



MLMR
MINISTRY OF LANDS
& MINERAL RESOURCES

Annual Report

AUGUST 2017 - JULY 2018

Table of Contents

2017 - 2018

2 Letter to the Minister

3 Permanent Secretary's Overview

5 Vision, Mission and Values

6 Ministry Overview & Structure

7 Overview of Lands Department

- a) Land Use Division
- b) Geospatial Information Management Division
- c) Lands Administration Division
- d) Valuation Division
- e) Survey Division

26 Overview of Mineral Resources Department

- a) Geological Services Division
- b) Geological Survey Division
- c) Environment Division
- d) Mines Division
- c) GeoScience Support Services Division

46 Executive Support

- a) Policy, Planning & Quality Assurance Division
- b) Corporate Services Division

52 Financial Report

Annexures



Ministry of Lands & Mineral Resources

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30th October, 2018

Hon. Faiyaz Koya
Minister for Lands & Mineral Resources
iTaukei Trust Fund Complex
SUVA.

Dear Sir,

It is my pleasure to present the Ministry of Lands & Mineral Resources Annual Report for the 2017/2018 Financial Year. The report provides a detailed summary of MLMR's performance and major highlights in accordance with the Ministry's relevant legislations.

It reflects the requirements of the Finance Management Act of 2004 and also the Government's Manifesto in upholding and implementing the 2013 Fijian Constitution.

As the Ministry plays the significant role in defining what we stand for, we continue to enhance how we serve our customers and stakeholders to create not only a lasting relationship but also innovative and reliable services for everyone.

On behalf of the Senior Managers and staff of the Ministry, I wish to acknowledge your sincere and continuous support, guidance and commitment in ensuring that we grow and increase the value of the services we provide.

Yours faithfully,

M. Finau (Mr)
Permanent Secretary

OVERVIEW

PERMANENT SECRETARY FOR LANDS & MINERAL RESOURCES



The Ministry has performed spectacularly well within the 2017/2018 financial year in comparison to previous years. During the financial year 2017/2018 the staffs of the Ministry have shown determination, commitment and responsiveness resulting in some very significant national achievements.

This report demonstrates the Ministry priorities and deliverables for which the Ministry is responsible for.

The Ministry's achievements for this financial year are:

- **Passing of Bill 9 of 2018**- This is the first ever bill which allows 'royalty payment' of mineral resources to the land owning units;
- **Purchase of Large Format Scanner**- The digitization of geospatial records enhances land record management and storage which will benefit state land customers, stakeholders and Ministerial Staffs;
- **Business Process Streamlining**- As a core deliverable of the Ministry, the Director Lands and Assistant Director Lands are based at the Divisional Offices in order to fasten the process of land files;
- **Land Acquisition** - The acquisition of 5 properties for the Waiqele Airport extension not only benefitted the land owners in terms of compensation, but has also fostered infrastructure development and economic activities;
- **Continuous Work on the Upgrade of the Geodetic Datum** - The geodetic datum continued in this financial year as the Ministry takes the lead role in facilitating the adoption of a modernized Global Geodetic Reference Framework.

The upgrade of the geodetic infrastructure provides a foundation for Fiji's land administration and development;

- **Drilling of 21 Boreholes** - From the 20 targeted output, the Ministry effectively drilled 21 boreholes. This presented ever increasing interests from the communities to have access to safe water sources, hence providence of a human basic need; and
- **Mining Exploration Investment** – The Mining Companies on exploration work in Fiji fetched \$18m (approx.) into the local economy, and will continue to boost economic return for Fiji.

Our customers and stakeholders remain to be our focus in this financial year, where the Ministry strive to ensure that our customer service systems remain liberal and vibrant through understanding their needs and implement practical processes that will enhance our service deliveries.

I wish to thank all staffs for the work carried out for this financial year and hope that we will all challenge ourselves not to rest on our laurels for the coming year.

With that I welcome all readers to our Ministry's Annual Report 2017/2018.

Vinaka Vakalevu,

Malakai Finau (Mr)

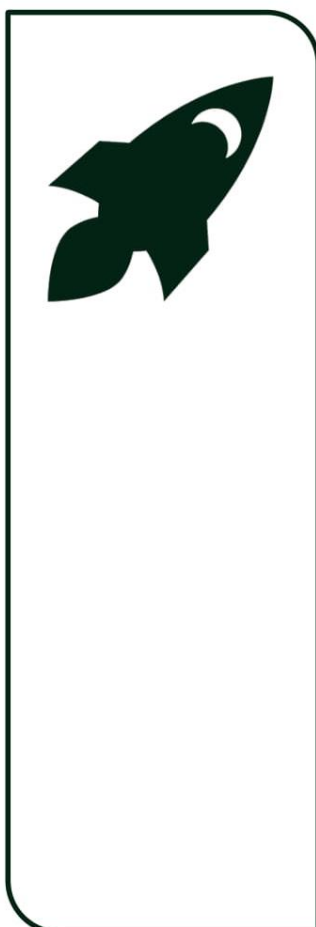
*Permanent Secretary for Lands & Mineral
Resources*

VISION | MISSION | VALUES



OUR VISION

Vibrant, Equitable, Dynamic Management of our Land & Minerals for a Sustainable Environment and Economic Future.



OUR MISSION

Implementing the established platforms by:

- Vigorously implement government's reforms and policy initiatives on lands, minerals and groundwater resources;
- Provide outstanding administrative and facilitate services to our customers;
- Keeping abreast with technological changes and modern approaches to ensure timely and quality services ;
- Improving revenue collection to assist with government nation building efforts;
- Embracing a corporate culture that is based on ethical and moral values;
- Moulding team leaders and members to be agents of change;
- Developing a sense of societal and environmental responsibility;
- Recruiting, developing, motivating, rewarding and retaining capable personnel through good leadership and conducive working environment;



OUR VALUES

- | | | |
|-------------------|---------------------|----------------------------------|
| 1. HONESTY | 4. SHARING & CARING | 7. TRANSPARENCY & ACCOUNTABILITY |
| 2. COMMITMENT | 5. RESPECT | |
| 3. RESPONSIVENESS | 6. PROFESSIONALISM | 8. INTEGRITY |

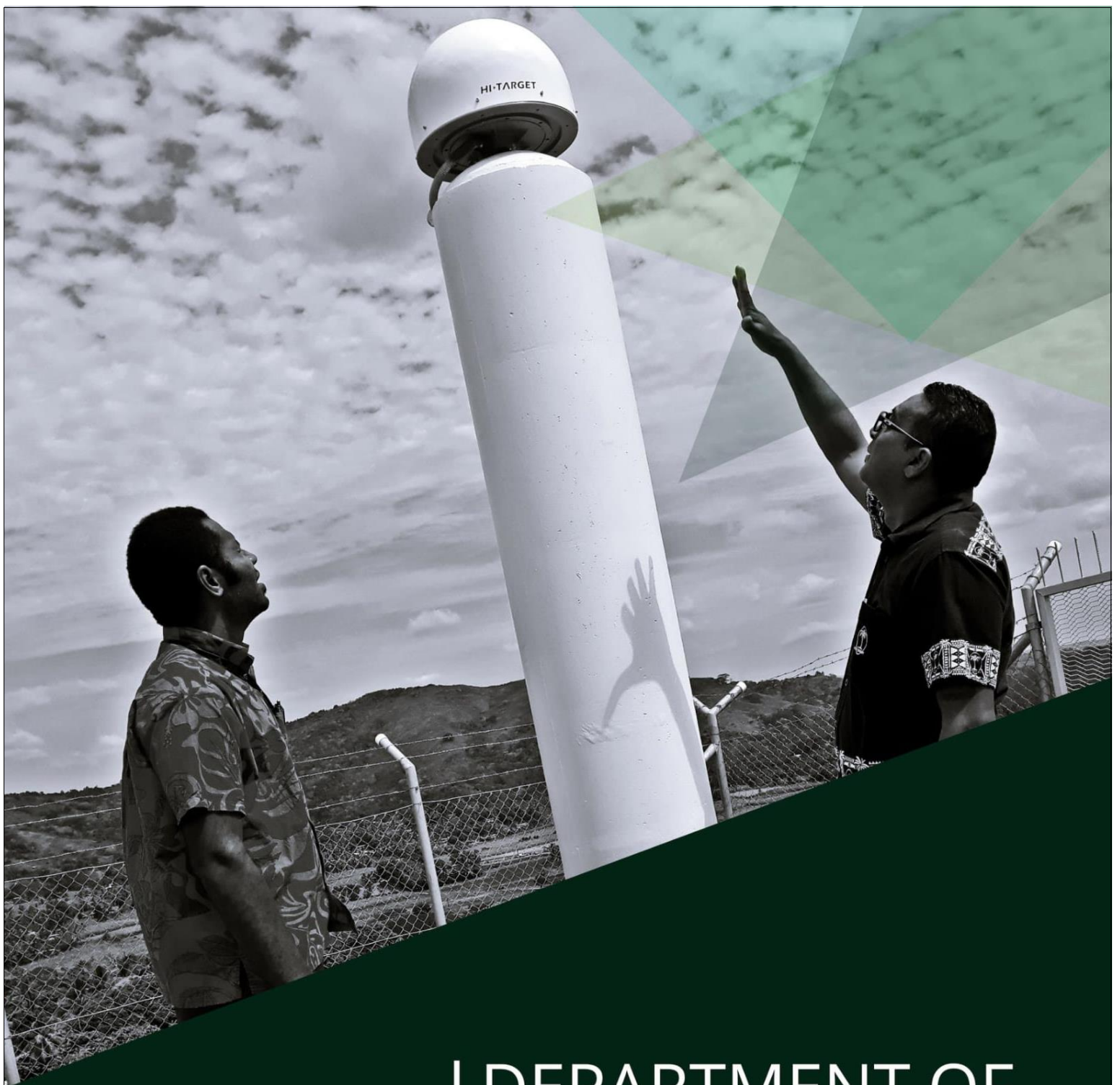
Ministry's Overview

The Ministry of Lands and Mineral Resources is responsible to provide effective administration and management of all state lands that initiate socio-economic development across the country and reflects the needs of the diverse communities it serves. The Ministry has two major departments:

- Department of Lands and Survey; and
- Department of Mineral Resources

In fulfilling its role, both departments vigorously execute its activities and programmes to provide solid base physical development in a manner that will foster and integrate development, environment sustainability and social equity.

