



# 2012

## ANNUAL REPORT

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# **STRATEGIC DIRECTION**

## **VISION**

Sustainable development towards a prosperous Fiji

## **MISSION**

To promote and contribute to Fiji's Socio-Economic

## **Values**

The delivery of all services is based on the following core values:

Customer Focus  
Flexibility  
Team Work & Commitment  
Environment Sustainability  
Accountability &  
Transparency  
Innovative Leadership

Civic Pride  
Safety & Security  
Human Rights & Security  
Respect & Fairness  
Integrity & Honesty

# ACRONYMS

<b>COSH</b>	Committee on Squatter Housing
<b>CDL</b>	Container Development Legislation
<b>CLGF</b>	Commonwealth Local Government Forum
<b>EMA</b>	Environmental Management Act
<b>EMU</b>	Environment Management Unit
<b>EU</b>	European Union
<b>FBCL</b>	Fiji Broadcasting Cooperation Limited
<b>FMI\$</b>	Financial Management Information System
<b>GEF</b>	Global Environmental Facility
<b>GIS</b>	Geographical Information System
<b>HA</b>	Housing Authority
<b>HART</b>	Housing Assistance Relieve Trust
<b>HOD</b>	Heads of Department
<b>IRD</b>	Integrated Resort Division
<b>JICA</b>	Japanese International Cooperation Agency
<b>MOF</b>	Ministry of Finance
<b>NBSAP</b>	National Biodiversity Strategy & Action Plan
<b>NFA</b>	National Fire Authority
<b>NLTB</b>	Native Land Trust Board
<b>NRI</b>	Natural Resource Inventory
<b>OD\$</b>	Ozone Depleting Substance
<b>OH\$</b>	Occupational Health and Safety
<b>PRB</b>	Public Rental Board
<b>P\$C</b>	Public Service Commission
<b>PWD</b>	Public Works Department
<b>\$PC</b>	South Pacific Commission
<b>\$PREP</b>	Secretariat of the Pacific Environmental Program
<b>\$CC</b>	Suva City Council
<b>TPAF</b>	Training Productivity Authority of Fiji
<b>UNDP</b>	United Nation Development Program
<b>UNDAF</b>	United Nation Development Assistance Framework
<b>UNFCCC</b>	United Nation Framework on the Convention of Climate Change
<b>UNEP</b>	United Nation Employments Program
<b>WED</b>	World Environment Day

# **PRESENTATION TO THE MINISTER**

**Colonel Samuela Saumaturua**

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, 2012.

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

Yours sincerely,



**Mr. Saverio Baleikanacea**

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



## PERMANENT SECRETARY STATEMENT

I am pleased to present the 2012 Annual Report for the Ministry of Local Government, Urban Development, Housing and Environment.



The year has been a very challenging one for the Ministry because of the continuation of squatter upgrading programmes in the central eastern division and the preliminary works undertaken for the formulation of a National Housing Act. The ministry in 2012 implemented a total of six (6) squatter upgrading projects and facilitated four (4) projects with the National Housing Authority and one (1) with the Public Rental Board. These projects are to fulfill one of the ministry's visions in creating an enabling environment for the provisions of affordable and decent homes.

The Ministry did its level best to provide services to the Public including its Divisional offices and all the statutory bodies that come under its jurisdiction in accordance with its corporate values: (i) Be responsive to community needs (ii) Continuously improve the quality of service by focusing on customers and (iii) Provide value for money and at the same time remain within the budgetary provisions.

In 2012, the Ministry through the services of MJT Consultants, managed to establish a feasibility report for the restructuring of the Department of Environment. An agreement was signed with the United Nation Environment Programme (UNEP) on the provision of small scale funding for the implementation of the Hydro- fluorocarbon Management Plan. The Department of Town and Country Planning conducted a Land-Use Training & Mapping for Maumi Village and also a seminar on Urban Planning.

The following are considered to be the key features of the Ministry's output for year 2012:

1. Completion of the Old Lami Dump Rehabilitation Project;
2. Ratification of the Nagoya Protocol;
3. Completion of the database for flora and Fauna for Fiji's Biodiversity; and
4. Continuation of squatter upgrading, re-location and integrated income generating projects.

I reiterate that Year 2012 was very challenging and we expect 2013 to be the same as we prepare for the relocation of the Nausori Bus Stand and Market and looks forward to hosting the 9<sup>th</sup> Pacific Conference on Nature Conservation & Protected Area. The Ministry is confident to rise above the challenges and face them with determination.

To conclude, I must applaud the concerted efforts and team work of the Executive Management and support staff during the reporting period.

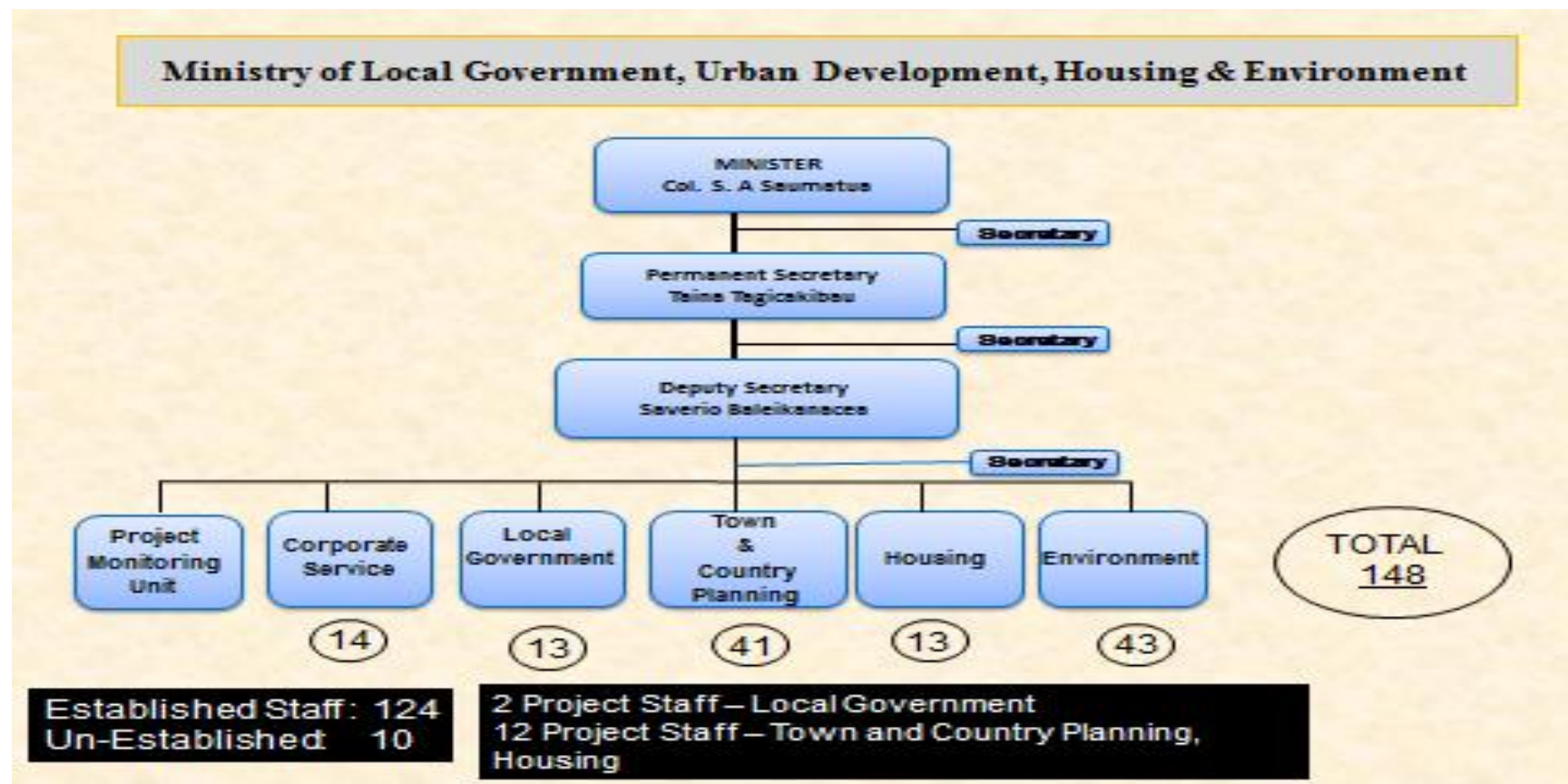
Sincerely,



**Mr. Saverio Baleikanacea**

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

## ORGANISATION STRUCTURE



# ROLES AND RESPONSIBILITY

The Ministry is responsible for the formulation and implementation of local government and urban planning policies, housing policies through the integrated program and approach to eradicate poverty. Its Department of Environment is responsible for the development and implementation of policies for the protection and policing of the environment and its sustainable use. The Ministry also has responsibilities for the National Fire Authority. To achieve this, the Ministry defines the core business and responsibilities of each department/unit for 2012 as follows:

## **1) CORPORATE SERVICES**

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

## **2) LOCAL GOVERNMENT**

*Monitor the performance of local government and National Fire Authority by providing advice to the Minister in terms of the Local Government Act Cap. 125 and National Fire Act (1995) and support services through the Permanent Secretary.*

## **3) TOWN AND COUNTRY PLANNING**

*Responsible for the overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap 139 and Subdivision of Land Act Cap 140.*

## **4) HOUSING AND SQUATTER SETTLEMENT**

*Administer the provision of grants to social housing providers (Housing Authority, Public Rental Board and HART) and the development of National Housing Policy Programmes.*

## **5) ENVIRONMENT**

*Formulate, coordinate and monitor the implementation of Fiji's national environmental policies, programmes 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 2010.*



# DEPARTMENT OF LOCAL GOVERNMENT

The primary responsibility of the Department of Local Government is to improve local governance through the effective implementation of the Local Government Act 2005 [Cap. 125]. This is in line with Pillar 4 of the People's Charter for Change, Peace & Progress - Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery.

