

# 2015 Annual Report



## Ministry of Local Government, Housing and Environment



PARLIAMENTARY PAPER NO.12 OF 2021

## STRATEGIC DIRECTION



**Excellence in urban and environment management for a Prosperous Fiji**



**To promote socio-economic growth towards resilient urban communities, good local governance and decent housing opportunities whilst sustaining ecosystem services**



CORE VALUES

**Customer Focus Civic Pride  
Flexibility Safety & Security  
Team Work & Commitment Human Rights & Security  
Environment Sustainability Respect & Fairness  
Accountability  
Transparency  
Integrity & Honesty  
Innovative Leadership**

About  
US

The Ministry of Local Government, Housing and Environment has four main Departments under its portfolio: the Department of Local Government, Department of Housing, Department of Town and Country Planning and Department of Environment. The Ministry is responsible for the formulation and implementation of Local Government, Urban Planning, Housing and Environment policies and programmes. The Ministry also has additional responsibilities to the Municipal Councils, National Fire Authority, Housing Authority and Public Rental Board.



## ACRONYMS

CAP	Compliance Assistance Programme
CITES	Convention on International Trade of Endangered Species of Wild Flora and Fauna
EIA	Environment Impact Assessment
EMA	Environment Management Act
EPS	Endangered and Protected Species
GEF	Global Environment Facility
Gof	Government of Fiji
HCFC	Hydro chlorofluorocarbon
HPMP	Hydro chlorofluorocarbon Phase-out Management Plan
LPO	Litter Prevention Officers
MLF	Multilateral Fund
NBSAP	National Biodiversity Strategy and Action Plan
NGO	Non-Government Organization
NWMS	National Waste Management Strategy
ODS	Ozone Depleting Substances
PICs	Pacific Islands Countries
PMU	Project Management Unit
RAC	Refrigeration and Air-Conditioning
RMU	Resource Management Unit
SA	South Asia
SGP	Small Grants Program
SEAP	South East Asia/Pacific
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention to Combat Desertification
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework on the Convention on Climate Change
WPCU	Waste Management and Pollution Control Unit

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## ABOUT THE REPORT

Welcome to the Ministry for Local Government Housing and Environment's annual report for the 2015 financial year designed to provide information about the organization, its purpose, services and performance. The Ministry is responsible for the formulation and implementation of Local Government, Urban Planning, Housing and Environment policies and programs. The Ministry also has responsibilities for the National Fire Authority, Housing Authority, and Public Rental Board.

The report presents our work in the context of the priorities stated in our Strategic Plan, Budget estimates for 2015, Annual Corporate Plan, principal legislations, policies and other strategic documents. It also outlines our contribution to broader government – desired outcomes and compliance with various legislative and Government policy requirements.

This report aims to:

- Highlight the Ministry's corporate responsibilities
- Introduce the management team for 2015
- Highlight the achievement of each individual department.

There are four (4) parts to this report in total:

- Part 1: 2015 Highlights;
- Part 2: Organizational Structure;
- Part 3: Roles and Responsibilities;

# REFERRAL LETTER FROM PERMANENT SECRETARY

MINISTRY OF LOCAL GOVERNMENT HOUSING AND ENVIRONMENT  
FFA BUILDING GLADSTONE ROAD  
SUVA

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3<sup>rd</sup> August 2018

Honorable Parveen Bala Kumar  
Minister for Local Government Housing and Environment  
FFA Building  
Gladstone Road  
Suva

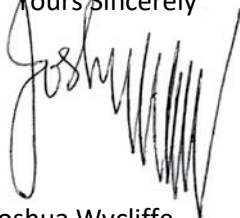
Dear Sir,

I have the pleasure of submitting the Ministry for Local Government Housing and Environment Annual Report 2015.

It provides the activities of the Ministry and the highlights for the year.

The Annual Report 2015 has been prepared in accordance with the provisions of section 14 of the Public Service Act 1999 and the Finance Management Act 2004, the report has been prepared with the requirements for Annual Reports by the Fiji Government.

Yours Sincerely



Joshua Wycliffe

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



## STATEMENT BY THE PERMANENT SECRETARY



We are pleased to present the 2015 Annual Report for the Ministry of Local Government, Housing, and Environment.

This strategic document, which had been drawn after a thorough assessment of the Ministry's 2015 achievements and challenges which includes newer strategies to achieve excellence that will foster efficient and effective service delivery to our targeted beneficiaries. The Ministry had focused on achieving the goals that the Government has set out in the Roadmap for Democracy and Sustainable Social and Development (RDSSED) and the objectives set by the 2015 National Budget.

In this context, the Ministry continues to play key roles in meeting the needs of the Fijian people in the areas of municipal governance, housing and environment; whilst at the same time facilitating development. It's pleasing to note the Ministry's continued effort to improve its internal systems and processes, which have resulted in the attainment of the "Achievement Award" for Service Excellence for the second time in 2014.

In 2015, the Ministry had further strengthened its integrated approach to effectively undertake its policy and regulatory role with its key stakeholders to create a conducive and enabling environment to boost investment and sustain economic development in the urban and peri-urban areas. The Ministry had to continue to refine its systems and processes that allows for more transparent dialogues to provide effective regulatory and facilitation services that will meet beyond expectation needs of our clientele and other partners in the critical areas of municipal governance, housing and environment.

The Ministry, in its endeavor to successfully carry out its mandate and had undertook in 2015 the preliminary works for the review of its three main legislations that are geared towards elevating a more dynamic and market-oriented focus that promotes cost-effectiveness, effective and efficient service delivery in our operations. Moreover, the Ministry had continued to assist low income earners and the poor with its targeted socio-economic programs on housing; that includes feasible income generation components that not only offer guaranteed decent and affordable shelter, but also provides medium to long-term livelihood safeguards in income generating projects.

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

Sincerely,

A handwritten signature in dark ink, appearing to read 'Joshua Wycliffe', with a stylized flourish at the end.

.....  
Joshua Wycliffe

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

## **1. ROLES AND RESPONSIBILITIES**

The Ministry is responsible for the formulation and implementation of local government and urban planning policies, housing policies through the integrated program and approach to eradicate poverty. Its Department of Environment is responsible for the development and implementation of policies for the protection and policing of the environment and its sustainable use. The Ministry also has responsibilities for the National Fire Authority. To achieve this, the Ministry defines the core business and responsibilities of each department/unit for 2015 as follows:

### **1. LOCAL GOVERNMENT**

The primary responsibility of the Department of Local Government is to improve local governance through the effective implementation of the Local Government Act [Cap. 125]. This is in line with Pillar 4 of the People's Charter for Change, Peace & Progress - Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery. It is also responsible for the provision of policy advice and support service to the National Fire Authority to ensure effective delivery of its core services through the National Fire Service Act 1995

### **2. TOWN AND COUNTRY PLANNING**

To ensure sustainable development and a coordinated growth the Department of Town and Country Planning (DTCP) is responsible for the overall administration, planning and regulating of land use in Fiji through the Town Planning Act Cap 139 and Subdivision of Land Act Cap. 140. The key functions of DTCP are: Strategic Planning of Urban and Rural Areas and Regulation and Compliance to Development Laws. DTCP also offer physical planning and land development advice to the overall decision-making process of government and the private sector, and promotes town planning in Fiji to increase understanding and guide Fiji toward coordinated growth. Within these deliverables, the department facilitates two main pillars (Pillars 5 & 6) of the Road Map and People's Charter for Peace, Change (Pillar 7 being a new inclusion through the preparation of New Town Development).

### **3. HOUSING AND SQUATTER SETTLEMENT**

The Department is responsible for facilitating affordable housing for our people through effective administration of the national housing policy with specific emphasis on upgrading and resettlement programs and provision of capital grants and social housing subsidy.

### **4. ENVIRONMENT**

The Department of Environment spearheads environmental management in the country. The Department's main objective is to promote the sustainable use and development of Fiji's environment and efficient implementation of policies, legislation and programs. The department administers the Environment Management Act (2005), Ozone Depleting Substances Act (1998), Endangered and Protected Species Act (2002).

## 5. CORPORATE SERVICES

Corporate Service Division is responsible for the implementation of policy decisions for the overall management of the Ministry's budgeting, planning, financial, accounting control and human resources unit. The division mainly consists of two (2) units, the Administration and the Accounts Section delivers requirements pertaining to the Public Service Commission (PSC) and the Ministry of Finance (MOF) to ensure the compliance to General Order (GO) 2010, Public Service Code of Conduct, Financial Management Act (FMA), Agency Financial Manual, Financial Management Instructions (FMI), Government Wage Earners Conditions as well as the approved changes issued through Circulars from the central Agencies and reporting agencies for the adherence of the entire workforce.

## 6. Project Management Unit (PMU)

The PMU is responsible for planning, facilitating, coordinating, monitoring, evaluating, reviewing and reporting on all projects and major activities in the Ministry. It includes regular reporting on implementation of the Strategic Plan, ACP, Cabinet Decisions and Capital Programmes.

## FUNCTIONS OF THE PERMANENT SECRETARY

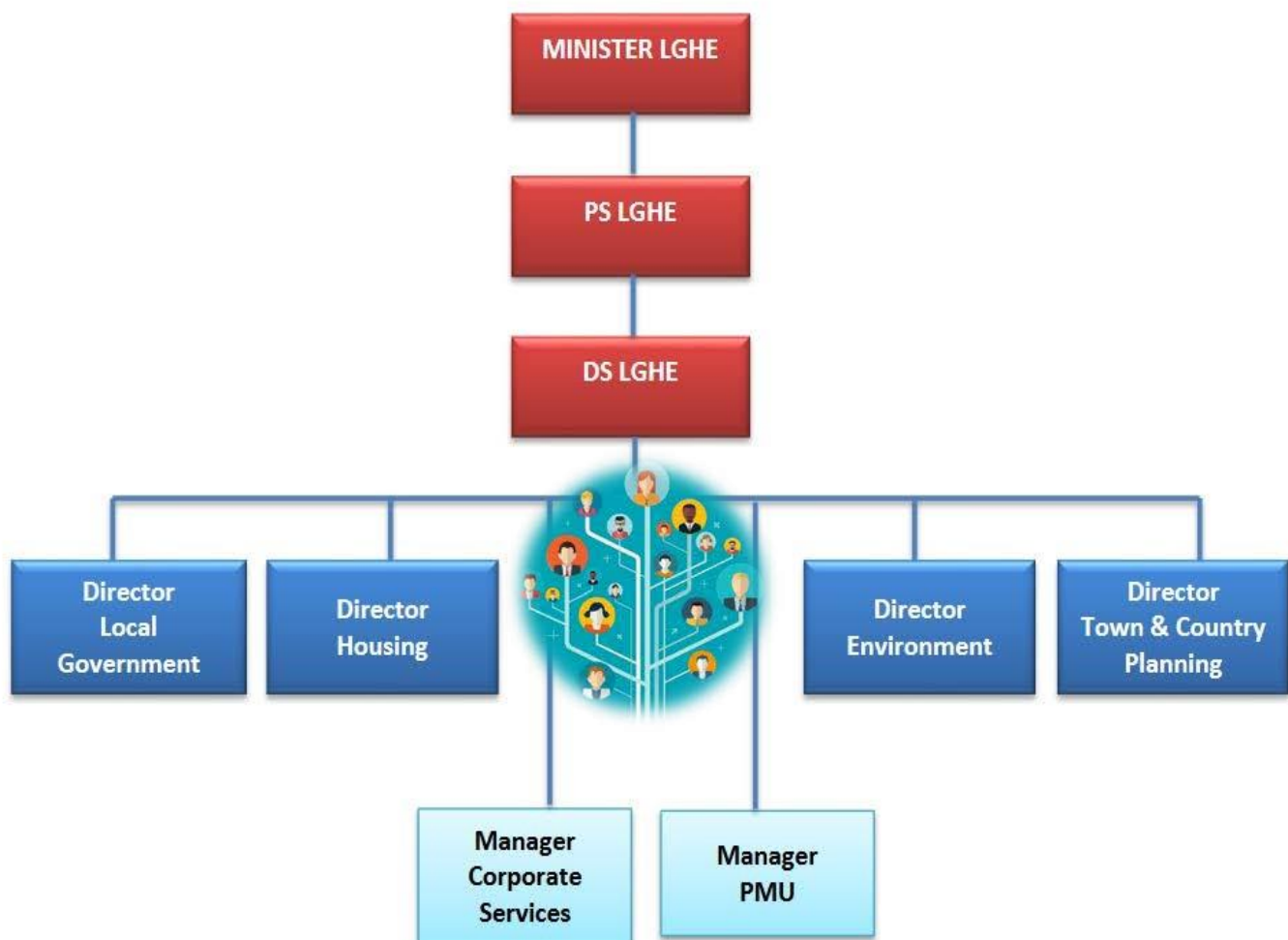
Subject to Section 127 (3), (7) and (8) of the 2013 Constitution the Permanent Secretary has the following functions –

