



Ministry of Youth and Sports

ANNUAL REPORT 2017 – 2018



Vision, Mission and Values

Vision	Our vision is focused on building healthy and socially engaged youth through non- formal education and a physically active nation through sport.
Mission	To ensure the Ministry promotes values and social cohesion through national sports development and empowering youth through engagement, qualifications, knowledge, skills, and resource developmant contributing to success for all
Values	<p>We in the Ministry of Youth and Sports are committed to delivering our services based on the following seven elements of success that are depicted in the seven stars of our logo;</p> <ol style="list-style-type: none"> 1. Focus 2. Integrity 3. Ambition 4. Drive 5. Passion 6. Perseverance and 7. Positive Attitude

Branding

Logo elements



1

DYNAMIC INDIVIDUAL

Dynamic Individual represented by the graphic and colour

Adaptability and flexibility represented by the graphic

Individual is striving and reaching for the stars



2

7 STAR PERFORMANCE

7 Stars represent striving for greater success

7 Stars represent: 7 elements of success: "Passion, Perseverance, Focus, Integrity, Ambition, Drive & Positive Attitude"



3

BRIGHT FUTURE

The bright light is of the sun which represents a bright future and the power of dreams by optimizing natural talents with the right support from all



4

PATRIOTISM & PRIDE

Fiji Flag and shell represents the country, thus patriotism and pride, both with youth and sports

The Fiji flag also represents support for youth and sports from all

colour concepts




Red represents action, confidence, vitality and courage



Black represents endless potential



Blue represents youth, spirituality, inspiration and sincerity



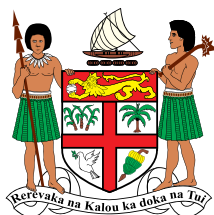
Orange/ Gold represents wealth, prosperity, wisdom and positivity



youth sports

Building values that lead to success

Permanent Secretary's Letter



Ministry of Youth and Sports

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OFFICE OF THE PERMANENT SECRETARY

The Honourable Minister Parveen Kumar Bala,
Minister for Youth and Sports,
Nasoqo House,
3 Gordon Street,
SUVA.

Honourable Minister

Annual Report 2017 – 2018

I am pleased to present to you the Annual Report for the period August 2017 to July 2018 for the Ministry of Youth and Sports. This report covers the financial year period. The document provides an overview of the Ministry's performance and outlines the Ministry's achievement against its Annual Corporate Plan.

This Annual Report is also the last report under the former management of the Ministry with the change in leadership effected after the 2018 General Election and the appointment of a new Permanent Secretary in December of the same year.

Suffice to note Sir that Ministry has carried on from its performance from recent years as reflected in this report.

With the change in leadership the Ministry has also refocused its view on young people and to listen to their needs and adopt it as part of the Ministry's strategic plans for the coming fiscal year.

The report also serves to challenge us all in our performance for the coming years.

Yours faithfully,

.....
J. MARITINO NEMANI
Permanent Secretary

2.0. Permanent Secretary's Statement



With the Civil Service Reforms picking up pace, a significant amount of time was dedicated to ensuring the open merit recruitment and selection was implemented across the Ministry in a consistent way. This required training of a significant number of staff but it bore fruit in that a number of new appointees from outside the Ministry and the civil service were appointed adding

a new dimension to the work of the Ministry. Similarly in the period under review, preparations were made for the job evaluation process and a fairly smooth transition was made in the Ministry.

As part of improving the planning process of Ministries through the civil service reforms, the Ministry reviewed its strategic plan. From the end of the financial year, the focus is on “building values that lead to success” through being a “Ministry for all youth” and integrating sport and youth development into the mainstream work of the Ministry. This has also allowed a more inclusive approach with some priority being given to youth at risk in line with Government’s stated objective of leaving no-one behind. There are areas of improvement including more services being provided in urban areas, to women and persons with disabilities as well as changing from outputs to outcomes and impacts.

In other areas, the Ministry began to focus on delivering accredited training with a number of accredited service providers. This has helped ensure greater cooperation in the sector and to improve the standard of training. In line with this, the Ministry also began the process of “practicing what we preach” and worked with the Fiji Higher Education Commission to get our youth training centers, our trainers and our training programmes accredited. Through the initiative of our Honorable Minister, the Ministry also accepted three young people, two men and one woman, from Tuvalu to train in carpentry and organic farming at the Youth Training Centre in Sigatoka. All three completed their training and opened the door for more young people to come to Fiji to train at our Youth Training Centers as part of our commitment to “south-south cooperation”.

As part of our ongoing commitment to youth development, the Ministry took the initiative to put those staff interacting with youth on a course to become trainers. This is so that their time in the field becomes more rewarding as they take on a training role in addition to consulting and monitoring. This will further enable the Ministry to meet the commitment made at the Commonwealth Youth Ministers’ Meeting to mainstream youth development work within this Ministry and throughout Ministries. With over 60% of Fiji’s population being in the youth category, this is appropriate and requires coordination by the Ministry to ensure complementary and focused quality service delivery.

During the year, the Ministry assisted those youth in villages affected by TC Winston, in cooperation with the Ministry of Women, Children and Poverty Alleviation to learn how to rebuild their homes. This was done through offering accredited training with the Technical College of Fiji. To support this initiative further, the Ministry provided basic carpentry equipment to each village. The fact that several women underwent this training and that some of the trainees were able to secure jobs afterwards were additional and significant benefits.

The Ministry also began cooperation with the Maritime Safety Authority of Fiji in offering boat master’s training to youth based in maritime areas. While not accredited, this training is the only such training available and, for the first time, women were encouraged and took up the challenge of undergoing this training.

A new avenue of cooperation was also pursued in working with the Fiji Corrections Service to put young people through the Seeds of Success programme run by the Ministry. This is to instill a level of discipline based on understanding of responsibilities as well as building self-confidence. This programme started in Suva and will expand to the Western and Northern Divisions. On a related front, the Ministry and Fiji Police Force worked together on particularly sports related programmes to develop discipline, teamwork, respect for rules, as well as improved fitness through physical activity. Both of these programmes will continue and expand.

On the sports front, the Ministry has supported the development of sport through the Fiji National Sports Commission and the Fiji Sports Council. The Ministry also re-established the Boxing Commission of Fiji to begin the revival of professional boxing in the country. Netball Fiji happily won the bid to host the U20 World Netball Cup and Weightlifting Fiji won the bid to host the 2019 World Junior Weightlifting Championships – both feathers in Fiji’s cap as part of the developing sports tourism strategy. Throughout the year, there were processes put in place to develop memoranda of understanding (MOU) with other countries.

Our sincere gratitude to our partners, foreign embassies and multi-lateral agencies, to our stakeholders in sport and to the non-formal education sector for your ongoing contributions. To our clients in the youth and sports sector we thank you for your support.

Our appreciation to the Honorable Minister and Assistant Minister for their ongoing guidance and commitment to the cause of both youth and sports development as well as for pushing the Ministry to meet our ongoing commitments to the highest standards possible.

Jone Maritino Nemani
Permanent Secretary

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SECTION 1

Organizational Profile

1.1 Roles and Responsibilities

The Ministry of Youth and Sports' core responsibilities are the establishment of a policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community based youth led programs.

There are two core programmes coordinated and facilitated by the Ministry of Youth and Sports.

- **Youth Development:**

The programme centers on the provision of assistance to youths through advisory, empowerment and capacity building including specific skills training.

- **Sports Development:**

The programme focuses on the development of sports and its infrastructures nationwide through the provision of grants to the Fiji National Sports Commission and National Sporting Organisations as well as the provision of basic sports equipment and the development of rural playing fields.

1.2 Legislations and Policies

The Ministry of Youth and Sports is guided by the following legislation and policies in its operations;

Primary Legislation:

1. Fiji Sports Council Act 1978,
2. Boxing Commission of Fiji Promulgation No.13 of 2008
3. National Sports Commission Decree 5 of 2013.

Existing Secondary Legislation:

A number of government legislations directly impact and are linked to the Ministry's functions and these are:

1. Constitution of the Republic of Fiji [2013]
2. Social Justice Act- 2001
3. Occupational Health and Safety at Work Act- 1996
4. Public Service Act 1999 and Public Service Regulations
5. National Employment Centre Decree- 2009
6. State Services Decree 2009 of the Republic of the Fiji Islands
7. Fiji Procurement Act 2010
8. Financial Administration Decree 2009
9. Financial Instruction 2005
10. Financial Management Act 2004
11. General Orders 2011
12. Terms and Conditions of Employment of G.W.E 2010

Policies:

There are two main policies that guide the work of the Ministry of Youth and Sports.

1. National Youth Policy
2. National Sports Policy

1.3 Divisional Offices

The Ministry of Youth and Sports (MYS) has 4 divisional offices based in each of the four divisions namely Central, Eastern, Western and Northern.