It is also responsible for the provision of policy advice and support service to the National Fire Authority to ensure effective delivery of its core services through the National Fire Service Act 1995.

The 6 member teams provide leadership policy advice and secretariat support services to the management team and the thirteen municipal councils and the National Fire Authority in terms of the effective implementation of the Local Government Act 2005 [Cap 125] and the National Fire Service Act 1995.

## Policy

Government endorsed the cabinet memorandum on the relocation of the Nausori Bus Station and Municipal market – An Inter-Transport Project for Nausori Town. Government agreeing for a grant funding of \$3 million for two years from 2013 to 2014 and that for the municipal council to borrow \$6 million from the Fiji Development Bank. Government endorsed the Reform of the National Fire Authority seeing the development of a National Fire Safety & Prevention Policy; the review of the NFA law; review of the fire levy framework and the reorganization of the NFA structure. A total of 25 briefing papers were prepared for the Minister in terms policy advice and support.

2012 saw the completion of the 42 per cent of the 38 short term recommendation (16 in total) in relation to the Review of the Local Government Recommendation.

The Ministry put in place the Code of Conduct for the Council management and staff and was adopted by the 13 Municipalities. The Local Government quarterly forums were held to engage all the heads of the municipalities and its stakeholders.

## Monitoring

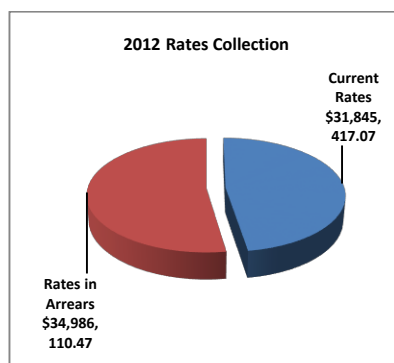
370 complaints were looked into contributing to the efficient and cost effective management of municipal councils. Municipalities submitted 39 meeting papers from its full council meetings were considered in relation to the operation of municipal councils. The execution of 13 Implementation Plans by the municipalities operationalizing its 2012 annual plans contributing to improved local governance.

## Clean and Green Town Assessment

An early assessment was carried out from the 12<sup>th</sup> to the 26<sup>th</sup> December, 2012 with two municipal councils recognized for the efforts put in place in their systems and process to ensure cleanliness within municipal boundary. Lautoka City Council was recognized as the overall winner at the Bigger Council category. Sigatoka Town Council received the overall prize at the Small Council category.

## Rates Collection

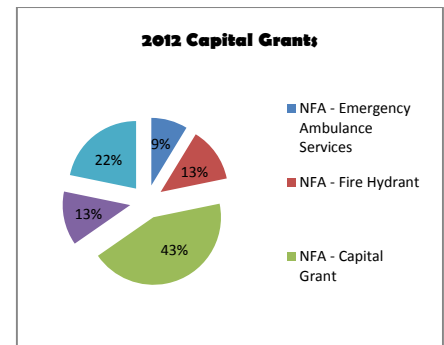
A total of \$66,831,527.54 in rates was collected by 13 municipal councils in 2012. From this total, 48% of \$31,845,417.07 was recovered as current rates due and 52% of \$34,986,110.47 as rates in arrears.



**Figure 1.0: Rate Collection Performance for 2012**

## Capital Grants

Government allocated the sum of \$2,295,800 for capital works of which 65% went to the National Fire Authority as \$1,000,000 for Grant, \$200, 000 for Emergency Ambulance Services and \$300,000 for the purchase and installation of Fire Hydrants. The other 35% of the funds were shared by two Councils namely Levuka of \$500,000 and Rakiraki of \$295,800 for its Market Renovation project.



**Figure 2.0: 2012 Capital Grants administered by the Department of Local Government**

## HIGHLIGHTS – Municipalities

### Cash for Work Program

After the devastation of flooding in the western part of the country, UNDP worked with Rakiraki and Nadi Town Council on a project called the “Cash for Work” program directly assisting the victims of the flood to rehabilitate their lives after the flood.

The project benefitted 1,200 people from 29 villages in Rakiraki and Nadi. 56 tonnes of garbage and general waste was collected and the general cleaning of two municipal markets.



**Figure 3.0: Vativa Grass Planting**



**Figure 4.0: Planting of vegetables**

## MAJOR ACHIEVEMENT

### Suva:

The following were the achievement of the Suva City Council for the year 2012:

#### (i) Renovation at the Suva Market

Major renovation and painting of 7 kiosks at the market mall had commenced on the 1st August 2012 and is projected to cost \$60,000.00

#### (ii) Renovation and extension to the Flagstaff Mini Market.

The mini market at Flagstaff was renovated and extended by the council.



Figure 6.0: Newly Renovated Mini Market at Flagstaff.

#### (iii) Terry Walk Public Convenient - \$140,000.00



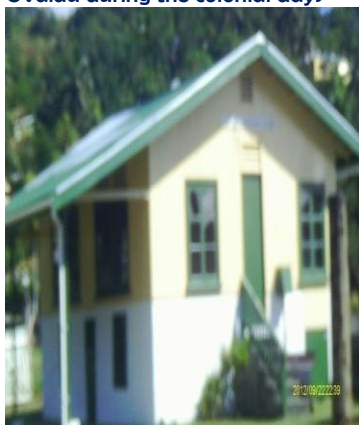
Figure 7.0: Newly constructed public toilet at Terry Walk

### Levuka

In 2012, restoration were undertaken on the old Building Sites which saw the completion of renovation works at the Bowling Club Building and the Navoka Wesley Church

#### (i) Bowling Club Building

The Bowling club common entertainment center for early European settlers on the island of Ovalau during the colonial days



#### (ii) Navoka Wesley Church



### Lautoka

Rehabilitation works of Marine Drive foreshore



Figure 8.0: Rehabilitated Marine Drive Foreshore

### Sigatoka

#### Launched the City Wide Upgrading project

The project would see the subdivision of 130 lots at Cuvu and also the provision of electricity, water and sewer reticulation in the area.



Figure 9.0: Minister for Local Government and Permanent Secretary for Local Government at the Opening of the City Wide Upgrading Project at Nayawa Cuvu in September, 2012

### Rakiraki

#### Completion of the Women's Vendor

Rakiraki Women market vendor's accommodation was an initiative of the Rakiraki Town Council with the support of the ministry to provide suitable and safe accommodation for the women market vendors from the interior of Ra, who would normally spend their nights in the uncomfortable and unsafe conditions of the market.



Figure 10.0: Rakiraki Women Vendor's overnight accommodation



# DEPARTMENT OF TOWN AND COUNTRY PLANNING

## FUNCTION

To ensure sustainable development and a coordinated growth the Department of Town and Country Planning (DTCP) is responsible for the overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap 139 and Subdivision of Land Act Cap 140.

The key functions of DTCP are:

- Strategic Planning of Urban and Rural Areas
- Regulation and Compliance to Development Laws

DTCP also offer physical planning and land development advice to the overall decision making process of government and the private sector as well as promote town planning in Fiji, to increase its understanding and guide Fiji towards a coordinated growth.

Within these deliverables, the department facilitates two main pillars (Pillars 5 & 6) of the Road Map and People's Charter for Peace, Change and Pillar 7 being a new inclusion through the preparation of New Town Developments.

## TOWN PLANNING ACT CAP 139

The Forward Planning Section which is the strategic arm of the Department has the following responsibilities:

- prepares, revises and amends town planning schemes;
- prepare local advisory plans of potential growth areas;
- determine rezoning proposals from rural town planning areas;
- provide planning advice to town councils, rural local authorities, government authorities and statutory bodies, stakeholders, private sector, the public;
- provides strategic physical planning for Fiji's growth in both the urban and rural areas and;
- Internally provide strategic direction to both Subdivision and Development Control Sections.

### Implementation of Part of Urban Policy Action Plan (UPAP)

The Ministry through DTCP implemented at least four (4) of the main thematic areas of the Urban Policy Action Plan (2007):

### 1. Devolution of Authority, Responsibilities and Institutional Realignment

Following the delegation of some of the powers of the Director in April 2011 on conditional developments and minor relaxation, a survey was undertaken to gauge

the capacity and capability of the municipal councils on implementing their town planning schemes. This was undertaken to ascertain targeted training need for progressive delegation and strategies for empowerment to support the devolution of authority process.

### 2. Legal and Regulatory Framework

The exercise to revise town planning laws was approved by Cabinet in April of which an independent legal consultant to carry out the revision. The responsibility of this review was given to the Office of the Solicitor General following little feedback to the requested consultancy legal services.

The Department undertook two phases of comprehensive and extensive consultations with stakeholders, both Sectoral and on individual agency capacity. These enabled the first draft of the revised town planning laws i.e. Town Planning Act (Cap.139) and Subdivision of Land Act (Cap.140) for circulation in 2013.

### 3. Institutional Strengthening and Capacity Building

The shortage of town planners in Fiji saw Public Service Commission and the Ministry of Foreign Affairs assisting in the possible engagement of town planning experts through bilateral relations. Fiji's ambassador to Indonesia and Singapore also mooted capacity building initiatives on town/city planning which led to a study visit in Singapore.

### 4. Urban Planning and Urban Growth Management

Urban Growth Management Planning (UGMAP) plays a major role in determining and projecting urban development directions for Fiji in the next 20-30-years. Phase 1 of the (UGMAP) was undertaken i.e. land use surveys, research, agency and Sectoral consultation, data collation and spatial plans to reflect urban growth and development trends.