- Responsible to the Prime Minister for the efficient and economical management of the Ministry for Local Government Housing and Environment;
- Have the authority to appoint, remove and institute disciplinary action against all staff of the ministry with the agreement of the Minister for Local Government Housing and Environment; and
- To determine all matters pertaining to the employment of all staff of the Commission, with the agreement of the Minister for Local Government Housing and Environment, including:
  - Terms and conditions of employment;
  - Qualification requirements for appointment and the process to be followed for appointment which must be open, transparent and complete selection based on merit;
  - Salaries, benefits and allowances payable in accordance with the approved budget
  - Total establishment or the total number of staff that are required to be appointed in accordance with the approved budget





## 2. ORGANIZATIONAL STRUCTURE



### **3. RELATED LEGISLATIVE FRAMEWORK**

#### **CORPORATE SERVICE DIVISION**

- Constitution of the Republic of Fiji 2013;
- Public Service Act 1999 & Public Service Regulations 1999;
- General Orders 2011;
- Terms & Conditions of Employment for Government Wage Earners (GWE) 2010;
- Financial Management Act 2004;
- Financial Instructions 2005;
- Financial Manual 2013;
- Fiji Procurement Act 2010;
- Occupational Health & Safety at Work Act 1996;

#### **DEPARTMENT OF LOCAL GOVERNMENT**

- Local Government Act
- Business Licensing Act Cap
- National Fire Services Act
- Essential National Industries Designated Corporations (Amendment) (No.2) Regulations

#### **DEPARTMENT OF TOWN AND COUNTRY PLANNING**

- Town Planning Act Chapter 139;
- Town Planning (Schedule of Fees) Regulation 2005;
- Town Planning General Provision 1999;
- Town Planning General Order 1970;
- Subdivision of Land Regulations 1978;

#### **DEPARTMENT OF ENVIRONMENT**

- Environment Management Act 2005;
- Environment Management (Waste Disposal and Recycling) Regulations 2007;
- Environment Management (Environment Impact Assessment Process) Regulations 2007;
- Endangered and Protected Species Act 2002;
- Endangered and Protected Species Regulations 2003;
- Ozone Depleting Substances Act 1998;
- Ozone Depleting Substances Regulations 2010;
- Customs Act 1986 Section 64;
- Customs (Prohibited Imports and Exports) (Amendment) Regulations 2007 Item 12, Schedule 5;
- Litter Promulgation 2008;
- Litter (Amendment) Decree 2010;

## DEPARTMENT OF HOUSING

- Housing Authority Act;
- Housing Authority (Amendment) Act 1987;





## 4. DEPARTMENT OF LOCAL GOVERNMENT

The Department of Local Government role has been to supervise and assist the Municipal Councils and the National Fire Authority from a policy perspective. In addition, the Department has facilitated the release of Government grants and worked closely with overseas donor agencies on the grant applications and management.

*Table 1: DLG Targets & Achievements*

KEY PILLAR (s) PCCPP	Ministry's Targeted Outputs	Department Achievements
<b>PILLAR 4:</b> <b>Enhancing Public Sector Efficiency, Performance Effectiveness and Service Delivery</b>	Output 1: Portfolio Leadership, policy advice and secretariat support	<ol style="list-style-type: none"> <li>1. Commenced Review of the Fire Services Act</li> <li>2. Attendance at the Board Meetings (4) of the National Fire Authority (NFA)</li> <li>3. Establishment of the Local Government Committee</li> <li>4. Facilitation of the Local Government Forum</li> </ol>
	Output 4: Local Governance Administration	<ol style="list-style-type: none"> <li>1. Standardization of all Municipal Councils' Strategic Plan</li> <li>2. Participation of 2 Municipal Councils at FBEA</li> <li>3. Municipal Council Performance</li> <li>4. Clean and Green Town Competition</li> </ol>
<b>PILLAR 6:</b> <b>Making More Land Available for Productive and Social Purpose</b>	Output 2: Administration of Government Grants to implementing agency partners for operational and capital cost	<ol style="list-style-type: none"> <li>1. Administration of Government Grants to the National Fire Authority</li> <li>2. Administration and Monitoring of Government Grant for Municipal Councils</li> <li>3. Administration of Challenge and Investment Fund</li> </ol>

### 4.1 KEY HIGHLIGHTS

The Department worked closely with NFA on the submission of the Review of the National Fire Service Act to the Solicitor General's Office. The Local Government Committee was formed for the purpose of commencing work on the Town Boundary extensions and Town declarations. The Department facilitated two Local Government Forums.

In addition, a Performance Assessment of the Special Administrators and Chief Executive officers was carried out. The Clean and Green Town Competition was the highlight of the Municipal Councils' overall performance. The competition had three categories and the awardees were as follows:

<b>Larger Town Winner</b>	Lautoka City Council
<b>Medium Town Winner</b>	Savusavu Town Council
<b>Small Town Winner</b>	Tavua Town Council

## 4.2 ADMINISTRATION OF GRANTS

In 2015, the Ministry provided \$19.0m towards Municipal Councils and National Fire Authority for operation and capital grants. The breakdown is as follows;

*Table 2: Grant Distribution*

Projects	Budget	Activity
<b>National Fire Emergency Ambulance Services</b>	\$400,000.00	NFA assisted in the operation of emergency ambulance services
<b>CEO Salaries</b>	\$150,000.00	Assisted five municipal councils' CEOs salaries namely Rakiraki, Tavua, Levuka, Lami and Savusavu
<b>Local Government Review &amp; Special Administrators</b>	\$500,000.00	Assisted all municipal councils SA's salaries. Assisted Local Government Committee's allowance. Assisted Local Government Forum.
<b>Fire Hydrant for National Fire Authority</b>	\$1,000,000.00	Assisted NFA to purchase and install fire hydrants around the country
<b>National Fire Authority Grant</b>	\$2,500,000.00	Assisted NFA in purchasing NFA second hand trucks
<b>Levuka Town Council Grant</b>	\$210,000.00	Assisted Levuka Town Council for the upkeep of the heritage town. Acquire land and carry out site preparation for market construction.
<b>Nasinu Town Council- Laqere Market</b>	\$1,200,000.00	Land securing and preliminary works for the Laqere Market at Nasinu.
<b>SCC - Redevelopment of Albert Park</b>	\$10,000,000.00	Construction of the new pavilion and upgrade of the ground.
<b>Challenge Fund &amp; Investment Fund Town/City Council</b>	\$3,000,000.00	Assisted all the Councils infrastructure projects.
<b>TOTAL CAPEX</b>	\$ 19,207,200.00	

## 4.3 2015 CHALLENGE FUND PROJECTS

*Table 3: Challenge Fund Project*

Councils	Projects	Budget	Results
<b>Nausori Town</b>	Construction of new Multi-Purpose Court at Cargill, Davuilevu.	\$253,528	Projects completed.
<b>Tavua Town</b>	Construction of Multi- Purpose Hall.	\$150,000	Project Completed.
<b>Sigatoka Town</b>	Upgrade of Nayawa Children's Park [Construction of Multi-Purpose Court].	\$82,305	Project Completed.
<b>Lami Town</b>	Construction of Lami Tikaram Park.	\$583,660	Project Completed.
<b>Labasa Town</b>	Construction of Labasa Market Extension.	\$247,500	Project Complete.
<b>Savusavu Town</b>	Narain Height, Savusavu Footpath construction - & New Solar Lights along the Foreshore.	\$135,650	Project Completed.
<b>Nadi Town Council</b>	Procurement of Compactor Truck.	\$293,250	Purchase Done.
<b>Lautoka Town Council</b>	Procurement of Compactor Truck.	\$293,250	Purchase Done.

<b>Nasinu Town Council</b>	Procurement of (2) Compactor Trucks.	\$480,000	Purchase Done.
	Construction of New Footpaths and Street Lights – Ura Place.	\$14,339	Project Completed.
<b>Ba Town Council</b>	Construction sports pavilion and associated facilities for horse race tracks.	\$203,500	Project Completed.
<b>Rakiraki Town Council</b>	<ul style="list-style-type: none"> <li>- Market roof repairing,</li> <li>- Purchase of 30 Wheelie Bins.</li> <li>- Upgrading of Market Master's Office ventilation.</li> </ul>	\$36,249	Projects Completed.
<b>Levuka Town Council</b>	Town Hall Renovations, Council Depot Upgrade, and Children's Playing Equipment Park.	\$145,684	Projects Completed.
	TOTAL	\$2,882,666	96% of \$3m utilised in 2015.



## 5.0 DEPARTMENT OF TOWN AND COUNTRY PLANNING

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

The key functions of DTCP are:

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

DTCP also offer physical planning and land development advice to the overall decision making process of government and the private sector as well as promote town planning in Fiji, to increase its understanding and guide Fiji towards a coordinated growth. Within these deliverables, the department facilitates two main pillars (Pillars 5 & 6) of the Road Map and People's Charter for Peace, Change and Pillar 7 being a new inclusion through the preparation of New Town Developments.

### 5.1 TOWN PLANNING ACT CAP 139

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

### 5.2 IMPLEMENTATION OF PART OF URBAN POLICY ACTION PLAN (UPAP)

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

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

The Director's powers, as consenting authority on developments, is delegated to Municipal Councils by virtue of their approved town planning schemes. In the hope of improving the approval process in an effective and efficient way, DTCP, through the UPAP, has progressively mapped out a program for the further delegation of the powers of the Director to the Councils.

The existing capacity at municipal councils in terms of urban planning and urban management is identified as a contributing factor to weak implementation and enforcement of approved town planning schemes. The Department has established town planning units (TPU's) in municipal councils as an initiative to support the devolution of authority process.

*Table 4: Town Planning Units*

TOWN COUNCIL	ACTIVITY
Rakiraki Town Council	Established TPU

## **B. Legal and Regulatory Framework**

The Office of the Solicitor General received the proposed revised Town Planning laws in 2014 for vetting and returned them in late September-early October. With the approval of the Minister, the Department undertook a nationwide Community Awareness and Consultation process, launched on 9<sup>th</sup> November 2014 by the Minister.

This Awareness Program, scheduled for completion in May 2016, ensures that the public is aware of the proposed amendments, prior to their being tabled in Parliament for enactment.