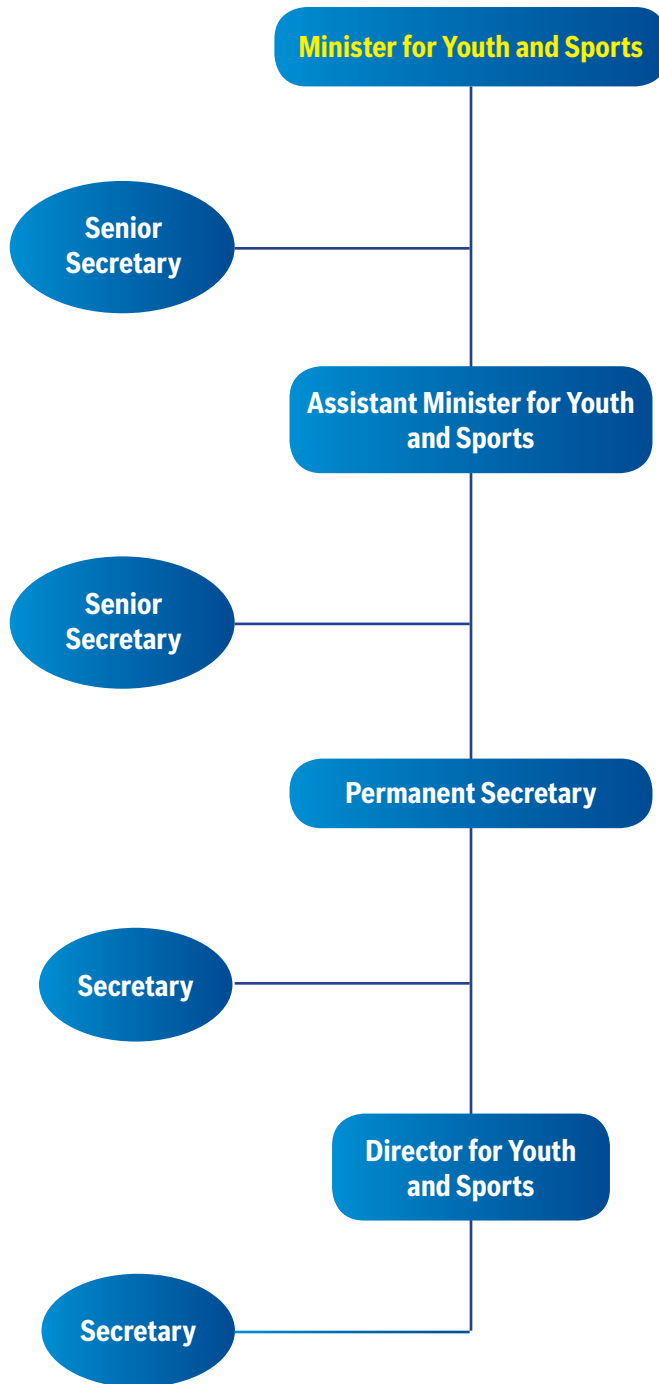
Table 1: Location of MYS Offices

Office	Location
Headquarters <ul style="list-style-type: none"> Office of the Honourable Minister of Youth and Sports Office of the Honourable Assistant Minister of Youth and Sports Office of the Permanent Secretary Youth and Sports Office of the Director of Youth, Sports and Business Development Research and Development Unit Finance Unit Administration Unit 	Ministry of Youth and Sports Nasoqo House 3 Gordon Street Suva
<ul style="list-style-type: none"> Central Division Eastern Division Sports Unit 	Level 1 Vishal Bhartiya Complex 6 Waimanu Road Suva
<ul style="list-style-type: none"> Northern Division 	Ro Qomate House, Hospital Road, Labasa
<ul style="list-style-type: none"> Western Division 	Tavewa Avenue Lautoka

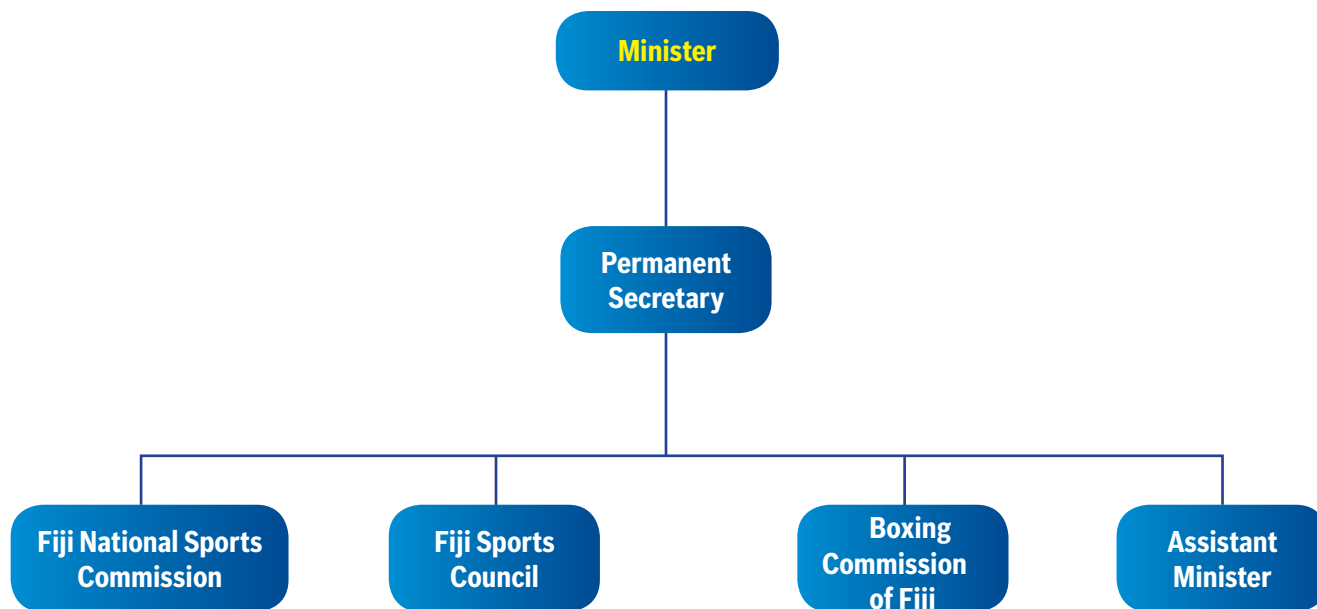


Western youths with their counterparts from Japan on a cultural exchange visit.

Executive Office Structure

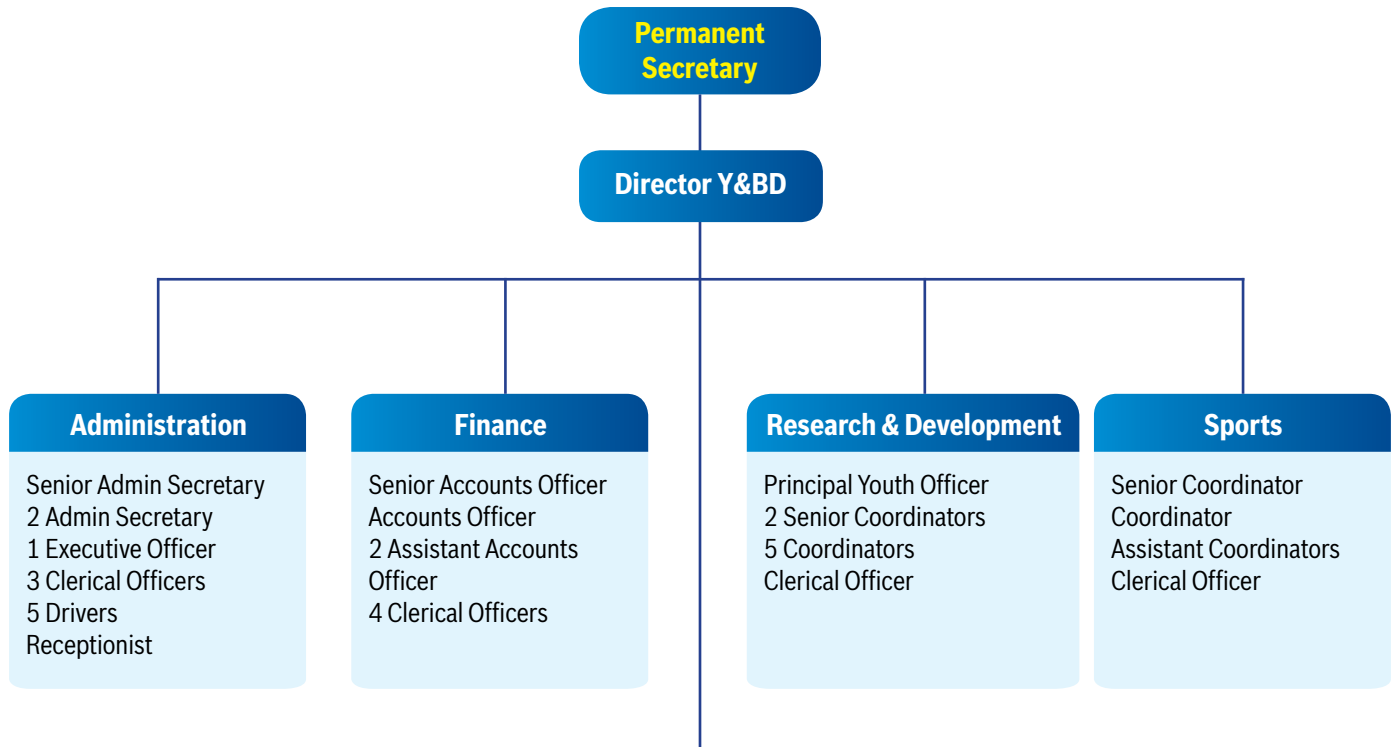


Statutory Organisational Structure



Special Olympians and families with the Prime Minister, Honourable Josaia Voreqe Bainimarama.

MYS Operational Structure



DIVISIONS

CENTRAL	EASTERN	NORTHERN		WESTERN
Principal Youth Officer	Principal Youth Officer	Principal Youth Officer		Principal Youth Officer
Senior Youth Officer Youth Officers x 2	Senior Youth Officer Youth Officers x 2	Senior Youth Officer Youth Officers x 2		Senior Youth Officer 2 x Youth Officers
YTC Valelevu	YTC Yavitu	YTC Naqere	YTC Naleba	YTC Nasau
Trainer x 3 Clerical Officer Volunteer Bandsman/women x15	Carpentry Trainer Assistant Trainer Caretaker Kitchen hand	Assistant Trainer Caretaker Kitchen hand	Trainer Assistant Trainer Caretaker Kitchen hand	Coordinator Carpentry Instructor Agriculture Instructor Clerical Officer x 2 Store person Driver Stockman Farm hand Laborer x 2 Kitchen hand x 2

National Development Plan

1.5 Linkages between MYS Outcomes and Government National Development Programme

Goal: Policies and Strategies (Youth Development)

Goal: Empowering youth to be critical agents of change and development.	
Policy Objective	Strategies
To develop youth to become productive, participatory, and increase their influence in decision making.	<ul style="list-style-type: none"> Support the development and empowerment programmes for youth under the Ministry of Youth and other relevant agencies Promote youth issues and their participation in leadership and decision making processes, at all levels Initiate collaborative strategies between government and communities to increase the capacity and engagement of Fiji's youth in the community and economy
To promote the education and training of young people to secure decent employment	<ul style="list-style-type: none"> Support the establishment of small and micro-enterprise projects for youth in rural and urban centers. Enhance job-skills through better education and strengthening of National Employment Center Promote technical and vocational and lifelong skills training for the young as mentioned in Chapter 9.1 on Education
To improve young people's personal health, hygiene and healthy lifestyle.	<ul style="list-style-type: none"> Implement the strategies as in Chapter 9.2 on Health

Goal: Policies and Strategies (Sports Development)

Goal: Building a sporting environment that includes all citizens, develops elite sportspeople and cultivates healthy lifestyles	
Policy Objective	Strategies
Build the enabling environment that develops local athletes into elite athletes	<ul style="list-style-type: none"> Provision for the hire of international coaches in annual budgetary allocation Provision of sports grants to National Sporting Organisations (NSO). Review current development programmes with NSOs and develop an overarching National Sports Talent Identification and Development Programme to strengthen it. Establishment of the National Academy of Sports
Provide every citizen with the access to proper sporting facilities.	<ul style="list-style-type: none"> Review Government tax incentives on sports sponsorship for national sporting federations. Continue with construction of rural sports complex projects Continue with rural sports ground fields projects Continue with upgrade of Fiji Sports Council's facilities Encourage mass participation in the National Sports Day holiday.
Ensure that young children obtain the proper teaching in physical education.	<ul style="list-style-type: none"> Review physical education curriculum in primary and secondary schools Implementation of Fiji National Sports Commission sports outreach program. Encourage tertiary institutions to incorporate sports specific subjects into courses and programmes

1.6 2017-2018 Performance

The Ministry of Youth and Sports Annual Report assessment for 2017-2018 covers the progress of implementation of the 2017 - 2018 Annual Corporate Plan from the period 1st August 2017 -31st July, 2018.