This report provides information on how state lands and mineral resources have been administered and managed as well as the Ministry's financial undertakings of all project work and activities for the 2017/2018 Financial Year.



DEPARTMENT OF
**LANDS &
SURVEY**

Land Use Division

Alignment to NDP & Operational Plan

The Land Use Division continues its land administration role of complimenting the operations of the iTaukei Land Trust Board to reform existing land administration processes of availing underutilized iTaukei and State lands for development purposes attaining optimal returns for both, Native Resource owners and the State.

Achievements, Significant Training & Events

For this financial year, the Division had committed itself to improve various aspects of work performance, processes and a working environment that conducive in order to fulfil its core mandates where more people are empowered and customers are best served.

Since inception of the Land Bank in 2010 and as at 31st July, 2018 the division has achieved the following:

CATEGORY		TOTAL NUMBER OF PROVINCE	TOTAL LAND MASS [Ha]
1.	Designated iTaukei Land	91	9100.2986
2.	Buy Back Land	13	667.5980
3.	Designated State Land	3	235.1153
OVERALL TOTAL		107	10003.0119

NOTE: There is a total of 107 Designated Land comprising an area of 10003.0119 Ha of land. As of to-date, there are 50 current leases in Land Bank, with a generated income of FJD \$9,104,624.68.

The Division have also issued three (3) 99 Year term leases. They are:

MATAQALI		LESSEE	PERMITTED USE
1.	State Schedule "B" NLC 10 (PT OF) – 39.8919 Ha	480 Holdings Limited	Water Extraction
2.	Nabukebuke – 21.3165 Ha	Ministry of Rural, Maritime and National Disaster Management	Civic Use – Data Government Station
3.	Natogo- 26.3729 Ha	480 Holdings Limited	Special Use – Container Storage, Solar Array and Buffer (Planting Trees)

Land Bank Investment

An allocated budget of \$2.5 million dollars was assigned to the division for its 2 Capital Projects in Legalega and Yako in Nadi. They are residential subdivision developments piloted by Government under the Land bank Investment programme. Both Capital Projects are set to be completed by the end of 2018/2019, where landowners will receive 100% lease money from the 102 residential lots.

Annual Target Performance

In terms of the Ministry's Annual Corporate Plan, the division has managed to achieve the following:

LAND USE DIVISION OUTPUTS	ACHIEVEMENTS
Total Acreage –viable land designated	1057ha/1000ha
Total number of LOU/Public Awareness	31/40
Total Number of land parcels deposited into the Land Bank	16/20
Number of designated iTaukei land surveyed	8 / 10
Number of valuations for designated land	20/20
Number of designations leased.	15 (6 registered and 9 in the process for registration)
Lease Monitoring	25/36
Number of designated Land Developed	1/Legalega.
Marketing	<ul style="list-style-type: none"> • 34 out of 28 registered leases collated and compiled under the Land Bank Register. • 5 pull-ups for trade shows abroad. • 1 dossier produced in the 3rd quarter.[Volume 3] • 2 Notice Boards erected on the sites.
Translation (Fijian Vernacular)	1 pamphlet and 7 LOU bio data in progress

New Registered Lease

A total of six (6) new leases were registered. They were:

- Lot 1 SO 7997 on Mataqali Nakausoqo- Naulu, Nakasi.
- Lot 2 SO 7997 on Mataqali Nakausoqo-Naulu, Nakasi.
- Lot 1 SO 6877 on Mataqali Vunilolo- Nuku Village, Tailevu
- Lot 1 SO 6994 on Mataqali Vusakoli – Raralevu Village, Tailevu.
- Lot 1 SO 4109 on Mataqali Matalevu – Vunitogoloa, Ra.
- Lot 1 SO 6542 on Tokatoka Lalo- Vuda, Ba

Land Reform Program

- Freehold Buyback

One of the major roles of the division is to monitor the re-payment of all Freehold Buyback properties and the submission of all Annual General Meeting minutes and Annual Financial Statements for Audit purposes. This is a legislated requirement under the Land Use Act, to ensure all leasing proceeds are efficiently utilized as per LOU trust deeds.

To ensure effective management, transparency and accountability, the Division's budget is managed by the Assistant Accounts Officer as per Audit recommendations by the

Ministry of Economy. The Land Reform Program was allocated \$326,822.00 which includes the engagement of 11 Project Officers.

- Marketing

The Marketing Unit had successfully achieved a target of 31 out of 28 set for the financial year. This year's marketing strategies were designed specifically to intensify understanding of the Land Bank's functions with both for investors and landowning units. The key strategies implemented included: designing and production of Landowning Bio data Profiles; a collation of all relevant documents of LOU's related to the execution of a lease in *iTaukei* language.

- New Initiatives

- **Prime Ministers Trade shows and Fiji Day Celebrations** – A team from the Division was part of the Honourable Prime Minister's Trade Shows and Fiji Day Celebrations in Brisbane, Sydney, Surrey/Canada and San Francisco. The event enabled the team to respond to queries on state land leases and Land bank operations and also allowed people to be acquainted with Land Reform initiatives. Most importantly, issues raised by Fiji diaspora on their leasing interest were addressed and interest to invest back home were established.
- **Commercial Grazing** – There had been a secured interest for big scale commercial grazing at the *Nadala* highlands where 5,000 acres of designated land is now in process for leasing. Following a meeting with the Minister of Agriculture Hon. Mr Inia Seruiratu in March, the subject land has been identified to breed 500 of the best Holstein cows in Australia. The project is of national significance: contributing towards the health of the Fijian people, create employment, socio-economic development but most importantly, save foreign reserves.
- **Marketing of designated Native and State Land available for leasing** – The Division leased out 231 acres of designated land to an American company located in *Natadola* for the purpose of building a biomass Energy solar farm as well as windmill in *Batiri* village, *Natadola* through its marketing strategies.
- **Market Valuation** of designated customary land with on-going assessment of prevailing market rates is a progressive component of the division's operations. This is a pro-active measure adopted to ensure pre-determined market rates for designated properties made available for both, landowners and potential investors, as and when required. The Division was able to execute a total of 51 pre-determined market rates and 14 valuation lease offers for this financial year.
- **Lease Monitoring** - Emphasis has been placed on the 42 leases managed by the division with monitoring of lease executed on a quarterly basis to ensure lease conditions are complied with at all times. Strengthening of monitoring role has been adopted to ensure consistencies in all land use development issues.
- **Capacity Building** - The Division continues to be challenged in the areas of capacity building given the technicality of the positions, but this has been developed and upgraded through internal rotation and in-house training of officers on short-term basis for staff up-skilling.



L.O.U Consultation-Yavuna



Buliya Site Inspection



MLMR L.O.U Consultation – Namoli Village

CHALLENGES

- Lack of marketing skills to support and boost land bank initiatives and productivity since staffs are mostly land management graduates.
- Changing stance of Landowners on their land bank deposits and designation.

- Recruit officers with relevant qualifications.
- Existing staff to undertake local and international training.
- Strengthen/increase awareness and consultations to alleviate landowner's uncertainties and insecurities

WAY FORWARD



Sydney Consultation



San Francisco Fiji Day

Geospatial

Information Management Division

Alignment to NDP and Annual Operational Plan

One of the National Development Plan initiatives is the adoption of new technology to increase efficiency & productivity. The Ministry during the financial year worked towards improving production and upgrading of maps, approved plans and legal diagrams. Through Management of Land and Geospatial Information Systems and services, maps were produced according to specifications and Survey Plans were aligned to the Surveyors Regulation requirements ensuring timely and quality service.

Achievements, Significant Trainings and Events

Annual Target Performance

In terms of the Ministry's Annual Corporate Plan, the division has managed to achieve the following:

	GIM OUTPUTS	ACHIEVEMENTS
1.	National Geospatial information Strategy	Paper has been approved by Cabinet. Projects contributes to nation building and increase in collaboration with other relevant government agencies.
2.	Customized Map	703/700
3.	Projecting Mapping	7/6
4.	Survey Plan Approved	265/24
5.	Survey Plans Verified	11700/7200
6.	Verify & link of State, Freehold and i-Taukei leases/dealings	1017/1000
7.	Charting of approved Survey Plans	362/240
8.	Gravel licence mapping on GIS	62/16
9.	Update CCMS	2209/500
10.	Preparation of legal diagrams	1619/1600
11.	Scanning of historical sales reports	98/80
12.	PPs scanned	67/60
13.	Revenue – Sales of Maps	\$158,924.23/\$120,000

Capital Projects

1.	Acquisition of Unmanned Aerial Vehicle(UAV)	<p>The purchase of the UAV provided efficient supplement to remote sensing data collection from satellites and manned aircrafts for large scale mapping, land development monitoring and disaster assessment.</p> <p>Its benefits include: Better monitoring of gravel extraction works, landslide events, foreshore development and mapping for engineering design such as road construction and housing development.</p> <p>Five officers in the Division received their drone pilot license and awareness programs with relevant agencies were undertaken.</p>
2.	Purchase of Large Format Scanner	<p>The scanner enabled effective management and preservation of historical land information records through digital copies. The information is kept by the Draughting Office. Further, this mean of record keeping provides efficient customer service to interested parties. Ultimately, the scanner allows greater accessibility and empowers land information knowledge accessibility for Government, stakeholders and everyone.</p>

Learning & Capacity Development

- Two officers successfully completed their Fiji Public Service Survey & Draughting Examination.
- The Geospatial Information Management Council meetings continues to be a unifying arm of all GIS users in Fiji, whereby new initiatives are discussed and ideas shared.
- Malaysian Technical Cooperation Programme (MTCP) COURSE - Information Technology Management In Public Sector (ITMPS): e-GOVERNANCE
- JICA Training On ICT For The Improvement Of Government Capacity And Services(A)



Unmanned Aerial Vehicle (U.A.V)

CHALLENGES

- The effective implementation of the approved National Geospatial Information Strategy due to the various bodies.
- High Staff Turnover – The provision of services whilst maintaining operations in the midst of staff movement and recruitment is indeed a challenge.
- Database Enhancement – There is a need to reinforce the use of databases systems in terms of data entry and deriving analysed data to all users.