## **C. Institutional Strengthening and Capacity Building**

There have been limited training courses, given the number of existing staff who are studying overseas on urban planning. The partnership with the Government of the Republic of Indonesia on capacity building and institutional strengthening, including deputizing of experts, namely engineers, urban planners and GIS experts was stalled due to changes in the Indonesian government. Further progress is expected in 2016.

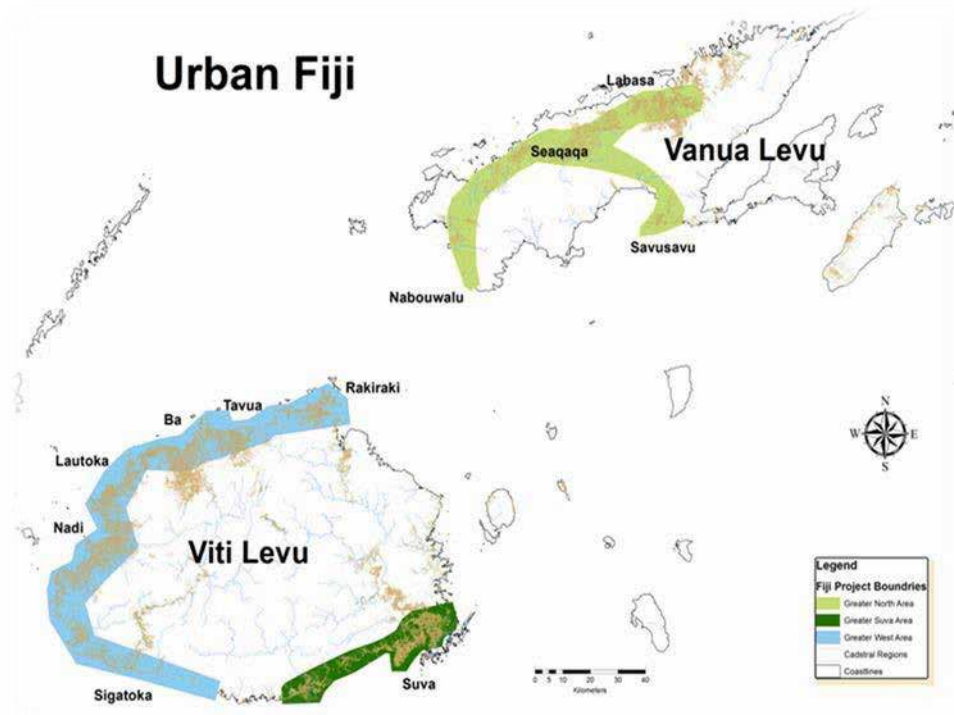
The Asian Development Bank (ADB)'s Technical Assistance on Urban Development Planning and Institutional Capacity Building project allowed DTCP to be the National Urban Planner, working with an ADB consultant on the Review and Validation of the Greater Suva Urban Growth Management Action Plan (UGMAP), which is a pre-requisite to the Water Authority of Fiji's (WAF) Review of the Suva-Nausori Water and Waste-Water Master Plan.

This collaboration guided WAF's strategic plans in identifying potential water sources for the projected population growth in the Central Division. The review also identified projected urban growth directions significant for infrastructure planning and public investment from 2015 to 2030. The Urban Planning Program is an institutional capacity building exercise as it requires the full participation of the Department and all its staff.

## **D. Urban Planning and Urban Growth Management**

Phase 1 of the Urban Growth Management Plans (UGMAP) for Greater Western and the Northern Corridor has been completed and consists of land use surveys, research, consultation, data collation and spatial plans to reflect urban growth and development from Sigatoka to Rakiraki in the Greater Western Corridor.

Limited capacity in DTCP resulted in the deferment of the Greater Northern Urban Corridor Plan. However, emphasis is made on the planned development concept, also known as New Town Development.



*Figure 1: Proposed New Town Development*

Three (3) growth centers were identified and earmarked for New Town Development i.e. Nabouwalu in Bua, Seaqaqa in Macuata and Keiyasi, in the hinterlands of Navosa.

Whilst the department prepared zoning plans as a framework to the Centre Plans for these future towns, the major determinant of progress is land acquisition, carried out in consultation with the iTaukei Lands Trust Board (TLTB) and the landowners themselves. This is a critical factor for the prospective NTD of Nabouwalu. The Ministry made payments to TLTB for Development Leases on all three sites. These programs will have a realistic project development timeframe of three – four years, including documentation.

### **5.3 TOWN PLANNING SCHEME & REVISIONS**

Both the Revised Levuka Town Planning Scheme and Rakiraki Town Planning Scheme were finally approved in 2015.

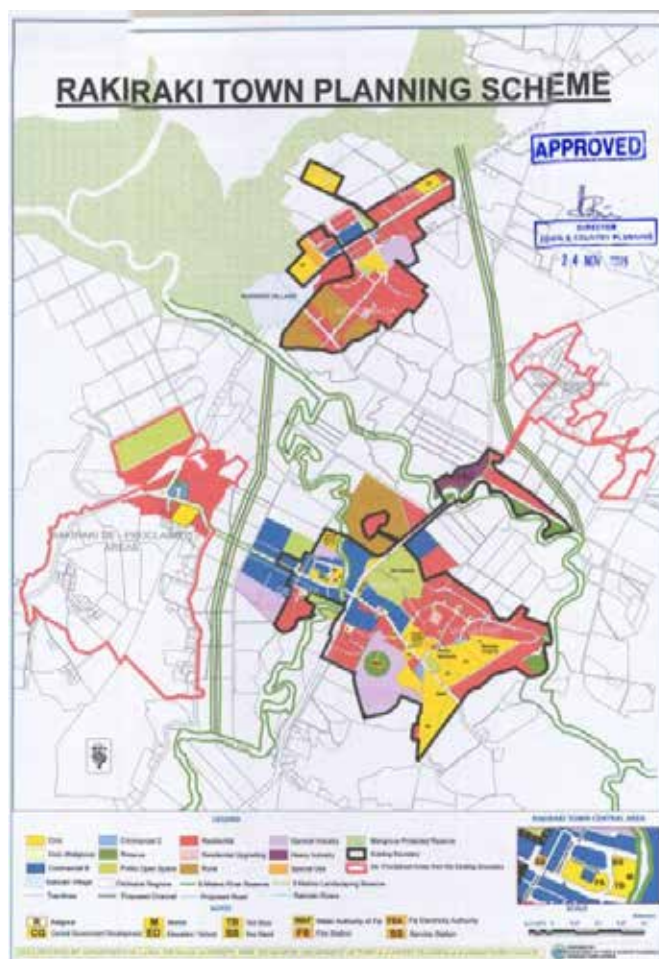


Figure 2: Rakiraki Town Planning Scheme (2015)

The revision of the Levuka Town Planning Scheme is a contributing factor to it being declared as a World Heritage site.

### 5.3.1 LOCAL AREA ADVISORY PLANS (LAAPS)

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

### 5.3.2 SCHEME AMENDMENTS & RURAL REZONING

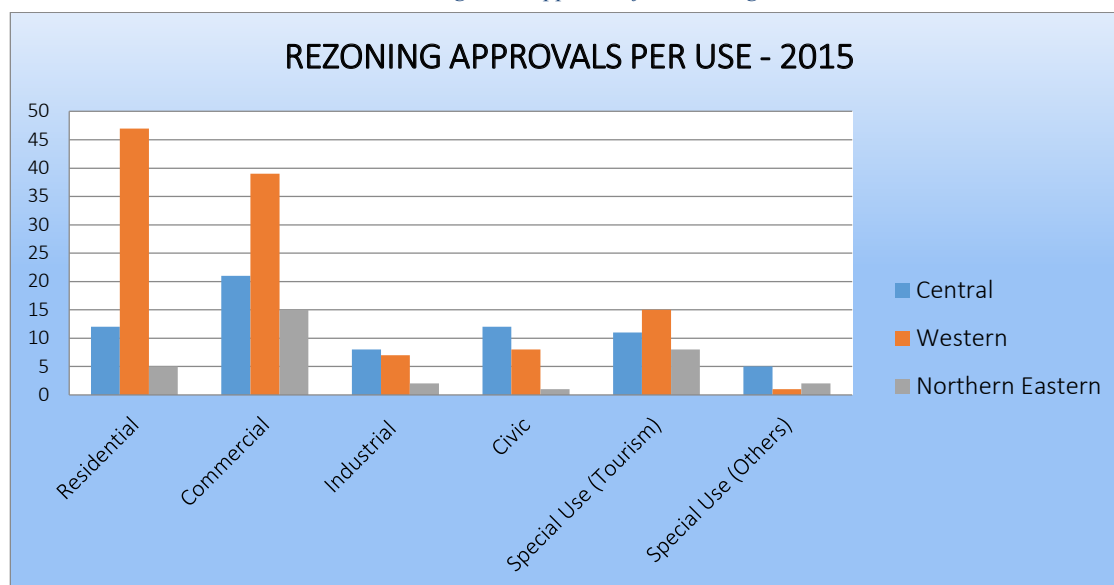
The Table shows the number of applications received and considered.

Table 5: Rezoning Summary

RE ZONING SUMMARY 2015				
	Central	Western	Northern	TOTAL
Received	86	115	48	249
Approved	70	118	35	223
Refused	28	20	7	55

Below is a chart that reflects changes in zoning in the respective divisions. The proposals for Residential and Commercial uses reflect housing demand and urban growth in both the Central and Western Divisions.

Figure 3: Approvals for Rezoning- 2015



## 5.4 MASTER PLANS

A total of two (2) Master Plans were received. They relate to integrated resort developments whilst 2 others were submitted to facilitate renewal of approval. The most notable is the Nadawa (Nasinu) Master Plan, a proposal that extends to mangrove areas and the foreshore. Significant planning issues for consideration are infrastructure and access to and from the site.

## 5.5 GOVERNMENT (CAPITAL) PROJECTS AND POLICY ADVICE

There has been a notable shift and now DTCP is consulted with regard to government projects which were previously cleared solely by the Ministry of Works and Infrastructure.

DTCP is a member of the Central Board of Health and Forestry Board as a representative of the Ministry. The Department also receives cases and complaints forwarded by the Office of the Prime Minister and the Office of the Attorney General, mostly on cases or disputes relating to land and building development.

## 5.6 LAND AND BUILDING DEVELOPMENT

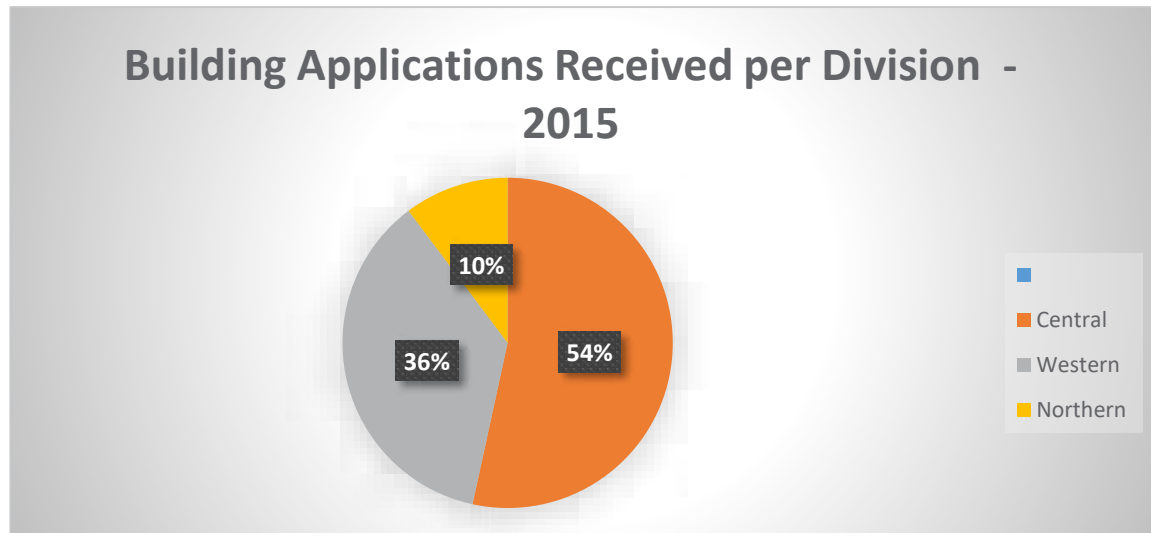
The Table shows the number of applications received and considered.