The report reflects the Ministry's progress for the Financial Year and covers programmes that were implemented by each divisional offices. These are the programmes put in place to provide opportunities for our youths to be empowered and self-sustainable through the Ministry's Mobile and Specific Skills, empowerment and capacity building training programmes.

These programmes in the youth and Sports ministry fill a vital gap and addresses youths who have not made it in the formal education sector.

To complement this the Ministry of Youth and Sports focuses on the facilitation of youth and sports development through the establishment of a conducive policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community based youth led programs.



Youth participants at the Western Division Youth and Sports conference

SECTION 2

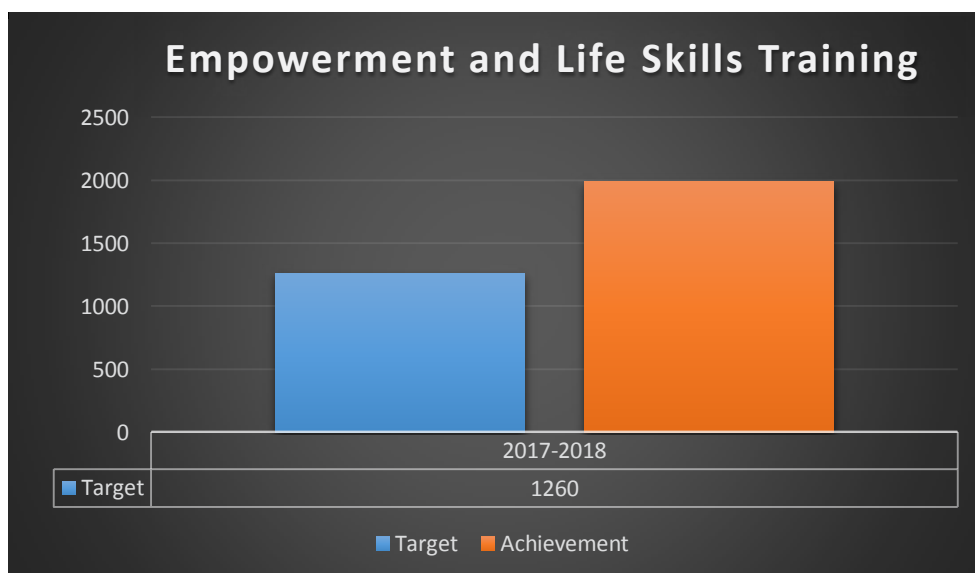
HIGHLIGHTS OF 2017- 2018

EMPOWERMENT PROGRAM:

This program is the lead up program to other youth development programs. It is designed to empower youths that have disengaged from the formal education pathways and will be engaged in other development programs. For 2017-2018 MYS targeted 42 training courses with 30 participants per training across the Divisions at a budget of \$283,000. The program in its entirety comprises of seven sub components. The Ministry achieved a 158% achievement under this programme as shown in the graph below.



Youths participating in a Barber Training workshop conducted in the Central division

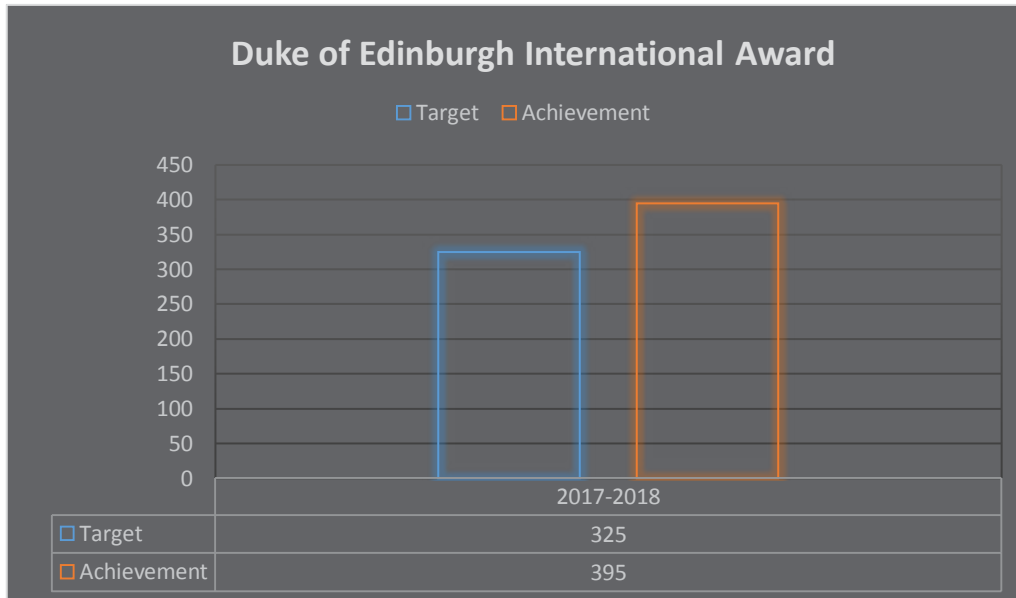


In this programme a number of trainings are covered and these are listed below:

- Basic First Aid Training
- Back Yard Gardening/Food Security
- Financial Literacy Enhancement
- Leadership
- Sexual Reproduction Health and Rights
- Basic Sewing Skills

Duke of Edinburgh International Award

This program is designed to accommodate globally led and organised youth development forums and activities whereby local youths are exposed to cross cultural and foreign youth development initiatives.



For 2017-2018 the program target is open and will be determined as and when the need arises.

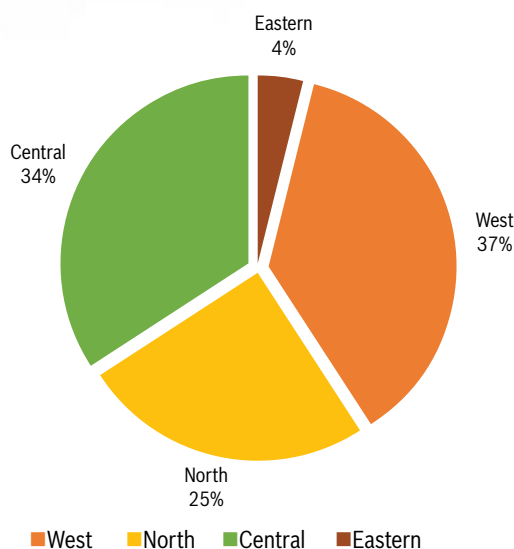
The Duke of Edinburgh's International Award (DEIA) is recognized as the world's leading youth achievement award and is a voluntary, non-competitive, enjoyable and balanced program that requires dedication and commitment by participants. The award develops initiative, self-reliance, leadership skills and social responsibility and challenges young people through their participation in a series of activities that would build their character and change their lives.

The award is open to all young people aged 14 to 24. For the year there was an increase of 9 Award Units which completed the existing 60 carried over from 2016-2017 Financial Year.



A DEIA camp site during the 'Adventurous Journey' phase of the programme.

The divisional breakdown is illustrated below:



DEIA - Divisional Breakdown	
West	109
North	75
Central	100
Eastern	11

In total there were 395 young people incorporated into the programme. This is also the overall figure for the four divisions with the Western Division recording the most with 109 participants. The Eastern Division recorded 11 participants from the island of Lakeba in the Lau Group. The participants all completed the Bronze category and were awarded the same year.

The year also saw the acquisition of a full license of the Duke of Edinburgh International Award and this license is valid till 31st August 2020.

SPECIFIC SKILLS TRAINING

This concept of youth development offers a wide range of training programmes delivered at the 5 Youth Training Centers of the Ministry. The annual target to graduate from each training center is outlined below with an annual target of 285 graduates from the 5 YTCs. A cumulative total of 178 Youths managed to graduate from the 5 Youth Training Centers by the end of 2018 representing a 62.4% achievement.

The five centers conduct the following trainings at their respective divisions:

1. YTC Valelevu - Musical Training – Certificate 4 in Music and Performance
2. YTC Nasau - Basic Agriculture (Organic Farming), Agriculture Short courses, Class III Carpentry
3. YTC Naleba - Certificate III General Agriculture
4. YTC Naqere - Basic Carpentry and Small Engine Repair
5. YTC Yavitu - Class III Carpentry Tradesmen Course, Joinery Training, Short Courses on Basic Fisheries



MOBILE SKILLS TRAINING

These are community based training courses targeting various skill sets that offer sustainable livelihood opportunities to youths. The annual target for the year is 37 training courses delivered across the Divisions.

The Ministry targeted 30 youths per training (47 in total) and achieved a 441% success across all divisions.

These trainings focus on areas that youths can utilise on their respective divisions for income generation and sustainable livelihoods.

- Beauty and Massage Therapy
- Boat Masters & Class 6 License
- Driving Courses
- House Keeping/ Food and Beverages Training
- Hair Dressing/Barber Training



There is a notable achievement in this area. An achievement of more than 140% which is attribute to the number of youths that attended some of the trainings which surpasses the Ministry’s target and directly reflects the needs of the youths in respective communities to attend such trainings.

