLFC) is constituted under the iTaukei Lands Act and the Fisheries Act Cap 158. The Commission adjudicates on disputes of lands; fishing grounds and customary leadership titles. TLFC is custodian to various culturally significant registers which are maintained and updated from time to time. These Registers facilitate the resolution of disputes.
- The iTaukei Lands Appeals Tribunal (TLAT) makes rulings over Appeal cases that challenge the decision of the Commission on land ownership, boundary, fishing rights and customary chiefly titles.

2.3 Preservation of iTaukei Language and Culture

In 1974, the iTaukei Institute of Language and Culture (TILC) was established to spearhead the iTaukei Dictionary Project. In 1986 Cabinet agreed that the Institute be charged with the additional responsibility to deal with the pressing issues concerning the iTaukeis, vis:

- the completion of iTaukei Monolingual Dictionary;
- the protection and preservation of iTaukei Culture; and
- research and documentation of all iTaukei dialects from the 14 Provinces.

In 2007, the Institute published the first Monolingual Dictionary and is working towards the review of the Dictionary.

The Institute conducts research and documents all aspects of iTaukei language and culture and through available mediums of information sharing, it publicizes and raises public awareness and also encourages the preservation of and appreciation for iTaukei cultural values and tradition.

2.4 Education and Training

The iTaukei Affairs Scholarship Unit (TASU) administered the Scholarship Budget for eligible iTaukei and Rotuman students. The Unit also provided a Mentoring Programme for counseling and advice to students with the inclusion of other support Services. The Unit proactively encouraged Higher Education through awareness programs and educational Expos. The Unit was also tasked with the monitoring of Bond Agreements and was Secretariat to the iTaukei Education Committee.

The Centre for Appropriate Technology and Development (CATD), Nadave is mandated under the CATD By-laws to provide appropriate short and long-term training on leadership, business, financial management, technical skills and vocational courses.

2.5 Policy Advice and Development

The Development Division provides policy advice on commercial, economic, social and environment matters that affect the well-being and good governance of the iTaukei community. The Division engages in consultative forums with Government Agencies, financial institutions, civil society organizations and/or development partners to ensure that the interests of the iTaukei community are considered in key policy issues and programmes that support their overall development. The Division consults and proactively networks with other iTaukei Institutions to effectively design, implement, monitor and evaluate social development programs/initiatives for the iTaukei.

3.0 Linkage of Ministry's outputs with Government's targeted outcomes

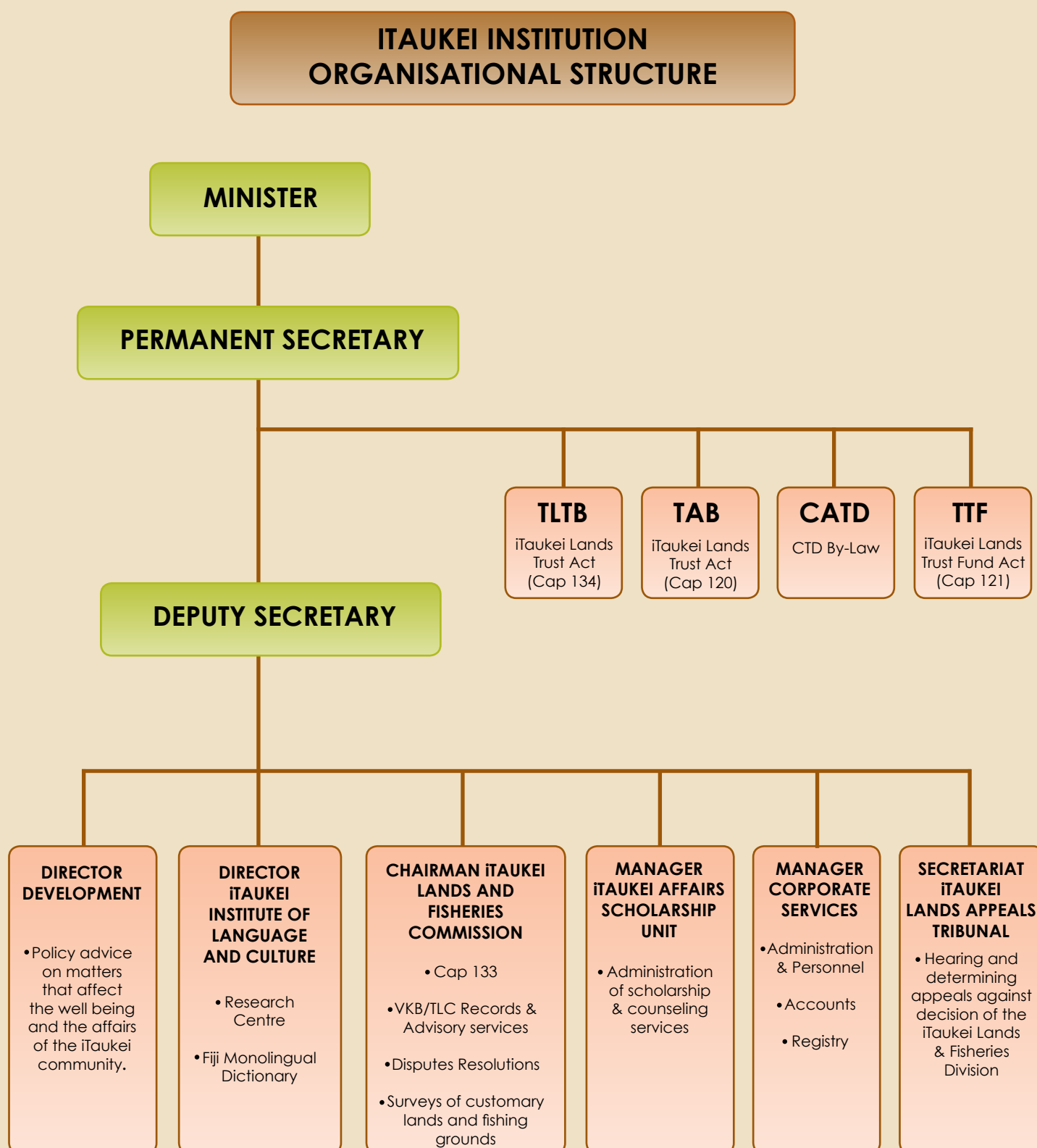
3.1 Targeted Outcomes

Outcome 7:	iTaukei Institutions
Outcome 8:	Leadership
Outcome 16:	Land Resources Development and Management
Outcome 26:	Poverty Reduction
Outcome 28:	Social Justice
Outcome 31:	Gender Equality and Women in Development
Outcome 32:	Children and Youth
Outcome 34:	Environmental Sustainability
Outcome 35:	Culture and Heritage

3.2 Ministry's Outputs

Output 1:	Portfolio Leadership, Policy Advice & Secretariat Support
Output 2:	More Accountable & Transparent iTaukei Institutions
Output 3:	Equitable iTaukei Development & Responsible Governance
Output 4:	Leadership Entrepreneurship Training Programme (CATD)
Output 5:	Education & Training – Scholarships
Output 6:	Preservation of Natural & Cultural Heritage
Output 7:	Cultural Enhancement Programmes
Output 8:	Dispute Resolution – iTaukei Land, Village & Fishing Boundaries
Output 9:	Land Survey – iTaukei Land, Village & Fishing Boundaries
Output 10:	Rural Community & Development Projects

4.0 Organisation Structure



5.0 Agency Performance

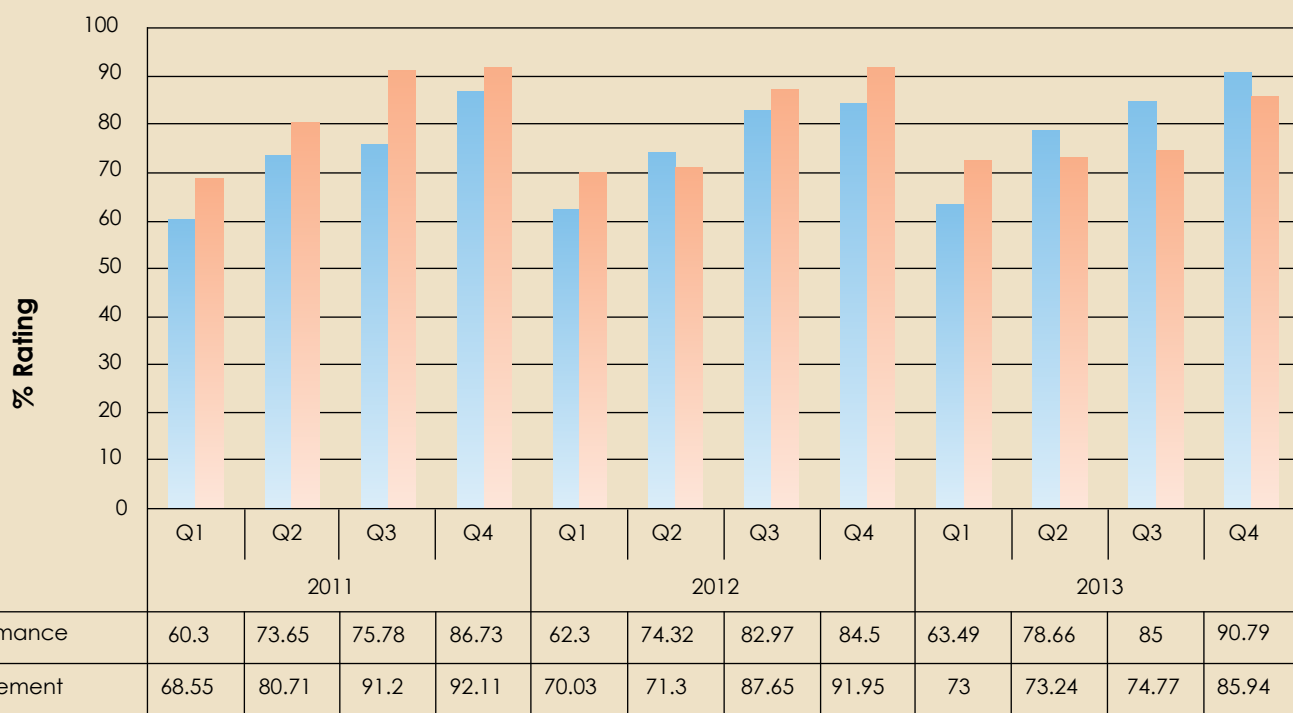
5.1 SUMMARY OF PERFORMANCE

The Ministry's performance was measured against 79 Key Performance Indicators. The quarterly SFCCO ratings for the past four years are tabulated below:

SFCCO Performance Rating (%)	2013	2012	2011	2010
1. First Quarter	73	70	69	67
2. Second Quarter	73	71	81	76
3. Third Quarter	75	87	91	74
4. Fourth Quarter	86	91	92	77

The bar graph below reflects the Ministry's Achievements, according to the SFCCO Ratings which therefore, depict an increasing performance trend for 2011 and 2012 respectively.