Table 6: Building Application Summary

BUILDING APPLICATION SUMMARY - 2015					
DIVISION	RECEIVED	CONSIDERED	DECISION		
			Consented to	Refused	Deferred
Central	1142	1179	686	172	338

<b>Western</b>	777	727	630	2	95
<b>Northern</b>	219	223	178	8	37
<b>Total</b>	2138	2129	1494	182	470

Out of the 2129 building applications processed, 70.1% were approved, 8.5% refused and 22.07% were deferred or returned pending further action by applicants.



*Figure 4: Building Applications Received*

## 5.7 MAJOR DEVELOPMENTS

Development Projects Valued At \$1million and above are considered as Major Development (MD). These are treated with a priority processing timeline of seven days. Forty (40) such projects was received and considered.

A summary of type of major developments per use per division is shown below in Table 7

*Table 7: Building – Major Developments*

MAJOR DEVELOPMENTS RECEIVED AND CONSIDERED - 2015					
Use/ Division	Central	Western	Northern	Eastern	TOTAL
RESIDENTIAL	7	4	0	-	11
COMMERCIAL	4	3	11	-	18
INDUSTRIAL	4	6	0	-	10
CIVIC	3	1	4	-	8
TOURISM	0	11	8	-	19
OTHERS	2	0	1	-	3
<b>TOTAL RECEIVED</b>	20	25	24	0	69

Of those received, 25 were from the Western Division with dominant use being Tourism. This is a decline from past trends whereby the dominant use was residential, mainly for property development at either



Denarau or Naisoso. The Total value of the Major Building applications that were approved stood at \$148,118.666 for the year 2015.

## 5.8 ENVIRONMENT MANAGEMENT UNIT (EMU)

The Unit is responsible for the provision of technical advice on foreshore development applications that are forwarded by the Director of Lands. It makes commendations to the Director of Environment on any EIA as part of its consultation process. The unit also attends all EIA meetings and consultations.

The table below provides a breakdown of its deliverables:

*Table 8: EMU Deliverables*

Environment Management	Divisions		
	Central	Western	Northern
<b>DOE- Environment Impact Assessment Reports [EIA/EMP/CEMP &amp; OEMP]</b>	27	20	6
<b>Commented</b>	17	11	5
<b>Foreshore Matters</b>			
<b>DOL- Foreshore Applications</b>	6	11	2
<b>Commented</b>	3	6	2

## 5.9 GEOGRAPHICAL INFORMATION SYSTEM UNIT (GIS UNIT)

The Geographical Information System (GIS) and I.T Unit is responsible for the production of plans, maps, records and information of DTCP in digitized and electronic format. In 2015 the GIS&IT Unit strengthened the Municipal Councils' GIS facilities and provided training. Emphasis has been made to Councils to operationalize GIS and integrate it into their work e.g. digitization of complaints received from ratepayers or rate collection.

## 5.10 SUBDIVISION OF LAND

The Subdivision of Land Division is responsible for the processing of subdivision of land applications, approval of engineering plans and the clearance of survey plans. It provides advice to land developers and consultants on land subdivision matters.

*Table 9: Applications Received*

APPLICATION TYPE	RECEIVED	DECISIONS		
		APPROVED	REFUSED	DEFERRED
<b>New Applications</b>	695	372	7	79
<b>Scheme Amendments</b>	78	56	2	12
<b>Reconsideration</b>	10	5	0	1

<b>Waiver &amp; Relaxation</b>	<b>61</b>	<b>43</b>	<b>2</b>	<b>9</b>
<b>Renewals</b>	<b>121</b>	<b>108</b>	<b>1</b>	<b>5</b>
<b>Engineering Plans</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>Survey Plans</b>	<b>360</b>	<b>286</b>	<b>12</b>	<b>78</b>
<b>TOTAL</b>	<b>1334</b>	<b>880</b>	<b>24</b>	<b>184</b>

Note: Figures do not tally as decisions were for applications received in previous year.

The majority of the proposals were for residential and commercial purposes and most were proposed for the Western Division. Table 7 shows the breakdown of subdivision of land by use and by Division.

Of the 1412.5 hectares of land released for urban development, 31.6% or 447 hectares was released for residential use, and 50% for agriculture use, whilst the remaining 19.4% was distributed amongst varied uses. The demand was concentrated at the urban periphery for convenience and economy in the Central and Western Divisions.

The increase in investor confidence after the general election of 2014, as well as iTaukei landowning units (LOUs) having to be engaged in investments by themselves or in partnership with a separate entity, are contributing factors to the increase in applications and subsequent approvals.

The urbanization rate is also a contributor, creating demand for housing land and the need to upgrade informal settlements. This trend will continue to increase over the next five years, in the Central and, to a greater extent, in the Western Division.

#### 5.10.1 SURVEY PLANS AND ENGINEERING PLANS

The completion of a subdivision is determined by the level of compliance to conditions. Out of the 200 survey plans received, 18 engineering plans were approved.

The clearance of survey plans provides an indication of subdivision process and works being completed. The majority of these were for tourism and residential purposes.

#### 5.10.2 TOWN PLANNING FEES

The revenue received by the Department is derived from fees charged under the Town Planning Act Cap. 139 and the Subdivision of Land Act Cap. 140. The Department of Town and Country Planning collected a total fee of \$214,724.08 and summary shown in Table 10.

*Table 10: Fees Collected in 2015*

Activity	Revenue
<b>Forward Planning</b>	<b>\$32,740.25</b>

<b>Subdivision of Land</b>	<b>\$ 53, 885.87</b>
<b>Development Control</b>	<b>\$ 137,097.96</b>
<b>TOTAL</b>	<b>\$ 214,724.08</b>

## 5.11 AWARENESS OF TOWN PLANNING IN FIJI & FORGING PARTNERSHIPS WITH STAKEHOLDERS

The Department of Town and Country Planning Training and Awareness Programs is designed to build capacity and to increase the understanding on town planning in Fiji.

*Table 11: Awareness Programs on Town Planning*

<b>Activity</b>	<b>Revenue</b>
<b>Presentations&amp; Seminars</b>	<b>7</b>
<b>Careers Expo</b>	<b>5</b>
<b>Exhibitions</b>	<b>7</b>
<b>TOTAL</b>	<b>19</b>

The Department produced eight brochures, covering various topics and processes of land and building development, as a guide and tool to coordinate urban development and growth in Fiji on the occasion of World Town Planning Day.

## **6 HOUSING AND SQUATTER SETTLEMENT**

The responsibility of Department of Housing is to formulate and implement housing policy, carry out Squatter Settlement Upgrading and Economic Empowerment Project and administer and monitor Government Grants for Public and Social Housing.

The key functions of DOH are:

- a. Preparation and implementation of the National Housing Policy.
- b. Facilitate for the timely provision of the Government's Grant funds to its designated implementing Agencies and monitoring to ensure services are delivered in a timely manner and as per best practice.
- c. Management of the Squatter Settlement Upgrading and Resettlement Funding and Economic Empowerment Programme.

### **6.1 POLICY LEADERSHIP, POLICY ADVICE AND SECRETARIAT SUPPORT**

The Department of Housing had continued with the implementation of the National Housing Policy Action Plan [NHPAP]. The Department had carried out eighteen [18] out of the twenty four [24] activities of the Action Plan. This is equivalent to 75% of the NHPAP completed. The remaining activities cover the formulation of the National Housing Act, the Merger of Public Rental Board and Housing Authority and Institutional Strengthening & Capacity Building of Squatter Settlement Upgrading Unit which will be continued in the next fiscal year 2016.

#### **6.1.1 NATIONAL HOUSING POLICY**

The department had continued the implementation of Activities of the National Housing Action Plan [NHAP]. As of 31st December 2015, the departments had completed 18 of the 24 activities and are as follows:

1. Appointment of the National Housing Council Secretariat;
2. Create a Secretariat with necessary staff for policy implementation;
3. Finalize a time bound implementation action plan;
4. Preparation of Budgetary Provision for Policy Implementation;
5. Prepare TOR for National Housing Council and consultants;
6. Appointment of National Housing Consultant to assist National Housing Council
7. Provision of International Advisory assistance;
8. Appointment of the National Housing Council;
9. Appointment of Housing Technical Sub Committees [HTSC] on Land, Finance, Planning and Environment and Construction and Building Technology to address the five cross cutting issues of housing;
10. Review laws and regulations in housing sector;
11. Explore potential for donor assistance to partially meet budgetary expenses;
12. Identify key stakeholders needed to support the policy process;
13. Create a facility to provide technical and financial advisory services to prospective house builders;
14. Promote Research and training;
15. Promotion of Alternative Building Technology;

16. Prepare Village and Rural Housing Improvement Plan;
17. Prepare a programme to engage all tiers of Government, NGO'S & community to play an effective role on housing development as a partner of Government;
18. Coordinate and monitor the performance of the housing sector on a regular basis.

## 6.2 ACHIEVEMENTS IN ADMINISTRATION OF GOVERNMENT GRANT FUNDS FOR HOUSING PROGRAMMES

The Department of Housing monitors and administers government grants for the following:

### 6.2.1 CAPITAL PROJECT FOR PUBLIC RENTAL BOARD:

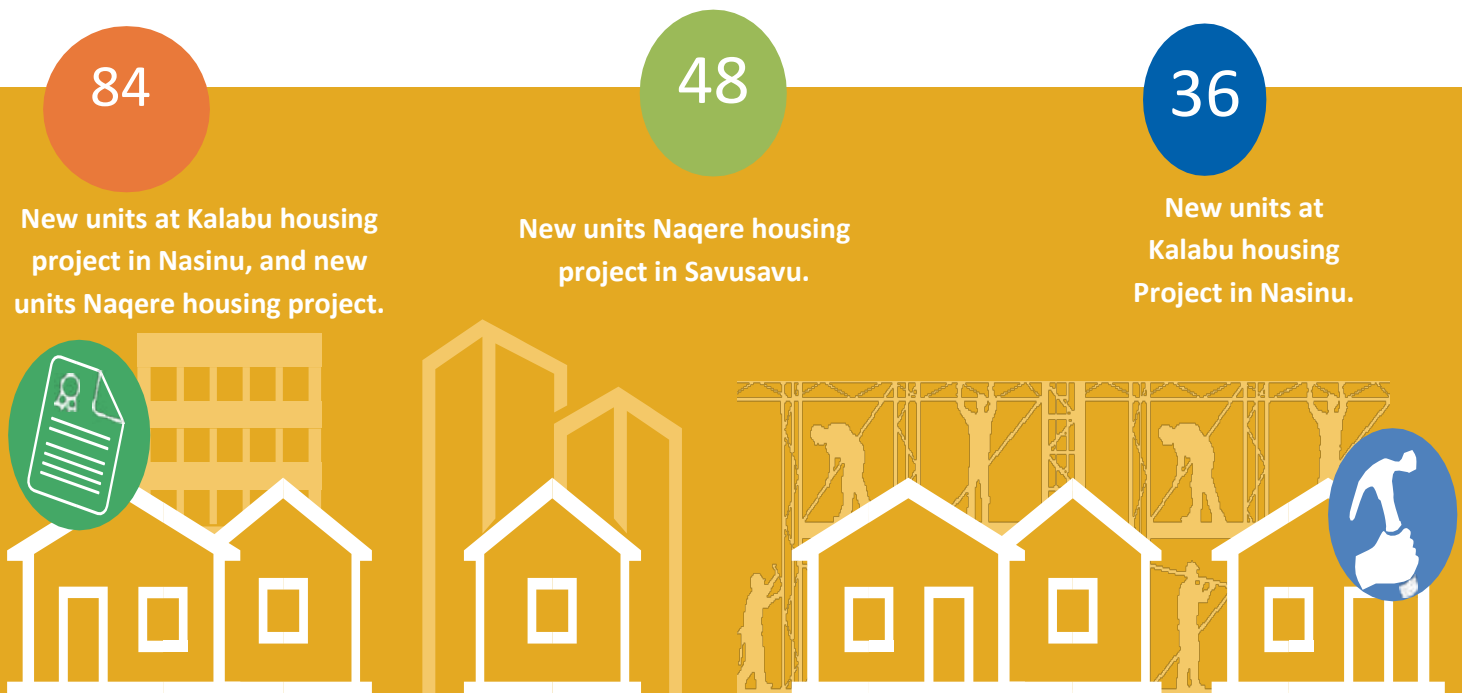
The Department of Housing facilitated the release of \$795,744.99 Rental Subsidy to Public Rental Board to assist 710 financially disadvantage rental customers on quarterly basis in 2015.