The UGMAP is from Sigatoka to Rakiraki in the Greater Western and the urban corridor linking Savusavu, Labasa and Nabouwalu for the Greater Northern.



Figure 11.0: UGMAP Area for Greater Suva, Greater Western and Greater Northern.

Integrating town planning principles into a village setting to facilitates an 'urban fit' sees Participatory Planning for six(6) villages located within the urban locality i.e. Nausori Village in the central division and 5 villages of Narewa, Nakavu, Namotomoto, Saunaka and Navoci in Nadi Town.

### Town Planning Scheme & Revisions

The Nausori Extension Town Planning Scheme was finally approved.

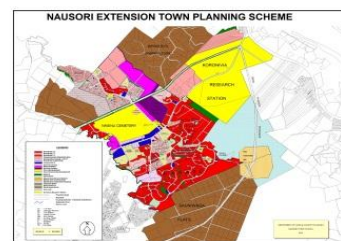


Figure 12.0: Nausori Extended Town Planning Scheme

The final draft of the Revision of Levuka Town Planning Scheme was submitted as one of the documents for qualification of Levuka being declared as a World Heritage Site to UNESCO.

### Local Area Advisory Plans (LAAPs)

Preliminary zoning plans for Seaqaqa, Nabouwalu and Keiyasi were produced to support and strengthen the proposal of establishing new town centers in Fiji.

### Scheme Amendments and Rural Rezoning

The Table shows the number of applications received and considered.

Table 1.0: Rezoning Summary

	Central	Western	Northern Eastern	TOTAL
REC'D	43	26	5	74
APPROVED	14	5	92	21
REFUSED	8	10	2	20

Source: DTCP [2013]

Below is a chart that reflects changes in zoning in the respective divisions. Residential and Commercial zones are dominant in both Central and Western Division.

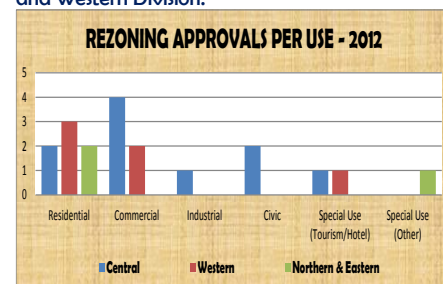


Figure 13.0: Rezoning Approval for 2012

### Master Plans

Three (3) master plans were received in the year:

iViti IRD, Nadroga	West	Residential and Waste-To-Energy
Nakovakake IRD Nadi	West	Tourism & Residential
Natodre IRD	Central	Comprehensive Development

Table 2.0: Master Plans under consideration

The high demand for commercial lots within the CBD triggered Suva City Council's proposal to strengthen the sub-centers and expand the CBD to its peripheries of Toorak, Knolly Street and McGregor Road.

## Government (Capital) Projects and Policy Advice

DTCP plays a participative role in providing policy advice to a number of capital projects and programs, particularly infrastructure and transport.

DTCP is a member as a representative of the MLGUDHE i.e. Central Board of Health and Forestry Board and also plays a significant role in advising the Director of Lands on foreshore development proposals.

## Land and Building Development

The Table shows the number of applications received and considered.

BUILDING APPLICATION SUMMARY - 2012					
DIVISION	REC'D	ON-SIDE RED	DECISION		
			Consented to	Refused	Deferred
Central	926	965	510	112	343
Western	497	519	391	23	105
Northern	162	251	180	21	47
Eastern	14	27	19	1	7
Total	1599	1762	1103	157	502

**Table 3.0: Building Application - 2012**

Out of the 1762 building applications processed, 62.5% were approved, 8.9% refused and 28.5% were deferred or returned pending further action by applicants. The demand for building development and activity is high in the central division with 58% compared to 31% in the west, 10% in the north and 1% in the eastern division. This parallels demand for housing and corresponding increasing Greater Suva Urban population.

## Major Developments

Development projects valued at \$250,000 or above are considered as MAJOR DEVELOPMENT (MD). A total of twenty-nine (29) projects were received and of which 24 were considered.

A summary of type of major developments per use per division is shown below in Table 6.

MAJOR DEVELOPMENTS RECEIVED AND CONSIDERED - 2012					
Use	Central	Western	Northern	Eastern	TOTAL
RESIDENTIAL	2	5	1	0	8
COMMERCIAL	1	0	0	0	1
INDUSTRIAL	0	1	1	0	2
CIVIC	0	0	0	0	0
TOURISM	3	11	0	0	14
OTHERS	2	2	1	0	5
TOTAL	8	19	3	0	30

**Table 4.0: Building - Major Developments**

Over 60% of major developments were proposed in the west with tourism being the dominant use, where hoteliers pursued major refurbishment works and extensions.

The total value of major developments approved in the year is \$324.82Million, which includes the

multi-million dollar Casino and Convention Centre proposed in Denarau, valued at \$300Million.

## Environment Management Unit (EMU)

The Unit is responsible for its technical advice on foreshore applications as forwarded by the Director of Lands and makes commendations to the Director of Environment on any EIA as part of its consultation process.

EIA Reports Reviewed	4
Foreshore Proposals	13

**Table 5.0: Advice provided by the Environment Management Unit for 2012**

Foreshore developments proposed were mainly for tourism, as an extension to the abutting lands to which a hotel or proposed hotel, lies. Interestingly, two (2) proposals were proposed for Marine Protected Areas, reflecting integration of environment protection into tourism as the protected areas also serve as an attraction.

EMU also advises on developments which required environment considerations.

## Information System

The Geographical Information System (GIS) and I.T Unit are responsible for the production of plans, maps, records and information of DTCP in digitized and electronic format. The unit procured appropriate IT equipment and machinery to facilitate scanning of all town planning schemes, plans and maps as a data storage and management strategy, for easy retrieval both internally and externally.

## SUBDIVISION OF LAND

The Subdivision of Land Division is responsible 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.

APPLICATION TYPE	RECEIVED	DECISIONS		
		Approved	Refused	Deferred
New Application	225	73	151	56
Scheme Amendments	23			
Reconsideration	7			
Waiver & Relaxation	47			
Renewals	19			
Engineering Plans	17	3		
Survey Plans	82	94	-	67
TOTAL	699			

**Table 6.0: Applications Received**

Majority of the proposals were for residential and commercial purposes and most were proposed in the western division. Table 3 shows the breakdown of subdivision of land by uses and by each division.

Of the 289.2844 hectares of land released for urban development, 35% or 101.58hectares was released for residential, 15% for agriculture whilst the remaining 50% were distributed amongst the varied uses. The demand concentrated at the urban periphery for convenience and economy in the central and western division.

The total land area being released in 2012 is substantially low when compared to the 677hectares in 2011. This is due to the moratorium placed on both state and /Taukei agricultural lands.

## Survey Plans and Engineering Plans

The completion of a subdivision is determined by level of compliance to conditions. Out of the 82 survey plans received, 8 were from the town planning general order areas. The clearance of survey plan provides an indication of subdivision process and works being completed. Majority of these cleared were for tourism and residential purposes.

## 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. Department of Town and Country Planning collected a total fee of \$175, 960.27 and summary shown in Table 7. The review of fees is incorporated into the revision of town planning laws.

Activity	Revenue
Forward Planning	\$ 2, 278.66
Subdivision of Land	\$ 23, 3660.00
Development Control	\$
TOTAL	\$ 175, 960.27

**Table 7.0: Total Fees Collected in 2012**

## AWARENESS ON TOWN PLANNING IN FIJI & FORGING PARTNERSHIP WITH STAKEHOLDERS

The Department of Town and Country Planning Training and Awareness Programs is two-fold, both as a capacity building initiative as well as increasing greater understanding on town planning in Fiji.

The department participated during the Environment Week at the GIRC and Careers Expo organized by the Ministry of Education and USP.

At least 8 awareness activities were carried out during the World Town Planning Day, from radio talk back shows and the media for articles on WTP Day.

# DEPARTMENT OF HOUSING

## 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 DTCP 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 and monitoring to ensure services are delivered in a timely manner and as per best practice.
- c) Management of the Squatter Settlement Upgrading and Resettlement Funding Projects which is mainly used for the Department's squatter settlement upgrading projects.

## 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 sixteen [16] out of the twenty four [24] activities of the Action Plan. This is equivalent to sixty six [66%] per cent of work. This includes,

- 2 National Housing Council Meetings.
- 10 Housing Technical Sub Committees Meetings [HTSC] on Land, Finance, Planning and Environment and Construction and Building Technology to address the five cross cutting issues of housing.
- Explore potential for donor assistance to partially meet budgetary expenses.
- Identify key stakeholders needed to support the policy process.
- Restructure Squatter Settlement Upgrading Unit with powers and resources commensurate with its new responsibilities. Create a facility to

provide technical and financial advisory services to prospective house builders.

- Coordinate and monitor the performance of the housing sector on a regular basis
- Promote Research and training
- Continue on the formulation of National Housing Act
- Advertisement of three Project Posts within Department of Housing
- Create a facility to provide technical and financial advisory services to prospective house builders, [Home Finance –World Bank Grant]
- Promote Research and training [4th Asia Pacific Ministerial Conference on Housing and Urban Development, Amman, Jordan & International Workshop on Disaster Risk Reduction and Resilience of Urban Communities , Japan]
- Village and Rural Housing Improvement Plan
- Promotion of Alternative Building Technology International Wise Green board Cladding, Office & Construction Site and Duty Concession, Ai Building Technology, HOPE Ferro cement
- 

## 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

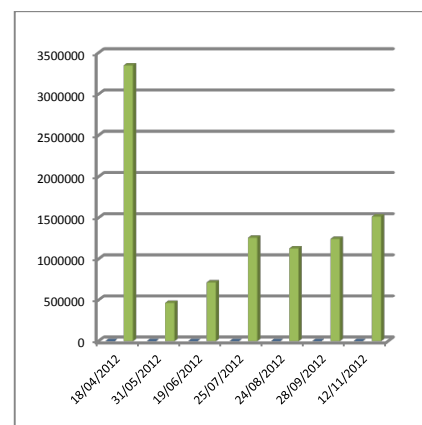
The Department of Housing facilitated the release of \$0.54 million Rental Subsidy to Public Rental Board for 569 financially disadvantage rental customers on quarterly basis in 2012.