PERFORMANCE TREND : 2011 - 2013



6.0 Performance Reports by Divisions

6.1 ITAUKEI LANDS AND FISHERIES COMMISSION

The Commission once again accomplished majority of the assigned tasks during the year. Its strength continued to be the Project Team which exceeded its annual targets by 200%. The Commission has a statutory responsibility to ascertain and adjudicate chiefly and traditional headship titles, lands and fishing grounds to the rightful and hereditary landowners. It is also custodian to various registers that keep the iTaukei genealogy of all landowners. (iTaukei Lands Act Cap 133 and Fisheries Act Cap 158)

6.1.1 2013 SUMMARY HIGHLIGHTS

- 38.8km demarcation in Serua and 5 Lots in Yasawa
- 9 Lots surveyed in Serua and Yasawa
- 264 village boundaries completed
- 348 villages declared
- 336 villages registered
- 92 leadership awareness workshops
- 109 customary titles confirmed
- 21 dispute cases attended to
- New births registered 4677
- 23 boundary maps mounted
- 808 VKB registrations confirmed



6.1.2 LAND RESOURCES & MANAGEMENT DEVELOPMENT

In 2010, Cabinet approved the By-Laws for the “Declaration of iTaukei Settlements as iTaukei villages” which also included the demarcation of the settlement boundaries before they could be declared as iTaukei villages by the iTaukei Affairs Board. A Special Project Team was established in 2011 for this purpose in addition to the demarcation and survey of iTaukei land parcels around Fiji that have never been surveyed. These Activities are on-going.

An annual capital budget of \$348,586 was provided from the National Budget to complete the 20km demarcation work and 48 Lots surveyed in Yasawa and Serua. A total of 280 villages were yet to be surveyed, declared and registered. Targets against achievements tabulated below are testament to the 200% achievement for the 3 Project teams despite Cyclone Evans visitation in February 2013 that hindered much of the Survey teams work in the Yasawa.



Project		2013	2012	2011
Demarcation of nsurveyed lands	Serua (km)	38.8	45.5	45.5
	Yasawa (Lots)	5	54	NA
Survey of unsurveyed lands	Serua (Lots)	5	30	NA
	Serua (km)	NA	3.8	NA
	Yasawa (Lots)	4	59	54
	Yasawa (km)	NA	3.8	NA
Village Boundaries	Villages (no.)	264	289	NA
Declaration of villages	Villages (no.)	150	NA	NA
Registration of villages	Villages (no.)	150	NA	NA

6.1.3 TRADITIONAL LEADERSHIP

A Joint Curriculum Development Committee with iTaukei Institutions was established to look into strengthening the existing traditional leadership model and conduct public awareness on the attributes of this model. A total of 92 awareness workshops were conducted in the following Provinces to build a committed, visionary, highly competent and more accountable leadership group:

The completion of the Draft Curriculum for Traditional Leadership will be piloted at Nadave in 2014.

Leadership Awareness	2013	2012	2011
Leadership Awareness	92	108	20
Other Awareness			22



6.1.4 CONFIRMATION OF CUSTOMARY TITLES

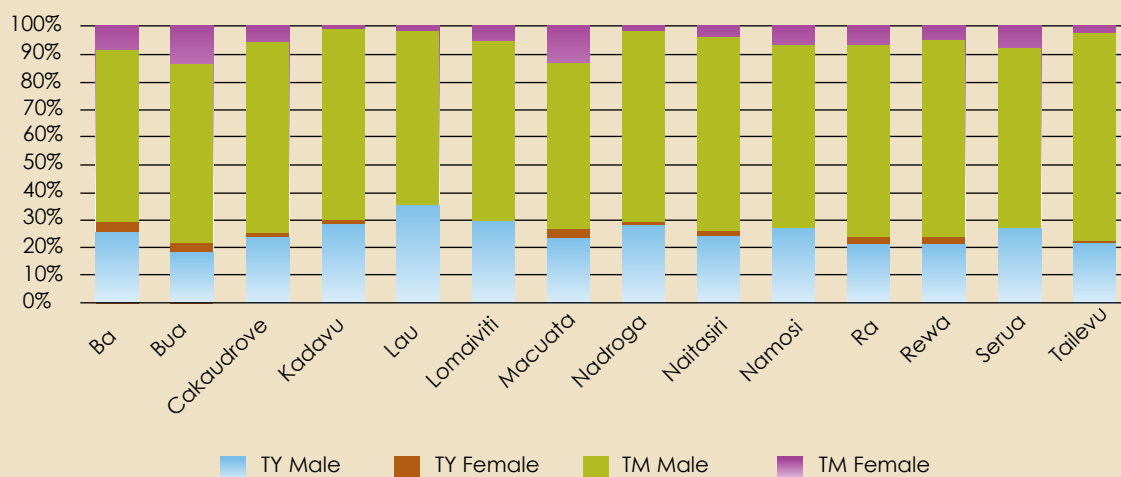
In 2013, 109 customary headship titles were confirmed. Filling of these customary titles was very important to keeping the peace and stability in villages, promote harmonious living and facilitate future village developments.

Confirmation of Titles	2013	2012	2011
Turaga ni Vanua	1	5	7
Turaga ni Yavusa	24	13	37
Turaga ni Mataqali	84	48	114



As at December 2013, 57 ladies were confirmed as Marama ni Yavusa and 180 confirmed as Marama ni Mataqali. Males dominate traditional titles in iTaukei society because most of these titles are inherited from patrilineal descendants.

SUMMARY OF CUSTOMARY TITLES AS AT 31/12/2013



6.1.5 DISPUTE RESOLUTIONS

The Province of Ba recorded the highest number of Disputes lodged with the Commission including the Turaga Tui Nadi's case. Other disputes handled by the Commission from the Province consisted of land disputes, title disputes and extinct Tokatoka.



Two disputing cases were cancelled; one Formal and one Informal in the Provinces of Rewa and Nadroga. This was due to a miscommunication with the respective Provincial Offices and the death of the late Na Ka Levu of Nadroga, last December.

	Province	2013	2012	2011
1	Ba	9	1	5
2	Cakaudrove			6
3	Kadavu	1	1	
4	Lau	4		
5	Lomaiviti	1		
6	Macuata			5
7	Naitasiri	3		2
8	Nadroga			4
9	Ra			2
10	Serua	3		
11	Tailevu			3
12	Rewa			1
	TOTAL	21	2	28

There were 13 Informal and 5 Formal Sitzings in 2013. Formal Disputes were confirmed through Gazette Publications and printed news media especially when the Commission actually sat to hear these Formal Disputes.

6.1.6 MANAGEMENT AND PRESERVATION OF RECORDS

6.1.6.1 PRESERVATION OF RECORDS

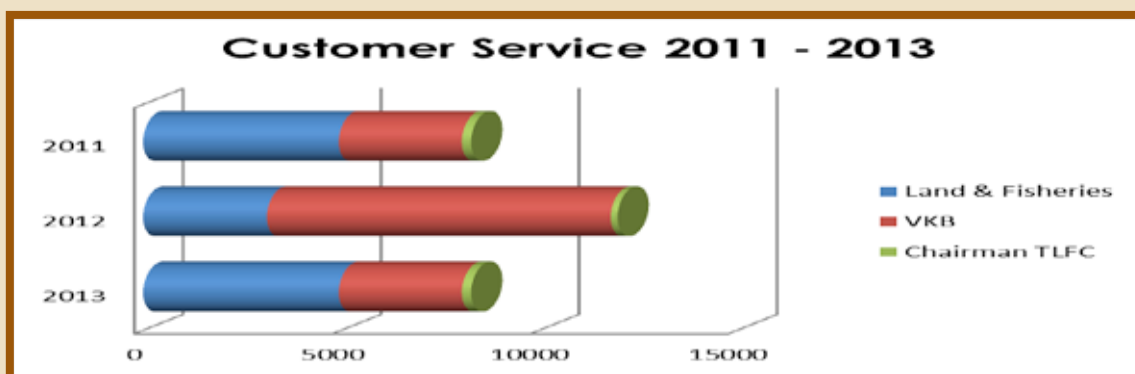
Preservation of genealogical records was carried out to improve and maintain the record keeping of family history and other research needs that may arise from time to time.

	2013	2012	2011
Scanning	23	102	59
Maps mounted	23	29	27
Indexed	54	25	

6.1.6.2 CUSTOMER SERVICE

The Commission provided consultancy services for all land matters such as land titles, boundaries, property owners of Mataqali members and so forth. For the Commission's role was to ascertain the rights and ownership of hereditary land and rights to access and use fishing grounds by iTaukei.

Customer Service	2013	2012	2011
Land & Fisheries	4940	3125	4000
VKB	3107	8683	3000
Chairman TLFC	234	172	150



6.2 DEVELOPMENT SERVICES DIVISION

The Development Services Division works with resource owners, as well as non-Government Agencies for sustainable improvement in social, cultural and economic outcomes for iTaukei. The Division executed their core businesses which are as follow:

- worked in partnership with key stakeholders undertaking initiatives that provide agreed outcomes for iTaukei; and
- disseminated public information and advice on iTaukei policies and programmes, resource development, land management and social issues to Government, iTaukei people, industry, and other key stakeholders.