Government provided capital grants for the Kalabu (Nasinu) and Naqere (Savusavu) housing projects \$0.741 million and \$3.372 million respectively. Both projects are ongoing and will provide total of 84 units (36 at Kalabu and 48 at Naqere).

### 6.2.2 CAPITAL PROJECT FOR HOUSING AUTHORITY

The Government provided \$500,000.00 for Social Housing Policy to Housing Authority of Fiji to assist thirty (30) customers to retain their homes under its Social Housing Policy utilizing \$0.201 million in Government Grant and \$0.272 million of its own funds.

Since the introduction of the scheme in 2011, 358 customers have been assisted to the value of \$5.73 million while \$2.79 million was through Government Grant and \$2.94 million of its own funds.



The social housing policy and criteria is periodically reviewed by the Authority and Ministry of Local Government, Housing and Environment to ensure that deserving customer benefit from the assistance.

### **6.2.3 GOVERNMENT GRANT TO HOUSING ASSISTANCE RELIEF TRUST**

The Department of Housing facilitated the release of \$500,000 to Housing Assistance Relief Trust for renovation, minor repair of HART homes throughout Fiji which housed a total of 750 destitute families.

Major Renovation included:

- In the 1<sup>st</sup> & 2<sup>nd</sup> Quarter 2015; Major Renovation of 2 buildings (8 flats) at Bulileka HART in Labasa and Major Renovation of 3 buildings (24 Flats) at Nadera HART in Nasinu.
- In the 3<sup>rd</sup> & 4<sup>th</sup> Quarter 2015; Major Renovation of Reconstruction of 12 flats at Namosau HART at Ba, and New Construction at Rakiraki HART of 1 new Building x 4 flats at Rakiraki HART.

### **6.2.4 GOVERNMENT GRANT TO PEOPLES COMMUNITY NETWORK**

The Lagilagi Housing Project is an initiative of the Peoples Community Network (PCN) to provide affordable and decent housing for low income households, in particular squatters. The project, which would be undertaken in 2 Phases, is envisaged to produce a total of 152 units (77 units in Phase 1 and 76 units in Phase 2).

In 2012 the Contract for civil works and construction of Phase 1.1 and Phase 1.2 (total of 33 housing units) was awarded to Fortech Construction at a total cost of \$2.9m VIP. This was completed in 2013.

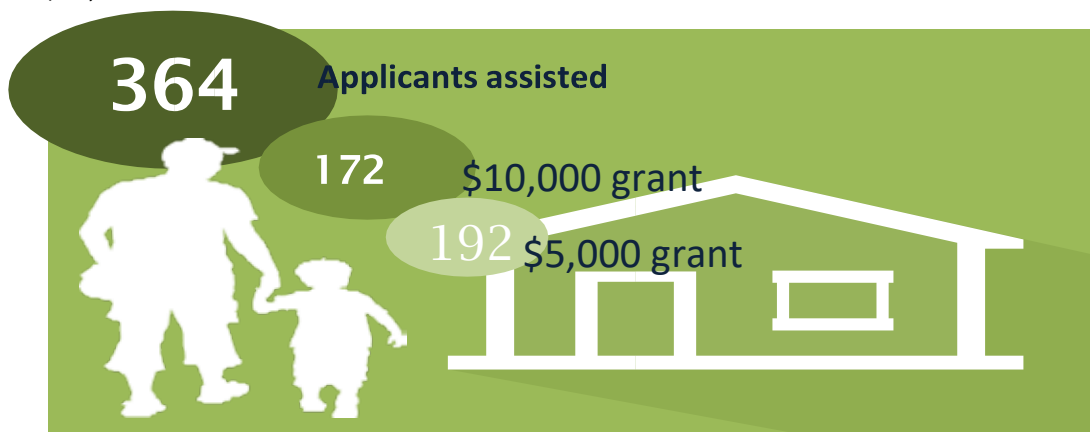
The total project cost for Phase 1.3 and Phase 2 is \$10,926,364.51, spanning 58 weeks of civil works and construction. Phase 1.3 (Total of 44 Housing Units) was completed in 25 March 2015.

Of the total cost, \$5.65m was paid to Peoples Community Network in 2015.

### **6.2.5 FIRST HOME BUYERS GRANT**

The Government allocated \$10 million Housing Assistance for First Home Buyers.

As of 31st December 2015, \$2,680,000 was utilized under the First Time Home Buyers Grant benefitting a Total of 364 applicants, where 192 applicants benefitted for \$5,000 Grant and 172 applicants benefitted for \$10,000 Grant.





## 6.3 ACHIEVEMENTS IN MANAGEMENT OF UPGRADING PROJECTS

### 6.3.1 SQUATTER SETTLEMENT

The Department of Housing was allocated \$ 3 Million Dollars in 2015 to facilitate the completion of the Squatter Upgrading and Resettlement Programme to be beneficial for the Target Group as it would enhance their living conditions with a properly developed physical environment.

The regularised subdivisions will be incorporated under the existing local government or statutory authority's jurisdiction as legitimate subdivisions.

They will be subjected to regulatory benefits and services as well as being eligible for regular services. The current subdivisions include;

1. Omkar (Narere) - 87 Lots,
2. Sasawira (Nakasi) - 150 Lots,
3. Caubati (Nasinu) - 248 Lots,
4. Cuvu (Nadroga) - 105 Lots, and
5. Ledrusasa (Nadi) - 78

The details of the approved 5 Squatter Settlement Upgrading Project carried out in 2015 which benefitted 668 families were:

1. **OMKAR** - [Construction Phase] Vetting of the Consultancy Contract, Topographical Survey Conducted by NRW Macallan & proposed realignment of boundary for scheme plan being prepared by DOH.
2. **Cuvu** - [Construction Phase] Construction of Roads, Sewer Line, Water Reticulation, Fire Hydrants & Communal Septic Tanks.
3. **Caubati** - [Construction Phase] Construction of sewer line connection to existing man hole and gabion baskets for the drainage enforcement.
4. **Ledrusasa** - [Construction Phase ] Launching of the Construction Phase by Hon. Minister, Construction of Roads, Sewer Line, Water Reticulation & Fire Hydrants.
5. **Sasawira** - [Consultancy Phase] Lodgment of Engineering Plans to DTCP.

### 6.3.2 TOWN-WIDE UPGRADING PROGRAMMES

The Department of Housing was allocated \$3 million in 2015 to facilitate the completion of the Town Wide Informal Settlement Upgrading Programme to be beneficial for the Target Group as it would enhance their living conditions with a properly developed physical environment.

The regularised subdivisions will be incorporated under the existing local government or statutory authority's jurisdiction as legitimate subdivisions.

They will be subjected to regulatory benefits and services as well as being eligible for regular services. The current subdivisions include;

1. Qauia (Lami) - approx. 380 Lots,

2. Nadonumai (Lami) - approx. 350 Lots,
3. Wakanisila (Kalabu)- approx. 300 Lots,
4. Waidamudamu (Nakasi) - 290 Lots.

The details of the approved 4 Town wide Upgrading Programmes carried out in 2015 which benefitted 1320 families were:

1. **Qauia** - [Consultancy Phase] Signing of the consultancy contract, conducting of socio economic survey & topographical survey conducted;
2. **Nadonumai** - [Consultancy Phase] Signing of the consultancy contract & topographical survey conducted;
3. **Wakanisila** - [Consultancy Phase] Signing of the consultancy contract & topographical survey conducted;
4. **Waidamudamu** - [Consultancy Phase] Signing of the consultancy contract, topographical s survey being conducted by consultant & payment of water reticulation extension to stage 3.

### 6.3.3 CITY WIDE INFORMAL SETTLEMENT

In 2015, the department administered 6 City Wide Informal Settlement Upgrading Project involving incremental upgrading with funding of \$100,000 per project site for the following works:

- (i) construction of roads,
- (ii) Construction of drainage upgrading & laying of v drains.

The above City Wide Upgrading scope of works has been initiated following approval by the Asian Coalition of Housing Rights in 2012. The department in partnership with the Town and National Joint Committee created specifications and costing for each development proposals.

The details of the approved 4 city wide informal settlement upgrading project carried out in 2015 which benefitted 400 families were:

1. **Labasa (Vuniwai Settlement)** - [Completed] 100% complete - construction of road upgrading and drainage.
2. **Savusavu** - [Vetting of Agreement at SG's Office] 39% - Tender advertisement and Awarding of Tender. Quality Development Consultant has been awarded the contract for construction of Roads and Drainage.
3. **Rakiraki** - [Consultation and Construction Phase] 80% completed - Surveying plans approved and lodgment to DTCP for approval. Completion on the construction of road access and installation of culverts.
4. **Nausori** - (2014 project) - [Construction Phase] - 75% Completed - Construction of Drainage along Vuci/Nausori settlement. Completion of Stage 1 and laying of V-drains at stage 2.
5. **Korovou** - [Not Approved] within the Rural Local Authority boundary.
6. **Navua** - [Not Approved] within the Rural Local Authority boundary.

### 6.3.4 SOCIO-ECONOMIC SURVEYS

In 2015, the Department of Housing carried out four [4] sustainable income generation rural housing projects and one [1] squatter settlement project socio economic survey. The socio-economic survey will assist to tabulate and provide an assessment for the number of households to be assisted. The four [4] projects are located in the rural areas, and, the one [1] squatter settlement is located within peri-urban area.

The [4] sustainable projects are:

1. **Nativi-Ra**; 52 Households surveyed with total population of 243;
2. **Vunisinu & Nalase- Rewa**; 39 Households surveyed with total population of 212;
3. **Nalotawa- Ba**; 24 Households surveyed with total population of 104;
4. **Naboutini – Cakaudrove**; 40 Households surveyed with total population of 167

The single [1] squatter settlement project was;

1. **Babrihan-Ba**; 24 Households surveyed with total population of 122.

## 6.4 GOVERNMENT GRANT TO SUSTAINABLE INCOME GENERATION PROJECT

In 2015, the department administered 5 Sustainable Income Generation Projects.