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

The Department of Housing facilitated the release of \$600,000 to Housing Assistance Relief Trust for the renovation of 29 houses for 340 destitute families.

### Government Grant of Ten Million Dollars for China Exim Bank Concessionary Loan- Tacirua East and Nepani Stage 2

The Government had allocated \$10 million dollars for the VAT and Customs Duties for building material bought from China. The building materials were used for the civil and building construction in Tacirua East and Nepani Stage 2 Residential Subdivisions. As of 31<sup>st</sup> December 2012, the Housing Authority had utilized \$9.69m. The project is expected to benefit 1,500 families or 7,500 people.



Source Ministry of Finance 2012

### Government Grant of Six Million Dollars for VAT and Customs Duties for the building material bought from China Exim Bank Concessionary Loan- Raiwai Rental Flat; Accommodation

The Government had allocated \$6 million dollars for the VAT and Customs Duties for building material bought from China. The building material was used for the civil and building construction of Raiwai Rental Flats. As of 31<sup>st</sup> December 2012, Public Rental Board had utilized \$2.69m and \$3.31m was un-utilized. The project is expected to benefit 205 families or 1,250 people once the construction works is completed.

### Government Grant of Ten Million Dollars for Waila City Housing Project

The Government allocated \$10 million for the Waila City Housing Project. Eight million was allocated for the infrastructure development; namely the construction of regional road, realignment of the Wainibuku Water main. Two million was allocated for the Social Housing Policy to assist Housing Authority customers who are facing financial difficulty [retirees and



medically sick] and have paid one and half time more their loan amount.

## MANAGEMENT OF SQUATTER SETTLEMENT UPGRADING PROJECTS

The Department of Housing continued six [6] squatter settlement upgrading projects with the total beneficiary of 676 households or 3,380 people with the provisions of fully serviced residential lots and secure land tenure. The detail breakdown of the squatter settlement upgrading project is shown in Table 8.0 below

**Table 8.0: Squatter Settlement Upgrading Project**

Project location and description of general scope of work	Approximate Cost (\$), duration.( yrs.) and no. of direct beneficiary households	Project Status/Comment
1.0 Omarkar (Nasinu) Provision of water, sewer, electricity and roads	2.02 Million (1) (75)	80 % Civil Work Contract Completed Road Base Course Construction of Water Ducting Follow up with FEA on electricity reticulation
2.0 Caubati Central Provision of water, sewer, electricity and roads	6.79 Million 3 (246)	Caubati approval of subdivision scheme plan for 248 residential lots. Completed geo tech and currently preparing engineering plans for roads and water and sewerage and fire hydrants in the projects site.
3.0 Sasawira (Nausori) Provision of a sanitary sewerage reticulation system	4.04 (23) (105)	Sasawira Consultancy Contract for Sasawira Squatter Settlement Upgrading Project awarded to SCOPE Consultancy Limited Mobilize the completed the topographical survey of the project site
4.0 Cuvu (Sigatoka)	4.04 Million 2 (4)	Weseng Limited completed the

Project location and description of general scope of work	Approximate Cost (\$), duration.( yrs.) and no. of direct beneficiary households	Project Status/Comment
Provision of water, sewer, electricity and roads	77	topographical survey and geo-technical report. 25% of work carried out. Procurement Office awarded the Consultancy Contract to Weseng Limited and contract to be signed on 5/1/13 DOH completed the socio-economic survey report Contract signed on 21/9/12
5.0 Ledrusasa (Nadi)	2.02 Million (1) (140)	15% of Project work completed
5.0 Lagilagi (Jittu Estate ) Housing Project	1,400,000 (3) (33)	Two three storey buildings, two double storey and five single buildings partly completed Lagilagi

Source: Department of Housing [2012]

## PROJECT MANAGEMENT UNIT

This is a newly established unit endorsed by the Honorable Minister through Cabinet approval to efficiently and effectively manage the Global Environment Fund projects as per the Cabinet approval in 2011 attached as Annexure 1. The management also had seen the importance of the unit which resulted in adding the responsibility of monitoring, evaluation and reporting of capital projects in the Ministry.

In 2012 with the approval of the Minister for Local Government, Housing and Environment, the Unit was established with a structure of four (4) positions and salaries were sourced from the Environment Trust Fund.

Some of the achievement of the units are as follows:

- Conducted the First Donor Sectoral Meeting for the Ministry with the theme

“Strengthening the Ministry of Local Government, Urban Development, Housing and Environment’s Partnership for Development with Donor Partners”. Recommendations factored into the PMU BP Outputs

- Assessment of Twelve [12] Public Sector Investment Programme [PSIP] submissions for 2013 submitted to Ministry of Strategic Planning totaling \$39.3m.
- Bi-Annual Monitoring of eight [8] Aid-In-Kind Programme updates submitted to Ministry of Finance. These Projects are funded by NZAID, EU, KOICA, JICA and SPC for Technical Assistance on Solid Waste Management; Rehabilitation of Lami Rubbish Dump; Volunteer Scheme to name a few
- Capital Projects Bi- Annual Monitoring updates submitted to Ministry of Strategic Planning
- Enhancing PMU visibility in the Ministry by utilizing the Ministerial Quarterly publication named “Sustainer”. This will be an avenue to communicate to staff all Project issues and upcoming events
- Effective monitoring of implementation of ministry 2012 Annual Corporate Plan. The result is as follows:

Year	1 <sup>st</sup> Qtr (%)	2 <sup>nd</sup> Qtr (%)	3 <sup>rd</sup> Qtr (%)	4 <sup>th</sup> Qtr (%)
2012	57.17	70.66	80.44	86.84

Source: PMO Office, JFCCO Ratings

- Effective Monitoring of ministry budget implementation with a rate of 82%.

# DEPARTMENT OF ENVIRONMENT

## FUNCTION

The Department of Environment responsibility is to formulate, coordinate and monitor the implementation of Fiji's national environmental policies, programs and legislations to ensure sustainable environment in accordance with the Ozone Depleting 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 3 NEC meeting for the year.

### State of Environment Report:

The planning process for the preparation and drafting of the State of the Environment (SOE) Report commenced in third quarter of 2012 with assistance rendered from South Pacific Regional Environment Programme (SPREP). The national plans committee met twice with the initial discussion of determining the type of reports and the frame of the report.

## Waste Management and Pollution Control

### Waste Disposal and Recycling Permitting System:

The implementation of section 35 of the Acts looks at issuance of permits to commercial/industrial facilities that generates and disposes/discharges waste, emissions to the receiving environment. In addition, it also includes those facilities that handles and store hazardous substances.

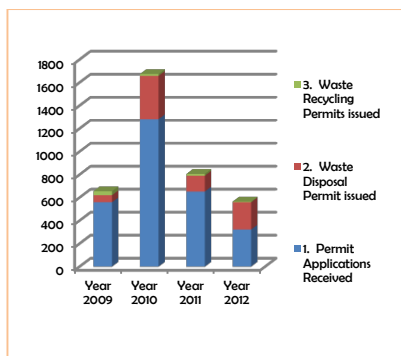


Figure 14.0: Waste Permits issued in 2012

### Complaints:

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

### Environment Impact Assessment

Out of the 74 approved EIA reports there twenty-three (23) Sand, soil & gravel Extraction development proposals, sixteen (16) subdivision developments, ten (10), Tourist/ Resorts developments, five (5) Piggery/ poultry, five (5) Energy development, four (4) Infrastructure development, three (3) logging developments, three (3) Treatment Plants development, three (3) Civic developments and two (2) Mining development.

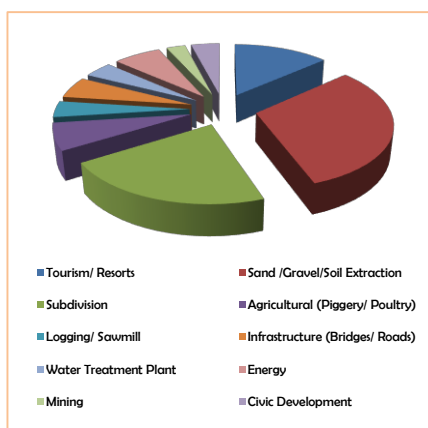


Figure 15.0: EIA Approvals for 2012

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.

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

## ENFORCEMENT OF THE OZONE DEPLETING SUBSTANCES ACT 1998

### Policy

The High Court ruled in favour of the Department of Environment on a Civil Case filed by a company which imported flammable refrigerants.

Handing over of solar kiln to Department of Forestry on the 4th of April 2012

Amendment of the ODS laws [ODS Act 1998 and ODS Regulations 2010] to facilitate the challenges and lessons learnt in the past decade of enforcement and also to meet the Montreal Protocol amendment requirements.

The following was included into the two draft decrees as part of the legislation support under the HPMP strategy:

Equipment control- ban in second hand HCFC 22 containing equipment including chillers; and

(b) Ban in HCFC usage in foam manufacturing and equipment used in production.