WAY FORWARD

- Accordingly, tore awareness and collaboration with stakeholders in the geospatial information management field is anticipated.
- High Staff Turnover - Adapting to the changing environment and positioning of the right staff in priority areas has been adopted.
- Database Enhancement – Through communicating on a regular basis, providing timely and accurate updates of land information to the database system to allow efficient lease processes, planning and better decision making.



Large Format Scanner

Lands

Administration Division

Alignment to NDP and Annual Operational Plan

General administration and management of resources Unit to ensure that government initiatives on socio-economic growth through land reform programs are sustained with equitable returns to landowners and security of tenure for tenants. The Lands Administration Division is responsible for the effective and efficient administration and management of all State land in Fiji.

The Land Administration Section is responsible for the administration of State Land and Native Leases to State in accordance to the provisions of the *State Lands Act*, Cap 132; the *Land Transfer Act*, Cap 131; the *Lands Sales Act*, Cap 137; *State Acquisition of Lands Act*, Cap 135; the *Property Law Act*, Cap 130 and the *Standard Operating Procedures for Administration of State Land*, Volume 1 - 2014. This administration duty includes the preparation of:-

- | | |
|---|--|
| 1. Leases/Licenses for land allocated for Leasing / Licensing | 7. Dedication |
| 2. Renewal /Extension of Leases / Licenses | 8. Vesting |
| 3. Variation of Lease | 9. Caveat |
| 4. Surrender of Leases / Licenses | 10. Transfer of Leases |
| 5. Re-entry of Leases | 11. Request for Provisional Title; etc |
| 6. Correction of Leases | |

In addition to the above responsibilities, the unit ensures the proper execution of all land dealing documents upon the approval of the Director Lands. Finally, the section is also responsible for processing of Ministerial consent on foreshore development leases.

Achievements, Significant Trainings and Events

TARGET		ACHIEVEMENT
1.	Total number of Leases, Approval Notice of Lease, Tenancy At Will, Variation of Lease, Re-entry, Licenses prepared – Target – 600	4,470 Achieved
2.	Consent to Transfer, Mortgage, Subletting, Caveat, Subdivision, Build, Legal Proceedings, Evict, Connect Water Meter, Connect Electricity, Rezoning – Target – 880	3,816 Achieved

The section immensely contributed towards the Regularization of Informal Settlements through the preparation of Approval Notices before issuance. A total of 79 ANs were issued benefitting a total of 79 families, namely in the Western & Northern part of Fiji. The people of Fiji have now

become more secured than ever before, enjoying their right to housing and proper sanitation and now have financial capability.

Improvement in the Lands Section operational process within the Ministry is anticipated through:

- continuous Divisional Office visitations by DL and ADL with the aim to reduce file movement and improve turnaround time in lease processing; and
- to minimize complaints by 100% before the end of the financial year.

CHALLENGES

- Monitor and ensure our lessees/licensees fully comply to their leases/licenses conditions, given the scattered and geographical locations of state leases eg the Western Divisional Office looks after around 8800(approx.) active leases with area coverage from Sigatoka to Rakiraki.
- High number of illegal land dealings and activities, in particular, on gravel and sand extraction in the Western Division is difficult to monitor due to lack of resources, travelling time to reach these areas and the fast networking tool these clients and customers use.

- Decentralization - The establishment of two (2) new offices in the Western Division, namely, Rakiraki and Sigatoka, should reduce processing time, lighten work load and strengthen the monitoring of leases/licenses.
- Introduction of electronic software to assist in monitoring, lease and land dealing processes, lodgment and approval of survey plans, etc.

Development of New Online Processing on Lands Dealing and Lease System (DMS).

WAY FORWARD



Issuance of Approval Notice – Omkar, Narere

Valuation Division

Alignment to NDP and Annual Operational Plan

Assessments of Property Rates for Towns and Cities, Periodic Reassessments of Rents on State Land, Verification of Rents on Natives Leases to State, Acquisitions of Land Required for Public Purposes, Compilation and Analysis of Property Market Information.

Achievements, Significant Trainings and Events

	NAME OF TRAINING	PERIOD OF TRAINING	COUNTRY	STAFF ATTENDED
1.	Asean Valuation Association Congress	11-SEP-2017 to 13-SEP-2017	Singapore	Chief Valuer Teke Kaake
2.	World Association of Valuers Organization (WAVO / IVSC)	25-JUNE-2018 to 26-JUNE-2018	Singapore	Chief Valuer Teke Kaake & PV Irena Nayacalevu
3.	International Valuation Standard 2017	05-MAY-2018	Fiji	Valuers Alumeci Sachs, Valuer Rajiv Raj, Valuer Bhavna Khartec, Valuer Ilaisa Kalivari, Valuer Peni Kasa

Major Highlights Achieved in the Financial Year include the followings:

- Acquisition of land requirement and payment of compensation totaling \$3.8 million for the government Wairabetia Special Economic Zone project.
- Acquisition of 5 properties for the Waiqele Airport obstruction light project with a total compensation of \$40,000.00
- Payment of town/city rate for all government properties totaling \$2 million to all Municipal Councils



Valuers Registration Board Meeting



Consultation for new Nursing Station at Waya Island



iTaukei Leases to State Leases meeting with land owners.

CHALLENGES

- **Valuation Process that depend on other Stakeholders, Impact**
- There are valuation processes that requires the approval and decisions of other stakeholders. These often impact our work plan and delivery of services.
- **Archai Acts** - Almost all works that are carried out by the Division are statutory in nature and are guided by old Acts that need to be reviewed.

- Better working relation with these stakeholders.
SOP Re-engineering
- Acts need to be reviewed.
New Acts needs to be formulated.

WAY FORWARD



Land Acquisition Work
– Waiqele Airport,
Labasa



Team conducting Property Sales Analysis

Survey Division

Alignment to NDP and Annual Operational Plan

The Regularization of Informal Settlement by the Survey Division is aligned to the National Development Plan through Government's endeavour to continuously upgrade informal settlements.

In accordance with the Ministry AOP, the Division's main function is to;

- Regulate and check all land surveys carried out by all surveyors (Government and Private) in Fiji in accordance with the Surveyors Regulations.
- Provide and maintain a network of survey controls to integrate and standardize all surveys carried out in Fiji.
- Develop State Lands to highest and best economic use to encourage economic development and also provide residential sites for needy families.
- Regularize illegal tenant by carrying out subdivision survey

Achievements, Significant Trainings and Events

1. CONTROL SECTION

- **Geodetic Control Survey**

This project aimed to establish 30 standard survey control marks along *Nagigi* to *Bagasau* road. The team managed to complete the survey by establishing 103 standard control marks and maintained 8 trig stations. Furthermore, two (2) survey Plans was lodged by the section.

- **Upgrade of Geodetic Datum**

A total of five (5) CORS stations were constructed, namely in *Labasa*, *Taveuni*, *Nabouwalu*, *Kadavu* and *Koro*. The mounting of two (2) equipment have also been completed for *Labasa* and *Nabouwalu* CORS stations. The three (3) equipment's were donated by Hi -Target Co. China and another three (3) sets were purchased from CR Kennedy.

- **Cadastral Surveys**

- *Naboutini Mahogany Survey*

The team managed to surpass the survey target of 1000 hectares and was able to survey 1469 hectares for the financial year with the commencement of plan drawing for lot 1 and lot 8. This includes field verification and loop closures for 6 lots in *Galoa*.

- **Adhoc Survey Works**

DESCRIPTION		COMMENTS
1.	Grantham Road Development– SO 7919	Survey inspection was carried out to determine creek alignment
2.	Pacific Harbour	The purpose of the survey is to verify position of High Water Mark ("HWM") on survey done by Wood & Jepson – The findings showed and concluded that the mangroves observed were old and undisturbed
3.	Naulu Subdivision – SO 7965	Inspection survey was done to verify fixation of datum
4.	Nadawa – SO 7089	Inspection survey was done to verify the traverse information from SO 7089
5.	Deuba – DP3630	This survey was done to determine extent of high water mark and accretion.

2. CENTRAL-EASTERN DIVISION

- **Mahogany Survey**

There were two (2) lots surveyed (Lots 6 & 11). The team was faced with adverse weather conditions hindering and delaying field work. Most access to the site became impassable due to heavy flooding of roads and crossings. Many sites were littered with debris due to logging, forcing teams to wade.