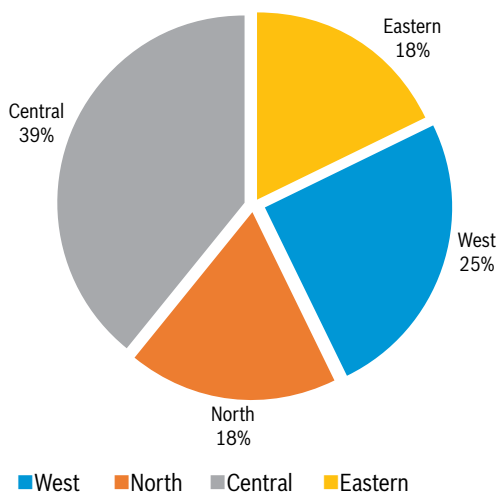
These figure are further broken down into divisions as illustrated in the graph below:

YOUTH AND SPORTS CLUB REGISTRATION

The Youth Clubs promote interaction between the Ministry and the youth. To reach defined target audiences and remain relevant, the Ministry will adapt the structure of Youth Clubs while instilling democratic and inclusive practices.

Mobile Skill Training - Divisional Breakdown

The divisional breakdown is illustrated below:



Mobile Skill Training Divisional Breakdown	
West	398
North	281
Central	630
Eastern	281

Youth club registrations will further lead to a stronger relationship between resources being made available, targeting specific youth with particular needs, and monitoring success. Building values for success and helping develop sustainable success is predicated upon relevant contact with youth in changing contexts.



The Ministry achieved a 174% increase in the number of new clubs registered. This reflects the awareness created resulting in the numbers of clubs registered. Such awareness are carried out during trainings and other Ministry public events.



The National Youth Band from the Youth Training Centre in Valelevu during one of their engagements.

Youth Grant Programme:

In working towards expanding youth development initiatives in Fiji, the Ministry of Youth and Sports advances its key duties of youth empowerment by promoting individual youth, youth clubs, faith-based organizations, and non-

Governmental organizations to conduct job in line with the themes under the National Youth Policy.

The National Youth Policy espouses 9 thematic areas which are listed below:

1. Making Healthy Choices
2. Youth and Environmental Considerations
3. Sports for Development and Inclusiveness
4. Youth and Human Rights
5. Creating Skilled Leaders

6. Making Ethical Decisions
7. Cultural Heritage and Religious Values and Virtues
8. Youth Empowerment, Entrepreneurship Development and Livelihood Opportunities
9. Vulnerable Youths

Objectives of Youth Grant:

- Support registered youth clubs, faith based organisations and non-governmental organisations in the areas of youth training, capacity building and youth projects including small micro-enterprises.
- Strengthen networking and partnerships between civil society organizations and the Ministry of Youth and Sports
- Elevate and strengthen youth development work in Fiji

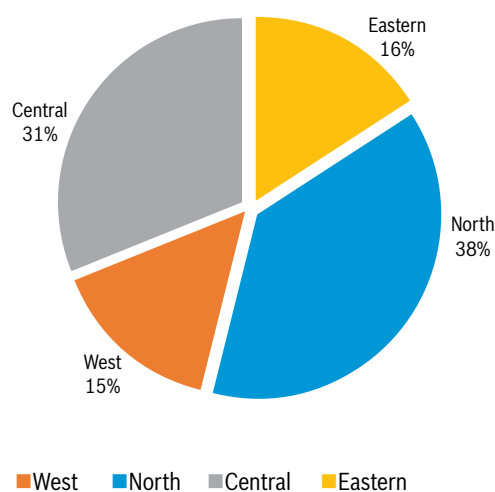
The grant focuses on individual youth-led operations and initiatives; youth clubs and non-governmental organizations such as:

- Youth Empowerment Training;
- Youth Leadership Training;
- Youth Camp;
- Sports Recreation Training;
- Youth Workshops, Seminars
- and Income Generating Projects.

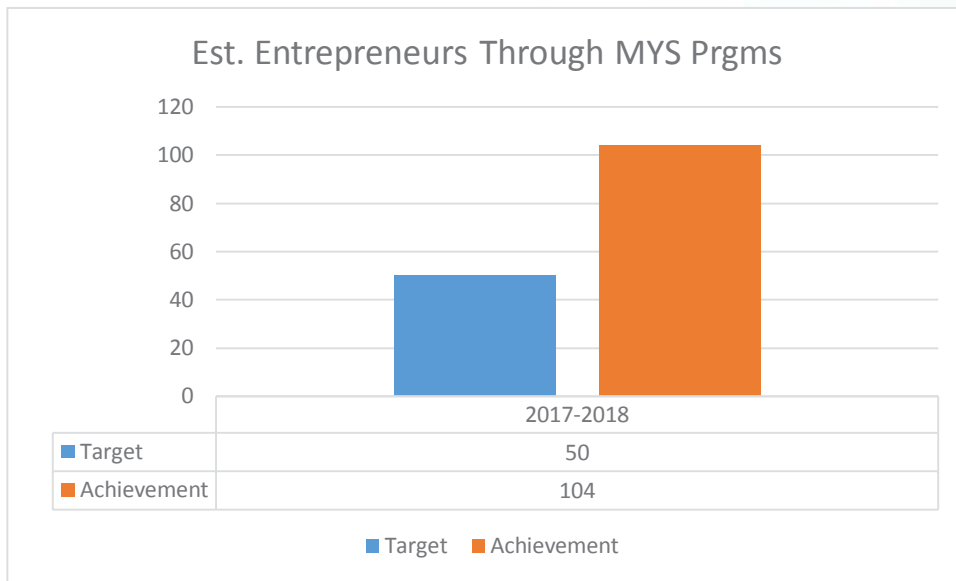
During the Financial Year a total of 104 groups and individuals were assisted through the programme.

Division	Total
North	39
West	16
Central	32
East	17
TOTAL	104

Est. Entrepreneurs Through MYS Grant



The above graph illustrates the percentage breakdown of across the four divisions.



The above graph illustrates the overall achievement held against the set target for the year.



Lobau Village youth, Mateo Baleimoto was assisted through the programme and successfully manages a small canteen at his village in Namosi.

OUTCOME 36: SPORTS DEVELOPMENT

A. Rural Sports Facilities Development Program

1. Background

The Rural Sports Facilities Development Program is one example of the type of assistance provided by the Ministry of Youth and Sports for ensuring development and promotion of sports at all levels. This involves the provision of proper sports facilities for schools and communities in rural areas and to offer opportunities and encourage more active participation of all citizens in sports and recreational activities.

2. Benefits

- National Sporting Organization is able to facilitate development programmes in rural areas
- Youths are able to organize sports competitions in rural areas instead of going to urban centers.
- Income generated from the use of the sports facilities can assist in community projects.
- Availability of facilities in rural areas and the organisation of sports competitions helps to entice unemployed youths in urban centers back to their villages.
- Early identification of potential and talent through participation during organized sporting tournaments.
- Proper Physical Education and sports classes are able to be taught by teachers with access to proper sports facilities.
- School children are taught the basic skills of sports and games with the availability and accessibility of these facilities.

3. Process for Prioritizing Facilities that are to be Developed

- Short listing of facilities to be developed. This is from written requests received.
- Site visits by the Sports Officials to determine the need to construct sports facilities.
- Reports on the visit compiled and submitted to PSYS for endorsement and confirmation of the number of Rural Sports Facilities Development Program (RFSDP) developed.
- Once endorsed then necessary paper work through the budgetary process for capital projects is undertaken.

4. Governments Support

Government provided funding of \$500,000 for the development program for 2017 – 2018 period. There were no additional funding requested as all projects were carried out within their allocated funding.

5. Achievements

Fields/centers developed/improved in 2016/2017	Facilities carried over to 2017/2018
Ratu Filimoni Loco	Korovuto College Ground
Chevalier Training Centre	Dawasamu
Shiri Gurunanak Khalsa Secondary School	Vunimono
Labasa Sangam Primary School	
Navosa College Multipurpose	

Number of fields/ centers developed/ improved in 2016/2017 – 7
 Number of facilities carried over to the 2016/2017 financial year – 2

Donation of Sports Equipment

1. Background

The donation of sporting equipment to schools, youth and sporting clubs is a way the Ministry is engaging young people in sports and physical activity and also promoting sports for health and recreation purposes. The provision of these equipment assists in harnessing sports skills of young people at school or in a local club and is also the first step to competition with a pathway to the highest level.

The main objective of this program is to support the promotion of sports and physical activity at all levels of engagement through the provision of safe and standardized sports equipment.

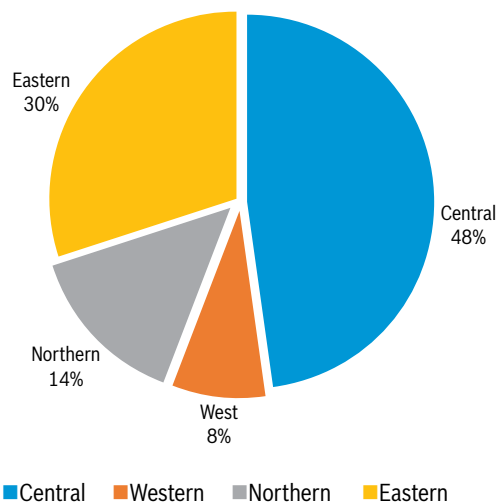
2. Eligibility and beneficiaries

- Registered Youth Clubs under the Ministry of Youth and Sports
- Registered schools.
- In accordance with Standard Operating Procedures.

3. Criteria for considering applications for assistance

- Written requests are to be witnessed officially i.e. a request signed by the President is to be witnessed by the Vice President, Secretary or Treasurer.
- Requests from Schools should be written on school's letterhead and or stamped with school stamp for verification purpose
- Sporting items to be collected by writer or if there is an appointee, he or she should produce a certified letter from the youth group or school on stamped letterhead with production of valid ID.
- There will be an interval of no less than three years before assistance can be given again to the same school or youth club.
- Officials of the club will **NOT** claim ownership of the equipment and whatever assistance they obtain for the Club during their term of office will always remain the property of the club.

Groups Assisted with Sports Equipment



Division	Total
North	39
West	16
Central	32
East	17
TOTAL	104

4. Assistance

There were a total of 299 youth groups assisted through the sports equipment donation program. Out of this the Central Divisions recorded the most with 109 groups, Western 19, Northern 32 and the Eastern Division 69 groups.