### ODS Permits:

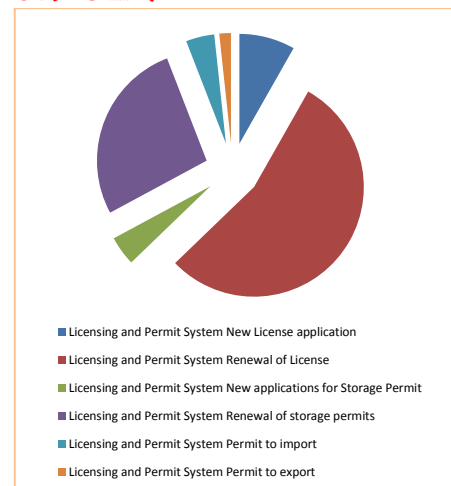


Figure 16.0: ODS Permits issued in 2012

## ENFORCEMENT OF THE ENDANGERED AND PROTECTED SPECIES ACT 2002

### Policy

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 2012 to endorse the following program and commencement of the following:

- Gazettal of the 2013 national export quota for CITES listed species;
- Launching of the NDF guidelines and the Enforcement officers training.
- Gazettal of the CITES EPS Act Enforcement Officers.
- Production of awareness materials
- Finalization and review of the EPS Act Species Listing

The Fiji CITES Scientific Council (FCSC) also met 4 times in 2012 to discuss issues of relevance to CITES enforcement, administrative and research needs. The following are some activities/discussions initiated by the FCSC in 2012 and recommendations made to FICMA;

- Finalization of the EPS Act Species Listing
- Gazettal of the EPS Act Enforcement Officer
- Finalization of the Awareness materials to be printed
- Discussion on implications of harvesting coral, for sewerage treatment
- Guidelines for Captive Breeding facilities.
- Reviewing of Coral Rubble application – Maliama.

The 11th Conference of the Parties to the Convention on Biodiversity and 6th Meeting of the Parties of the Cartagena Protocol to the Convention on Biological Diversity

was hosted by the Indian Government and Fiji is represented by the Minister of Local Government, Urban Development, Housing & Environment along with Permanent Secretary and accompanied by Acting Principal Environment Officer, RMU. The key outcome and achievement of the meeting was the nomination of Fiji to represent the Asia – Pacific region on to the COP Bureau the decision making body of the Convention.

Fiji has succeeded in ratifying the Nagoya Protocol with Cabinet endorsing Fiji's accession to the Protocol.

## Registration

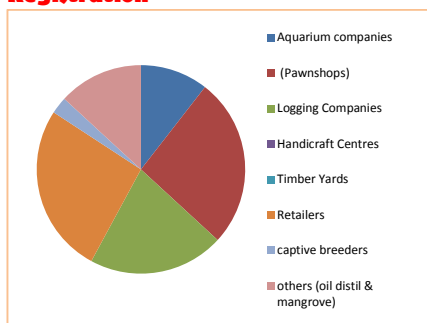


Figure 17.0: CITES Registration 2012

## CITES Permits

Trade	Export Permits	Import Permits	Re-export Permits
Hard coral and Live Rock	521	0	0
Tabua	146	2	0
Others	-	-	-
<b>Total</b>	<b>667</b>	<b>2</b>	<b>0</b>

Table 9.0: CITES Permits issued in 2012

## AWARENESS

### Environment Week Celebration

This year's International theme for World Environment Day is "Green Economy: Does It Include You?" The local theme is "Green Fiji: We Are Going Green, Are You?"

The theme poses a challenge to the general public for a "Green Fiji". Green Fiji means to sustainably manage Fiji's environment and balance development and the protection of the environment. Through this sustainable management, Fiji will be able to protect its environment.

Some of the planned activities were held nationally and the targeted audience was general public, communities, spiritual leaders, congregation, government and Non-Government Organizations, business operators, school children and stakeholders.

The following are some of the activities implemented for the celebration:

- National Joint Enforcement Campaign.
- FLMMA Provincial Awareness Workshops in the provinces (Nadroga/Serua, Ra/Ba and Macuata).
- Round the Island (Viti Levu) Biodiversity trip.
- National Annual Retreat on the NBSAP Steering Committee.

- Launch of concept on the National Inter-faith Environment Empowerment programme and Screening of an Environment movie at village 6.

## CAMPAIGN

### Compliance Campaign:

Two (2) compliance campaigns were conducted within the Central and Eastern Division. First operation was conducted from the 5th to 9th March, 2012 targeting the Nasinu Town Council Boundary. 217 facilities inspected and 217 Non – Compliance Notices issued. The second Operation was targeted for Suva, Nausori, Nasinu and Lami Corridor from the 12th – 16th November, 2012. There were a total of eighty two (82) businesses that were issued with non-compliance notices and five (5) facilities were inspected for the issuance of the Waste Disposal Permits.



Figure 18.0: Lami Town Operation Team

### Clean Up Campaign:

There were a total of about 13 organizations and government Departments including the Fiji Police Force, Statutory organizations, the municipal councils and other government Department that participated in the 2weeks Clean Up Campaign in the Central Division.



Figure 19.0: DOE Team with Fiji Prisoners Clean Up Campaign

The Clean Up Campaign for the Northern Division was held from the 29th October to the 16th November 2012.



A one minute audio ad was produced and aired on the 5 main radios: FM 96, Navtarang, Viti FM, Legend FM, Sargam from the 1st – 30th of November 2012.

### Litter Decree Enforcement Campaign:

Campaign	Total number of notice
Joint Environment Compliance Operation at Nasinu Town boundary in March 2012.	3 Litter Notices issued
Council Operation	33
Hibiscus Joint Operation with Land Transport Authority, Fiji Police Force and Suva City Council, Nasinu Town Council and Nausori Town Council.	444 verbal warnings & 35 Litter Notice issued
National Environment Law Joint Enforcement Campaign held on the 12th -16th November, 2012.	12

Table 10.0: Litter Decree Enforcement Campaign - 2012

## TRAINING

### Technical Training

2 technical trainings were facilitated by the department for the implementation of Good refrigeration practices and the adoption of the waste minimization programme under the 3R project.

Details of the trainings are highlighted in the table below

Programme	No. of Officers
Good Refrigerators Training programme	50
3R Training	15

Table 11.0: Technical Trainings for 2012

### Training of Enforcement Officers

Programme	No. of Officers Trained
ODs	40
Litter Prevention Officers	50

Table 12.0: Training of ODs and Litter Prevention Officer

# CORPORATE SERVICES DIVISION

The main function of this division is to provide administrative and financial

## CAPITAL PROJECT

### Naboro Landfill

Development of phase 2 of the Naboro landfill had reached a crucial stage. The year saw the finalisation of the technical tender document and the actual call for the design and build tender in October 2012. This is the first time since the initial construction of the landfill (pre 2005) that tender has been officially called for the construction of a new Landfill phase.



Figure 20.0: Naboro Landfill Operational site.

## HIGHLIGHTS

### EU Funded Lami Rehabilitation Project

The works at the Lami Rehabilitation site came to a close on the 23rd of April 2012 with a total cost of FJ \$4.5 million.

An inauguration ceremony was held at the new rehabilitated Lami Site on the 11th of June 2012 with the chief guest being Mr. Dirk Meganchk, the Director of Europe Aid for Asia, the Middle East and Gulf Region and the Pacific with Deputy Secretary Mr. Saverio Baleikanacea.



support services to various sections of the Ministry. Admin/Finance Sections comprise of the following:-

- Finance
- Human Resource Management

The specific functions carried out and achievements made during this year include:-

Figure 21.0: Cutting of the ribbon at the Inauguration Ceremony for the Rehabilitated Lami Dump

### Container Deposit Legislation

The Environment Management (Container Deposit) Regulations and Cabinet Paper was withdrawn by Cabinet to allow further discussion at ministerial level. The gazettal of this regulation is pending awaiting a decision from this discussion.

### JICA Funded 3Rs Project

Last Joint Coordinating Committee (JCC) Meeting for the Waste Minimization and Recycling Project also referred to as the 3Rs (Reduce, Reuse and Recycle) Project held on 27th and 28th Feb, 2012 at Lautoka City council chamber

Closure of 3R project event held on 1st March, 2012 by the Honorable Minister, Mr. Samuela Saumautua with the JICA Resident Representative official closed the three and half years Project.

The Department signed a Memorandum Of Understanding with the Catholic Women League to promote waste management awareness and education targeting Lami community.



Figure 22.0: Acting Permanent Secretary for Local Government Urban Development Housing and Environment, Mr. Saverio Baleikanacea at the Women Catholic League Waste Management Education and Awareness Launch.

## HUMAN RESOURCE MANAGEMENT

### Functions

Roles of the section is the processing of appointments, leave and leave allowances, management and submission of disciplinary cases to PSC , registry, media and communication services

### Challenges

Challenges included the absence of an Equal Employment Opportunity Policy; ensuring office accommodation is OHS Compliance, high Staff turnover at management and technical level, the absence of a post-processing unit and lack of personnel in Corporate and Finance

### Achievements:

- All the Temporary and Acting appointments were extended after seeking approval from Public Service Commission
- Several Workshops were conducted enhancing staff skills and improving capacity
- Monthly HOD meetings/General Staff Meetings/OHS Committee Meetings were conducted as scheduled.
- Leave processing was improved as a result of the internal review conducted in June

### Staff establishment

DEPT	APPROVED PROVISION (2012)		# POST FILLED		
	EST	WAGE	EST	WAGE	PROJECTS
CJD	15	4	13	4	-
DLG	6	1	4	1	-
DTC	38	2	32	2	14
DOH	11	1	9	1	-
DOE	22	2	21	2	15

Table 13.0: Ministry Staff Establishment – 2012

### Staff movement & appointments

Details of Staff movements and acting appointments in the year 2012 are provided as follows

Appointments:	CJD	DLG	DOH	DTC	DOE	TOTAL
Acting	2	2	5	5	7	21
Temporary	2	-	1	5	2	10
Contractual	2	1	3	7	9	22
Promotions	1	1	2	2	2	8
Resignations	1	-	-	-	-	1
Termination	-	-	-	-	-	-
Study Leave	-	-	2	1	2	5
Deaths	-	-	-	-	-	-
Volunteers	3	-	3	8	6	20

Table 14.0: Appointments made in 2012

## 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, Ragoonibhai 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
- Magan House, McGregor Road – Department of Environment.