6.2.1 2013 SUMMARY OF ACHIEVEMENTS

- Finalized Performance Standards Template
- Translated Child Protection Manual package and submitted to UNICEF
- Contextualized Child Protection Manual piloted at Navatuyaba village, Toga, Rewa
- Solved 27 Vanua issues from PMs Office
- Published iTaukei Focus Bulletin
- Represented the Ministry to 141 consultations and forums
- Five Briefs prepared for the Minister and Prime Minister
- Joint Committee with TAB on Environment & Climate Change for information sharing
- Joint Committee with TAB & TLTB on the iTaukei Entrepreneurship & Training to educate, inform and assist the iTaukei Land Owners to best utilize lease money
- FLEMMA Consultation on the GEF ABS proposal

6.2.2 MORE ACCOUNTABLE AND TRANSPARENT ITAUKEI INSTITUTIONS

6.2.2.1 INTEGRATED ORGANISATIONAL STRUCTURE

The two Tables highlight the creation of joint Forums during which all Heads of TIs' met and discussed land and socio economic issues. The Internal Policy Committee was also a joint Forum between TAB and the Ministry for discussions and resolutions needed for relevant policy papers; the Environment & Climate Change Committee is also a separate joint forum for the two Institutions; and the Leadership Committee is specifically for developing a Leadership Curriculum for traditional and chiefly leaders.

JOINT FORUMS

Internal Policy Committee

iTaukei Executive Forum

Environment & Climate Change Committee

iTaukei Entrepreneurship & Training Committee

iTaukei Traditional Leadership
Curriculum Development Committee

2013

2012

2011

51

67

50

15

14

16

3

3

6

Critical activities achieved from 2010-2013 was a desired outcome of the Roadmap 2009-2014 to put in place an integrated structure for a more transparent and accountable iTaukei administration.

GOVERNMENT'S GOAL Well governed iTaukei institutions for improving the well-being and governance of the iTaukei people.	CRITICAL ACTIVITIES ACHIEVED	2013	2012	2011	2010
	Commission Vision				√
	Good Governance Framework				√
	Review of the Qoliqoli Compensation Policy			√	
	Village By Law			√	
	iTaukei Affairs (GCC) (Revocation) Regulations		√		
	iTaukei Affairs (TAB) (Amendment) Regulations		√		
	Turaga ni Koro Template (Social Audit baseline)	√			
	Performance Standards Template	√			
	iTaukei Affairs (Provincial Councils)(Amendment) Regulations		√		
	iTaukei Land Trust (leases & licenses) (Amendment) Regulations		√		
	Code of Conduct for Provincial Councils		√		
	TAB accounts audited by OAG	√	√		
	Functional Review by PSC	√			

6.3 İTAUKEI INSTITUTE OF LANGUAGE AND CULTURE

To protect and preserve iTaukei culture and heritage for present and future generations, the Institute of Language and Culture administers also monitors the implementation of Cabinet Decisions; review of the monolingual dictionary and the collection, recording and documentation of iTaukei tangible and intangible cultural heritage captured through the Government funded Cultural Mapping exercise targeting all the 14 Provinces



The Institute also supports related researches/studies and the development of iTaukei language and culture through the formulation and implementation of policies and programmes. The Institute is also a resource centre providing services for access to considerable materials on iTaukei literature, books, and other publications, photographs, audio and visual tapes indexed in the English language to be user-friendly to everyone eager to learn more about iTaukei tradition and culture.

6.3.1 2013 SUMMARY OF ACHIEVEMENTS



- CMP completed the mapping of 2 Provinces (27 Districts (Tikina), 241 villages) benefiting a total population of 26,508.
- Implemented the Cabinet Decision to transfer all TKEC responsibilities including Officers and equipment to the Fiji Intellectual Property Office, FIPO.
- MOU signed between the Trust Fund Board and the Ministry for TILC Officers' Scholarships to pursue on the Diploma in Pacific Vernacular at the USP Laucala Campus.
- Implemented both Cabinet Decisions 98 and 99 on the "Declaration of iTaukei villages in Bua and Macuata" and Cabinet Decision 99 on the "Cultural Mapping Programme".

6.3.2 POLICY ADVICE

6.3.2.1 DEVELOPMENT OF POLICIES

Proposed “Translation Fees for the iTaukei Institute of Language and Culture” Cabinet Paper was submitted in March, 2013. In essence, the request was for Cabinet to approve the proposed translation and editing fees for the Ministry of iTaukei Affairs.

Final stage of consultations with FBCL to finalise MOU-TV programme “Sovadrauvanua” was completed and presented to the Senior Management for information. Other papers completed were:

Forum	No.	Researched Topics
Cabinet	4	1. Amendment to iTaukei Lands Act 2. Translation Fees for TILC 3. Cultural Mapping Program 4. Village Demarcation Report for Bua and Macuata Provinces
Internal Policy Committee	2	5. Bond Policy for Diploma in Vernacular Studies, USP 6. iTaukei Language Authority 7. Update on REDD+ , Draubuta & Nakoro villages, Navosa

6.3.3 PRESERVATION OF NATURAL AND CULTURAL HERITAGE

6.3.3.1 CULTURAL MAPPING PROGRAMME

Whilst the Ministry awaited the Government's decision to adopt the Model Law for the protection and preservation of indigenous knowledge and expressions of culture, the Institute continued to conduct cultural mapping in Provinces that were yet to be covered.



Cultural mapping is conducted to identify, confirm and document the way of life, culture and tradition that belong and known to be practised by the iTaukei community that willingly offered to be mapped. All data from the CMP were carefully captured following the consent of Owners; verified; documented and stored with the Institute. Since 2005, eight (8) Provinces have been mapped namely; Bua, Lomaiviti, Macuata, Namosi, Ra, Rewa, Serua and Tailevu. Work was in progress for the ninth Province of Cakaudrove and anticipated to be completed in the first quarter, 2014.

The Province of Macuata has 12 Districts and 108 villages. Mapping started in this Province from 2012 and was completed in June 2013 as tabled below. The population that benefited in these villages were 9,703. (2012 TNK Analysis Report)



MACUATA PROVINCE TABLE

TIKINA	VILLAGES
Cikobia	Nautovatu, Vatulele, Vuninuku, Nalele
Dogotuki	Kedra, Lagi, Nabourewa, Nabuna, Naduru, Namukalau, Qaranivai, Rauriko, Vitina, Yugalei, Lutukina, Nabavatu
Dreketi	Nabiti, Nakanacagi, Nasigasiga, Vuinaqalutu, Vunisea,
Labasa	Batinikama, Bulileka, Dreketilailai, Lovelove, Mataniwai, Nakorowiri, Naqai, Naseakula, Nabunikavula, Qelemumu, Raranibulubulu, Vuiyakana, Vunimoli, Vunivau, Vuo
Macuata	Buavou, Daku (Ligau), Macuata-i-wai, Nabouono, Nabukadogo, Naduri, Naividamu, Nakalou, Nabekavu, Namama, Naqumu, Nasea, Nasuva, Niurua, Raviravi, Yaro, Kia, Tuvu
Mali	Ligaulevu, Matailabasa, Nakawaga, Vesi
Nadogo	Kaviwa, Mouta, Nababa, Nabutubutu, Nakelikoso, Naqili (Bulu), Nasasa, Vukebuli, Nubu, Sogobiau, Vunivutu
Namuka	Cawadevo, Delaivadra, Lakeba, Matainadoi, Nabubu, Nasovivi, Naua, Qelewara, Ravuka, Salevukoso, Visoqo, Nabuna
Sasa	Korotubu, Korovuli, Nakavika, Namakomako, Nasealevu, Navakasobu, Sasa, Tabia, Vuiraqilai, Yalava
Seaqaqa	Batiri, Nacaurokovi (Lomaloma), Nacereyaga, Nanenivuda, Naravuka, Natua (Vesidrau), Nayarailagi, Saivou
Udu	Cawaro, Nabouono, Nukudamu, Nukusa, Vunikodi
Wailevu	Dogoru, Nakama, Nasaqa, Savusavuitaqa, Vatulovona, Vuinakawakawa, Wailevu, Yaudigi

The Province of Cakaudrove has 15 Districts and 135 villages. Mapping began in July 2013 and to complete in the first quarter of, 2014. There were 15 Districts and 135 villages altogether with a population of 16,805. villages were 9,703. (2012 TNK Analysis Report)



CAKAUDROVE PROVINCE TABLE

TIKINA	VILLAGES
Cakaudrove	Dakuniba, Lamini, Loa, Lovonivonu, Nabagasau, Nakobo, Nanuca, Nawi, Somosomo, Tavuki, Vunikura, Welagi, Yacata, Mataikoro, Vunisavisavi
Koroalau	Bucalevu, Nabua, Nakawaga, Nukubolu, Vuinadi, Vunidogoloa
Laucala	Dreketi, Kocoma, Naqelelevu, Togo, Yanuca
Natewa	Buca, Dawa, Nadavaci, Natewa, Tukavesi, Vusasivo, Vusaratu
Navatu	Drekeniwai, Korolevu, Koronatoga, Korosi, Lea, Nasinu, Navakaka, Tabia, Viani
Naweni	Dromuninuku, Naweni, Tacilevu
Saqani	Biaugunu, Lakeba, Malake, Maravu, Naboutini, Nacula, Nadogo, Natuvu, Navetau, Saqani, Sese, Valovoni, Vuniwai
Savusavu	Nacavanadi, Nacekoro, Nagigi, Naidi, Nukubalavu, Savudrodoro, Vivili, Waivunia, Yaro
Tawake	Nagasauva, Tawake, Vatu, Wainigadru, Wainika, Yasawa
Tunuloa	Kanakana, Karoko, Koroivonu, Muana, Nailou, Naqaravutu, Navetau, Salia, Wailevu
Vaturova	Korotasere, Lekutulevu, Nakuku, Domokavu, Nayarabale, Sevaci, Vanuavou, Vatukuca, Vaturavulo, Wavu
Vuna	Kanacea, Nakorovou, Navakawau
Wailevu	Bagata, Batiri, Dreketi, Jerusalemi, Keka, Laucala, Levuka, Nabalebale, Nadamole, Naiqaci, Naiqaqi, Nakasa, Naloaloo, Natua, Natuvu, Nayarailagi, Urata, Vakativa, Valeni, Vatulele, Vatuvonu, Vuadomo, Vunidamoli, Vunivesi, Wailevu, Waisali, Yanawai, Dawara, Nabaci
Wainikeli	Korovou, Lavena, Nadilo, Naiviivi, Naselesele, Qeleni, Vidawa, Waitabu
Wairiki	Matalolo, Navakuru, Satulaki, Suweni

Province	Villages			Workshops		
	2013	2012	2011	2013	2012	2011
Cakaudrove	35			7		
Macuata	57	51		5	5	
Naitasiri		44	42		5	5
Bua		54	53			4

6.3.3.2 DOCUMENTATION AND RESOURCES

The Institute conducts Awareness Workshops for the Districts (Tikina) prior to Cultural Mapping to enlighten, educate and prepare traditional leaders (Turaga ni Koro and Turaga ni Yavusa) of the purpose and significance of it.