- **Survey of iTaukei Land Lease to State**

LOCATION		PERFORMANCE UPDATE
1.	Nasau Health Center, Lomaiviti - DSS 2093	Scheme Plan Lodged to iTLTB
2.	Koro Island Police Post, Lomaiviti - DSS 2099	Scheme Plan lodged to DTCP
3.	Mataiono Nursing Station, Lomaiviti - DSS 2107	Scheme Plan lodged to DTCP
4.	Navua Hospital, Navua - DSS 1908	Scheme Plan Lodged to iTLTB

- **Maintenance of State Land Subdivisions**

This project is aimed at upgrading and improving infrastructure on existing state land subdivisions, thus help improve living standards and relevant state land lots. Areas covered were:

LOCATION		PROJECT UPDATE
1.	Kinoya Subdivision	Construction of footpath and drain completed
2.	Wainibuku Subdivision	Construction of footpath and drain completed



Maintenance of Existing Subdivision Central Eastern

• Construction of CORS Stations

KORO CORS STATION



TAVENUNI CORS STATION



NABOUWALU CORS STATION



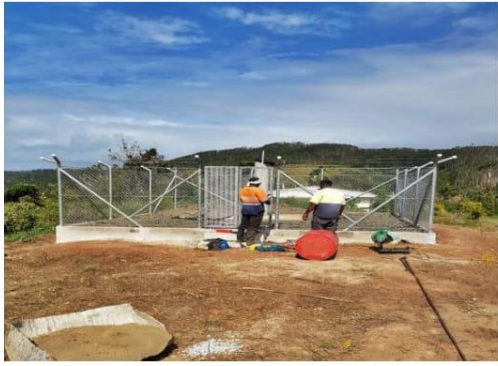
LABASA CORS STATION



ROTUMA CORS STATION



KADAVU CORS STATION



LAKEBA CORS STATION



3. WESTERN DIVISION

- Periphery Survey of NG2**

The target for the year was 18km (2151ha approx.). A total of 24km was achieved with its Control Plan being approved. The plan is currently being used by the field teams.

- Survey of iTaukei Land Leased to State**

LOCATION		PERFORMANCE UPDATE
1.	Yanuya Nursing Station	Survey 100% completed, with scheme plan drawn and lodged to iTLTB for vetting
2.	Nawaicoba Police Post	Survey 100% completed, with scheme plan drawn and lodged to iTLTB for vetting
3.	Lawaqa Government Station	Survey 100% completed, with scheme plan drawn and lodged to iTLTB for vetting
4.	Raiwaqa Nursing Station	Survey 100% completed, with scheme plan drawn and lodged to iTLTB for vetting

- Regularization of Informal Settlement**

LOCATION		PROJECT UPDATE
1.	Rasasuva Settlement	Survey completed, with scheme plan drawn and lodged to DTCP
2.	Navo Settlement	Survey completed, with scheme plan drawn and lodged to iTLTB for vetting
3.	Stone Crusher Settlement	Survey completed, with scheme plan drawn and lodged to iTLTB for vetting
4.	Nasivi Settlement	Survey completed, with scheme plan drawn and lodged to iTLTB for vetting

- Approval Notice Survey

REFERENCE	PAN NUMBER	COMMENTS
SL10486	Bulileka (pt. of) , Lot 1,Sect XVII, M1773	Two (2) extra houses has been constructed, hence the revising of plan for DTCP approval.
SL8303	Rara(pt. of), LOT 60, M2967	Plan lodged to PAU- SO8132
SL6925	Boubale(pt. of), LOT 14, M 2960	Plan Lodged to PAU-SO8134
SL2280	T1256- Qaloyaga Tiri – LD4/9/5390	Scheme lodged to DTCP

- Maintenance of Existing Sub-division

LOCATION		PROJECT UPDATE
1.	Malolo Transmitter Sub-Division	Completed construction of the access road
2.	Barara Flats Sub-Division	Road Maintenance work completed



Western Division Survey

4. NORTHERN DIVISION

- **Survey of iTaukei Land Leased to State**

LOCATION		PERFORMANCE UPDATE
1.	Namalata Nursing Station	Field work 100% completed with scheme plan drawn and lodged to DTCP
2.	Nacolata Agriculture Station	Field work 100% completed with scheme plan drawn and lodged to DTCP
3.	Lagi Rural Market	Field work 100% completed with scheme plan drawn and with iTLTB Northern Office in regards to de-reservation
4.	Nabiti Hydrology Station	Field work 100% completed with scheme plan drawn and with iTLTB Northern Office in regards to de-reservation

- **Regularization of Informal Settlement**

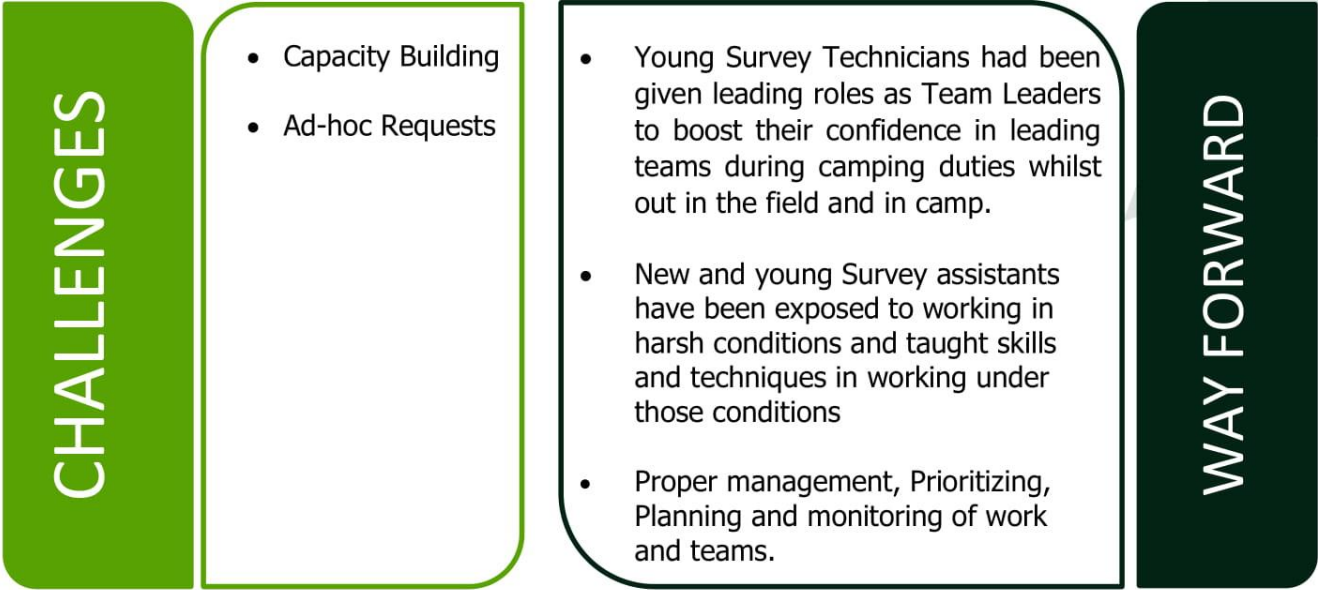
LOCATION		PROJECT UPDATE
1.	Valebasoga stage 4	100% Completed - Scheme plan lodged to DTCP
2.	Bulileka Low-cost	100% Completed - Scheme plan approved
3.	Naveria	100% Completed - Scheme plan lodged to DTCP
4.	Dreketi	100% Completed - Scheme plan approved
5.	Bangladesh 1	100% Completed - Scheme plan lodged to DTCP
6.	Boca Stage 3	100% Completed - Scheme plan approved

- **Approval Notice Survey**

LOCATION		PERFORMANCE UPDATE
1.	SL10486 – proposed subdivision of lot 1 section XVII M1773 Bulileka (pt. of)	Fieldwork 100% completed, awaiting survey plan renewal from DTCP
2.	SL8303 – Boundary survey – Lot 60 M2967 Rara.	Fieldwork 100% completed Awaiting scheme renewal from DTCP.
3.	SL6925 - Boubale; part of Lot 14 M 2960	Fieldwork 100% completed, awaiting clearance certificate from MRLA

- Maintenance of Existing Sub-division

LOCATION		PERFORMANCE UPDATE
1.	Rara (part of) SO4018, SO2164	Maintenance of existing road access
2.	Rara (part of) SO3223, SO3782	Maintenance of existing road access
3.	Bulileka soak Pit	Bailing completed





DEPARTMENT OF
**MINERAL
RESOURCES**

Alignment to NDP and Annual Operational Plan

The Geological Services Division contributes to Sustainable Development Goal (SDG) 6 “Clean Water and Sanitation”, and NDP strategic goal 6 “Water and Sanitation”. These goals are supported through the undertakings of the Hydrogeology, Drilling and Laboratory Sections that ensure water security and also offer alternative water sources, after careful inspection, water sample testing before moving on to drilling and reticulation where appropriate. With climate change knocking at our door-step, the importance of NDP strategy of “Expanding the rural Economy” through building resilient communities is imperative and this is achieved by the Seismology Unit. The team ensures this by engaging in 24/7 monitoring of earthquakes and tsunamis for the provision of effective and efficient earthquake and tsunami information, as well as conducting advocacy and awareness at community level to empower resilience of the nation.

The Geological Services Division accomplishes this national aim through the following:

- Groundwater assessment and investigation to confirm potential borehole sites/locations for boreholes development;
- Groundwater drilling, development and reticulation;
- Groundwater monitoring
- National Groundwater Database
- Analysis of groundwater and waste water discharge (from mines and quarries);
- Geological hazards assessment that is conducted through continuous monitoring of earthquakes and issuance of warnings in the case a tsunami is generated.

Achievements, Significant Trainings and Events

- i. Surpassed the target for the number of water samples received for chemical and microbiological analysis from within the department as well from private clients. Out of the 400 target, the Division achieved 909 (227%).
- ii. The re-evaluation, re-design and revival of the Groundwater Monitoring Program was also executed.
- iii. Continuous update and upgrade of the National Groundwater Database to ensure relevancy and to be user-friendly. The database is also now linked to GIS to allow data presentation on thematic maps.
- iv. A total of 21 boreholes out of the 20 targeted for the financial year were drilled. The Division surpassed its annual target of which 12 were successful and 9 abandoned due to unsuccessful yields. These were for both, large and small islands.