### Vehicle register

The vehicle return for the ministry for the year 2012 is attached as Annexure 1

### Local training/workshops

The ministry's training record is hereby attached as Annexure 2 of this report.

### Overseas training/workshops

All overseas training and workshops for the Ministry is attached as Annexure 3.

## FINANCE SECTION

### Functions

The main functions of the Finance section are;

- Preparation of Budget
- Payment of salaries and wages
- Payments of accounts and claims
- Ensure internal & external audits are conducted
- Maintenance of the Ministry's ledger accounts, financial statements and reports.

### Role:

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.
- Respond to audit queries
- Preparation of timely Annual budget and Capital projects

### Challenges:

Challenges faced included the provision of limited resources in terms of budget, human resources, transport and office equipment etc, gaps in internal audit to minimize audit queries, provision of qualified personnel and occasional breakdown of FMIS system.

### Achievements:

- New Financial Management Information System (FMIS) was in place.
- All accounting staffs were trained to use FMIS.
- Timely production of financial reports on monthly, quarterly and annual basis, Timely submission of budget and Capital projects to Ministry of Finance



# **AUDITED FINANCIAL STATEMENT 2012**

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

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2012**

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MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND  
ENVIRONMENT  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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**MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

**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 2012, as set out on pages 6 to 15. 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 2012.

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

**Qualification**

The Department of Environment did not reconcile the True Trust Fund account balance with the bank statement balance during the year. An unreconciled variance of \$582,764 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 True 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 2012.
- 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 Bolanavanua  
**AUDITOR GENERAL**

Suva, Fiji  
30 April 2013





MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2012

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 2012; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, the Finance Instructions 2010 and Finance Circular 16/2006.



Mr. Saverio Baleikanacea  
Acting Permanent Secretary

Date: 29/4/13.



Mr. Malakai Sosiceni  
Senior Accountant

Date: 30/4/13.

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 23)

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 \$	2011 \$
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Operating Revenue: Indirect Taxes		0	0
Town and Country Planning Fees		0	0
Commission		0	0
<b>Total State Revenue</b>	3 (a)	<u>0</u>	<u>0</u>
<b>Agency Revenue</b>			
Miscellaneous Revenue		4,694	0
<b>Total Agency Revenue</b>	3 (b)	<u>4,694</u>	<u>0</u>
<b>TOTAL RECEIPTS</b>		<u>4,694</u>	<u>0</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff	3 (c)	238,051	225,688
Unestablished Staff	3 (d)	12,774	12,490
Travel & Communications	3 (e)	29,241	29,795
Maintenance & Operations	3 (f)	37,344	42,033
Purchase of Goods & Services	3 (g)	72,428	22,109
Operating Grants & Transfers	3 (h)	1,000,000	958,000
Special Expenditure	3 (i)	173,768	0
<b>Total Operating Expenditure</b>		<u>1,563,606</u>	<u>1,290,115</u>
<b>Capital Expenditure</b>			
Construction	3(j)	1,357,010	1,341,661
Purchases		0	0
Grants & Operations	3(k)	13,134,799	750,000
<b>Total Capital Expenditure</b>		<u>14,491,809</u>	<u>2,091,661</u>
<b>Value Added Tax</b>	3(l)	248,918	219,198
<b>TOTAL EXPENDITURE</b>		<u>16,304,333</u>	<u>3,600,974</u>

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 37)

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 S	2011 S
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Operating Revenue: Indirect Taxes		0	0
Town and Country Planning Fees		82,290	102,930
Commission		2,346	2,476
<b>Total State Revenue</b>	3 (m)	<u>84,636</u>	<u>105,496</u>
<b>Agency Revenue</b>			
Miscellaneous Revenue		5,269	198,323
<b>Total Agency Revenue</b>	3 (n)	<u>5,269</u>	<u>198,323</u>
<b>TOTAL RECEIPTS</b>		<u>89,905</u>	<u>303,729</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff	3 (o)	1,883,199	1,448,436
Unestablished Staff	3 (p)	123,840	117,559
Travel & Communications	3 (q)	178,728	162,819
Maintenance & Operations	3 (r)	276,478	224,465
Purchase of Goods & Services	3 (s)	140,962	143,538
Operating Grants & Transfers	3 (t)	955,146	1,240,659
Special Expenditure	3 (u)	2,043,157	1,953,723
<b>Total Operating Expenditure</b>		<u>5,601,510</u>	<u>5,291,199</u>
<b>Capital Expenditure</b>			
Construction	3(v)	22,608	25,368
Purchases	3(w)	469,836	158,205
Grants & Operations	3(x)	1,695,800	1,000,000
<b>Total Capital Expenditure</b>		<u>2,188,244</u>	<u>1,183,573</u>
<b>Value Added Tax</b>	3(y)	469,490	311,185
<b>TOTAL EXPENDITURE</b>		<u>8,259,244</u>	<u>6,785,957</u>

**MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT (HEAD 23)**

**APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2012**

SEG	Item	Budget Estimate S	Appropriation Changes S	Revised Estimate S a	Actual Expenditure S b	Carry- Over S	Lapsed Appropriation S (a-b)
1	Established Staff	238,621	---	238,621	238,051	---	570
2	Unestablished Staff	12,774	---	12,774	12,774	---	---
3	Travel & Communication	30,000	---	30,000	29,241	---	759
4	Maintenance & Operations	46,000	---	46,000	37,344	---	8,656
5	Purchase of Goods & Services	74,000	---	74,000	72,428	---	1,572
6	Operating Grants & Transfers	1,000,000	---	1,000,000	1,000,000	---	---
7	Special Expenditure	174,000	---	174,000	173,768	---	232
	<b>Total Operating Costs</b>	<b>1,575,395</b>	<b>---</b>	<b>1,575,395</b>	<b>1,563,606</b>	<b>---</b>	<b>11,789</b>
	<b>Capital Expenditure</b>						
8	Construction	1,500,000	(100,000)	1,400,000	1,357,010	---	42,990
9	Purchases	---	---	---	---	---	---
10	Grants & Transfers	17,100,000	(200,000)	16,900,000	13,134,799	---	3,765,201
	<b>Total Capital Expenditure</b>	<b>18,600,000</b>	<b>(300,000)</b>	<b>18,300,000</b>	<b>14,491,809</b>	<b>---</b>	<b>3,808,191</b>
13	Value Added Tax	273,600	(15,000)	258,600	248,918	---	9,682
	<b>TOTAL EXPENDITURE</b>	<b>20,448,995</b>	<b>(315,000)</b>	<b>20,133,995</b>	<b>16,304,333</b>	<b>---</b>	<b>3,829,662</b>

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND  
ENVIRONMENT (HEAD 37)

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2012

SEG	Item	Budget Estimate S	Appropriation Changes S	Revised Estimate S a	Actual Expenditure S b	Carry- Over S	Lapsed Appropriation S (a-b)
1	Established Staff	1,984,999	---	1,984,999	1,883,199	---	101,800
2	Unestablished Staff	127,261	---	127,261	123,840	---	3,421
3	Travel & Communications	180,029	---	180,029	178,728	---	1,301
4	Maintenance & Operations	299,500	---	299,500	276,478	---	23,022
5	Purchase of Goods & Services	150,771	---	150,771	140,962	---	9,809
6	Operating Grants & Transfers	1,272,000	(230,000)	1,042,000	955,146	---	86,854
7	Special Expenditure	2,357,304	---	2,357,304	2,043,157	---	314,147
	<b>Total Operating Costs</b>	<b>6,371,864</b>	<b>(230,000)</b>	<b>6,141,864</b>	<b>5,601,510</b>	---	<b>540,354</b>
	<b>Capital Expenditure</b>						
8	Construction	500,000	(477,392)	22,608	22,608	---	---
9	Purchases	500,000	---	500,000	469,836	---	30,164
10	Grants & Transfers	1,795,800	(100,000)	1,695,800	1,695,800	---	---
	<b>Total Capital Expenditure</b>	<b>2,795,800</b>	<b>(577,392)</b>	<b>2,218,408</b>	<b>2,188,244</b>	---	<b>30,164</b>
13	Value Added Tax	507,300	(71,609)	435,691	469,490	---	(33,799)
	<b>TOTAL EXPENDITURE</b>	<b>9,674,964</b>	<b>(879,001)</b>	<b>8,795,963</b>	<b>8,259,244</b>	---	<b>536,719</b>



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

**STATEMENT OF LOSSES FOR THE YEAR ENDED 31 DECEMBER 2012**

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**Loss of Money**

Loss of money recorded for the year ended 31 December 2012 was \$22,947. Refer to table below for details.

<b>Comments</b>	<b>Amount (\$)</b>
Embezzlement by officer	17,986.48
Officer attended a donor funded workshop in Korea. The Ministry paid the officer's airfare which was refunded by the donor upon officer's arrival in Korea. However as at balance date the officer had failed to reimburse the same to the Ministry.	4,971.00
<b>Total</b>	<b>22,957.48</b>

**Loss (other than money)**

Board of survey for the year ending 31 December 2012 was conducted 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 2012

	Notes	2012 S	2011 S
Opening Balance		360,957	(27,424)
<b>Receipts</b>			
Main Trust Fund Receipts		<u>3,847,352</u>	<u>4,735,466</u>
<b>Total Receipts</b>		<u>3,847,352</u>	<u>2,757,542</u>
<b>Payments</b>			
Main Trust Fund Payments		<u>2,753,685</u>	<u>4,347,085</u>
<b>Total Payments</b>		<u>2,753,685</u>	<u>4,347,085</u>
Closing Balance		<u>1,454,624</u>	<u>360,957</u>
Less Adjustment	8	<u>120</u>	<u>0</u>
Closing Balance		<u>1,454,504</u>	<u>360,957</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 2012**

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**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.