- a) Awareness 1: Tikina o Labasa and Mali – 5th February 2013
- b) Awareness 2: Tikina o Nadogo – 26th February 2013
- c) Awareness 3: Tikina o Namuka – 26th March 2013
- d) Awareness 4: Tikina o Dogotuki – 14th April 2013
- e) Awareness 5: Tikina o Udu – 7th May 2013
- f) Awareness 6: Tikina o Cakaudroveivanua – 5th September 2013
- g) Awareness 7: Tikina o Wailevu, Tunuloa and Cakaudroveiwai – 29th July 2013
- h) Awareness 8: Tikina o Vuna – 29th July 2013
- i) Awareness 9: Tikina o Wainikeli – 30th July 2013
- j) Awareness 10: Tikina o Laucala – 31st July 2013

The Awareness Workshops were strategically planned to ensure that our cultural heritage is respected, preserved and documented in ICH / LHT researched material that could be used to advocate the value of cultural diversity, tradition based creativity and innovation as ingredients of sustainable economic development.

Resources Used	Function	2013	2012	2011
Transcripts	Edited	78	171	48
Digitised Audio Tapes	Edited	58	52	305
Audio Tapes	Digitised	400	350	241
Video / images (raw footages)	Edited	386	442	154
Video	Back up	9	63	61
Audio Tapes	Transcribed	84	315	234
Data input	Data entry	80	415	6

6.3.3.3 VERIFICATION – CULTURAL MAPPING EXERCISE

Data verification started in 2012 and faced with the threat of losing the Authors of the programme since 1.5% [Bureau of Stats 2003] of the iTaukei [445,907] population were 70 years and above. There was a high risk of losing the valuable information captured that our old people have willingly provided. Other risks included disputes on the validity of the information; casual approach taken by villagers and the importance of their initial contribution.

In 2012, the verification process for the Provinces of Namosi and Serua was simultaneously conducted. This was expected to be completed in the first quarter of 2014. However, 25 villages were completed for Namosi in 2013.

6.3.3.4 SPECIAL REVIVAL UNIT

The Special Revitalization Unit (SRU) conducts research, documents, promote and revitalise unique TKEC for the iTaukei generations. These revitalization Workshops conducted on Living Human Treasures and Intangible Cultural Heritage (LHT / ICH) was the flow on effect of the CMP to ensure that the unique traditional knowledge and expressions of culture were captured for the next generation. Some of the ICH / LHT workshops held since 2010:



Province	LHT / ICH Workshops	2013	2012	2011	2010
Lomaiviti	Ibe Somovolavola – Vagadaci, Levuka, Lomaiviti			√	
Naitasiri	Laga Vucu – Tikina Nawaidina, Naitasiri	√			
Ra	Tali ibe Batiwa – Mataveikai, Tokaimalo				√
	Tali Ibe Vakadraunidamanu – Vunisea, Tokaimalo			√	
	Tuli Kuro Vakaviti – Malake, Rakiraki Ibe Kuta – Nativi, Nalaba		√ √		
Tailevu	Tuli Kuro Vakaviti – Qelekuro, Namena, Tailevu				√

Future Plans: The Institute intends to revive its language mapping. In 2007, the Institute published the first Monolingual Dictionary and is working towards the review of the Dictionary. The Institute has so far concentrated its research and documentation on the common standards iTaukei dialect based on the Bau dialect. The challenge is on the Institute to research, document and ensure the revival of the estimated 300 dialects in Fiji. Recent data by the Cultural Mapping Team revealed that there is decline in the usage of these dialects: e.g. only about 40% of the age group 1 – 20 years can still speak their dialect well thus the need for qualified staff employed on permanent posts.

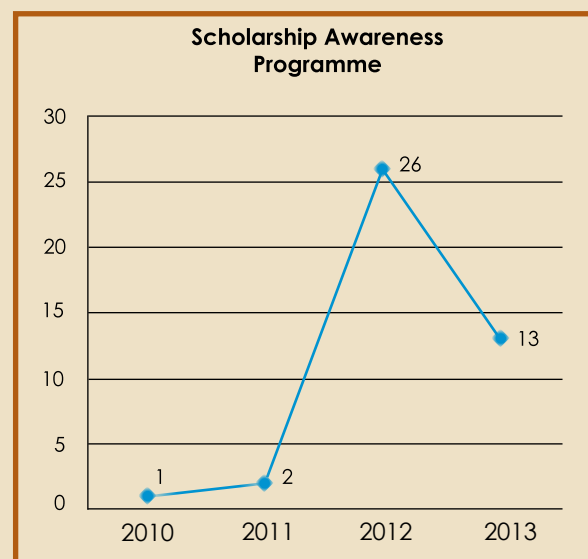
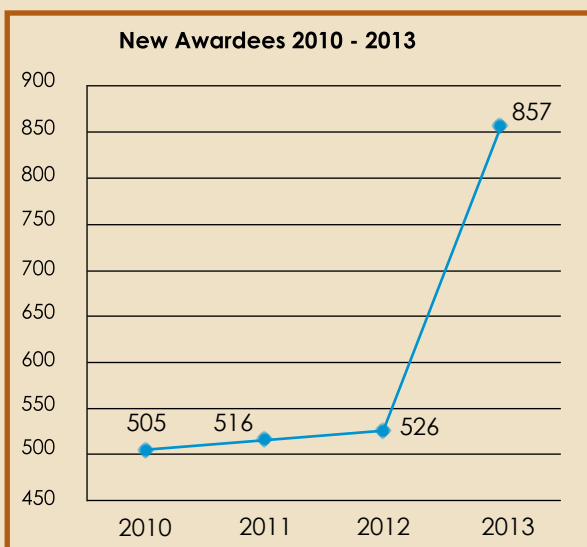
6.4 ITAUKEI AFFAIRS SCHOLARSHIP UNIT

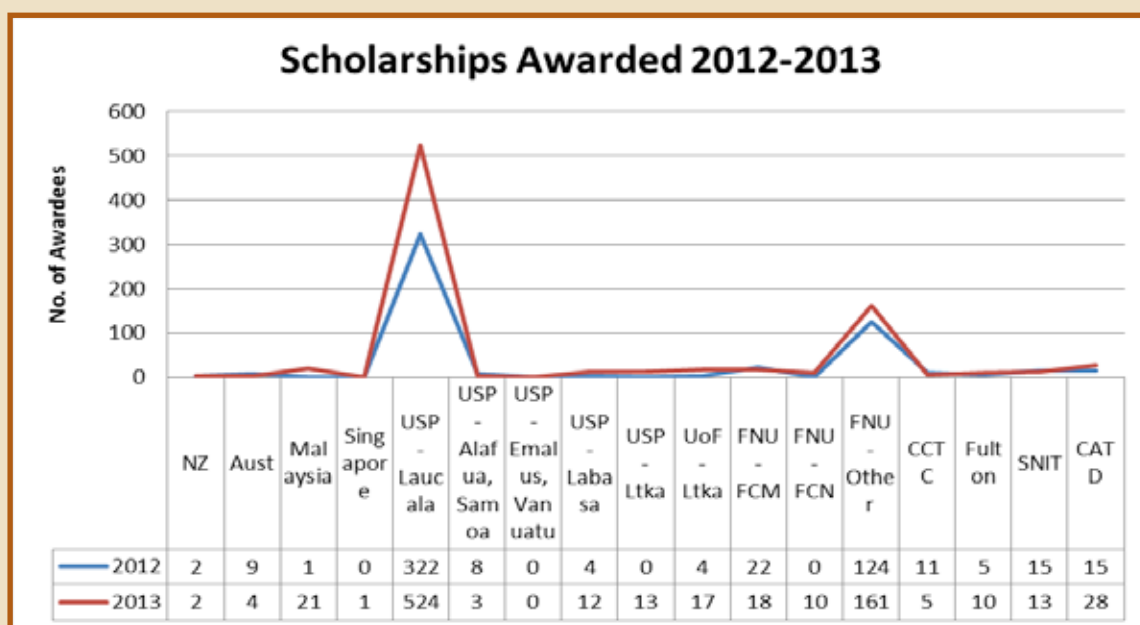
The report on the administration of the scholarship budget of \$10million and management of its disbursement for various study programs will be the last one this year in view of government's directive to merge all scholarship disciplines under one banner and to be facilitated through the Tertiary Scholarship and Loans Board from 2014.



6.4.1 2013 SUCCESSFUL NEW AWARDEES

This year marks the increase of new scholarship awardees compared to the last 2 years this is evident after last year's increase in scholarship awareness. The statistics is shown on the graphs shown below:





6.4.2 2013 SUMMARY HIGHLIGHTS

- 12 papers tabled at the iTaukei Education Committee.
- Draft MOU FRCA / FNPF – Bond Absconders.
- TAB endorsed iTaukei Education Advisory Group.
- Courtesy Visits by Malaysian Institutions Representations
- Recipient engagement by ways of conducting orientations and counselling of all sponsored students.
- Continue recovery of Bonds from absconders.