5. Sports Equipment

The donations to these groups include basic sporting equipment's to assist them and this include weighting or gym sets. There were also donations to National Sports and Wellness day centers in the four divisions.

i. Basic sporting equipment including:

- PE cones
- Rugby Balls
- Netball Balls
- Soccer Balls
- Volleyball Nets
- Water Bottles with 1 Rack
- Kicking Tee
- Ball Pump
- Whistle

INFRASTRUCTURE WORKS AND REFURBISHMENTS AT YOUTH TRAINING CENTERS [CAPITAL PROJECTS 2017-2018]

Upgrading training Centers through refurbishment and infrastructure development is a priority of the Ministry of Youth and Sports. Table 14 outlines the capital works carried out at the various training Centers for the 2017-2018 financial year.

Table 14: Progress of Youth Training Centres - Capital Project 2017-2018

Youth Training Centre (YTC)	Progress of Capital Works	Achievement
YTC Nasau	Upgrading of Piggery Farm <ul style="list-style-type: none"> • Building plan certification fees • Footing to floor Level • Wall construction • Roof construction • Fixture installation [Water/ Electricity] 	100%
YTC Yavitu	Extension of Sania Workshop <ul style="list-style-type: none"> • Purchasing material • Foundation to floor level • Wall Construction • Roof construction & finishing • Purchasing Vunisea workshop tools • Vunisea backup generator 	50%
YTC Naleba	Construction of Dormitory and Gym <ul style="list-style-type: none"> • Electrical power extension • VT Set Installation • Procurement of equipment for mini gym • Procurement of flat screen TV • Procurement of dining hall furniture • New backup generator • Purchasing office equipment • Purchasing quarters equipment • Boreholes construction • Construction of smokeless stove 	50%

Youth Training Centre (YTC)	Progress of Capital Works	Achievement
YTC Naqere	Construction of Dormitory and Gym <ul style="list-style-type: none"> • Construction of a new 24x16 house • Smokeless stove construction • Purchase dining hall furniture • Building plan certification fees • Procurement of equipment for mini gym • Procurement of flat screen TV • Purchase of paints and fencing material • Caretaker's furniture • Power & water extension • Purchasing office equipment • Gravel of new land driveway 	50%
YTC Valelevu	Studio upgrade Construction work for recording studio	100%



Fiji National Rugby Sevens Team at the 2018 HSBC series in Hong Kong.

SECTION 3

Human Resource Development and Financial Management

The Administration Unit is responsible for the overall human resource management, staff recruitment, development, performance, observance of regulations of the Ministry. These key human resource activities involve additional activities that cover job evaluation, human resource planning, recruitment and selection, performance appraisal and human resource development, compensation, benefits, employee relations and effective health and safety programs. This Unit also oversees the registry, transport and the upkeep of Ministry buildings.

The Finance Unit oversees and maintains the Ministry's budgetary allocations for all payment of goods and services. It monitors the Ministry's spending and ensures it is within the annual approved provision. It also ensures compliance with the Ministry's Finance Manual and finance related legislation and instructions.

The Finance Unit also provides an advisory role and discharges responsibilities of the Ministry in accordance with Government financial and procurement regulations. The Unit maintains financial records and undertakes reconciliations to reflect correct expenditure. In keeping with developing good governance, the Unit also liaises with FICAC.

Table 15: Establishment as at 31 July 2017

Position/Title	Band	App. Est.	Vacant	Filled	Gender	
					M	F
Minister		1		1	1	
Assistant Minister		1		1	1	
Permanent Secretary		1		1		1
Director	J	1		1	1	
Senior Coordinator Administration	G	1		1	1	
Coordinator Administration	F	2		2	1	1
Personal Assistant	F	2		2		2
Administrative Assistant	E	1		1		1
Secretary	E	2		2		2
Clerical Officer (Finance)	C	8		8	2	6
Clerical Officer (Admin)	C	8	2	6	1	5
Senior Coordinator Finance	H	1		1	1	
Coordinator Finance	F	1		1	1	
Assistant Coordinator Finance	E	2		2		2
Manager	H	5	2	3	3	
Senior Coordinator	G	6	1	5	3	2
Coordinator	F	15		15	13	2
Assistant Youth Officer	E	1	1			
Senior Coordinator Sports	G	1		1	1	
Coordinator Sports	F	1	1			
Assistant Coordinator Sports	E	1		1	1	
Store Person	C	1		1	1	

Table 16: Ministry's General Wage Earners Establishment as at 31 July 2017

Position/Title	App. Est.	Vacant	Filled	Gender	
				M	F
Driver	10	1	9	9	
Receptionist	1		1		1
Cleaner/Gardner	1		1		1
Messenger /Cleaner	1		1	1	
Stockman IV	1		1	1	
Storeman	1		1	1	

Table 17: Divisional Staff as at 31 July 2017

Division	Established		GWE	
	M	F	M	F
Administration Unit	2	8	5	1
Finance Unit	2	6		
R&D Unit	4	2		
Sports Section	2	1		1
Central Division	7	3	1	
Eastern Division		2		
Northern Division	4	5	2	
Western Division	11	2	4	

NB – Divisional Staff Establishment includes acting and Temporary Relieving (TR) appointments also]

Recruitment and Selection Process

The Ministry adheres to the policies put in place by the Public Service Commission on Recruitment and Selection processes. Vacant positions are advertised and filled through the normal process as and when vacancies arise under the Open Merit Recruitment and Selection Guidelines.

Table 18: New Appointments as at 31 July 2017

Division	Post	Band	Gender	
			M	F
Executive	Director Youth, Sports and Business Development	J	1	
Finance	Senior Coordinator Finance	H	1	
Executive	Personal Assistant (AMYS Office)	F		1
Corporate	Clerical Officer	C		1
Eastern	Manager	H	1	
Western	Manager	H	1	
Eastern	Clerical Officer	C	1	
Central, Eastern, Northern & Western	Youth Administrator	E	11	4
Eastern	Carpentry Instructor Yavitu	F	1	
Central	Trainer – NYB	C	2	1
R&D Unit	Senior Coordinator	G	1	
R&D	Coordinator	F		1

Table 19: Staffing Status

Engagement Status	Division/Units	Filled	Gender	
			M	F
Volunteers (Locals)	<ul style="list-style-type: none"> R&D Unit (7) Central Division (2) Northern Division (3) Sports Section (3) 	1	8	7
Volunteers (International)	<ul style="list-style-type: none"> R&D (2) Western Division (1) Central Division (2) Northern Division (1) YTC Nasau (1) Sports Section (1) 	1	3	5
Retirements	<ul style="list-style-type: none"> Corporate Support Division (1) 	1		1
Suspension	-	1		
Resignation	<ul style="list-style-type: none"> Executive Division (1) Corporate Support Division (1) Central Division (1) Eastern Division (1) R&D Unit (3) Sports Section (2) 	1	6	3
Deemed to have Resigned	-			
Terminations	-			
Deaths	-			
Postings and Transfers – Inward	-			
Postings and Transfers – Outward	-			

Staff development includes the activities and programs that help staff members learn about responsibilities, develop required skills and competencies necessary to accomplish organizational and divisional goals and purposes, and grow personally and professionally to prepare the workforce for advancement in the organization or beyond.

Professional development of the workforce is the responsibility of the organization. Although the employee is normally hired with a certain set of knowledge, skills and abilities, if the roles and responsibilities of the position change, the employer has a “corporate social responsibility” to invest in their human capital. The Ministry understands the true value of professional development, culture, innovation and creativity and also recognizes the value of continuously educating the current workforce.

The Staff Training Report is in Appendix 1.

Table 20: Leave Management

Leave Types	Divisions/Units							
	Admin	Acc	R & D	Sports	C	E	W	N
A/L	129	123	74	86	174	111	136	137
SLWSS	35	51	37	22	62	43	53	68
SLWOSS	63	24	20	20	39	28	54	29
B/L	14	6	4	6	10	4	11	9
M/L	-	-	-	-	-	1	1	-
Long Service Leave	1	-	-	-	-	-	-	-
Study Leave	-	-	-	-	-	-	-	-
Sporting Tour Leave	-	-	-	-	-	-	-	-
Overseas Training Tours	-	1	2	-	-	1	2	2
Leave Without Pay	1	-	-	-	2	-	-	-
Overseas Leave	1	2	1	-	-	-	-	1
Time off	29	-	15	10	5	5	15	6

Secretariat Support Services to Management

The Administration Unit provided Secretariat Support Services to Management meetings held in the year 2017 - 2018.

Divisions also had the chance to host quarterly management meetings, whereby management meets and discusses significant issues with Divisional officers.

Asset Management [vehicles/properties];

i) Annual BOS

The 2016-2017 Annual Board of Survey was conducted at 12 different Sections, Divisions and Units. Special Board of Surveys were also conducted during the year as and when there was a need.

Each Division and Section maintains its own Inventory records and a Fixed Assets Register to account for the assets of the Ministry.

The Ministry's assets for the Youth Training Centres are managed by respective Divisions.

ii) Office Accommodation

Office accommodation issues regarding leakages and air con units were handled for Nasoqo House and VB Complex with the assistance of the Ministry of Economy – Construction Implementation Unit.

iii) Fleet Management

Table: 21: 2018 – 2019 Vehicle Fleet for the Ministry is outlined below.

No.	Vehicle Registration Number	Vehicle Make	Division Section	C
1	GQ 123	Prado	Assistant Minister	174
2	GQ 144	Prado	Permanent Secretary	62
3	GQ 070	Kia Sorento	Admin - Pool	39
4	GQ 688	Kia Sorento	Admin – Pool	10
5	GQ 701	Kia Cerato Sedan	Admin – Pool	-
6	GQ 264	Twin cab (4x2)	Admin - Pool	-
7	GQ 422	15-seater Minibus	Admin-Pool	-
8	GR 659	Twin cab (4x4)	Admin – Pool	-
9	GR 801	Isuzu NPR Steel 3 ton truck	Admin – Pool	-
10	GR 465	Twin cab (4x4)	VB Complex	2
11	GQ 585	Kia Sorento	VB Complex	-
12	GR 575	Twin cab (4x4)	Sigatoka	5
13	GR 019	15-seater Minibus	Sigatoka	
14	GR 806	Isuzu NPR Steel 3 ton truck	Sigatoka	
15	GQ 248	Twin Cab (4x4)	Lautoka	
16	GR 658	Twin Cab (4x4)	Lautoka	
17	GR 523	Twin Cab (4x4)	Labasa	
18	GR 576	Twin Cab (4x4)	Labasa	

Registry Management

Registry serves as an organization's heart. The Registry of the Ministry also plays a very significant role in the storage and secure storage of daily correspondence and data.