Prior to 2012 the Ministry of Local Government, Urban Development, Housing and Environment was allocated under head 23. From 2012 the Ministry of Local Government, Urban Development, Housing and Environment's budget has been allocated under 2 separate heads. The budget for the Ministry of Local Government, Urban Development, Housing and Environment is allocated under head 37 while the Department of Housing is allocated under head 23. The Ministry of Local Government, Urban Development, Housing and Environment is responsible for the administration and accounting for both the budget heads.

**NOTE 2: STATEMENT OF ACCOUNTING POLICIES**

**(a) Basis of Accounting/Presentation**

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 Instructions 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 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 FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

**(c) Comparative Figures**

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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.

**NOTE 3: SIGNIFICANT VARIATIONS**

**Head 23**

- a) The State Revenue is nil since department of housing does not collect any revenue.
- b) The Miscellaneous Revenue increased by \$4,694 or 100% in 2012 compared to 2011 due to stale cheques and over payment recoveries.
- c) The Established Staff costs increased by \$12,363 or 5% in 2012 compared to 2011. This was mainly due to increase in staff establishment by three staff.
- d) The Government Wage Earners costs increased by \$284 or 2% in 2012 compared to 2011 due to increase in overtime costs.
- e) The Travel and Communications costs decreased by \$554 or 2% in 2012 compared to 2011 reduction in travel related costs.
- f) The Maintenance and Operations costs decreased by \$4,689 or 11% in 2012 compared to 2011 due to reduction in maintenance costs.
- g) The Purchase of Goods and Services costs increased by \$50,319 or 228% in 2012 compared to 2011. This was mainly due to the addition of a new item to the budget namely National Housing Policy.
- h) The Operating Grants and Transfers costs increased by \$42,000 or 4% in 2012 compared to 2011 was due to full payment of grants to Public Rental Board.
- i) The Special Expenditure costs increased by \$173,768 or 100% in 2012 compared to 2012. This was mainly due to the addition of a new item to the budget namely National Housing Policy and Implementation Plan.
- j) The Capital Construction costs increased \$15,349 or 1% in 2012 compared to 2011 was due to the addition of a new item to the budget namely City Wide Upgrading Project.
- k) The Capital Grants and Transfers costs increased by \$12,384,799 or 1,651% in 2012 compared to 2011. This was mainly due to addition of new items to the budget namely Sustainable Rural Housing/Income Generating Project of \$174,190 Public Rental Board Project Housing project of \$2,690,170 and Low cost Housing Authority project of \$9,670,439.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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- l) VAT costs increased by \$29,720 or 14% in 2012 compared to 2011 due to increase in expenditure in other allocations.

**Head 37**

- m) The State Revenue decreased by \$20,860 or 20% in 2012 compared to 2011 due to decrease in Town and Country Planning Fees collected.
- n) The Agency Revenue decreased by \$193,054 or 97% in 2012 compared to 2011. This was mainly due to the release of donor funds for the Mangrove Ecosystem for Climate Change and Livelihood (MESCAL) project. As at 31 December 2011 \$147,116.19 were unutilised by the Ministry and were posted to Miscellaneous Revenue.
- o) The Established Staff costs increased by \$434,763 or 30% in 2012 compared to 2011 due to increase in staff establishment.
- p) The Government Wage Earners costs increased by \$6,281 or 5% in 2012 compared to 2011 due to increase in overtime costs.
- q) The Travel and Communications costs increased by \$15,909 or 10% in 2012 compared to 2011 due to increase in travel costs in Local Government and Town and Country Planning Department.
- r) The Maintenance and Operations costs increased by \$52,013 or 23% in 2012 compared to 2011 due to increase in maintenance costs.
- s) The Purchase of Goods and Services costs decreased by \$2,576 or 2% due to slight reduction in purchases of goods and services by Ministry.
- t) The Operating Grants and Transfers costs decreased by \$285,513 or 23% due to redeployment of funds by Ministry of Finance.
- u) The Special Expenditure costs increased by \$89,434 or 5% in 2012 compared to 2011 was due to increase in Department of Environment expenditure.
- v) The Capital Construction costs decreased by \$2,760 or 11% due to slight reduction in capital construction costs.
- w) The Capital Purchases costs increased \$311,632 or 197% in 2012 compared to 2011 was mainly due to increase in budget for GIS infrastructure.
- x) The Capital Grants and Transfers costs increased by \$695,800 or 70% in 2012 compared to 2011. This was mainly due to new capital grants to Rakiraki town council and Levuka town.



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

- y) VAT costs increased by \$158,305 or 51% in 2012 compared to 2011 due to increase in expenditure in other allocations.

**NOTE 4:** The Cabinet approved redeployment of \$315,000 from Head 23 and \$879,001 from Head 37 in 2012.

**NOTE 5: OPERATING TRUST FUND ACCOUNT**

As at 31 December 2012, the Ministry had a credit balance of \$284,540 in Operating Trust Fund account. Refer to table below for details.

Head	Amount (S)
23	269,370.56
37	15,169.80
<b>Total</b>	<b>284,540.36</b>

**NOTE 6: DRAWINGS ACCOUNT**

As at 31 December 2012, the Ministry had a balance of \$317,386 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 2012, the Ministry had a credit balance of \$77,505 in the Revolving Fund account. Refer to table below for details.

Head	Amount (S)
23	(129,684.59)
37	52,179.14
<b>Total</b>	<b>(77,505.45)</b>

**NOTE 8: TRUE TRUST FUND ACCOUNT**

The main Trust Fund Account reflected under head 37 had a \$120 debit balance as at 31/12/11. The Ministry was allocated head 23 in 2011. From 2012 the Ministry is allocated head 37, thus the closing balance for the Ministry's trust fund account for 2012 is adjusted by \$120.



# ANNEXURES

**ANNEXURE 1: Vehicle Return as at 31<sup>st</sup> December 2012**

<b>VEHICLES</b>					
<b>VEHICLE</b>	<b>REGISTRATION</b>	<b>DEPARTMENT</b>	<b>AGE (Years)</b>	<b>MILEAGE END OF 2012</b>	<b>REPAIR/MAINTENANCE / FUEL COST</b>
<b>Pajero/CRV</b>	GN304	Environment	10 Years	15077	<b>\$8685.61</b>
<b>Mazda Twin Cab</b>	GM979	Environment	15 Years	165033	<b>\$3022.75</b>
<b>Toyota Prado</b>	GN567	Environment	6 Years	143510	<b>\$9024.08</b>
<b>Hyundai Elantra</b>	GN928	Environment	2 years 9 months	12441	<b>\$2,020.59</b>
<b>Hyundai Sonata</b>	GN333	Housing	7 Years	168823	<b>\$3008.95</b>
<b>Daihatsu 4 WD</b>	GN650	Housing	11 Years	3452	<b>\$483.73</b>
<b>Mitsubishi Pajero</b>	GN717	Town & Country Planning	4 years	45,537	<b>\$9715.79</b>
<b>Toyota Corolla</b>	GN544	Corporate	<b>These two vehicles had been boarded awaiting approval from Ministry of Finance for further recommendations.</b>		
<b>Mitsubishi Pajero</b>	GM943	Town & Country Planning			
<b>Hyundai Tucson</b>	GN679	Corporate	3.5 Years	29638	<b>\$13464.84</b>
<b>Hyundai Elantra</b>	GN943	Corporate	2 year 9 months	22453	<b>\$5168.22</b>
<b>Pajero</b>	GN 957	Corporate	4 Years	29938	<b>\$8297.96</b>
<b>Hilux Twin Cab</b>	GP 072	Housing	1year 3 months	46364	<b>\$8227.60</b>
<b>Pajero Prado</b>	GP 118	Corporate	13 months	23545	<b>\$5969.82</b>
<b>Twin Cab</b>	GP 148	Northern Office	12 months	29523	<b>\$3272.33</b>
<b>Twin Cab</b>	<b>GP 147</b>	<b>Western Office</b>	<b>12 months</b>	<b>15065</b>	<b>\$3843.59</b>

**ANNEXURE 2: Record of training attended by staff in the Ministry as at 31<sup>st</sup> December 2012.**

<b>Training Programmed</b>	<b>Name of Officers</b>	<b>Duration</b>	<b>Venue</b>
Essential of Planning and Control	Miriama Rawaileba	30-31/01/12	FNU
Project Management Fundamentals	Akanisi Vuetanavanua Joeli Moceivale Renee Duguivalu Saverio Baleikanacea Kolinio Bola Vula Shaw	06/03/12	USP
Training for Service Excellence Awards Evaluators	Miriama Rawaileba	21-25/05/12	CTD - PSC
Personal Development for Government Wage Earners Workshop	Kaliken Sirivalu	31/05-1/06/12	CTD - PSC
3 <sup>rd</sup> Induction Course for Diplomatic Service	Akanisi Vuetanavanua	13-21/06/12	CTD - PSC
Workforce & Succession Planning	Vula Shaw	13-14/08/12	CTD - PSC
Sub Regional Training on The 2010 round of Population and Housing Census Data Analysis for Planners	Miriama Rawaileba	13-17/08/12	Pacific Harbour
FICAC Corruption Prevention & Risk Management Workshop	Joeli Moceivale Mohammed Ziar	31/07-1/08/12	CTD -PSC
Approval for Gender Mainstreaming Training	Vula Shaw	27-28/09/12	CTD - PSC
Introduction to website Development and Information in Management	Courtney Rakokoti Livai Nadore Kaliken Sirivalu Akanisi Vuetanavanua Sainimili Bulai Kelera Kacinikoro Timoci Bainimarama	13-14/09/12	DATEC Training Centre
Policy Formulation	Vula Shaw	08-10/08/12	CTD – PSC
In House Training Program for Occupational Health & Safety [OHS]	Jone Ubitau Masilina Hawea Senirewa Samuels Vinend Naidu Ulamila Cakaunitabua Pritika Payal Josua Tudreu Reshmi Peters Moiri Fakataufon Peni Bakewa Akanisi Vuetanavanua Urwashni Maharaj Mereoni Tuilaucala Pritika Payal Reshmi Peters Ulamila Cakaunitabua	30/10-1/11/12	Police Academy Training Centre