WORKSHOPS ATTENDED

	WORKSHOP	WORKSHOP PERIOD	COUNTRY
1.	Australia Awards Fellowship – Improving Water Security through Resilient Water and Sanitation Systems & Governance (Fiji)	2/10/2017 to 27/10/2017	Brisbane, Australia
2.	WASH Summit	21/05/18 to 25/05/18	Tanoa Hotel, Nadi, Fiji
3.	Managing Tenders and Procurement Excellence Training	17/05/18 & 27/10/18	Fiji
4.	Calculations of Uncertainties	09/07/18 to 10/07/18	LTA Building, Lami, Fiji
5.	Hydrogeology and Drilling Training- Australian Drilling Industry Association (ADIA)		
6.	Fundamentals of Water Well Design and Construction Training- Mr Scott and Mr Westcott of the Australian Drilling Industry Association	14/08/2017 to 18/08/18	
7.	Australia Awards Fellowship – Improving Water Security Through Resilient Water and Sanitation Systems & Governance	2/10/2017 to 27/10/2017	Brisbane, Australia
8.	Introduction to Performance Management for Supervisors and Managers	17/05/2018	CTD, Fiji
9.	Procurement Training	24/04/2018	CTD, Fiji
10.	Field Methods	09/04/2018 to 11/04/2018	Adelaide, Australia
11.	Masters of Science	15/10/2016 to 27/10/2017	Netherlands
12.	IT Programming Training Program	2017	India
13.	Global Seismology Course	14/01/18 to 10/03/18	Tsukuba, Japan
14.	Early Warning System for Oceanic Disaster and Mitigation with Emphasis on Tsunami	20/11/17 to 25/11/17	Hyderabad, India
15.	2018 International Tsunami Information Centre (ITIC) Training Programme	2018	Chile



Groundwater drilling – Naidi Village Savusavu



Groundwater Investigations on Vanua Balavu



Water Sample Test and On-Job Training

CHALLENGES

- Resignation of fully trained and experienced staffs
- Lack of overseas technical trainings for officers to develop, upgrade and consolidate their capacities on a continuous and consistent basis
- Officers on shift work frequently get sickly
- Outdated VSAT Software
- Response time towards timely dissemination of earthquake and tsunami information

WAY FORWARD

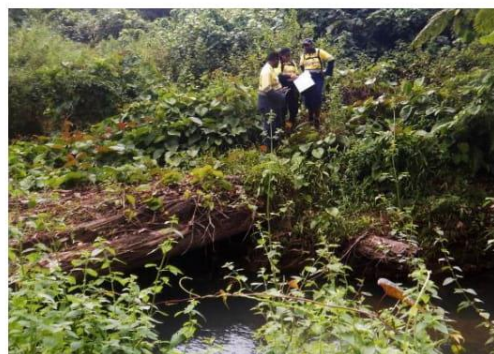
- Adoption of Staff Retention Policy.
- Training Unit (CSD HQ) to establish networking with overseas counterparts so that the Ministry is informed on available technical trainings.
- Engaging additional staffs.
- Continuously seeking funding assistance through other agencies for the upgrade of VSAT Software.
- Capacity Building through in-house training.

Alignment to NDP and Annual Operational Plan

With the strategy "Encourage and accelerate growth through foreign investors", the Division through its activities has aligned itself to the NDP goal of ensuring that Fiji is "A Sustainable Mining Industry". This is carried out through the promotion and marketing of mineral prospects to foreign investors. In mapping of resource-based sectors by Division and Provincial level, the Division ensures the building of resilient communities, hence improving livelihoods through sustainable development plan. Further, the Division also ensure the empowering of resource owners through awareness programs of the available resources to enable them improve their living standards and foster sustainable development at the grassroots level.

Achievements, Significant Trainings and Events

- i. STAR Conference – A presentation was done on Mineral Prospects during the STAR conference. This enhanced and equipped the audience on potential mining areas around Fiji. The Conference was attended by over 100 (approx.) overseas and regional participants.
- ii. The Divisional compiled 100% of data package of 2013 to 2016/17 prospects. The updated geological data assisted the landowners and the exploration companies interested in conducting further exploration work.
- iii. The Division completed Phase 2 geological mapping for Sheets 11 and 12. These seamless maps will assist investors / exploration companies to conduct exploration work in the area(s), ultimately securing Mining Leases.
- iv. The MV Yatutalei had received its certified seaworthy which boosted coastal assessments ensuring efficiency and high performance.
- v. The consultation work carried out by the Geological and Geotechnical team had surpassed their yearly targets so as the Geological and geotechnical/geo-hazard assessment team.



Angular to sub-angular clasts within the breccia units mapped with the Vunimoli Prospect.

WORKSHOPS ATTENDED

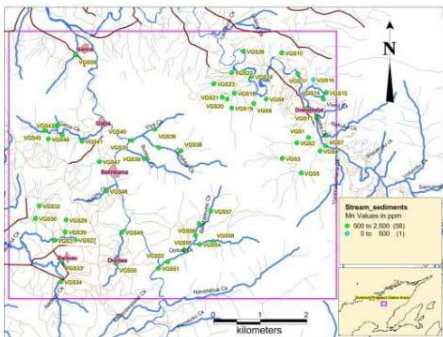
	WORKSHOP	WORKSHOP PERIOD	COUNTRY
1.	17th Extended Continental Shelf and Maritime Delimitation Working session		Sydney, Australia

CHALLENGES

- Vacant Positions
- Unavailability of specialized technical equipment.
- Lack of Capacity Building - Shortage of overseas and local geological training programs to up-skill staffs.

- Vacant positions to be advertised and OMRS process to be effectively implemented.
- A proposal submission to be made and submitted to Manager Finance or to be included in the next 2019/2020 budget.
- Work with Training Unit (CSD HQ) to identify this training needs, establish good networking with overseas counterparts so that the staffs are given the opportunity to further their technical knowledge.

WAY FORWARD



Environment Division

Alignment to NDP and Annual Operational Plan

The Division exists to ensure effective management of environment regulations through implementing environment control and safety regulations. This is conducted through monitoring of safety regulations within Mining and Quarries. In the process of this responsibility, the Environment Division hence supports the National Development Plan goal of a "Sustainable Mining and Quarry Industry". The Division has extended its scope of work to include river-gravel extraction assessments and monitoring. The on-going formulation of the River Gravel and Sand Extraction Management Guideline is vital as this material will be used to control, management, education, regulation and environmental improvement.

Achievements, Significant Trainings and Events

- i. On-going Formulation of River Gravel Management Guideline. This reference material on gravel and sand management is a first of its kind for the Ministry and can be used for education, regulation and environmental improvement- hence ensuring efficiency in the services provided by the Division, Department and Ministry as whole.
- ii. A new budget allocation of \$110,000 for environmental monitoring work in this financial year was earmarked to the Division which has allowed the engagement of six (6) Technical Officers [TA] Projects officers to assist in monitoring of river gravel and sand extraction and other development administered by the ministry from the Central eastern, Western and Northern.
- iii. The resource owners are compensated through payment of royalty while the environment is being monitored and better protected. This also strengthens the monitoring mechanism ensuring accountability, efficiency and effectiveness of work to be carried out.

WORKSHOPS ATTENDED

	WORKSHOP	WORKSHOP PERIOD	COUNTRY
1.	Mined Land Rehabilitation	11/09/2017 to 19/09/2017	Sydney, Australia
2.	FELA Marine Management Law and Policy Forum	25/01/18 to 26/01/18	



VGML – Underground Water Sampling



Gravel Resource Sampling



Gravel Assessment

CHALLENGES

- Lack of field equipment to carry out inspection.
- Attending to urgent ad-hoc requests from higher authority.

- Compile and prepare a proposal to Manager Finance (M.F)
- Work Plans to include provision for ad-hoc work as attending to urgent ad-hoc work is inevitable, take too much time and resources and cannot be avoided.

WAY FORWARD



Foreshore Monitoring Water Sampling



Quarry Inspection



Sand Extraction Monitoring

Mines Division

Alignment to NDP and Annual Operational Plan

Under the National Development Plan (NDP) goal of “A Sustainable Mining Industry”, the Mining Division oversees and facilitates development of the country’s mineral sector, and manages the development of the Mining and Quarrying Sector.

The Mining Division accomplishes this national aim through:

- Providing leadership policy advice
- Ensuring efficient and timely mineral exploration title approvals;
- Effective administration of all minerals tenement in Fiji Islands;
- Continuous consultation and dialogue with landowners and stakeholders
- Efficient regulation of all mining and quarrying activities as stipulated under relevant acts
- Facilitation and maintenance of a competitive minerals sector for Fiji

Authority for the above activities is provided for under the following legislations: Mining, Quarries, Petroleum, Deep Sea Mineral Management and Explosives Acts.

Achievements, Significant Trainings and Events

- i. Successful processing of 70% renewal applications before expiry dates;
- ii. Improvement in customer services by digitising of tenement files for electronic reports to be saved in a common server for the Mining Division.
- iii. Exploration companies spent a total of approximately \$18M in 2017 – 2018.
- iv. Successful construction of the Core Repository which had been officiated. This will centralise storage for drill core samples and will benefit our internal customers by reaching better technical capabilities.

WORKSHOPS ATTENDED

	WORKSHOP	WORKSHOP PERIOD	COUNTRY
1.	National Disaster Management and Science, Technology And Resources (STAR) Network workshop for community grievances and conflict resolutions		
2.	STAR Conference	10/07/18 to 13/07/18	Fiji

CHALLENGES

- Retention of experienced staff
- Recruitment of skilled/qualified personnel specialized in tenement administration
- Out of date policies
- Lack of knowledge leading to misinformed Land Owning Units
- Inconsistence in attendance of landowners at the consultation/awareness meetings
- Other stakeholders not attending meetings as requested by landowners
- Breaches of Compensation Agreement by exploration companies and landowners
- Exploration companies disobeying village laws – not following the "Code of Conduct"
- Delay in processing of applications

- Implementation of succession plan. Staff Retention Policy*
- Attract specialized technical staffs through remuneration upgrade to equate private companies.
- Relevant Senior Managers and Policy Team to work towards reviewing policies. Introduce penalties for breaches on tenure conditions. Strengthen networking with stakeholders - Issues to be raised during Council meeting.
- Joint consultation with respective stakeholders
- Ensure that the demands from both the landowners and company remain within reasonable limits and that the company upholds the mineral exploration commitment and doesn't gain favor with the landowners through incentives.
- Ensure that all parties, landowners and Exploration Companies, are well informed of their respective role and their rights in the SPL.
- All meetings to be held in the villages with proper minutes and recording to be made.
- Inclusiveness - Ensure availability of all invited stakeholders in all meetings with landowners.
- Review of processing timelines esp. in making assessments and dissemination of information to applicants.