The Registry equally plays a significant role in processing leave applications. The leave applications processed are reflected under Leave Management shown above.

Service Charter

Our Customer Service Charter provides an overview of the Ministry's vision, mission and 7 Star values. It observably articulates its objectives and how they relate to the clients of the Ministry. Our Charter also involves customer rights and expectations data. It customarily includes the anticipated timeframe for clients to obtain their feedback or services and describes how the Ministry will operate.

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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File Ref: 680

03 June 2019

The Honourable Praveen Bala
Minister for Youth and Sports
Nasoqo House
SUVA

Dear Honourable Bala

**AUDITED FINANCIAL STATEMENTS
MINISTRY OF YOUTH AND SPORTS
FOR THE YEAR ENDED 31 JULY 2018**

Audited financial statements for the Ministry of Youth and Sports for the year ended 31 July 2018 together with my audit report on them are enclosed.

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

Yours sincerely

Ajay Nand
AUDITOR-GENERAL

Encl.

Cc. Mr. Jone M. Nemani, Permanent Secretary for Youth and Sports





MINISTRY OF YOUTH AND SPORTS AGENCY

FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 JULY 2018

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INDEPENDENT AUDITOR'S REPORT

MINISTRY OF YOUTH AND SPORTS

I have audited the financial statements of the Ministry of Youth and Sports, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2018, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

Basis for opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the Auditor's Responsibilities paragraph of my report. I am independent of the Ministry in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Management's Responsibility for the Financial Statements

The management of the Ministry is responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of the financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibilities

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with ISA, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

DRAFT INDEPENDENT AUDITOR'S REPORT (Continued)**Auditor's Responsibilities (Continued)**

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry.

I communicate with the Ministry of Youth and Sports regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identified during my audit.



Ajay Nand
AUDITOR-GENERAL



Suva, Fiji
03 June 2019

MINISTRY OF YOUTH AND SPORTS
MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2018

We certify that these agency financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Youth and Sports for the year ended 31 July 2018; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.



Mr. Jone Maritino Nemani
Permanent Secretary

Date: 28/05/19



Mr. Abdul Rasheed
Senior Coordinator Finance

Date: 28/5/19

MINISTRY OF YOUTH AND SPORTS
STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2018

	Notes	31 July 2018 (\$)	31 July 2017 (\$)
REVENUE			
State Revenue			
Commission		1,850	1,834
Recovery Current Year		200	30
Total State Revenue		2,050	1,864
Agency Revenue			
Sale from Farm Produce Surplus	3(a)	48,311	57,678
Miscellaneous Revenue	3(b)	47,812	34,976
Total Agency Revenue		96,123	92,654
Total Revenue		98,173	94,518
Expenditure			
Established Staff	3(c)	2,369,297	1,809,214
Government Wage Earners		274,434	261,057
Travel and Communications		318,931	318,623
Maintenance & Operations	3(d)	443,942	356,920
Purchase of Goods and Services	3(e)	992,628	1,210,826
Operating Grants and Transfers	3(f)	11,426,344	6,753,553
Special Expenditures	3(g)	1,643,941	1,472,394
Total Operating Expenditure		17,469,517	12,182,587
Capital Construction	3(h)	9,174	---
Capital Grants and Transfers	3(i)	2,210,505	7,934,687
Total Capital Expenditure		2,219,679	7,934,687
Value Added Tax		196,257	202,270
Total Expenditure		19,885,453	20,319,544

MINISTRY OF YOUTH AND SPORTS
 APPROPRIATION STATEMENT
 FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate	Changes (Note 4)	Revised Estimate	Actual Expenditure	Carry-Over	Lapsed Appropriation
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
1	Established Staff	2,714,114	(194,491)	2,519,623	2,369,297	—	150,326
2	Government Wage Earner	339,838	(2,408)	337,430	274,434	—	62,996
3	Travel and Communications	314,150	58,520	372,670	318,931	—	53,739
4	Maintenance & Operations	438,550	116,354	554,904	443,942	—	110,962
5	Purchase of Goods & Services	1,210,033	(50,064)	1,159,969	992,628	—	167,341
6	Operating Grants & Transfers	11,445,105	—	11,445,105	11,426,344	—	18,761
7	Special Expenditures	1,796,288	62,089	1,858,377	1,643,941	—	214,436
	Total operating expenditure	18,258,078	(10,000)	18,248,078	17,469,517	—	778,561
8	Capital Construction	—	10,000	10,000	9,174	—	826
10	Capital Grants & Transfers	4,502,549	(400,000)	4,102,549	2,210,505	—	1,892,044
	Total Capital Expenditure	4,502,549	(390,000)	4,112,549	2,219,679	—	1,892,870
13	Value Added Tax	336,066	—	336,066	196,257	—	139,809
	Total expenditure	23,096,693	(400,000)	22,696,693	19,885,453	—	2,811,240

REASONS FOR SIGNIFICANT SAVINGS

Savings in Special Expenditure allocation include; unutilized budget for leasing of photocopiers, unutilised cash grant for Child protection – UNICEF, savings from National Youth policy due to cost efficiency, underutilization of Anti-Doping funds due to policy formulations and endorsement.

In addition, reasons for savings in Capital Grants and Transfers include; low utilisation of funds for capital works due to unforeseen circumstances e.g. natural disasters and the delay in Government Tender Board approval for phase 3 of the Vunisea Sports Complex and savings from Sawaike Sports complex and Vunidawa Sports complex from initial budget request.

MINISTRY OF YOUTH AND SPORTS
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 JULY 2018

Loss of Money

For the financial year ended 31 July 2018, following amounts were recorded as loss of money.

S/NO:	DESCRIPTION OF LOSS	AMOUNT (\$)	REMARKS
1	Loss incurred from immediate resignation	884.51	Written off Approved by PSYS dated 31/07/2018
2	Loss incurred due to cancellation of Flight Ticket	1,163.56	Written off Approved by PSYS dated 01/08/2018
3	Loss incurred due to cancellation of Flight Ticket	2,721.00	Written off yet to Approved by PS-MOE
Total Value of Loss (\$)		4,769.07	

Loss of Revenue

For the financial year ended 31 July 2018, there was no loss of revenue recorded.

Written Off/ Loss of Fixed Assets

In addition, the following items worth \$196,374.55 were written off with the approval of the Permanent Secretary for Economy following Ministry's Board of Survey conducted in 2017/2018 financial year.

LOCATION	DESCRIPTION OF ITEM	ASSETS VALUE (\$)
National Headquarters	Stores and Equipment	932.00
VB Complex	Stores	617.45
Labasa Headquarters	Stores and Furniture	386.20
Youth Training Centre - Naleba	Stores and Equipment	1,723.00
Youth Training Centre - Naqere	Stores, Equipment & Furniture	2,356.00
Western Division (Lautoka Office)	Stores and Equipment	2,795.50
Youth Training Centre - Nasau	Stores and Equipment	7,834.50
Youth Training Centre - Valelevu	Stores and Equipment	27,487.50
Youth Training Centre - Yavitu	Stores and Equipment	2,300.40
Western Division (Lautoka and Nasau)	Vehicles	114,495.00
KMU - HQ	IT Equipment and Stores	35,447.00
Total Value of items Written - Off		196,374.55

MINISTRY OF YOUTH AND SPORTS
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018

NOTE 1 REPORTING ENTITY

The Ministry of Youth and Sports is responsible for the formulation and implementation of policies and programs aimed at enabling youths to meet challenges of their generation and create a better future through informed choices and the promotion and development of sports and its infrastructure both in the urban and rural areas in recognition of the important role of sports in nation building and to create a vibrant and highly competitive sports industry which will be economically beneficial to Fiji.

The Ministry is responsible for engaging with Fiji's young people to help develop skills that help them reach their full potential and access greater opportunity to better themselves and uplift their communities. The Ministry carries out work to foster and support community networks and run initiatives that help young people build character, learn valuable life lessons and promote entrepreneurship and innovation.

The Ministry also drives sporting development in Fiji to encourage healthy lifestyle choices among the Fijian people and to maintain Fiji's position as the hub of athletic competition in the Pacific. The Ministry's work falls within the framework of a number of existing policies that govern national sports development.

The Ministry's mandate is to provide training for the young people of Fiji aged between 15 and 35 year who are not in employment, education or training.

NOTE 2 STATEMENT OF ACCOUNTING POLICIES

a) Basis of Accounting/ Presentation

In accordance with Government accounting policies, the financial statements of the Ministry of Youth and Sports 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 2004 and the requirements of Section 71(1) of the Financial Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies.

b) Accounting for Value Added Tax (VAT)

All income and expenses is VAT Exclusive. The Ministry, on a monthly basis, takes VAT output on the total money received for expenditure through its Cash flow from Ministry of Economy. VAT input on the other hand is claimed on payments made to the suppliers and the sub-contractors for expenses incurred.

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

c) Comparative Figures

The Ministry changed its reporting period from 1 August to 31 July as per the Ministry of Economy circular number 04/16 due to the change in the whole of government reporting period. This was provided for in the Financial Management (Amendment) Act 2016. The 2017-2018 financial reporting is for 12 months effective from 1 August 2017 - 31 July 2018.

MINISTRY OF YOUTH AND SPORTS
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 JULY 2018

d) Revenue Recognition

Revenue is recognized when cash is actually received by the Ministry. The major sources of revenue are Income from sale from farm produce from Nasau Youth Training Centre, hire fee for National Youth Band, hire of mattresses and tents from Valelevu Youth Training Centre.