The sustainable housing and income generation project contributes to reducing rural-urban migration, and improve community well-being and poverty reduction. Revenue derived from farming activities are kept through saving bank account and dividend /shares with Share Brokers. In the last five [5] years, the Department has completed three [3] village projects namely Lomaivuna, Maumi and Nativi and five [5] are currently on going.

The benefit of these projects is realized through the rural families that have been assisted.

1. **Vunisinu, Rewa**; Household – 39: Population-212: Established Village Trust Fund, Continued Community Savings with current status of \$30k.
2. **Naboutini, Cakaudrove**; Household – 40: Population- 167: Established Village Trust Fund: Continued Community Savings with current status of \$15k.
3. **Nakama Village, Macuata**; Household -34; Population 246; Established community workable Commercial system.
4. **Nakoro Village, Navosa**; Families-47: Population -154 Established community workable Commercial system. Project Community Lease on 300 acres of farm.
5. **Vanuakula, Naitasiri**; No of established families-3: No of start-up families- Three families are already established in their own homes with 5 acres of farm land.

## **7. DEPARTMENT OF ENVIRONMENT**

The Department of Environment administers four legislations - Environment Management Act 2005, Ozone Depleting Substances Act 1998, the Endangered and Protected Species Act 2002 and the Litter Act 2008. The purpose of these legislations are to ensure that Fiji's environment is protected and natural resources are managed sustainably. The legislations are aligned to Fiji's international obligations and commitments.

The Department of Environment during this financial year achieved the following:

- 287 CITES permits were issued.
- 222 ODS storage permits were issued; 497 licenses to handle controlled substances were issued, 22 Import Permits and 15 Export permits.
- 50 waste disposal and recycling permits were issued.
- 75 EIA screening applications were processed, 32 EIAs were approved, and 68 CEMPs/EMPs/OEMPs were approved.
- 3 CITES enforcement training workshops were conducted.
- 42 Rural Local Authority Officers were trained as Litter Prevention Officers under the Litter Act 2008.
- 188 facilities were inspected to ensure compliance with the ODS Act 1998.
- 111 participants were trained as part of the Good Practices in Refrigeration training.
- Australian Fumigation Accredited Scheme training on the use of Methyl Bromide was conducted.
- 7 Small Grants Projects (funded by the Global Environment Facility (GEF)) were approved by the Small Grants Project National Steering Committee while 9 projects commenced implementation.

### **7.1 FINANCE**

The Department was allocated \$8,726,400 to carry out its mandate in the 2015 fiscal year. The budget allocation was for the implementation of policies, legislation and programs with the aim to address environmental degradation, conserve Fiji's Biodiversity, and encourage good practices for the conservation of natural resources.

### **7.2 OPERATION**

The Department of Environment is sub- divided into 6 units, as follows:

#### **7.2.1 WASTE MANAGEMENT AND POLLUTION CONTROL**

Waste Management and Pollution Control activities are mandated under Part 5 of EMA 2005, Environment Management (Waste Disposal and Recycling) Regulations 2007, Litter Act 2008 and the Customs (Prohibited Imports and Exports) (Amendment)(No.3) Regulations 2012.

In this fiscal year, the Department carried out the following activities:

- 43 Waste Disposal Permits and 7 Waste Recycling permits were issued.
- Enforcement of the Litter Act 2008 - training of 42 Litter Prevention Officers from the Rural Local Authorities were conducted.
- 3R policy formulation commenced.
- Implemented environmental awareness and advocacy programs at community level

### 7.2.2 RESOURCE MANAGEMENT

The Resource Management responsibilities are mandated under section 13(2) and 13(3) of the EMA 2005. The Department is also responsible for the enforcement of the Endangered and Protected Species Act (2002). The EPS Act 2002 is the domestic legislation that regulate and control the international trade, domestic trade, possession, and transportation of species listed under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) to which Fiji is a party too. The EPS Act also list Schedule 1 and Schedule 2 listed species that are indigenous to the Fiji Islands and are protected under the EPS Act.

During this fiscal year, the department processed and issued 287 CITES permits that are regulated under the EPS Act. The Department of Environment also carries out awareness and advocacy work through engagement with different stakeholders including schools, communities, academic institution and NGOs. During the celebration of Environment week in Ba from June 2nd to June 5<sup>th</sup>, 2015, the Department of Environment organized a 3R artwork exhibition and a 3R fashion show for all categories that includes Kindergarten, Primary schools, Secondary schools and Tertiary institution. The Department also organized compost competition in schools and oratory contest to raise awareness on sustainable consumption and production and protection of nature and the environment.

### 7.2.3 ENVIRONMENT IMPACT ASSESSMENT

The EIA is mandated under Part 4 of the EMA 2005. EIA is a tool used to determine the environmental, social and economic impacts on any development project before approvals or decisions are made. The objective of the EIA is to predict the environment impacts and potential degradation at the earliest stage possible i.e. it's planning and design stages and to identify methods to reduce adverse impacts, shape projects to suit the local environment, and present the predictions and options to the decision-makers.

In 2015 financial year, the Department processed 75 EIA Screening Applications and approved 32 EIAs and 68 CEMPs/OEMPs/EMPs.



Applications  
Processed



32  
Approved EIAs



CEMPs/OEMPs/EMPs  
Approved

## 7.2.4 OZONE DEPLETING SUBSTANCE

The Department is responsible for the enforcement of the ODS Act 1998 and its subsequent Regulations of 2010.

The Department endeavors to ensure compliance by companies that utilize ozone depleting substances. The Department issues import and export permits as part of its licensing and permitting systems under the ODS Act 1998. The following activities were carried out:

- 188 facilities were inspected.
- 111 participants were trained as part of the Good Practices in Refrigeration training. The training is a requirement for technicians that apply to the Department for a License to handle controlled substances.
- 25 participants were trained under the Australian Fumigation Accredited Scheme (AFAS) Training from 4<sup>th</sup> to 8<sup>th</sup> May 2015 in conjunction with the Biosecurity Authority of Fiji (BAF). The aim of the training was to raise fumigation standards and improve regulatory practices for methyl bromide use.
- Handing over of the Refrigeration and Air- conditioning (RAC) Technical Equipment to the Fiji National University.
- Handing over of Technical Equipment (Refrigerant Identifier) to the Fiji Revenue Customs Authority (FRCA).
- The following Permits and Licenses were processed: ○ Export- 15 ○ Import-22 ○ New Storage Permit- 34 ○ Renewal of Permit – 188 ○ New Handling license- 97 ○ Renewal of License- 400



**34**

New Storage Permit



**97**

New Handling license



**188**

Renewal of Permit

## 7.2.5 PROJECT MANAGEMENT

The Department is responsible for the overall monitoring and evaluation of projects that are funded by the Global Environment Facility (GEF) including the GEF Small Grants Program (SGP). In the 2015 financial year, 7 SGP Projects were approved by the SGP National Steering Committee, while 9 SGP projects commenced implementation. Additionally, GEF 5 and 6 cycle projects concept notes and implementation were approved. Below is the list of Projects approved/commenced in this fiscal year:

#### GEF 5

- Approved for implementation - "Ridge to Reef" Approach to Preserve Ecosystem Services, Sequester Carbon, Improve Climate Resilience and Sustain Livelihoods in Fiji (Fiji R2R)
- Concept note approved for R2R (Regional) for the Integration of Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries

#### GEF 6

- Approved for implementation - Building Capacities to Address Invasive Alien Species to Enhance the Chances of Long-term Survival of Terrestrial Endemic and Threatened Species on Taveuni Island and Surrounding Islets
- Concept note approved- Support for the Preparation of the Third National Biosafety Reports to the Cartagena Protocol on Biosafety - Asia Pacific Region

### 7.3 STAFFING

The Department of Environment had a total of 38 staff (includes established, unestablished and Project staff).

#### **Staff Resignation:**

Technical Assistant (North) - Kalikeni Sirivalu



## 8. CORPORATE SERVICE

The Ministry's Corporate Service Division comprises of the human resource management and administrative services and financial services for the proficient and operative performance of the Ministry's daily operational functions.

### 8.1 HUMAN RESOURCE & ADMINISTRATIVE SECTION

The Ministry adheres to standard HR Policies as stipulated by the Public Service Commission (PSC). The Ministry's standard process is aligned to the recruitment policy of the PSC. This process sets guideline to ensure the Ministry recruits meritorious candidates with appropriate skills to jobs available within the Organization.

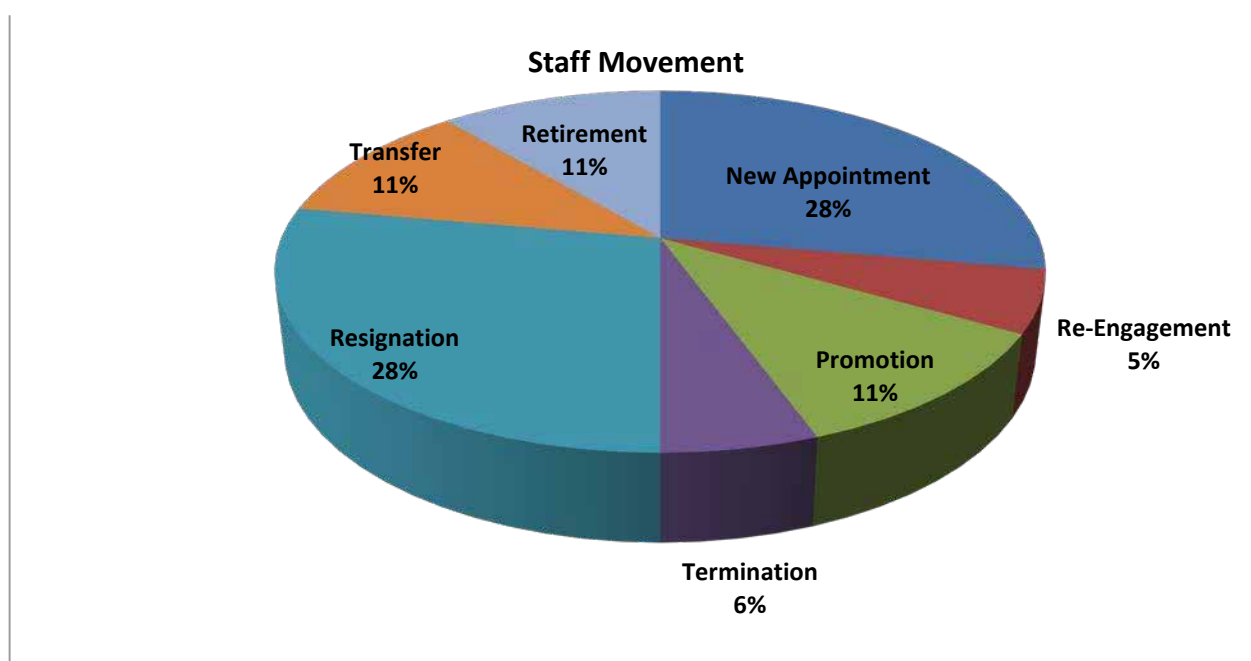


Figure 5: Staff Movement

#### 8.1.1 STAFFING:

As for Staff distribution of the total 172 Staff. 115, Established Staff, 43 Project Officers and 14 Government Wage Earners. During the year there were 5 Appointments, 1 Re- engagement, 2 Retirement, 2 Promotion, 1 Termination, 5 Resignation and 2 Transfers.