6.5 İTAUKEI LANDS APPEALS TRIBUNAL

The Tribunal convene hearings in relation to matters filed with it pursuant to the İTaukei Lands Act Cap 133 Section 7 to determine appeals from decisions of the Commission under Section 6 and Commissioner under Section 16 and any such determination by the Appeals Tribunal shall be final.



6.5.1 2013 SUMMARY HIGHLIGHTS

6.5.1.1 DISPUTE RESOLUTIONS

The Appeals Tribunal upheld five of the Commission decisions and over-ruled two. The breakdown is as follows:

No.	Date appeal registered	Chiefly Title	Village/ District/ Province	Tribunal Decision to be the Title Holder
Decisions upheld by the Appeals Tribunal in favour of the lands commission				
1	10/11/2011	T/M Navatulevu, T/Y Navatulevu & the Tui Nadi, Narewa village, Nadi, Ba		The tribunal members upheld the earlier decision of the Chairman TLFC for Ratu Sailosi Dawai VKD.52/39 to be the rightful Turaga ni Mataqali Navatulevu, Turaga ni Yavusa Navatulevu & the Tui Nadi.
2	15/01/2013	T/M Natogo, T/Y Noi Tubai, Nagado village, Vaturu, Ba		The tribunal members upheld the earlier decision of the Chairman TLFC for Jone Nagasauwai VKB.23/346 to be the rightful Turaga ni Mataqali Natoga, Turaga ni Yavusa Noi Tubai.
3	24/05/2013	T/Y Nawaidina na Roko Tanimata, Kalabu village, Naitasiri		The tribunal members upheld the earlier decision of the Chairman TLFC for one Asena Rokowati VKB 20/197 to be the rightful Turaga ni Yavusa na Waidina na Rokotanimata.
4	29/08/2013	Tokatoka Natabugana, Mataqali Nadua, Yavusa Nadua, Votua village, Nailaga, Ba		The tribunal members upheld the earlier decision of the Chairman TLFC that the ownership of the extinct Tokatoka Narukusara Land of the Mataqali Vuniivilolo to be given to this Tokatoka Vuniivilolo of the same Mataqali.

No.	Date appeal registered	Chiefly Title	Village/ District/ Province	Tribunal Decision to be the Title Holder
Decisions Overturned by the Appeals Tribunal in favour of the Appellants				
5	12/01/2013	T/M Vunikauloa, T/Y Lenisau na Vunivalu, Nasau village, Nabukelevu, Kadavu		The Tribunal members has overturned the earlier decision of the Chairman TLFC and has given the chiefly title to one Naonicagi Tokaduadua VKB.49/47, who is the direct descendant of the first Vunivalu ni Nasau village.
6	14/08/2013	T/M Matarisiga, Naviyago village, Vitogo, Ba		The Tribunal member overturned the earlier decision of the Chairman TLFC and has given the Title to one Maciu Botitu VKB.43/486, the direct descendant of the first Turaga ni mataqali Matarisiga.
7	26/09/2013	T/M Rukunikoro, T/Y Nauluvatu na Tui Vanua, Taira Village, Vanuavatu, Lau		Pending

Compared to the 2012 cases, appeals registered between the periods of 2009 - 2011 were solved in 2012, a total of 14 cases. The Tribunal upheld 13 of the Commission's decision and overturned 1 in favour of the Appellant as per table

Year	Commission	Appellant	Remarks
2009	2		All Cases solved in 2012
2010	3	1	
2011	6		
2012	2		

6.6 CORPORATE SERVICES DIVISION

The Corporate Services Division (CSD) will play a supportive and facilitative role under the new 2013 Fiji Constitution to the other five (5) Divisions by:

- Providing adequate and quality corporate services which will enable Divisions to implement their work plans and programs in a timely manner in order to achieve their stated outcomes
- Providing relevant and appropriate input towards the formulation of sound MTA Policy as and when required.



- Facilitating the proper consultation and dialogue in areas of asset management and usage, financial management and control of funds
- Designing, developing and implementing an appropriate systems and procedures in consultation with the Divisions
- Maintaining and fostering a good working relationship and open dialogue with various government agencies and other stake holders that we interact with
- Ensuring statutory compliance with legislation and maintenance of secure and reliable information management systems and the safe keeping of official documents

6.6.1 2013 SUMMARY HIGHLIGHTS

- Publication of 2012 Annual Report
- Publication of 2013 Annual Corporate Plan
- Submission of 2012 Annual Performance Assessment Ratings
- 2013 Annual Procurement Plan
- Publication of Workforce Training & Development Plan 2013-2016
- Six Months ACP Performance Assessment Workshop
- 14 vacant positions filled
- 52 Officers attended 15 trainings
- NTPC levy paid to PSC Training
- 2014 ACP Workshop
- MTA Service Excellence Awards Night
- Service Excellence 'Achievement Award' Recipient
- Established Disciplinary Committee
- 3 Grant Agreements endorsed by the Minister and Prime Minister
- Bond Agreement for MTA Officers undertaking the Diploma in Pacific Vernacular (DPV) Programme at USP

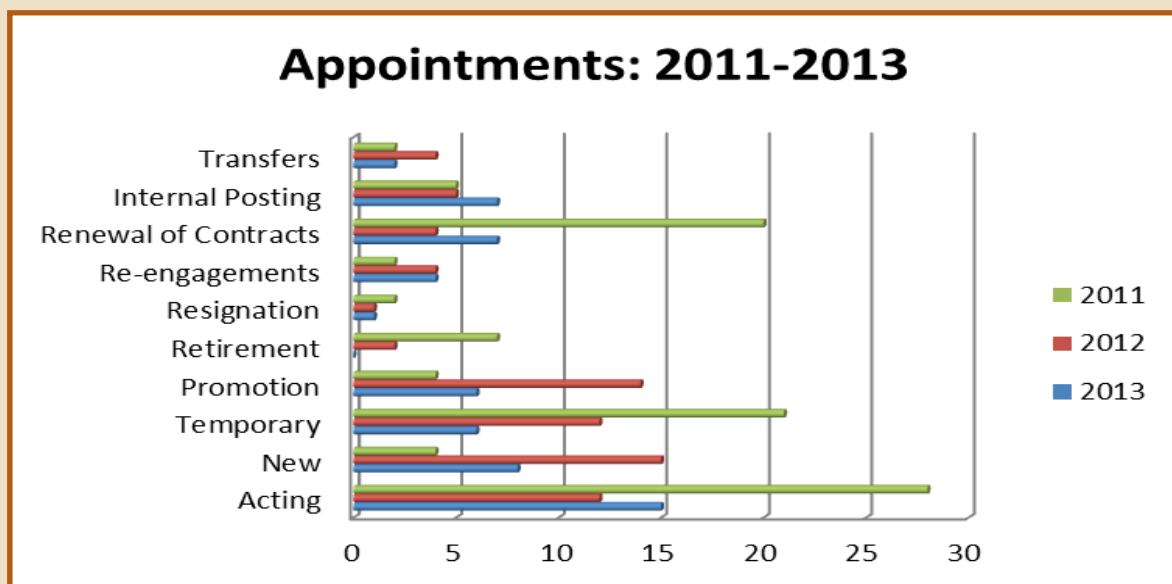


6.6.2 HUMAN RESOURCES PLANNING & DEVELOPMENT

The publication of the Workforce Training & Development Plan 2013 – 2016 integrated the three plans: Strategic Workforce, Succession and Learning & Development. Each year there will be an updated report and forecast of the Succession Plan for four year intervals.

55 appointments were attended to in 2013 compared to 70 in 2012. The breakdown of appointments was as follows:

Appointments	2013	2012	2011
Acting	15	12	28
New	8	15	4
Temporary	6	12	21
Promotion	6	14	4
Retirement	0	2	7
Resignation	1	1	2
Re-engagements	4	4	2
Renewal of Contracts	7	4	20
Internal Posting	7	5	5
Transfers	2	4	2



Senior Management Board: Total number of papers tabled – fourteen (14) papers

6.6.3 STAFF BOARD

Total number of papers tabled – twenty six (26), as summarized below:

a. Fourteen (14) Staff Board submissions for appointments:

- i. ten (10) established Posts substantively filled;
- ii. five (5) un-established Positions substantively filled;
- iii. two (2) temporary appointments made to established Posts; and
- iv. three (3) temporary appointments made to un-established Posts.

Overall, there were nine (9) appointments, six (6) promotions and five (5) temporary appointments.

b. Nine (9) discussion papers on other key issues;

c. Three (3) information papers;

d. Apart from the submissions for appointments, there were other key issues that were tabled for discussion at the Staff Board, most of which had also been implemented. Major decisions implemented include the:-

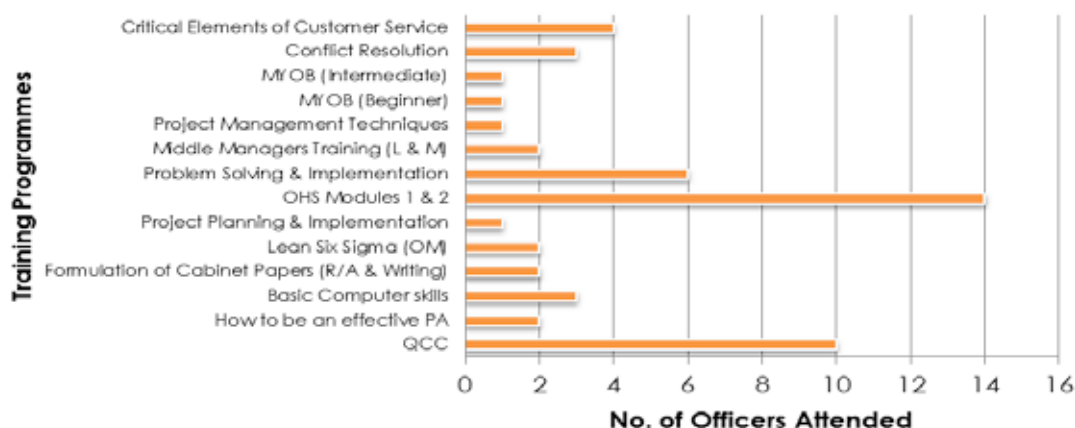
- i. Bond Agreement for MTA Officers undertaking the Diploma in Pacific Vernacular (DPV) Programme at USP;
- ii. formulation of the Ministry's Workforce Training & Development Plan (2013 – 2016);
- iii. formulation of the Ministry's 2012 Annual Report; and
- iv. formulation of the Ministry's Handover Statement.