NOTE 3 SIGNIFICANT VARIATIONS

- a) The Sale of Farm produce from Nasau decreased by \$9,367 or 16.2% in 2018 compared to 2017 due to decrease in revenue collected from sale of pigs, chickens and vegetables.
- b) Miscellaneous revenue increased by \$12,836 or 36.7% in 2018 compared to 2017. The increase was due increase in revenues collected through hire of mattresses, National Youth Dance and Brass Bands and portable tents.
- c) The Established staff costs increased by \$560,083 or 31% in 2018 compared to 2017 due to the shift of 10 staff's payroll budget from project funding to established payroll as provided in the budget provisions for 2017-2018 financial year.
- d) The Maintenance and Operations costs increased by \$87,022 or 24.4% in 2018 compared to 2017 due to increase in expenditure on Fuel and Oil for Ministry's vehicle fleet and the increase in vehicle maintenance and restoration cost for lease vehicles.
- e) The Purchase of Goods and Service costs decreased by \$218,198 or 18% in 2018 compared to 2017 expenditures. The decrease was mainly due to savings identified through cost efficiency and effective expenditure control mechanisms from Youth Conference, National Youth Band, and Rations for Trainees, National Sports day, National Sports policy and other operating funds under SEG 5.
- f) The Operating Grants and Transfers costs increased by \$4,672,791 or 69.2% in 2018 compared to 2017. The increase was due to increased funding allocations provided for Overseas Sport Tour for Fiji's National Sporting Team participation in the 2018 Commonwealth Games and Fiji hosting the 2017 Oceania Rugby sevens tournament. Funding was also provided for sports grants for persons with disabilities and the revival of boxing as a qualifying sports.
- g) The special expenditures costs increased by \$171,547 or 11.7% in 2018 compared to 2017 due to funding of unbudgeted expenditures upon cabinet's approval for Hosting of 6th Pacific sports Ministers Meeting and medal incentive pay-out for 2018 Commonwealth Games.
- h) Capital construction costs increased by \$9,174 or 100% in 2018 compared to 2017 due to virement of funds into SEG 8 for the purchase of 10 new gilts (Pigs) for Nasau Training Centre. The purchase was necessary for cross breeding to boost pig breed that grows faster and of good quality.
- i) The Capital Grants and Transfers costs decreased by \$5,724,182 or 72.1% in 2018 compared to 2017 due to the re-deployment of \$400,000 from the Rural Sports Facilities allocation towards the Governments Home Care Initiative.

MINISTRY OF YOUTH AND SPORTS
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)
 FOR THE YEAR ENDED 31 JULY 2018

NOTE 4 DETAILS OF APPROPRIATION CHANGES

The following virements were approved in line with Section 10 of Financial Instructions 2010 by the Ministry of Economy for 2017-2018 to incur further expenditure on critical arrears of Ministry of Youth and Sports budgetary allocation:

The Cabinet approved the re-deployment of Funds from Head 25 (Ministry of Youth and Sports) via Cabinet Decision CP (18)94.

Re-deployment Number	From	To	Amount (\$)	Reason for Re-deployment
REDY03	Head 25	Head 50	400,000	To fund the different programs under the CARE for Fiji initiative.

The Permanent Secretary approved the following Virement under delegation from the Minister for Economy.

Virement Number	From	To	Amount (\$)	Approval
V25001	10	10	21,125.42	Permanent Secretary for Economy
V25002	1	2	13,345.00	
V25003	2	2	35,800.00	
V25004	1	1	5,420.00	
V25005	1	2	29,636.00	
V25006	1	2	4,845.00	
V25007	1	1	41,688.00	
DV2501	4	4	2,000.00	Permanent Secretary for Youth & Sports
DV2502	7	8	10,000.00	
DV2503	5	5	10,493.00	
DV2504	5	3	12,000.00	
	5	4	10,000.00	
DV2505	5	4	48,000.00	
	1	4	2,000.00	
DV2506	2	7	35,800.00	
	1	7	12,200.00	
	7	7	22,000.00	
DV2507	2	5	4,434.00	
DV2508	1	3	34,500.00	
	1	4	64,130.00	
	1	5	15,800.00	
DV2509	5	5	5,000.00	

MINISTRY OF YOUTH AND SPORTS
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)
 FOR THE YEAR ENDED 31 JULY 2018

NOTE 4 DETAILS OF APPROPRIATION CHANGES (continued)

Virement Number	From	To	Amount (\$)	Approval
DV2510	1	5	1,854.00	Permanent Secretary for Youth & Sports
DV2511	7	7	117,500.00	
DV2512	2	7	10,000.00	
DV2513	4	5	3,407.00	
DV2514	7	4	2,250.00	
	7	7	30,000.00	
DV2515	7	7	16,659.00	
DV2516	6	6	65,255.00	
DV2517	6	6	102,000.00	
DV2518	5	5	4,599.00	
DV2519	7	5	5,461.00	
DV2520	5	5	5,184.00	
DV2521	1	5	13,100.00	
DV2522	4	5	8,500.00	
DV2523	1	4	3,081.00	
DV2524	4	4	3,700.00	
DV2525	3	3	10,000.00	
DV2526	7	7	12,900.00	
	4	7	2,200.00	
	5	7	19,600.00	
DV2527	3	4	1,000.00	
DV2528	5	3	13,020.00	
DV2529	7	7	9,550.00	

NOTE 5 OPERATING TRUST FUND ACCOUNT

At balance date, there were funds of \$138,718.30 that mostly related to the monies held for employees' deductions such as FNPF, PAYE, Project Retention balances and VAT on farm revenue withheld in the Ministry's operating trust fund account (SLG 86 Account). These deductions were withheld directly from Payroll and VAT inputs, which will be paid accordingly in the following month.

At balance date, there were funds of \$3,361.20 (SLG 89), which related to unestablished payroll deductions from previous financial years. The Ministry had written to the Ministry of Economy on 30 April 2018 for adjustment of balances.

The Ministry of Economy upon verification and assurance by Internal Auditors and internal adjustments had further adjusted \$24,419.74, accumulated as negative accountable advance balance in SEG 57 from 2008-2016 to equity account. This adjustments had zero-rated the accountable advance allocation as at 31 July 2018.

NOTE 6 MINISTRY'S DRAWINGS ACCOUNT

At balance date, there was a total of \$40,042.72 worth of cheques that remained unrepresented for the

Appendix 1

Ministry of Youth and Sports Staff Training Report 2016-2017

Srl	Name of Officer	Division/Section	Name of Training/Workshop Attended	Institution	Dates	Duration (Hrs)	
1.	Pauliasi Nasegai	Central	TOTs Module 1 Training	FNU	17/10- 21/10/16	32hrs	
2.	Jaoji Dobui					32hrs	
3.	Matinaba Chet					32hrs	
4.	Mesake Vuniwai					32hrs	
5.	Nemia Waqabuli					Eastern	32hrs
6.	Manoa Tupou					Western	32hrs
7.	Mere Ratukonadi	Northern Division	TOTs Module 1 Training [In house]	FNU	09/01-12/01/17	32hrs	
8.	John Koloba					32hrs	
9.	Elenoa Vavana					32hrs	
10.	Anare Sikoa					32hrs	
11.	Etuete Colati					32hrs	
12.	Timoci Tuiwainunu					32hrs	
13.	Akanisi Mateyawa					32hrs	
14.	Paula Nakavu					32hrs	
15.	Sitienali Naikocoa					32hrs	
16.	Shailedra Bishwa					32hrs	
17.	Moireen Arti kiran					32hrs	
18.	Viliame Jiuta					32hrs	
19.	Mere Ratukonadi	Northern Division	TOTs Module 2 Training [In house]	FNU	18/12-21/12/17	32hrs	
20.	John Koloba					32hrs	
21.	Elenoa Vavana					32hrs	
22.	Anare Sikoa					32hrs	
23.	Etuete Colati					32hrs	
24.	Timoci Tuiwainunu					32hrs	
25.	Akanisi Mateyawa					32hrs	
26.	Paula Nakavu					32hrs	
27.	Shailedra Bishwa					32hrs	
28.	Moireen Arti kiran					32hrs	
29.	Viliame Jiuta					32hrs	
30.	Joseva Tuqiri					Central	TOTs Module 1 Training [In house]
31.	Rakesh Kumar	32hrs					
32.	John William Tamanikaisawa	32hrs					
33.	John Vukicewa Tuinanuya	32hrs					
34.	Semisi Raicebe	32hrs					

Srl	Name of Officer	Division/Section	Name of Training/Workshop Attended	Institution	Dates	Duration (Hrs)	
35.	Sarah Tafo'ou	Eastern	TOTs Module 1 Training [In house]	FNU	20/02 -24/02/17	32hrs	
36.	Iliesa Marawa					32hrs	
37.	Mei Mili					32hrs	
38.	Vasiva Adimailagi	Western				32hrs	
39.	Karuangan Nair					32hrs	
40.	Lorna Foster					32hrs	
41.	Peni Baleilabasa	Sports				32 Hrs	
42.	Miriama Drava					32 Hrs	
43.	Pauliasi Niusama	Central				Gender, Violence Against Women and Children Training	FWCC
44.	Joseva Tuqiri		40hrs				
45.	John William Tamanikaisawa		40hrs				
46.	Jone Vukicewa Tuinanuya		40hrs				
47.	Rakesh Kumar		40hrs				
48.	David		40hrs				
49.	Yolanda		40hrs				
50.	Manjit Lal		40hrs				
51.	Peni Baleilabasa		40hrs				
52.	Masinet Naba		Eastern	40hrs			
53.	Sarah Tafo'ou			40hrs			
54.	Vasiva Adimailagi			40hrs			
55.	Mr Etuate Bari		Northern	40hrs			
56.	Ms Diana			40hrs			
57.	Tevita Nakaba		Western	40hrs			
58.	Kinivuwai Naba	40hrs					
59.	Kaminiela Matai Satadra	40hrs					
60.	Shalendra Bishwa	Northern	40hrs				
61.	Anare Sikoa		40hrs				
62.	Elenoa Vavana Matekiwai		40hrs				
63.	George Francis		Gender, Violence Against Women and Children Training	FWCC	5/6/17 – 12/6/17	24 Hrs	
64.	Peni Vasuturaga					24 Hrs	
65.	Vignesh Naidu					24 Hrs	
66.	Reapi L. Dakuitoga					24 Hrs	
67.	Setaita Rabuli					24 Hrs	
68.	Miriama Wasasala					24 Hrs	
69.	Virisila Tuimalo					24 Hrs	
70.	Silivia Rokosawa Salabiau					24 Hrs	
71.	Abdul Rasheed					24 Hrs	
72.	Roselyn V. Ram					24 Hrs	
73.	Venina N. Tuinagigia					24 Hrs	