Table 12: Staff Profiling

Department/ Units	Total	Established	Project	Government Wage Earners
Local Government	172	12	0	1
Town and Country Planning		38	16	2
Housing		10	3	1

Environment		40	24	4
CSD		15	0	6

### 8.1.2 STAFF TRAINING

The Ministry continued to identify short- and long-term courses according to the training needs of Staff to address skills and knowledge gaps at individual and organisation level. Officers are also given opportunities: -

- To act on higher position
- To represent their Department/Unit in meetings and consultation
- To be part of Ministry's decision-making process
- Staff rotation

#### Local – Total No. of Programs – 50

During the reporting period, 81 Officers from the four Departments participated in Local Training programs organized by PSC [CTD], UNDP, TPAF, MOF and our in-house programs.

#### Overseas: Total No. of Programs - 28

Thirty-five [35] Officers attended twenty-eight [28] Programs that were either partially or fully funded.

**Continuing Studies:** Three [3] staff continue with their overseas scholarship of which Two [2] Officers who were under long term scholarships completed with their studies and graduated with their Masters (Master's in science in Urban and Regional Planning and Masters in Integrated Water Management). 18 Officers continue with their studies locally in different programs.

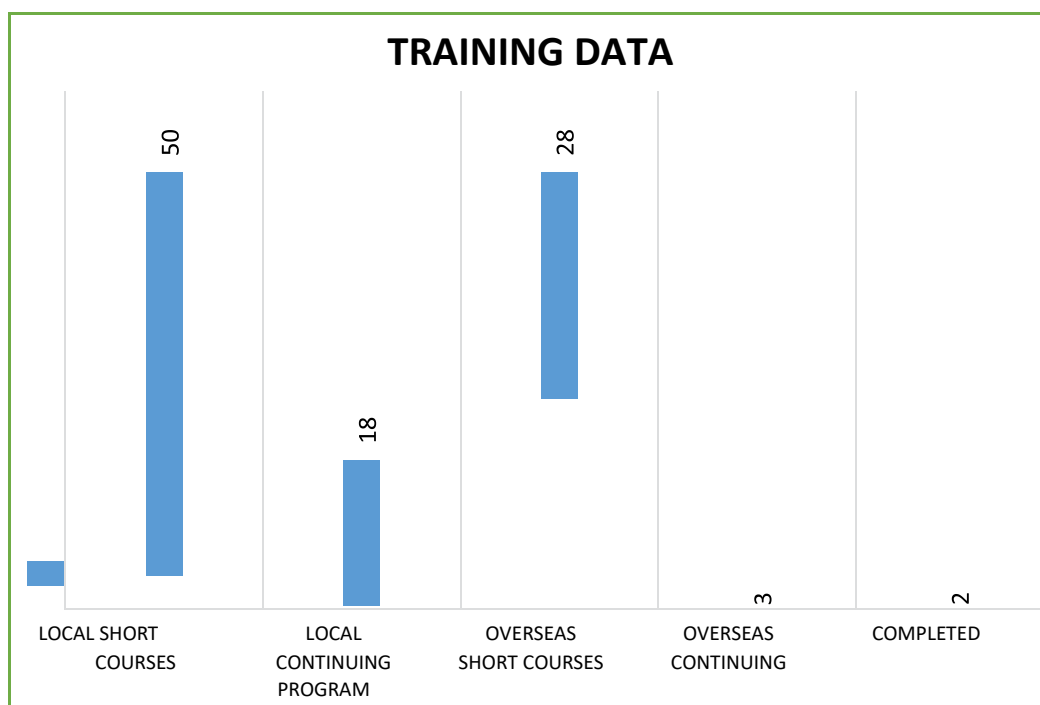


Figure 6: Training Data

The Administration Section is also responsible in the following areas:

- Registry
- Assets management (Annual Board of Survey)

- Occupational Health and Safety (OHS)
- Ministry Service Excellence Awards Night

### 8.1.3 OFFICE ACCOMMODATION

Proposal to relocate the Western Division Office at Lautoka to the ground floor of the building for easy access to customers. Additional space is being negotiated at Ratu Raobe House in Labasa. No additional office space acquired to accommodate our increasing workforce. However, continuous liaison with PSC Office Accommodation for the acquisition of ground floor at FFA House is in progress.

### 8.1.4 VEHICLES

The Ministry administers 19 vehicles;

1. Corporate: 5
2. Town Planning: 2
3. Housing: 3 - 1 running; 2 to be boarded; 4. Environment: 4- 3 running and 1 to be boarded.
5. Northern Division- 2
6. Western Division -3- 2 running and 1 to be boarded.

## 8.2 FINANCE DEPARTMENT

The Accounts Section carries out its key responsibilities through the following:

1. Management of payments (accounting and financial function) through:
  - Payments RIE
  - Closing of 2015 Accounts
  - Meeting financial requirements of the Ministry
2. Compliance and Monitoring
  - Adhering to financial regulation through provision of Financial Statement to Ministry of Finance (salary reconciliation, petty cash and bank reconciliation, IDC and Drawings)
  - Adapting to Ministry of Finance instructions through Finance Circulars
  - Attend to Audit queries.
3. Budget Utilisation Monitoring.

*Table 13: Budget Utilisation*

Department	Budget	Utilisation Amount (31.12.15)	Utilisation Rate (31.12.15)
<b>Housing - Head 23</b>	\$27,699,066	\$18,662,982	67.38%
<b>Local Government</b>	\$18,986,679	\$18,702,177	98.50%
<b>Town &amp; Country Planning</b>	\$3,854,692	\$1,552,886	40.29%
<b>Environment</b>	\$8,726,441	\$3,266,029	37.43%
<b>Corporate Services</b>	\$1,114,757	\$1,035,434	92.88%
<b>Total Head 37</b>	\$32,682,569	\$24,556,526	75.14%
<b>Grand Total</b>	\$60,381,635	\$43,219,508	71.58%

Table 14: Ministry of Finance (MoF) Deliverables and Indicators

MOF Deliverables	Strategies	Key Performance Indicators (KPI)	Timelines
<b>Planning &amp; Management of Budget Compliance</b>	Budget Request Formulation	Budget Request Submission	3rd Quarter
	Requests to Incur Expenditures (RIE)	Timely/ Efficient Management of RIE	As and when before closing of accounts in Finance Circular
	Control of expenditure of public money	Budget Utilization Report	Bi - Annually
<b>Financial Performance Compliance</b>	<ul style="list-style-type: none"> <li>• Bank Lodgement</li> <li>• Clearance</li> <li>• TMA</li> <li>• Trust</li> <li>• RFA</li> <li>• Salaries</li> <li>• Wages</li> <li>• IDC</li> <li>• CFA</li> <li>• SLG 84</li> </ul>	Monthly reconciliation	15th of every month
<b>Agency Revenue Arrears</b>	Collection of Arrears of revenue	Quarterly Revenue Returns	Within one month after the end of each quarter
<b>Asset Management</b>	Annual Stock take/Board of Survey	Physical Stock take Against Inventory	31 January of the following year
		Board of Survey summary reports	Bi - Annual summary report
	Vehicle Returns	Quarterly Vehicle Returns	1st week after every quarter
	Fixed Asset Register	Quarterly Reconciliation Submission of Fixed Asset Register	Within one month after the end of each quarter
<b>Internal Compliances</b>	<b>Audit</b> Implementation of Audit Report Recommendations	Number of agreed audit recommendations implemented	Bi - Annual Progress Report
<b>Procurement Compliance</b>	Bi- Annual Reports to MOF	Reports Submitted on Procurement in line with Procurement Regulation 2010	2nd week after half yearly

## 9. AUDITOR GENERALS REPORT

### OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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*Department of Housing*

*625/2*

File: 473

24 May 2016

Hon. Parveen Kumar  
Minister for Local Government, Housing and Environment, Infrastructure & Transport  
Ministry of Local Government, Housing and Environment, Infrastructure & Transport  
FFA House  
4 Gladstone Road  
Suva

Dear Hon. Kumar

#### **Audited Special Purpose Financial Statements**

**Ministry of Local Government, Housing and Environment for the Year Ended 31 December 2015**

The audited Special Purpose Financial Statements for the Ministry of Local Government, Housing and Environment for the year ended 31 December 2015 together with my audit report on them are enclosed.

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

Yours sincerely

Atunaisa Nadakuitavuki  
for Auditor General

Cc. Mr. Joshua Wycliffe, Permanent Secretary

Encl.

**DEPARTMENT OF HOUSING**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2015**

DEPARTMENT OF HOUSING

SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015

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## DEPARTMENT OF HOUSING

### SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### INDEPENDENT AUDITOR'S REPORT

##### Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes 1 to 4 thereon of the Department of Housing for the year ended 31 December 2015. The special purpose financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement;
- (iii) Statement of Losses; and
- (iv) City Wide Informal Settlement Upgrading Trust Fund Account Statement of Receipts and Payments

The Department of Housing is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

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

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies in Note 2, the Audit Act and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Department of Housing for the year ended 31 December 2015.

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

##### Qualification

The correctness of the Statement of Losses submitted by the Department of Housing could not be verified as the Board of Survey was not completed by the Department.

**DEPARTMENT OF HOUSING**  
**SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

**INDEPENDENT AUDITOR'S REPORT**    *Cont'd*

**Qualified Audit Opinion**

In my opinion:

- a) except for the matter referred to in the qualification paragraph, the special purpose financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Department of Housing for the year ended 31 December 2015.
- b) the special purpose financial statements give the information required by the Financial Management Act 2004 in the manner so required.



Atunaisa Nadakuitavuki  
for AUDITOR GENERAL

24 May 2016  
Suva, Fiji



DEPARTMENT OF HOUSING

MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2015

---

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Department of Housing and its financial position for the year ended 31 December 2015; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

  
Joshua Wycliffe  
Permanent Secretary  
Date: 20/5/16

  
Malakai Sosiceni  
Senior Accountant  
Date: 20/5/16

DEPARTMENT OF HOUSING

STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015 \$	2014 \$
<b>RECEIPTS</b>			
State Revenue			
Operating Revenue		-	-
Total State Revenue		-	-
Agency Revenue			
Miscellaneous		18,090	22,867
<b>TOTAL REVENUE</b>		<b>18,090</b>	<b>22,867</b>
<b>EXPENDITURE</b>			
Operating Expenditure			
Established Staff		291,480	341,572
Unestablished Staff		17,308	16,834
Travel & Communication	3 (a)	50,232	33,969
Maintenance & Operations	3 (b)	38,249	24,652
Purchase of Goods & Services		8,052	7,384
Operating Grants and Transfers	3 (c)	793,969	725,000
Special Expenditure		132,787	165,862
Total Operating Expenditure		1,332,077	1,315,273
Capital Expenditure			
Capital Construction	3 (d)	7,080,087	3,729,993
Capital Grants and Transfers	3 (e)	7,925,377	5,829,755
Total Capital Expenditure		15,005,464	9,559,748
Value Added Tax		1,111,142	608,803
<b>TOTAL EXPENDITURE</b>		<b>17,448,683</b>	<b>11,483,824</b>