6.6.4 TRAINING

52 trainings were facilitated in 2013 compared to 9 in 2012 and 10 in 2011. USP, FNU, and PSC were some of the training providers in 2013. The breakdown for training and total staffs that attended the following programmes are highlighted in the graph:



Trainings Completed in 2013

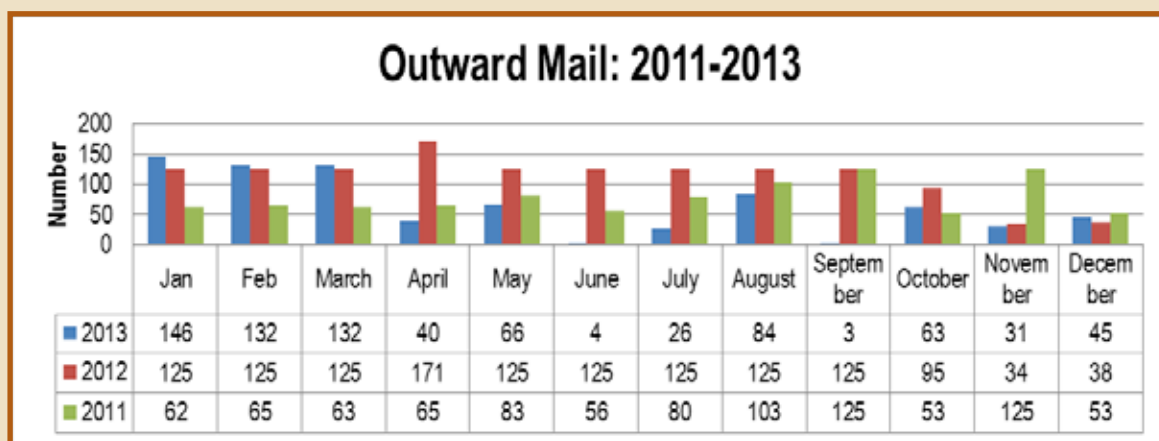
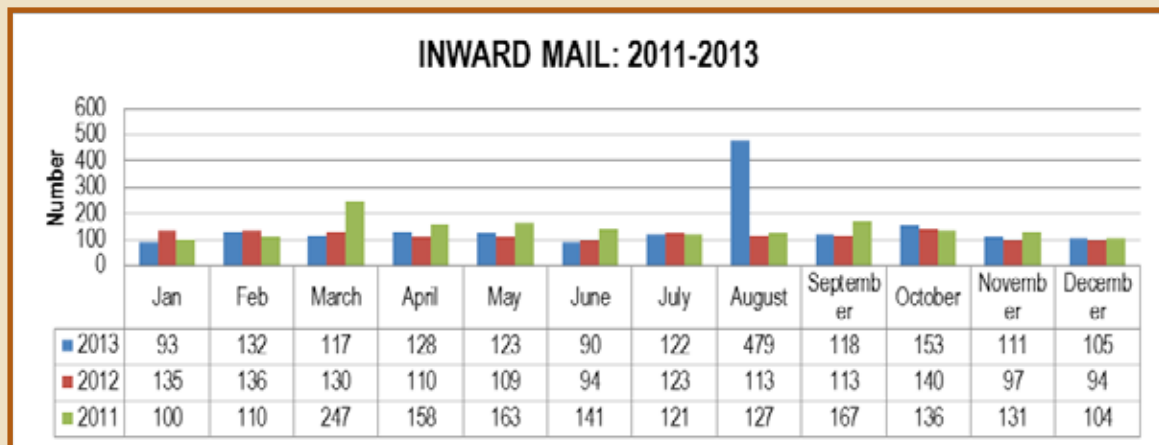


6.6.5 ORGANISATIONAL MANAGEMENT: ASSET MANAGEMENT UNIT

Responsible for all other resources such as management of the vehicles fleet, correspondence and all registry records including personnel files and subject files, OHS, Fire and Tsunami evacuation processes, management of information systems.

A comparison of correspondence received over a three year period and graphs to highlight the frequency of mails received in a month. The year 2012 is seen to be an active year with correspondence actioned by as much as 90%. It is also noted that the last 3 months of the year, outward mail has a big drop with the exception of November 2011.

MONTHS	INWARD			OUTWARD		
	2013	2012	2011	2013	2012	2011
Jan	93	135	100	146	125	62
Feb	132	136	110	132	125	65
March	117	130	247	132	125	63
April	128	110	158	40	171	65
May	123	109	163	66	125	83
June	90	94	141	4	125	56
July	122	123	121	26	125	80
August	479	113	127	84	125	103
September	118	113	167	3	125	125
October	153	140	136	63	95	53
November	111	97	131	31	34	125
December	105	94	104	45	38	53



6.6.5.1 FILE MOVEMENTS

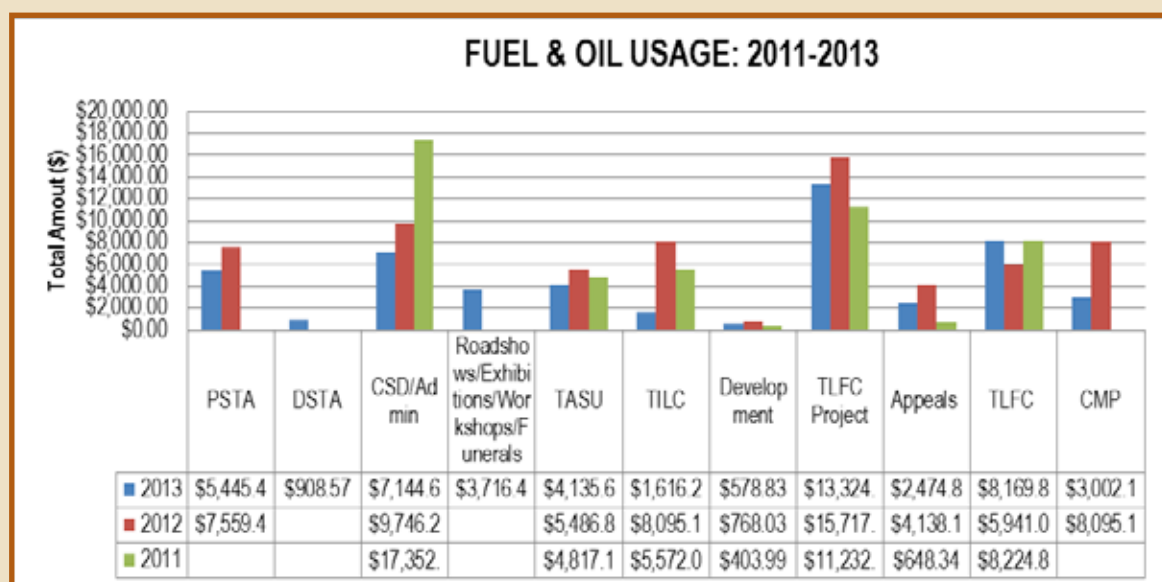
Correspondence are marked in files and forwarded to respective HODs for action. An analysis for the past three years has been tabulated below to compare the consistent use of files for research and reference purposes when responding or writing to stakeholders and customers.

The outflow and inflow of files seem to be consistent and is significant of the impact of the Weekly File Census carried out by the Registry Officers.

MONTHS	SUBJECT FILES						CONFIDENTIAL FILES					
	2013		2012		2011		2013		2012		2011	
	ISSUE	RETURNED	ISSUE	RETURNED	ISSUE	RETURNED	ISSUE	RETURNED	ISSUE	RETURNED	ISSUE	RETURNED
Jan	48	30	86	70	75	58	3	2	9	9	9	6
Feb	95	78	115	91	86	63	6	2	13	10	6	6
March	63	51	101	79	122	103	5	2	8	5	8	5
April	65	48	71	37	125	99	2	0	3	2	4	4
May	70	55	74	51	111	95	2	0	5	0	6	2
June	78	52	43	25	138	114	2	0	3	0	5	1
July	71	51	44	25	125	87	2	1	1	0	4	2
August	54	29	73	24	141	129	5	0	3	0	15	12
September	62	48	72	46	101	78	1	1	5	3	3	2
October	119	84	80	43	71	55	0	0	0	0	1	1
November	51	35	60	44	67	45	20	10	0	0	3	1
December	57	43	34	25	57	30	2	0	1	0	0	0

6.6.5.2 FUEL AND OIL USAGE

Compared to 2012, fuel usage in 2013 showed a drastic drop in fuel usage. The Asset Management Unit (AMU) carried out some stringent measures to ensure that drivers were filling fuel only when going on long tours. Drivers awareness to show how they faired in their fuel usage and comparing it amongst themselves.



6.6.5.3 PRODUCTIVITY MANAGEMENT : SERVICE EXCELLENCE AWARDS

The Ministry participated with the hope of yet setting another milestone and applied for the PRIZE AWARD. However we were able to receive another excellence 2013 Achievement Award.

Over the past years, the SEA framework was enhanced to address current issues such as risk management and corporate governance and to meet increasing expectations of our customers. This was evident when stakeholders discussed on embracing emerging issues and smart partnerships for achieving collective outcomes at the MTA 2014 ACP Workshop held at CATD, Nadave last week: 21-22 November 2013.

The re-activation of Quality Circles has been encouraged to impact productivity. The Ministry successfully implemented 52% (40 out of the 77) OFIs highlighted in the Agency Feedback Report.

The 2013 Awards Night was held at the Holiday Inn to celebrate the achievements of the Ministry and its staff. The Employee of the year was Ulaiasi Cakaunawa, Clerical Officer of Scholarship Section.