WAY FORWARD



Tenement officers engrossed in their routine administration work and verifying records.



Officers meeting with mineral exploration companies during field visit.



Community unit officer meeting landowners from Nasaucoko.



Community officer meeting with Mataqali Sarava – Yavusa Sarava for Nagado Prospect.



SPL Tenement joint inspection between MRD and XINFA Aurum personnel's – Inspection of pitting areas.



Inspection of drill yard for Kalo Exploration Limited and their tenement in Cirianiu



Tenement inspection in Nukudamu Prospect.



Alignment to NDP and Annual Operational Plan

The Mineral Resources Department through the Geoscience Support Services Division is responsible for the following:

- Administrate all Corporate matters;
- Facilitate all Financial matters;
- Management of day to day book keeping of all Mineral Resources Department data & publications; and
- Provision of Geospatial service through Information Technological system support.

Achievements, Significant Trainings and Events

HOSTING OF THE SCIENCE, TECHNOLOGY AND RESOURCES (STAR) NETWORK CONFERENCE

The Division was involved in the preparation and hosting of the 2018 STAR Conference held at Holiday Inn in June 2018. This Conference allowed geoscience professionals share their knowledge, strengthen scientific tools and exchange of ideas for the enhancement of the geoscience field in the region.

REVENUE

A total of \$1.8 million was collected in mining revenue where they were either held in the Government Consolidated Fund Account or in the Trust Fund by the Department. The beneficiaries of the Trust Accounts were the Mining Companies and land owners within the mining areas/prospects who are now entitled to receive 80% from the fair share of royalty payment. Other monies held in the trust are for private funded projects used for non-mining activities which the communities and general public also benefit from.

MAP DIGITIZATION

The Geospatial unit completed digitizing Map Sheet 14 of *Vanualevu* and Map Sheet 6 of Viti Levu for the benefit of the Department and all end users; and

PUBLIC AWARENESS

The Division coordinated a total of 18 events for the general public; students & stakeholders as means to educate, empower and work in partnership with relevant people.

CHALLENGES

- Receiving Ad-hoc Requests for unplanned and unbudgeted for activities at time delays planned projects.
- Process Delay from approving agencies eg ITC Steering Committee, SG's office, MoIT and FPO.

- Ad-hoc activities to be accommodated only after planned activities have been completed.
- These Ad-hoc requests from external stakeholders to be funded by them.
- Higher authority (Hon. MLMR/PSLMR) to intervene.
- Business Re-engineering of approval process.

WAY FORWARD



EXECUTIVE SUPPORT

Policy, Planning & Quality Assurance Division

Alignment to NDP and Annual Operational Plan

The Division facilitates and coordinates 'existing legislation review' as well as land/mineral related policies and Cabinet papers through research working in close collaboration with Technical Directors and relevant central agencies and stakeholders. The Division is also responsible in monitoring the Ministry's internal processes and procedures and two (2) projects: state land rental arrears collection and the harmonizing of state land files. As part of its key function, the Division provides executive support to the Minister and Permanent Secretary through the Deputy Secretary and monitor overall Ministry performances.

Achievements, Significant Trainings and Events

POLICY AND RESEARCH UNIT

Cabinet Papers – a total of 10 cabinet papers were tabled to cabinet.

	NAME OF PAPER	DATES TABLED IN CABINET / PARLIAMENT
1.	Science, Technology And Resources Network Conference [STAR]	8/6/17
2.	Current Status Of The Mineral Investigation Project [MIP]	8/6/17
3.	MOU Between The Pacific Community And The Mineral Resources Department [MPP MOU]	18/8/17
4.	Continuous Operating Reference Stations [CORS]	18/8/17
5.	Memorandum Of Understanding (MOU) On Continuous Operating Reference Station (CORS) Between The Pacific Community And The Mineral Resources Department [CORS MOU]	29/3/18
6.	Proposal For 24/7 Earthquake & Tsunami Monitoring Operation [24/7 ETMO]	29/3/18
7.	Fair Share Mineral Royalty – Bill passed in Parliament on	16/5/18

8.	Science, Technology And Resources Network Conference [STAR]	17/7/18
9.	Progress Report On The National Groundwater Development Project For 2016 & Formulation Of Groundwater Resources Exploitation And Management Policy [GREMP/GRADU]	17/7/18
10.	National Geospatial Information Management Strategy	17/7/18

The Right of landowners to fair-share of mineral royalties was distinguished under the Fiji 2013 Constitution s(30). As the first of its kind, the Fair Share of Mineral Royalties Bill was passed in Parliament on 16th May, 2018 and was gazetted on 18th May. This allowed for an 80:20 fair share that is the respective landowners are entitled to 80% of royalty payments whereas the govt. retains 20% for administration costs. The beneficiaries to this will be the land owning units as well as owners of freehold land that extraction of minerals take place in.

MONITORING / REPORTING & EXECUTIVE SUPPORT

Reporting team conducted internal verifications and compiled quarterly verification reports; in total the team was able to submit the following reports;

- 2017-2018 Annual Work Programme(s) for the budgeted (15) Capital Projects and the (8) monitored operational Budget
- Four (4) QPPR Reports for the Projects under CAPEX and OPEX to Strategic Planning Office
- Ministry PSIP 2018-2019 /2019-2020 to Strategic Planning Office [SPO]
- Budget Justification to Manager Finance for onward submission

Also during the financial year the team analyzed monthly reports for CAPEX, OPEX and ACP Progress and presented the comprehensive analysis in the Senior Management Meetings (SMB) on a Monthly basis.

Various executive support works was provided through taking minutes, conducting research on MLMR Speeches & Parliament statements and drafting the MLMR Manifesto Implementation Progress, providing feedbacks and updates and drafting research briefs and reports as well as drafting various delegated speeches for higher offices.

COMPLAINTS

Received a total of 72 recorded complaints for the year, with all (100%) complaints resolved.

MEDIA LIAISON

- Seven (7) media releases was done within the year, on major meetings of the ministry and conferences conducted,
- Eight (8) speeches drafted for the Minister, Permanent Secretary & Deputy Secretary,
- Two (2) Newsletters developed

SUSTAINABLE LAND USE UNIT (LAND USE MASTER PLAN)

- A draft State Land Use Master Plan has been completed for state land use along the Sigatoka - Nadi corridor.



- **Concept Plan** – this is formulated through research, ground inspections, socio-economic surveys and investigations on underutilized state land. The team compiled the Concept Plan reports for the following
 - Nadelei Farm and Housing Project.
 - Vatuwaqa Mangrove Project.
 - Nadelei Organic Farms
- **Land Use Capability Reports** - A total of 30 Land Use Capability reports were prepared

PROJECTS

- **Project Saumia:**
There had been positive responses and stronger collaboration between the Government and its state land lessees. This was demonstrated by the improvement of revenue collection (rent and arrears) totalling up to \$14,132,506.95 (94.2%). Field inspections and consistent follow-up with a more friendly approach encouraged lessees to be more responsive and cooperate.
- **Project Harmonization:**
The team harmonized a total of 2379(118%) from a target of 15,000 state land leases. The Team for the first time inspected 100 state land leases in the Northern Division visiting areas around Labasa town and its peripheries.



Labasa Team Deployment to the North

CHALLENGES

- **Absentee Lessees**
Some lessees have resided elsewhere (out of Labasa) whilst tenants or occupants on the subject property were too reluctant to provide telephone contacts for these lessees.
- **Vacant and Non-Cultivation**
High number of uncultivated state lands.
- **Salt Water Intrusion**
- Lack of knowledge on lease conditions hence, affecting collection of Rental Arrears.

- **Absentee Lessees**
Tenants/Occupants of these leases have been advised to inform lessee to apply for consent to sublet and to provide their contact details and current postal addresses at the Divisional Lands Office, North.
- **Vacant and Non-Cultivation**
Lessees to be encouraged and advised to utilize the land.
Strengthening of monitoring mechanism at the Divisional level.
Notice of breach as per lease condition to be issued to lessees on a timely manner. If there is no action taken by the lessees, then proper process for 're-entry' to be implemented.
- **Salt Water Intrusion**
The negative impacts of climate change has been evidently witnessed in the Northern division, whereby state lands have been affected by rising sea water level causing soil infertility.
Recommendations for change of land use to be made.
- More public awareness and door-to-door visitations.
Lease to be thoroughly explained to lessees before execution.

WAY FORWARD

Corporate

Services

Division

The Division provides financial, corporate services support and policy advice to the management and staffs of the ministry. Due to the close working proximity with senior executives, the division operates out of headquarters but has operative arms in the various stations of the ministry. Staff adherence to policies is an essential mantra of the division given the role as the policy advisers and complying authority on central government legislations. Therefore in the spirit of accountability, staff attendance and other basic non-compliance issues continues to be progressively addressed through the ministry's discipline policies with emphasis on improvement rather than penalising.

Towards the middle of the assessment period, the division became involved in the implementation of the new Open Merit and Recruitment and Job Evaluation Guidelines. These impacted both positively and negatively on staffing, the latter being the short timeframes for the required period of implementation which stressed operations and required staffs to work overtime and take on additional responsibilities. On the positive side, the introduction of these two new policies influenced the review of the divisions' roles and responsibilities including Key Performance Indicators. Duties and roles of positions were then streamlined to reflect consistency across all levels and accountability of authorities. In the last quarter of the financial year, the ministry together with other government agencies was pushed to implement the Performance Management Framework, particularly the MYAPA assessment initiative. Like all the reform initiatives implemented by the Ministry of Civil Service, training and awareness programmes was conducted by the MCS in coordination with the ministry training unit for ministry supervisors and managers, and thus the whole process of conducting a ministry assessment of staff performance was undertaken.