Srl	Name of Officer	Division/ Section				Duration (Hrs)
74.	Niteshni J. Singh					24 Hrs
75.	Joni R. Vatuvatu					24 Hrs
76.	Marurua F. Vodivodi					24 Hrs
77.	Suliasi T. Rarawa					24 Hrs
78.	Menani Numileva					24 Hrs
79.	Fane Vakaruru					24 Hrs
80.	Pragna Patel					24 Hrs
81.	Diven Sami					24 Hrs
82.	Iveri Naba					24 Hrs
83.	Jeanne Kamoe					24 Hrs
84.	Nazreen Bi					24 Hrs
85.	Mere Rokocina					24 Hrs
86.	Philip Hereniko					24 Hrs
87.	Kolinio Saukuru					24 Hrs
88.	Olivia Tawaqa					16 Hrs
89.	Filise Beranavere					24 Hrs
90.	Shamim Banu		Gender, Violence Against Women and Children Training	FWCC	5/6/17 – 12/6/17	24 Hrs
91.	Pauliasi Nasegai					16 Hrs
92.	Elenora Vereiloma					24 Hrs
93.	Iowane Soko					24 Hrs
94.	Manjit R. Lal					24 Hrs
95.	Etuate Bari					24 Hrs
96.	Litia Nukutubu					24 Hrs
97.	Rajesh Kumar					24 Hrs
98.	Iliesa Marawa					24 Hrs
99.	Leilani Saukawa					24 Hrs
100.	Sitiveni Rokoro					24 Hrs
101.	Iosefo Koroidimuri					24 Hrs
102.	Miriama Drava					24 Hrs
103.	Jaoji Dobui					24 Hrs
104.	Viema Niqara					24 Hrs
105.	Mesake Vuniwai					24 Hrs
106.	Makita Raiyawa					24 Hrs
107.	Peni S. Baleilabasa					24 Hrs
108.	George Francis	Corporate Unit				
109.	Setaita Rabuli					2 ½ Hrs
110.	Philip Hereniko	R&D	Information Session	MCS	20/06/17	2 ½ Hrs
111.	Elenora Vereiloma					2 ½ Hrs
112.	Joni Vatuvatu					2 ½ Hrs
113.	Marurua Vodivodi					2 ½ Hrs

Srl	Name of Officer	Division/Section	Name of Training/Workshop Attended	Institution	Dates	Duration (Hrs)
114.	Suliana Raiyawa	R&D	Information Session	MCS	20/06/17	2 ½ Hrs
115.	Kolinio Saukuru					2 ½ Hrs
116.	Namarta Singh					2 ½ Hrs
117.	Niteshni Singh	Finance Unit				2 ½ Hrs
118.	Mere Degei					2 ½ Hrs
119.	Iveri Naba					2 ½ Hrs
120.	Jeanne Kamoe					2 ½ Hrs
121.	Roselyn Kumar					2 ½ Hrs
122.	Nazreen Hussein					2 ½ Hrs
123.	Venina Nahimo					2 ½ Hrs
124.	Abdul Rasheed	Corporate Unit				2 ½ Hrs
125.	Peni Vasuturaga					2 ½ Hrs
126.	Prem Lata					2 ½ Hrs
127.	Vignesh Naidu					2 ½ Hrs
128.	Virisila Tuimalo					2 ½ Hrs
129.	Pragna Patel		2 ½ Hrs			
130.	Fane Vakaruru		2 ½ Hrs			
131.	Silvia Rokowasa	Central Division	2 ½ Hrs			
132.	Viema Niqara		2 ½ Hrs			
133.	Diven Chetty		2 ½ Hrs			
134.	Iowane Soko		2 ½ Hrs			
135.	Shamim Bano		2 ½ Hrs			
136.	Manjit Lal		2 ½ Hrs			
137.	Pauliasi Nasegai		2 ½ Hrs			
138.	Etuate Bari	Eastern Division	2 ½ Hrs			
139.	Avila Nabainivalu		2 ½ Hrs			
140.	Litia Cakautata		2 ½ Hrs			
141.	Iliesa Marawa	Sports Unit	2 ½ Hrs			
142.	Sitiveni Rokoro		2 ½ Hrs			
143.	Peni Baleilabasa		2 ½ Hrs			
144.	Makita Raiyawa		2 ½ Hrs			
145.	Miriama Drava		2 ½ Hrs			
146.	Taniela Tuinaceva	Northern Division	18/7/2017	2 ½ Hrs		
147.	Mere Ratukonadi			2 ½ Hrs		
148.	John Kaloba			2 ½ Hrs		
149.	Reshmi Prasad			2 ½ Hrs		
150.	Alifereti Adriu			2 ½ Hrs		
151.	Jale Vakaoti			2 ½ Hrs		
152.	Maova Nalagi			2 ½ Hrs		
153.	Kanchan Lata			2 ½ Hrs		

Srl	Name of Officer	Division/Section	Name of Training/Workshop Attended	Institution	Dates	Duration (Hrs)
154.	Nazreen Hussein	Finance Unit	Vat for Accounting Purpose	USP	04/03	8Hrs
155.	Jeanne Kamoe					8Hrs
156.	Niteshni Singh					8Hrs
157.	Venina Nahimo					8Hrs
158.	Vignesh Naidu	Corporate	Minute Takers	USP	23/02	8 Hrs
159.	Iveri Naba	Finance	Investigating Fraud	USP	14/03 – 15/03	
160.	Roselyn Kumar					
161.	Mere Degei					
162.	Abdul Rasheed	Finance	Taxation of Fringe Benefits and Allowable Deductions in Fiji	USP	10/05 – 11/05	16 Hrs
163.	Iveri Naba					16 Hrs
164.	Jeanne Kamoe					16 Hrs
165.	Niteshni Singh					16 Hrs
166.	Niteshni Singh		Investigating Financial Statement Fraud	USP	1/06 – 2/06	16Hrs
167.	Venina Nahimo					16 Hrs
168.	Iveri Naba		Fiji Institute of Accountants Technical Workshop	FIA	23/06 – 24/06	16 Hrs
169.	Abdul Rasheed					16 Hrs
170.	Iveri Naba		Investigating Fraud in the Public Sector	USP	11/07 – 12/07	16 Hrs
171.	Abdul Rasheed					16 Hrs
172.	Kinivuwai Naba	Workshop on Sexual Reproductive Health (SRH)	In house	21/08 -24/08		
173.	Manoa Tupou					
174.	Mere Ratukonadi					
175.	Elenoa Vavana					
176.	Anare Sikoa					
177.	Sarah Taafoou					
178.	John Tamani					
179.	Rakesh Kumar					
180.	Vasiva Adimailagi					
181.	Jaoji Dobui					
182.	Reshmi Prasad	North	India	INTERNATIONAL TRAINERS TRAINING ON ENTREPRENEURSHIP AND PROMOTION OF INCOME GENERATION ACTIVITIES (TT-EPIGA)	5/12/16 -27/01/17	
183.	Peni Baleilabasa	Sports	Japan	Regional Development through Sports development	29/09 -23/10/17	
184.	Shamim Bano	Central	Disciplinary Training	MCS	11/05 -12/05/17	16 hrs
185.	Iowane Soko					16 hrs

Srl	Name of Officer	Division/Section	Name of Training/Workshop Attended	Institution	Dates	Duration (Hrs)	
186.	Sitiveni Rokoro	Sports				16 hrs	
187.	Iveri Naba	Finance				16 hrs	
188.	Abdul Rasheed				18/05 – 19/05/17	16 Hrs	
189.	George Francis					16 hrs	
190.	Peni Vasaturaga	Corporate Services				16 hrs	
191.	Vignesh Naidu					16 hrs	
192.	Prem Lata					16 hrs	
193.	Apenai Vatucicila	YTC Nasau			17/07 -18/07	16 hrs	
194.	John Kaloba	Northern Division			22/08 – 24/08	16 Hrs	
195.	Reshmi Prasad	Northern				16 Hrs	
196.	Valami Naloga	Western				16 Hrs	
197.	Iliesa Marawa	Eastern Division			18/05 – 19/05/17	16 Hrs	
198.	Iosefo Koroidimuri					17/07 -18/07	16 Hrs
199.	Shamim Bano	Central	Investigation Training	MCS	09/05 - 11/05/17	24Hrs	
200.	Iowane Soko						24Hrs
201.	Sitiveni Rokoro	Sports				24Hrs	
202.	Iveri Naba	Finance				24Hrs	
203.	Abdul Rasheed					24Hrs	
204.	George Francis	Corporate			16/05 – 19/05	24Hrs	
205.	Peni Vasaturaga					24Hrs	
206.	Iosefo Koroidimuri				Eastern	24 Hrs	
207.	Valami Naloga	Western			14/08 -16/08	24hrs	
208.	Reshmi Prasad	Northern			24hrs		
209.	Philip Hereniko	R&D			24hrs		
210.	Iliesa Marawa	Eastern	24hrs				
211.	Apenai Vatucicila	Western	24hrs				
212.	Manjit Lal	Central	Effective Business Writing Training	FNU	06/12 – 07/12	16 Hrs	
213.	Pragna Patel	Corporate					16 Hrs
214.	Setaita Rabuli						16 Hrs
215.	Peni Baleilabasa	Sports					
216.	Iosefo Koroidimuri	Eastern	OMRS Training	MCS			
217.	Manjit Lal	Central					
218.	Olivia Tawaqa	R&D					
219.	Etuate Bari	Eastern					

Glossary

ACP	–	Annual Corporate Plan
A/L	–	Annual Leave
B/L	–	Bereavement Leave
BOS	–	Board of Survey
CfW	–	Cash for Work
DEIA	–	Duke of Edinburgh's International Awards
FAB	–	Fijian Affairs Board
FASANOC	–	Fiji Association of Sports and National Olympic Committee
FNSC	–	Fiji National Sports Committee
FVF	–	Fiji Volleyball Federation
ICO	–	Implementation Coordination Committee
IEC	–	Information Education Communication
KAB	–	Know About Business
M/L	–	Maternity Leave
MOU	–	Memorandum of Understanding
MYS	–	Ministry of Youth and Sports
NDMO	–	National Disaster Management Office
NYCF	–	National Youth Council of Fiji
NYP	–	National Youth Policy
PCCPP	–	Peoples' Charter for Change, Peace and Progress
RFHA	–	Reproductive and Family Health Association
RDSSSED	–	Roadmap for Democracy and Sustainable, Socio – Economic Development
SLWSS	–	Sick Leave with Sick Sheet
SLWOSS	–	Sick Leave Without Sick Sheet
SYOB	–	Start Your Own Business
SYPTD	–	Strengthening Youth Participation in Transition to Democracy
ToT	–	Training of Trainers
TR	–	Temporary Relieving
TWG	–	Technical Working Group
YTC	–	Youth Training Centre