Audited Accounts for 2013



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REPUBLIC OF FIJI OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing

File: 346

28 May 2014

The Minister
Ministry of iTaukei Affairs
87 Queen Elizabeth Drive
Nasese
SUVA

Dear Sir

AUDITED FINANCIAL STATEMENTS OF THE MINISTRY OF ITAUKEI AFFAIRS FOR THE YEAR ENDED 31 DECEMBER 2013

Audited Financial Statements for the Ministry of iTaukei Affairs for the year ended 31 December 2013 together with my audit report on them are enclosed.

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

Yours sincerely

Tevita Bolanavanua
AUDITOR-GENERAL



Ministry of iTaukei Affairs
Financial Statements
for the year ended 31 December 2013






Ministry of iTaukei Affairs Financial Statements for the year ended 31 December 2013

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Notes to and forming part of the Financial Statements.....	41 - 42

Independent Audit Report

	REPUBLIC OF FIJI OFFICE OF THE AUDITOR GENERAL <small>8th Floor, Ratu Sukuna House, MacArthur Street, P. O. Box 2214, Government Buildings, Suva, Fiji Islands.</small>		<small>Telephone: (679) 330 9032 Fax: (679) 330 3812 Email: info@auditorgeneral.gov.fj Website: http://www.oag.gov.fj</small>	
Excellence in Public Sector Auditing				

MINISTRY OF *i*-TAUKEI AFFAIRS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

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 *i*-Taukei Affairs for the year ended 31 December 2013, as set out on pages 6 to 10. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement; and
- (iii) Statement of Losses;

The Ministry of *i*-Taukei Affairs is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

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

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies 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 *i*-Taukei Affairs for the year ended 31 December 2013.

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

Qualification

Supporting document for an adjustment of \$507,905 made to Cash at Bank was not provided during the audit. As such, I am unable to verify the completeness and accuracy of the revenue recorded in the *Statement of Receipts and Expenditure*.

Independent Audit Report (cont'd)

Audit Opinion

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

- (a) the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of iTaukei Affairs for the year ended 31 December 2013.
- (b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

Without further qualifying the accounts, attention is drawn to the following matters:

- (i) The revenue recovered from bond monies totalling \$509,934 was not reflected in the *Statement of Receipts and Expenditure*.
- (ii) The *Statement of Losses* failed to disclose other losses as the Ministry failed to prepare the board of survey report contrary to section 49 (2) of the Finance Instructions 2010.
- (iii) Details were not provided for the dormant Trust Fund Cash at Bank balance of \$1, 959,998 recorded in the general ledger system. The Ministry did not disclose any trust receipts and payments in the financial statement. As such, I am unable to determine the impact on the financial statement if any, adjustment which may be necessary if Trust Receipts and Payments were included in the financial statements.
- (iv) The Ministry did not reconcile the expenditure in the FMIS general ledger as no expenditure ledger was maintained. The Ministry prepared its financial statements from the FMIS general ledger. As a result I was not able to ascertain the accuracy of the amounts stated in the Statements of Receipts and Expenditure.

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 Bolanavanua
AUDITOR GENERAL

Suva, Fiji

28 May 2014

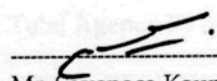


Management Certificate

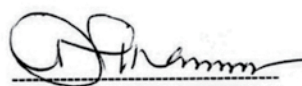
**MINISTRY OF *i*-TAUKEI AFFAIRS
MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2013**

We certify that these financial statements:

- (a) Fairly reflect the financial operations and performance of the Ministry of *i*-Taukei Affairs and its financial position for the year ended 31 December 2013; and
- (b) Have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.


Mr. Savenaca Kaunisela
Permanent Secretary

Date: 15.5.14


Mrs. Finau Niumataiwalu
Acting Senior Accounts Officer

Date: 15/5/2014

Statements of Receipts and Expenditure

MINISTRY OF *i*-TAUKEI AFFAIRS

STATEMENT OF RECEIPTS AND EXPENDITURE

FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 \$	2012 \$
RECEIPTS			
State Revenue			
Operating Revenue		3,705	5,222
Total State Revenue		3,705	5,222
Agency Revenue			
Miscellaneous Revenue		8,986	-
Total Agency Revenue		8,986	-
TOTAL RECEIPTS		12,691	5,222
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (a)	2,040,303	1,901,642
Unestablished Staff	3 (b)	117,420	67,647
Travel & Communication		52,053	52,676
Maintenance & Operations	3 (c)	233,122	198,362
Purchase of Goods & Services	3 (d)	45,213	36,972
Operating Grants & Transfers	3 (e)	11,938,243	13,393,169
Special Expenditure	3 (f)	433,514	471,299
Total Operating Expenditure		14,859,868	16,121,767
Capital Expenditure			
Grants & Transfers	3 (g)	317,250	438,406
Total Capital Expenditure		317,250	438,406
Value Added Tax		92,884	82,141
TOTAL EXPENDITURE		15,270,002	16,642,314

Appropriation Statement

MINISTRY OF *i*-TAUKEI AFFAIRS APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2013

SEG	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$ A	Actual Expenditure \$ b	Carry- Over \$	Lapsed Appropriation \$ (a-b)
1	Established Staff	2,240,795	---	2,240,795	2,040,303	---	200,492
2	Unestablished Staff	111,996	---	111,996	117,420	---	(5,424)
3	Travel & Communication	70,542	---	70,542	52,053	---	18,489
4	Maintenance & Operations	269,500	---	269,500	233,122	---	36,378
5	Purchase of Goods & Services	50,587	---	50,587	45,213	---	5,374
6	Operating Grants & Transfers	14,750,700	(322,225)	14,428,475	11,938,243	---	2,490,232
7	Special Expenditure	534,850	---	534,850	433,514	---	101,336
	Total Operating Costs	18,028,970	(322,225)	17,706,745	14,859,868	---	2,846,877
	Capital Expenditure						
10	Grants & Transfers	348,586	---	348,586	317,250	---	31,336
	Total Capital Expenditure	348,586	---	348,586	317,250	---	31,336
13	Value Added Tax	132,800	---	132,800	92,884	---	39,916
	TOTAL EXPENDITURE	18,510,356	(322,225)	18,188,131	15,270,002	---	2,918,129

Appropriation Movements

In 2013, the Cabinet approved the redeployment of \$322,225 from Ministry of *i*-Taukei Affairs to Public Service Commission.

Statement of Losses

MINISTRY OF *i*-TAUKEI AFFAIRS
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 DECEMBER 2013

Loss of Money

Loss of money was not recorded for the year ended 31 December 2013.

Loss (other than money)

The Board of Survey has been completed, however the report was not available as at the balance date.

Notes to and forming part of the Financial Statements

MINISTRY OF *i*-TAUKEI AFFAIRS

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

NOTE 1: REPORTING ENTITY

The Ministry of *i*-Taukei Affairs is responsible for good governance and well being of the *i*-Taukei which includes the preservation of the *i*-Taukei culture. It is also responsible for native land administration and education assistance to *i*-Taukei and Rotumans. The legal frameworks that cover the operations of this Ministry are the *i*-Taukei Affairs Act, the *i*-Taukei Lands Act, the *i*-Taukei Land Trust Act and the *i*-Taukei Trust Fund Act.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting/ Presentation

In accordance with Government accounting policies, the financial statements of the Ministry of *i*-Taukei Affairs 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 Trade and Manufacturing Accounts.

(b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and 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 Fiji Revenue & Customs Authority (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.

Notes to and forming part of the Financial Statements (cont'd)

MINISTRY OF *i*-TAUKEI AFFAIRS NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...) FOR THE YEAR ENDED 31 DECEMBER 2013

NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Established Staff costs increased by \$138,661 or 7% in 2013 compared to 2012 as a result of the appointment of new staffs to fill the vacant positions.
- (b) The Government Wage Earner cost increased by \$49,773 or 74% in 2013 as compared to 2012 as a result of the increase in Government Wage Earners pay and creation of two drivers post in 2013.
- (c) The Maintenance and Operation cost increased by \$34,760 or 18% in 2013 as compared to 2012 as a result of the increase in maintenance cost for Motor Vehicles in 2013
- (d) The Purchase of Goods and Services cost increased by \$8,241 or 22% in 2013 as compared to 2012 as a result of the increase in purchases of items needed to meet the Ministry's deliverables and output.
- (e) The Operating Grants and Transfers expenditure decreased by \$1,454,926 or 11% in 2013 compared to 2012 as a result of the re-deployment of scholarship fund to Public Service Commission Scholarship fund.
- (f) The Special Expenditure decreased by \$37,785 or 8% in 2013 compared to 2012 due to the unutilized funding for Child Protection and the decrease in budget allocation provided to *i*-Taukei Land Trust Board for Native Reserve Commission.
- (g) The Capital Grants and Transfers costs decreased by \$121,156 or 28% in 2013 compared to 2012 due to one off capital commitment in 2012 for the construction of fish pond and dairy farm in Nadave (CATD) for which cost were fully disbursed in 2012.

NOTE 4: OPERATING TRUST

The Ministry's trust fund account comprises payroll deductions, namely, Fiji National Provident contribution of employees. As at 31 December 2013, a balance of \$3,011 is held in the Operating Trust Fund Account.

NOTE 5: REVOLVING FUND ACCOUNT - MISCELLANEOUS

The revolving fund account comprises of advances made to staff for official travel. As at 31 December 2013, a total \$14,695 is held in the revolving fund account.

NOTE 6: DRAWINGS ACCOUNT

At balance date, there were funds amounting to \$246,830 under Drawings Account. These monies relate to cheques written by the Ministry that are yet to be presented to the bank.