In support of staff welfare, the division through the Ministry's Reguregu policy also coordinates the ministry contribution to the funeral rituals of a staff's next of kin. The practice has enable the ministry to have an organised approach to providing support to individual staffs grieving circumstances.

Furthermore the division has internal policy arrangements that encourage teamwork on activities outside of the normal deskwork. Staffs are engaged on both the professional platform of weekly and monthly meetings, to participate in the own professional development activities through presentations, discussions, debates and foster good relations and build good teamwork through divisional social platforms consisting of staff retreat and celebratory occasions.



Alignment to NDP and Annual Operational Plan

In terms of the alignment to the National Development Plan and the Annual Operation Plan, the Corporate Service Division in this financial year has managed to implement the following:

- 1) Policy Support; development of Ministry's Annual Corporate Plan, aligned to government's strategic development goals. Successful implementation of the Open Merit Recruitment System (OMRS)
- 2) Relevant trainings attended by the staff hence boosting their work performances and an improved working environment
- 3) Job Evaluation Exercise undertaken and implemented with new salary bands.
- 4) Financial Management Reform Annual through the development of a ministry Procurement Plan aligned to the ministry's budgeted resources.

Achievements, Significant Trainings and Events

POLICY SUPPORT

A draft Annual Corporate Plan was compiled with input from all divisions with emphasis on ensuring that targets were achievable and realistic in terms of budget and resource allocation.

OPEN MERIT RECRUITMENT SYSTEM (OMRS)

- Improved work accountability and transparency in the Ministry.
- An improved return around time during the recruitment process whereby 80% of new acting and temporary appointments were conducted.

STAFF TRAINING (OVERSEAS & LOCAL)

Around 200 staff attended both local and overseas trainings/workshops/conference and this has:

- Led to Personal and Professional Development of staffs
- Officers are accredited after attending various skilled trainings
- Exposed to practices in the private and corporate sectors and areas of benchmarking.

PERFORMANCE MANAGEMENT FRAMEWORK & JOB EVALUATION WORK REPORTS

- Working with all other divisions, CSD was able to meet timelines for submission of moderation sheets to Civil Service Reform Management Unit and Ministry of Economy for implementation of the performance pay. Whilst this did not eventuate until the financial year of 2018 -2019, the ground work for the implementation of the PMF was pursued this year.
- The PMF has in turn contributed significantly to the ministry's planning programmes in that it has prompted better planning in terms of realistic targets, delegation of duties and streamlining of Individual Work Plans and alignment Job Descriptions to significant targets and achievable goals. This has in turn enhanced work processes. Ultimately both employers and employees have benefited in improving management goals and benefits to employees who are finally having their jobs evaluated and given the right remuneration in accordance with market prices.

FINANCIAL MANAGEMENT REFORM

In terms of Financial Management Reform the following was achieved:

- Budget Request Formulation – 78% of the Budget requested was approved by Ministry of Economy. The respective divisions were involved in its preparation with a total budget of \$2.231m.
- Control of Expenditure of Public Money - 22 RIE's and 7 Virements approved out of 24. \$33.334m utilised from the \$35.379m Budget.
- Revenue Management - Total Revenue Collected was \$17.990m, the target was \$4m/quarter.
- Timely & accurate submissions of Financial Reporting (Annual Financial Statement & Reconciliations).
- Debt Management - Total arrears of revenue collected during the amnesty is \$0.613m.
- Procurement - 20 out of the 21 Capital Purchases & Constructions was facilitated.
- Audit - 97% of Audit Issues relating to Finance has been implemented; hence a Better Internal Control & systematic processes.
- Noting of Leases - Establishment of security for Lessees & updated records for the Ministry through timely and accurate information (All Registered Leases, Transfers, Rental Assessments, Adjustments & Change of records received are noted in the system) entered.

CHALLENGES

- Planning Documents are always in draft format (Annual Corporate Plan & Annual Report).
- Knowledge sharing of information acquired was not conducted after overseas and local trainings attended.
- Noting of Leases – a paramount job but is only manned by 1 staff and information entered might be incorrect.

- Strengthen monitoring and follow-ups of planning documents till finalization.
- Staff are to be reminded of their responsibilities with regards to capacity building and this is something that needs to be addressed belligerently.
- Recruitment of another staff to assist and also work is to be verified by a senior staff.

WAY FORWARD



AUDITED FINANCIAL Report

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File Ref: 486

20 December 2019

The Honourable Ashneel Sudhakar
Minister for Lands and Mineral Resources
New GCC Complex
Nasese
SUVA

Dear Honourable Sudhakar

AUDITED FINANCIAL STATEMENTS MINISTRY OF LANDS AND MINERAL RESOURCES FOR THE YEAR ENDED 31 JULY 2018

Audited financial statements for the Ministry of Lands and Mineral Resources 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. Permanent Secretary for Lands and Mineral Resources

MINISTRY OF LANDS AND MINERAL RESOURCES
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018

MINISTRY OF LANDS AND MINERAL RESOURCES
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018

Table of Contents

INDEPENDENT AUDITOR'S REPORT3

MANAGEMENT CERTIFICATE5

STATEMENT OF RECEIPTS AND EXPENDITURE.....6

APPROPRIATION STATEMENT7

STATEMENT OF LOSSES.....8

DEPARTMENT OF LANDS TRUST FUND ACCOUNT9

DEPARTMENT OF MINERALS TRUST FUND ACCOUNT10

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS.....11

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INDEPENDENT AUDITOR'S REPORT

MINISTRY OF LANDS AND MINERAL RESOURCES

I have audited the financial statements of the Ministry of Lands and Mineral Resources, which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses and Department of Lands Trust Account Statement of Receipts and Payments, Department of Minerals Trust Fund Account Statement of Receipts and Payments for the year ending 31 July 2018, and notes to and forming part of the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects on the matters described in the Basis of Qualified Opinion paragraph, the accompanying financial statements for the year ended 31 July 2018 are prepared, in all material respects, in accordance with the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instruction 2016.

Basis of Qualified Opinion

Trust Fund Account balance for Department of Lands amounting to \$6,614,870 was not supported with detailed listing of claimants of the monies held in the trust. As such, I was unable to satisfy myself on the accuracy and completeness of the Trust Fund Account balance as at 31 July 2018.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further 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 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 opinion.

Responsibilities of the Management and Directors 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 the Finance (Amendment) Instructions 2016 and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatement, 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 or 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 judgment 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.
- 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 Ministry's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by management.

I communicate with the Ministry 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 identify during my audit.



Ajay Nand
AUDITOR-GENERAL



Suva, Fiji
20 December 2019

**MINISTRY OF LANDS AND MINERAL RESOURCES
MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2018**

We certify that these financial statements:

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


Josefa Caniogo (Mr)
Permanent Secretary

Date: 16/12/19.


Timoci Samisoni (Mr)
Manager Finance

Date: 12/12/2019.

**MINISTRY OF LANDS AND MINERAL RESOURCES
STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2018**

	Note	31 July 2018 (\$)	31 July 2017 (\$)
REVENUE			
State Revenue			
Land and Property Rent	3(a)	14,386,719	13,419,582
Fees charges, Fines and Penalties	3(b)	1,360,271	709,972
Revenue from Surveys & Sales of Navigation	3(c)	363,547	157,520
Licence	3(d)	94,106	32,179
Sale of Publications		347	98
Sale of Photographs		-	21
Mining Fees		494,434	499,064
Chemical		3,313	1,807
Commission		16,551	15,321
Hire of Plant & Vehicles	3(e)	16,239	-
Valuation Fees		15,086	18,153
Total State Revenue		16,750,613	14,853,717
Agency Revenue			
Miscellaneous		1,115,379	928,103
Total Revenue		17,865,992	15,781,820
Expenditure			
Established Staff	3(f)	10,491,482	8,525,583
Government Wage Earners	3(g)	1,181,962	792,564
Travel and Communications		844,908	863,762
Maintenance & Operations	3(h)	6,404,170	5,711,341
Purchase of Goods and Services	3(i)	946,617	779,418
Operating Grants and Transfers		26,378	31,422
Special Expenditures		815,724	792,412
Total Operating Expenditure		20,711,241	17,496,502
Capital Construction	3(j)	7,223,777	4,347,581
Capital Purchases	3(k)	2,150,923	580,754
Capital Grants and Transfers	3(l)	1,224,642	498,401
Total Capital Expenditure		10,599,342	5,426,736
Value Added Tax		1,361,891	1,071,165
Total Expenditure		32,672,474	23,994,403

**MINISTRY OF LANDS AND MINERAL RESOURCES
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	9,856,407	663,717	10,520,124	10,491,482	-	28,642
2	Government Wage Earners	971,197	217,152	1,188,349	1,181,962	-	6,387
3	Travel and Communications	805,200	43,390	848,590	844,908	-	3,682
4	Maintenance & Operations	7,419,193	(506,663)	6,912,530	6,404,170	-	508,360
5	Purchase of Goods & Services	1,000,328	(47,147)	953,181	946,617	-	6,564
6	Operating Grants & Transfers	32,100	-	32,100	26,378	-	5,722
7	Special expenditures	870,165	(52,320)	817,845	815,724	-	2,121
	Total operating expenditure	20,954,590	318,129	21,272,719	20,711,241	-	561,478
8	Capital Construction	9,803,085	(1,930,785)	7,872,300	7,223,777	-	648,523
9	Capital Purchases	6,460,000	(3,361,920)	3,098,080	2,150,923	-	947,157
10	Capital Grants and Transfers	2,740,000	(1,510,014)	1,229,986	1,224,642	-	5,344
	Total capital expenditure	19,003,085	(6,802,719)	12,200,366	10,599,342	-	1,601,024
13	Value added tax	2,372,190	(465,410)	1,906,780	1,361,891	-	544,889
	Total expenditure	42,329,865	(6,950,000)	35,379,865	32,672,474	-	2,707,391

**MINISTRY OF LANDS AND MINERAL RESOURCES
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 JULY 2018**

Loss of Money

There was no loss of money recorded for the financial year ended 31 July 2018.