**ANNEXURE 3: Overseas training attended by the Ministry staff as at 31<sup>st</sup> December 2012**

Meeting/Workshop/Training	Name of Officer	Duration	Hosting Country
<b>Asia Pacific Conference</b>	Kolinio Bola Taina Tagicakibau	29/01-01/02/12	New Delhi, India
<b>Climate Change, Energy &amp; Environment</b>	Senivasa Waqairamasi	20-24/02/12	Singapore
<b>12<sup>th</sup> Session of Governing Council/Global Ministerial Environmental Forum</b>	Aminiasi Qareqare	17-27/02/12	Nairobi, Kenya
<b>Informal Advisory Committee for the Biosafety Cleaning House</b>	Joep Davetanivalu	28-30/03/12	Montreal, Canada
<b>Design for Local Resilience by Learning Appropriate Technology</b>	Vula Shaw Peni Bakewa	01-02/04/12	Auckland, New Zealand
<b>Ramsar Conference of Parties 11 (COP) (5<sup>th</sup>)</b>	Saverio Baleikanacea Tavenisa Luisa	26-30/03/12	Palau
<b>Intergovernmental Science Policy Platform on Biodiversity &amp; Ecosystem [IPBES]</b>	Rahul Chand	16-21/04/12	Panama
<b>2012 Pacific Island Round Table Planning Meeting</b>	Joep Davetanivalu	23-27/04/12	Honiara, Solomon Is
<b>Networking Meeting of Pacific ODS &amp; Training New Ozone</b>	Vika Rogers	30/04-05/05/12	Port Villa, Vanuatu
<b>2012 Meeting of the Joint South East Asia Pacific &amp; South Asia Network of Ozone Officers</b>	Vijeshni Ashna Nand	13-19/05/12	Paro Bhutan
<b>68<sup>th</sup> Session of ESCAP</b>	Taina Tagicakibau Joep Davetanivalu	17-23/05/12	Bangkok, Thailand
<b>ABS Meeting</b>	Sara Tawaka	22-24/05/12	Apia, Samoa
<b>Rio +20 Conference</b>	Taina Tagicakibau Joep Davetanivalu	17-23/06/12	Rio, Brazil
<b>One Product One Town</b>	Iliana Maiesia	11-26/06/12	Taiwan
<b>Infrastructure Planning &amp; Construction</b>	Renee Duguivalu	18-26/06/12	China
<b>3<sup>rd</sup> Annual Affordable Housing</b>	Kolinio Bola	30/06-05/07/12	Malaysia
<b>Life Cycle Impact Assessment For Environmental Management</b>	Mohammed Zaved Samuela Tawakedrau	25/06 -13/07/12	Thailand
<b>Ramsar Conference Parties</b>	Taina Tagicakibau Tavenisa Luisa	04-13/07/12	Romania
<b>2<sup>nd</sup> Meeting of the Open Ended &amp; AD HOC Intergovernmental Committee for the Nagoya Protocol</b>	Miriama Kolinisau	30/06-06/07/12	India
<b>Pacific Pre Cop11 CBD Meeting</b>	Saverio Baleikanacea Sara Tawaka	06-13/08/12	New Zealand
<b>M&amp;G Environment &amp; Climate Change Technical Advisory Committee Meeting</b>	Saverio Baleikanacea Joep Davetanivalu	21-28/07/12	Vanuatu
<b>2012 Open Ended Working Group Parties –Montreal Protocol on Substance that Deplete the Ozone Layer</b>	Vika Rogers Yogesh Goundar	21-22/07/12	Thailand
<b>Pacific Region on Updating National Biodiversity Strategy &amp; Action Plan</b>	Saverio Baleikanacea Sarah Tawaka	06-09/08/12	New Zealand
<b>Meeting of Urban &amp; Rural Planning &amp; Management in Delhi</b>	Kolinio Bola	16-17/08/12	India
<b>2011 Pacific Executive (PACE) Program – Stage 3</b>	Losana Rokotuibau	13-21/08/12	Canberra, Australia



Meeting/Workshop/Training	Name of Officer	Duration	Hosting Country
<b>SPREP Annual Meeting</b>	Taina Tagicakibau	30/08-07/09/12	Noumea, Caledonia
<b>IUCN World Conservation Congress</b>	Jope Davetanivalu		
	Taina Tagicakibau	08-15/09/12	Jeju, Korea
	Kolinio Bola		
<b>Informal Dialogue on the Strategy for Resource Mobilization</b>	Sara Tawaka	17-18/09/12	Geneva, Switzerland
<b>Capacity Building for Providing Alternative Livelihood Opportunities for Poor</b>	Joeli Moceivale	03/09-26/10/12	India
<b>11<sup>th</sup> conference of Parties (COP) to the Convention on Biological Diversity [CBD]</b>	Sara Tawaka	01-19/10/12	Hyderabad, India
<b>Eco efficient and socially inclusive urban Infrastructure</b>	Reijeli Taylor	08-12/10/12	Gangwon Province, Korea
<b>Seminar on Tropical Tourism Resources Development &amp; Environmental Protection</b>	Senivasa Waqairamasi	11-31/10/12	Haikou, China
<b>Joint Network Meeting of South Asia and the Southeast Asia &amp; Pacific Ozone Officer</b>	Vika Rogers	15-18/10/12	Pattaya, Thailand
	Alisi Kamaiwaqa		
<b>25<sup>th</sup> Anniversary for Montreal Protocol &amp; Meeting of the Parties That Deplete the Ozone Layer</b>	Vika Rogers	20-30/11/12	Geneva Switzerland
<b>Gender and Local Governance</b>	Josese Rakuita	11-16/11/12	Israel
	Seini Raiko		
<b>Ozone Depletion Substance Meeting</b>	Taina Tagicakibau	20-23/11/12	Geneva, Switzerland
	Vika Rogers		
<b>18<sup>th</sup> Conference of Parties to the United Nation Framework Convention on Climate Change of the Parties of Kyoto Protocol</b>	Saverio Baleikanacea	19/11-08/12/12	Doha, South Africa
	Jope Davetanivalu		
<b>Impact Assessment Annual Conference &amp; follow up meeting on Mining Activities</b>	Lote Rusaqoli	10-12/12/12	New Zealand
<b>4<sup>th</sup> Asia Pacific Minister Conference for Housing , Urban Development</b>	Taina Tagicakibau	10-16/12/12	Jordan
	Kolinio Bola		
<b>Global Environment Facilities [GEF] Constituency Meeting</b>	Jope Davetanivalu	28/10-02/11/12	Philippines
<b>Disaster Risk Reduction &amp; Sustainable Development</b>	Vula Shaw	10-14/12/12	Japan

**ANNEXURE 3: Staff Movement for the year 2012**

NAME	DESIGNATION	ACTING POST	DURATION	DEPARTMENT
<b>Caroline Tavaga</b>	Secretary	Senior Secretary	02/07/12-01/10/12 Extended 02/10/12-31/12/12	Corporate
<b>Mary Taukave</b>	Temporary EO	Environmental Officer	01/06/12-31/08/12	Environment
<b>Lote Ruqagoli</b>	Senior Environmental Officer	Principal Environmental Officer	01/06/12-31/08/12 Extended 01/09/12-31/12/12	Environment
<b>Sarah Tawaka</b>	Senior Environmental Officer	Director Principal Environmental Officer Director	19/11/12-30/11/12 24/04/12-23/07/12 Extended 12/12/12-31/12/12 12/06/12-28/06/12	Environment
<b>Viliame Momoivalu</b>	Senior Environmental Officer	Principal Environmental Officer	01/06/12-31/08/12	Environment
<b>Tavenisa Luisa</b>	Environmental Officer	Senior Environmental officer	29/07/12-28/10/12	Environment
<b>Kolinio Bola</b>	Director Housing	Deputy Secretary	06/08/12-09/08/12	Housing
<b>Vula Shaw</b>	Principal Administrative Officer	Director Housing	04/09/12-18/09/12	Housing
<b>Peni Bakewa</b>	Technical Officer II	Technical Officer I	26/10/12-31/12/12	Housing
<b>Mere Rayawa</b>	Administration Officer	Senior Economic Planning Officer	02/07/12-01/10/12 Extended-31/12/12	Housing
<b>Amit Deo</b>	Technical Officer I	Senior Technical Officer	26/07/12-25/10/12 Extended 26/10/12-31/12/12	Housing
<b>Miriama Rawaileba</b>	Executive Officer	Administrative Officer	02/07/12-01/10/12	Housing
<b>Vatiseva Roferutabua</b>	Clerical Officer	Executive Officer	02/07/12-01/10/12 Extended 02/10/12-31/12/12	Local Government
<b>Iliana Maiesia</b>	Principal Administrative Officer	Director	24/12/12-31/03/13	Local Government