Achievements : Annual Corporate Plan 2013

Appendix 1

KEY PERFORMANCE INDICATORS	2012 ACTUAL	2013 TARGET	2013 ACTUAL
OUTPUT 1 - Portfolio Leadership, Policy Advice & Secretariat Support			
Number of Divisional Reports	60	60	72
Number of Project Reports	2	2	4
Number of Grant Reports	1	4	4
Number of papers to Cabinet	3	8	4
Number of papers to TAB	2	16	15
Number of papers for TEF	16	20	15
Number of papers for IPC	48	48	50
Number of papers for TEC	90	90	12
Number of papers for SMB	NA	6	16
Number of papers for SB	NA	6	29
Number of Meetings / Workshop / Field Work Reports submitted.	162	100	141
Number of Briefs for Minister submitted.	10	15	30
Number of meetings convened	36	15	64
OUTPUT 2 - More Accountable and Transparent iTaukei institutions			
Number of TOR developed for review of iTaukei Legislations.	NA	2	2
Audit of TAB Annual Accounts	3	1	1
Number of QC Reports submitted	NA	15	22
Develop Guideline for implementation of Code of Conduct	NA	1	1
Awareness for Provincial Councils	NA	4	0
Draft Standards Completed	NA	4	1
Presentation of draft standards to iTaukei Institutions	NA	4	4

KEY PERFORMANCE INDICATORS	2012 ACTUAL	2013 TARGET	2013 ACTUAL
Reports on existing mechanisms.	NA	3	3
Number of Vanua issued resolved	41	50	27
Revise Turaga Ni Koro Report Template	NA	1	1
TNK Reports Audited	NA	1170	
Number of Nasi ni Koro appointed	NA	10	0
Number of Community Projects headed by women.	NA	5	0
Number of women in Provincial and Tikina Councils.	NA	30	34
Number of women in traditional chiefly positions.	225	230	237
OUTPUT 3 - iTaukei Community Development Programmes			
Number of iTaukei leasees for business or development purposes	28	3	37
Number of Community Consultations for Lease extension	NA	6	1295
Number of iTaukei business registered	NA	2	
Number of leases on iTaukei land for business/ commercial purposes.	450	500	84
Number of Deed of Trusts	360	400	545
Draft formal training curriculum for traditional leaders finalised.	NA	1	1
Piloting of Draft Curriculum	NA	1	0
Number of Leadership awareness requests received	30	35	0
Number of Leadership Awareness Programs Conducted	108	30	92
Number of pilot programs.	NA	1	1
One to one consultation with Provincial Offices.	NA	14	13
Number of trainings conducted	1	3	2

KEY PERFORMANCE INDICATORS	2012 ACTUAL	2013 TARGET	2013 ACTUAL
Translation of Child Protection Manual	NA	1	1
OUTPUT 3 - Leadership, Entrepreneurship, Technical and Life Skills Training Programme - CATD			
Number of Students successfully completed both Long and Short Term Training programmes.	40	40	39
Number of Students successfully complete Leadership Entrepreneurship Training programme.	60	60	60
Number of Students completed Rural Based Life Skills Training programme.	30	30	68
Number of students completed Technical Training Programs.	30	30	39
Number of students completed Community Projects (Hands on Training).	NA	30	32
Tracer system in place to track students' in applying knowledge and skills learnt in communities for holistic development / advancement	NA	1	1
OUTPUT 5 - Education and Training - Scholarships			
Number of Awardees	1505	1550	857
Number of awareness/ Careers Expo programs	12	14	13
Number of Mentoring from findings of monitored academic performance	NA	4	4
Number of local award bond absconders identified	200	250	218
Number of bond recovery payments activated	10	15	90
Submission for Appointment of Group members.	NA	1	1
Submission on Review of Scholarship Policy to TEC	NA	1	1
Submission on Review of Scholarship Policy to TEAG	NA	1	
Initiating and applying realistic strategies aimed at key stakeholders	NA	10	

KEY PERFORMANCE INDICATORS	2012 ACTUAL	2013 TARGET	2013 ACTUAL
OUTPUT 6 - Preservation of Natural and Cultural Heritage			
Number of villages culturally mapped	98	105	89
Number of Awareness Workshops conducted	11	14	5
CMP data processed and stored		2 Province	2
Revitalization workshops on iTaukei ICH	2	4	4
Identification and recognition of LHT	NA	2	0
Nomination to UNESCO – urgent safeguarding list	NA	1	0
OUTPUT 7 - Cultural Enhancement Programmes			
Internal Review of iTaukei words	NA	48	48
Translation and Editorial Work	5	5	13
Number of DVD Documentaries	4	8	8
Number of Newsletters - <i>Lialiaci</i> published	4	4	3
Media Promotion and Awareness.	42	42	42
Number of Awareness Programmes conducted	12	12	10
Number of Publications (iTukuni & iCavuti)	NA	2	0
OUTPUT 8 - Dispute Resolutions			
Number of disputes cases registered and resolved by TLFC	2	15	21
Number of disputes resolved by the Tribunal	15	15	
Number of disputes / appeals attended to by the Courts	1	1	2
Number of Customary Titles Confirmed	66	30	109
Number of Transfers - Veitokitaki	15	20	9
Number of Provincial Office VKB Copy Updated	1	4	16

KEY PERFORMANCE INDICATORS	2012 ACTUAL	2013 TARGET	2013 ACTUAL
OUTPUT 9 - Land Survey			
Demarcation of un-surveyed iTaukei land in Serua	45500m	20000m	38800m
Demarcation of un-surveyed iTaukei land in Yasawa	54 Lots	4 Lots	5 Lots
Survey of unsurveyed itaukei land in Yasawa and Serua	89 Lots	4 Lots	9 Lots
Survey of unsurveyed itaukei land in Serua	3793m	NA	NA
Survey of village boundaries in Cakaudrove and Kadavu	289	20	264 villages
Registered Villages Declared	NA	20	150
Number of Villages Registered	NA	20	150

Achievements : Annual Corporate Plan 2013

Appendix 2

PSC DELIVERABLES	KEY PERFORMANCE INDICATORS	TIMELINE	2013 ACTUAL
Platform 1 : Human Resources Management and Development			
Effective Human Resource Planning and Development	Formulation, implementation, monitoring and review of: <ul style="list-style-type: none"> • Strategic Workforce Plan • Succession Plan • Learning & Development Plan 	30 th April 2013	Workforce Training & Development Plan 2013-2016 published
Training and NTPC Levy Grant Compliance	Payroll updates for NTPC Levy Payment	<ul style="list-style-type: none"> • List for 1st payment 31/03/13 • List for 1st payment 31/10/13 	Both payments completed
	Effective administration of training activities by Training Unit and Training Administrators	<ul style="list-style-type: none"> • Training Plans by 31st January • TNS submitted before the conduct of training 	Learning & Development Plan part of WTD 2013-2016 TNS submitted before training conducted
Compliance with PSC HR Policies	Administration of Disciplinary Cases	Cases closed within 3 months	4 cases completed within timeframe
	Administration of Recruitment and Selection Procedures	Vacancies filled within 3 months	14 vacancies processed and filled
	Implementation of PMS – formulation, implementation, monitoring and review of work plans [BP's, PD's and IWP's]	<ul style="list-style-type: none"> • Work Plans implemented by 1st January • Plans reviewed every quarter 	IWP plans implemented QPA conducted

PSC DELIVERABLES	KEY PERFORMANCE INDICATORS	TIMELINE	2013 ACTUAL
Platform 2 : Organisational Management			
<ul style="list-style-type: none"> SDP 2009 – 2014 aligned to the broad outcomes of Government Alignment and achievement of long, medium and short term goals 2012 goals achieved 	Formulation, implementation, monitoring and reviewing of: <ul style="list-style-type: none"> Strategic Development Plan Annual Corporate Plan PSC Deliverables Report Agency 2012 Annual Report 	<ul style="list-style-type: none"> Implementation of ACP from 1st January of 2013 Reviewed quarterly against the SDP 2014 ACP draft by October 2013 PSC Deliverables report 1st week of new quarter Annual Report by 30th May 2013 	ACP 2013 implemented Quarterly Reviews conducted against SDP ACP 2014 Draft completed Quarterly PSC Reports submitted Annual Report published
Effective coordination, monitoring and control of Government's staff establishment	Compilation of: <ul style="list-style-type: none"> Person to Post return Vacancies Return Government Bodies Membership Updates Civil List updates 	<ul style="list-style-type: none"> P2P 7th of every month Returns 7th of every month Updates by 31st December 	Monthly P2P Lists submitted through email to PSC includes Vacancy Return and Project Posts Updates provided to MIS, PSC when required
Rightsizing of the Civil Service	Freeze of positions identified through 10% reduction exercise and redeployment of staff	31 st December	NA
Ensuring the proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance.	Compilation of Records Report	Records Report by 30 th June	Compiled and completed

PSC DELIVERABLES	KEY PERFORMANCE INDICATORS	TIMELINE	2013 ACTUAL
Platform 3 : Productivity Management			
Advancing towards best organisations through quality and excellence	<ul style="list-style-type: none"> • Submission of Agency Desktop to SEA Secretariat • Release of for SEA Evaluation Process • Implementation of Opportunities for Improvement from 2012 Agency Feedback Report 	<ul style="list-style-type: none"> • Desktop submission by 7th June 2013 • Release of 4 Evaluators • 30% of OFIs from Feedback Report attempted 	<p>Submitted Desktop to PSC</p> <p>2 Evaluators participated</p> <p>100% attempted</p>
Improved service delivery against service standards as in Charter Reduction in customer complaints turn-around time	Formulation, implementation, monitoring and reviewing of Agency Service Charter	<ul style="list-style-type: none"> • Service Charters formulated and implemented by 31st March 	Service Charter revised to incorporate 2013 Constitution of Fiji
Consistent, high quality and cost effective services for customer satisfaction	Documentation and review of business process	Documentation of processes by 31 st March	Documentation of SOPs completed
Strengthening of GIRC focal points and SLA compliance	Appointment of primary and secondary focal point	By 31 st March 2013	Primary and Secondary Focal Points appointed
Establishment of media liaising process Establishment of Website / PR Committee	Updated Agency websites Information Education Communication (IEC) publications and materials	Updates and publications on 1 st week of each month	Website / PR Committee established MTA Website revamped Updates as required