Loss of Revenue

There was no loss of revenue recorded for the financial year ended 31 July 2018. However, the total amount of interest being waived during the waiver of interest amnesty that was granted from January 2018 to June 2018 was \$583,822.

Loss of Assets (other than money)

The Board of Survey has been carried out in accordance with Section 49 of the Finance Instructions 2010.

MINISTRY OF LANDS AND MINERAL RESOURCES
DEPARTMENT OF LANDS TRUST FUND ACCOUNT
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2018

	Note (5)	31 July 2018 (\$)	31 July 2017 (\$)
Opening Balance		6,229,494	4,230,897
Receipts			
Compensation	3,627,230		62,669
Other Revenue	2,541,469		102,399
Fisheries impact	138,873		1,516,454
Lease offer	2,584,833		100,289
Priority plan	696,969		374,928
Royalty	695,826		15,883
Sand gravel	13,795		3,169,243
Total receipts		10,298,995	5,341,865
Payments			
Meal/mileage claim	2,577,452		39,413
Priority plan & general	2,754,492		150,278
Royalty	613,689		158,424
Fisheries impact	366,216		29,789
Compensation	3,601,770		2,965,364
Total payments		9,913,619	3,343,268
Closing balance		6,614,870	6,229,494

MINISTRY OF LANDS AND MINERAL RESOURCES
DEPARTMENT OF MINERALS TRUST FUND ACCOUNT
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2018

	Note (5)	31 July 2018 (\$)	31 July 2017 (\$)
Opening Balance		4,386,308	4,482,035
Receipts			
<u>Mining</u>			
Mining Bond	183,719	181,475	
SPL Renewal Fees	67,878	142,395	
EIA Screening	-	124	
Royalty	819,062	167,554	
<u>Non-Mining</u>			
Geotechnical Survey	20,873	58,816	
Borehole Construction	75,356	165,558	
Aggregate Survey	1,185	8,249	
Total Receipts		1,168,073	724,171
Payments			
<u>Mining</u>			
Transfer of Renewal Fees	85,072	-	
Bond Refund	11,958	628,610	
<u>Non-Mining</u>			
Borehole Construction	36,652	-	
Geotechnical Survey	15,163	191,288	
Total payments		148,845	819,898
Closing Balance		5,405,536	4,386,308

**MINISTRY OF LANDS AND MINERAL RESOURCES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

NOTE 1 REPORTING ENTITY

The Ministry of Lands and Mineral Resources plays a pivotal role in national development of the Republic of Fiji ("Fiji") and in supporting its economic growth.

The Ministry is focused on developing, reviewing and adopting flexible and market-driven policies to address the challenges faced by land developers, tenants, investors and indigenous landowning units in terms of accessing and utilising land.

The State owns 4 per cent of land in Fiji. The State's land is located within major urban centres around the country; its effective management is crucial to the national development.

The Ministry of Lands and Mineral Resources is made up of two Departments: the Department of Lands and the Mineral Resources Department.

The Department of Lands is responsible for the effective and efficient administration, development and management of all state land in Fiji. The new Land Use Division, which was established in 2010, helps indigenous landowners put viable land that is currently idle and un-utilised to productive use, under terms and conditions which are attractive to both the landowners and tenants.

The Mineral Resources Department oversees and facilitates the development of the country's mineral sector and groundwater resources. It undertakes studies in relation to geological hazards and mineral and groundwater development. It also manages the development of the mining and quarrying sector.

NOTE 2 STATEMENT OF ACCOUNTING POLICIES

a) Basis of Accounting

In accordance with Government of the Republic of Fiji ("Government") accounting policies, the financial statements of the Ministry of Lands and Mineral Resources 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 requirements of Section 71(1) of the Finance Instructions 2010, Financial Management Act and Finance (Amendment) Instructions 2016. The preparation and presentation of Statement of Assets and Liabilities is not required under the current Government policies.

b) Revenue Recognition

Revenues are recognised when funds are receipted by the Ministry of Lands and Mineral Resources.

c) Change in Fiscal Year

As per the change in the Government Fiscal year from January – December to August – July Annual Financial Statement depicts financials for the full year July 2018 which is illustrated against full year July 2017 financials.

MINISTRY OF LANDS AND MINERAL RESOURCES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (*Continued*)
FOR THE YEAR ENDED 31 JULY 2018

d) Accounting for Value Added Tax

All income and expenses are exclusive of Value Added Tax (VAT). The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Economy. 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 consolidated statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue and Customs Service (FRCS). Actual amount paid to FRCS during the year represent the difference between VAT Output and VAT Input.

e) Comparative Figures

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

NOTE 3 COMPARISON OF RESULTS

- a) Land and Property Rent revenue increased by \$967,137 or 7% in 2018 compared to 2017 due to the Ministry taking vigorous measures to collect the revenue and the arrears due to Government. The Ministry had offered an incentive for waiver of interest to all Lessees in the first six months of the year.
- b) Fees charges, Fines and Penalties revenue increased by \$650,299 or 92% in 2018 compared to 2017 due to fees charged on the increase in number of application lodged by lessees for various dealings (consent to build, caveat, transfer, mortgage and Ministerial Consent).
- c) Revenue from Surveys & Sales of Navigation increased by \$206,027 or 131% in 2018 compared to 2017 due to the increase in Survey fees collected. These survey fees and charges are derived from the following:
 - (i) Calibration of Survey Instrument (Control);
 - (ii) Registered Surveyors Practicing Fees (SRB);
 - (iii) Survey Instruction Fees (Gazetted Scale of Fees);
 - (iv) Survey Fees & Charges;
 - (v) Lodgement of SO Plans.
- d) License fees increased by \$61,927 or 192% in 2018 compared to 2017 due to increase in licenses issued by the Ministry during the year for river and gravel sand extraction.
- e) Revenue from Hire of Plant and Vehicles increased by \$16,239 or 100% in 2018 compared to 2017 due to the increase in the hire of water & mineral drilling plants and machinery.

MINISTRY OF LANDS AND MINERAL RESOURCES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (*Continued*)
FOR THE YEAR ENDED 31 JULY 2018

- f) Established Staff costs increased by \$1,965,899 or 23% in 2018 compared to 2017 due to the job evaluation exercise payment made to all established staff.
- g) Government Wage Earners costs increased by \$389,398 or 49% in 2018 compared to 2017 due to the job evaluation exercise payment made to all government wage earners.
- h) Maintenance and Operations expenditure increased by \$692,829 or 12% in 2018 compared to 2017 due to the increase in the payments of municipal council rates.
- i) Purchase of goods and services expenditure increased by \$167,199 or 21% in 2018 compared to 2017 due to the increase in the Land Reform Programme that normally deal with technical work of the division and hosting of land owning unit trustees awareness.
- j) Capital Construction expenditure increased by \$2,876,196 or 66% in 2018 compared to 2017 due to the increase in the Development of State land for the unutilised State land, which includes the construction of infrastructure and the creation of sub-divisions.
- k) Capital Purchases increased by \$1,570,169 or 270% in 2018 compared to 2017 due to the increase in payments of new equipment such as the purchase of drill rigs, purchase of seismology equipment, purchase of large format scanners, purchase of specialised vehicles and purchase of survey software executed for expenditures assigned under SEG 9.
- l) Capital grants and transfer increased by \$726,241 or 146% in 2018 compared to 2017 due to the increase in payments executed for expenditure assigned under SEG 10 through the development of I-Taukei land.

NOTE 4 DETAILS OF APPROPRIATION CHANGES

The Cabinet approved the re-deployment of Funds from Head 33 (Ministry of Lands and Mineral Resources) via Cabinet Decision CP (18)94.

Re-deployment Number	From	To	Amount (\$)	Reason for Re-deployment
REDY03	Head 33	Head 50	6,950,000	Undertake redeployment of funds within the approved 2017-2018 Budget to fund the 'Cyclone Assistance Relief Effort' for Fiji, CARE for Fiji.

MINISTRY OF LANDS AND MINERAL RESOURCES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (*Continued*)
FOR THE YEAR ENDED 31 JULY 2018

REASON FOR SIGNIFICANT SAVINGS

There was significant savings in the capital purchases allocation (SEG 9) of \$947,157 against the revised budget. The savings was due to non-utilisation of stereo satellite imagery budget since the approved contractor withdrew its bid in June 2018.

NOTE 5 TRUST FUND ACCOUNT

The Land Trust Fund Account was opened due to the new Land Use Unit and as such the department is now not only responsible for the collection of fees, lease rents and other official land charges for the government but it also responsible for the collection of the same revenue for the Native Land Owners who have deposited their land into the Land Bank to be administered by the department. Funds collected also includes security such as deposits, payments in advance and bank guarantees as stipulated in provision 12 of the Land Use Decree. The funds that are operated under the Land Trust Fund include the following:

- Land Acquisition Compensation funds;
- Land Bank Fees, Leases & Securities collected on behalf of Land Owning Units;
- Sand & Gravel Extraction Royalties;
- Qoliqoli Compensation;
- Government Survey & Plan Ad-Hoc Work;
- Government Construction Work Compensation;
- Funds received for Vanua View Services ;
- Funds received for Re-Evaluation of city and town boundaries for municipal councils
- Mining fees/bond, SPL Renewal Fees, EIA Screening, Royalty; and
- Geotechnical Survey, Borehole Construction, Aggregate Survey.

The Mining Trust Fund Account includes licence paid in advance. This is to ensure that any environmental damage caused by the Company will be covered by the money held.

The money held in non-mining trust fund account is from the private or public entities who request the Mineral Resources Department to conduct works or project for them. Non Mining includes groundwater project or mineral investigations.



CONTACT US

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