DEPARTMENT OF HOUSING

APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2015

SEG	Item	Budget Estimate \$	Appropriation Changes (Note 4) \$	Revised Estimate \$ a	Actual Expenditure \$ b	Carry- Over \$	Lapsed Appropriation \$ (a-b)
	Operating Expenditure						
1	Established Staff	347,898	-	347,898	291,480	-	56,418
2	Unestablished Staff	17,053	-	17,053	17,308	-	(255)
3	Travel & Communication	56,000	-	56,000	50,232	-	5,768
4	Maintenance & Operations	60,000	-	60,000	38,249	-	21,751
5	Purchase of Goods & Services	24,000	-	24,000	8,052	-	15,948
6	Operating Grants & Transfers	1,000,000	-	1,000,000	793,969	-	206,031
7	Special Expenditure	174,000	-	174,000	132,787	-	41,213
	<b>Total Operating Costs</b>	<b>1,678,951</b>	<b>-</b>	<b>1,678,951</b>	<b>1,332,077</b>	<b>-</b>	<b>346,874</b>
	Capital Expenditure						
8	Capital Construction	5,530,000	2,870,000	8,400,000	7,080,087	-	1,319,913
10	Capital Grants & Transfers	19,613,515	(3,300,500)	16,313,015	7,925,377	-	8,387,638
	<b>Total Capital Expenditure</b>	<b>25,143,515</b>	<b>(430,500)</b>	<b>24,713,015</b>	<b>15,005,464</b>	<b>-</b>	<b>9,707,551</b>
13	Value Added Tax	876,600	430,500	1,307,100	1,111,142	-	195,958
	<b>TOTAL EXPENDITURE</b>	<b>27,699,066</b>	<b>-</b>	<b>27,699,066</b>	<b>17,448,683</b>	<b>-</b>	<b>10,250,383</b>

DEPARTMENT OF HOUSING

CITY WIDE INFORMAL SETTLEMENT UPGRADING TRUST FUND ACCOUNT  
STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015 \$	2014 \$
RECEIPTS			
Receipts		0	0
Total Receipts		<u>0</u>	<u>0</u>
PAYMENTS			
Payments		0	0
Total Payments		<u>0</u>	<u>0</u>
Net Surplus/(Deficit)		0	0
Balance as at 1 January		7,269	7,269
Closing Balance as at 31 December		<u>7,269</u>	<u>7,269</u>



## **DEPARTMENT OF HOUSING**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

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#### **NOTE 1: REPORTING ENTITY**

The Department of Housing is responsible for providing access to adequate, quality and affordable accommodation for all citizens and especially the low-income groups and the poor. The Department plays an important role in the Government's effort to combat poverty through the effective administration of the National Housing Policy, which has a specific emphasis on upgrading and resettlement programs for the less fortunate in Fiji.

The Department is also responsible for administering Government grants to social housing providers such as the Public Rental Board, the Housing Authority and the Housing Assistance Relief Fund.

#### **NOTE 2: STATEMENT OF ACCOUNTING POLICIES**

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

In accordance with Government accounting policies, the financial statements of the Department is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71(1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trade and Manufacturing Accounts.

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

All income and expenses are VAT exclusive. The Department on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

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

##### **(c) Comparative Figures**

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

##### **(d) Revenue Recognition**

Revenue is recognised when actual cash is received by the Department.



## DEPARTMENT OF HOUSING

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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#### NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Travel and Communication costs increased by \$16,263 or 48% in 2015 compared to 2014 due to increase in travel related costs and telecommunication costs.
- (b) The Maintenance and Operations costs increased by \$13,597 or 55% in 2015 compared to 2014 due to increase in office upkeep costs such as fuel and oil, office stationery and printing, incidental and power supply.
- (c) The Operating Grants and Transfers costs increased by \$68,969 or 10% in 2015 compared to 2014 due to increase in grant to Public Rental Board.
- (d) The Capital Construction costs increased by \$3,350,094 or 90% in 2015 compared to 2014 due to increase in costs for Lagilagi Housing Development Phase 2 of the Project and Squatter Upgrade and Resettlement Projects.
- (e) The Capital Grants and Transfers costs increased by \$2,095,622 or 36% in 2015 compared to 2014 due to increase in grants for First Home Buyers and PRB Savusavu Development Project.

#### NOTE 4: APPROPRIATION MOVEMENTS

There were no redeployments of the Department's funds during the year. Other movements were made through virement as follows:

Virement No.	From	To	Amount \$
V23001/15	SEG 10	SEG 8	1,739,130
	SEG 10	SEG 13	260,870
V23002/15	SEG 10	SEG 8	1,130,870
	SEG 10	SEG 13	169,630

# OFFICE OF THE AUDITOR GENERAL

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File: 473

24 May 2016

Hon. Parveen Kumar  
Minister for Local Government, Housing and Environment, Infrastructure & Transport  
Ministry of Local Government, Housing and Environment, Infrastructure & Transport  
FFA House  
4 Gladstone Road  
Suva

Dear Hon. Kumar

**Audited Special Purpose Financial Statements  
Ministry of Local Government, Housing and Environment for the Year Ended 31 December 2015**

---

The audited Special Purpose Financial Statements for the Ministry of Local Government, Housing and Environment for the year ended 31 December 2015 together with my audit report on them are enclosed.

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

Yours sincerely

Atunaisa Nadakuitavuki  
for **Auditor General**

Cc. Mr. Joshua Wycliffe, Permanent Secretary

Encl.

**MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2015**

MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT

SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015

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## MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

### INDEPENDENT AUDITOR'S REPORT

#### Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes 1 to 4 thereon of the Ministry of Local Government and Environment for the year ended 31 December 2015. The special purpose financial statements comprise the following:

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

The Ministry of Local Government and Environment is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

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

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies in Note 2, the Audit Act and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Ministry of Local Government and Environment for the year ended 31 December 2015.

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

#### Qualifications

1. The Environment Trust Fund Account Statement of Receipts and Payments had a closing balance of \$2,894,606 as at 31 December 2015 while the cash at bank and cash book balances were \$3,279,438 and \$2,949,352 respectively. The Ministry did not perform a reconciliation of the FMIS general ledger with the cash at bank and cash book balances.

As a result, I was not able to ascertain the accuracy and correctness of the closing balance of \$2,894,606 for the Environment Trust Fund account Statement of Receipts and Payments for the year ended 31 December 2015.

MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT  
SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

INDEPENDENT AUDITOR'S REPORT *Cont'd*

2. The correctness of the Statement of Losses could not be verified as the Board of Survey was not completed by the Ministry.

Qualified Audit Opinion

In my opinion

- a) except for the matters referred to in the qualification paragraphs, the special purpose financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of Local Government and Environment for the year ended 31 December 2015.
- b) the special purpose financial statements give the information required by the Financial Management Act 2004 in the manner so required.



Atunaisa Nadakuitavuki  
for Auditor General

24 May 2016  
Suva, Fiji



MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT

MANAGEMENT CERTIFICATE

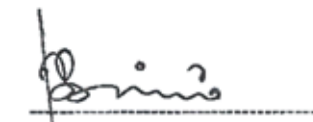
FOR THE YEAR ENDED 31 DECEMBER 2015

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We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Local Government and Environment and its financial position for the year ended 31 December 2015; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

  
Joshua Wychffe  
Permanent Secretary  
Date: 20/05/16

  
Malakai Sosiceni  
Senior Accountant  
Date: 20/5/16



**MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT**

**STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Notes	2015 \$	2014 \$
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Town and Country Planning Fees		244,691	198,246
Commission		5,752	5,413
<b>Total State Revenue</b>	3 (a)	<u>250,443</u>	<u>203,659</u>
<b>Agency Revenue</b>			
Miscellaneous	3 (b)	253,788	45,791
<b>TOTAL REVENUE</b>		<u>504,231</u>	<u>249,450</u>
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff	3(c)	2,754,337	2,637,643
Unestablished Staff		140,795	130,963
Travel & Communication	3 (d)	197,771	164,988
Maintenance & Operations	3 (e)	252,868	234,343
Purchase of Goods & Services	3 (f)	140,179	153,030
Operating Grants and Transfers	3 (g)	1,315,831	1,640,416
Special Expenditure	3 (h)	1,524,562	1,602,256
<b>Total Operating Expenditure</b>		<u>6,326,343</u>	<u>6,563,639</u>
<b>Capital Expenditure</b>			
Capital Construction	3 (i)	429,765	1,678,856
Capital Purchases		856,781	869,565
Capital Grants and Transfers	3 (j)	16,474,957	9,219,996
<b>Total Capital Expenditure</b>		<u>17,761,503</u>	<u>11,768,417</u>
Value Added Tax		497,263	686,584
<b>TOTAL EXPENDITURE</b>		<u>24,585,109</u>	<u>19,018,640</u>

MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT

APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2015

SEG	Item	Budget Estimate \$	Appropriation Changes (Note 4) \$	Revised Estimate \$ a	Actual Expenditure \$ b	Carry- Over \$	Lapsed Appropriation \$ (a-b)
	<b>Operating Expenditure</b>						
1	Established Staff	3,315,947	-	3,315,947	2,754,337	-	561,610
2	Unestablished Staff	148,936	-	148,936	140,795	-	8,141
3	Travel & Communication	201,030	1,000	202,030	197,771	-	4,259
4	Maintenance & Operations	301,200	10,000	311,200	252,868	-	58,332
5	Purchase of Goods & Services	181,836	-	181,836	140,179	-	41,657
6	Operating Grants & Transfers	1,806,220	-	1,806,220	1,315,831	-	490,389
7	Special Expenditure	2,339,976	(11,000)	2,328,976	1,524,562	-	804,414
	<b>Total Operating Costs</b>	<b>8,295,145</b>	<b>-</b>	<b>8,295,145</b>	<b>6,326,343</b>	<b>-</b>	<b>1,968,802</b>
	<b>Capital Expenditure</b>						
8	Capital Construction	3,932,616	-	3,932,616	429,765	-	3,502,851
9	Capital Purchases	985,308	-	985,308	856,781	-	128,527
10	Capital Grants & Transfers	18,300,000	-	18,300,000	16,474,957	-	1,825,043
	<b>Total Capital Expenditure</b>	<b>23,217,924</b>	<b>-</b>	<b>23,217,924</b>	<b>17,761,503</b>	<b>-</b>	<b>5,456,421</b>
13	Value Added Tax	1,169,500	-	1,169,500	497,263	-	672,237
	<b>TOTAL EXPENDITURE</b>	<b>32,682,569</b>	<b>-</b>	<b>32,682,569</b>	<b>24,585,109</b>	<b>-</b>	<b>8,097,460</b>

**MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT**

**ENVIRONMENT TRUST FUND ACCOUNT STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Notes	2015 \$	2014 \$
<b>RECEIPTS</b>			
Ozone Depletion Substance (ODS) Fines		455,628	1,146,528
Waste & Environment Impact Assessment		2,200,699	2,087,250
Environment Trust		276,904	1,123,436
Convention on International Trade in Endangered Species		193,982	56,734
<b>Total Receipts</b>		<b>3,127,213</b>	<b>4,413,948</b>
<b>PAYMENTS</b>			
Ozone Depletion Substance (ODS) Fines		773	87,469
Waste & Environment Impact Assessment		2,500,490	2,923,916
Environment Trust		601,067	264,744
Convention on International Trade in Endangered Species		1,369	-
<b>Total Payments</b>		<b>3,103,699</b>	<b>3,276,129</b>
<b>Net Surplus</b>		<b>23,514</b>	<b>1,137,819</b>
Balance as at 1 January		2,871,092	1,733,273
<b>Closing Balance as at 31 December</b>		<b>2,894,606</b>	<b>2,871,092</b>

## **MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

---

#### **NOTE 1: REPORTING ENTITY**

The Ministry of Local Government and Environment is responsible for formulating and implementing local government and urban planning policies, developing Government policy for the protection of the environment and its sustainable use, and policing the use of the environment to ensure compliance with Government policy.

The Ministry also partners with other authorities such as National Fire Services, Municipal Councils nationwide, as well as with international donor agencies that conduct environment and climate change programs. The Ministry has three main Departments under its portfolio: the Department of Town and Country Planning, the Department of Local Government and the Department of Environment.

#### **NOTE 2: STATEMENT OF ACCOUNTING POLICIES**

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

In accordance with Government accounting policies, the financial statements of the Ministry is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71(1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trade and Manufacturing Accounts.

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

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from the Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

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

##### **(c) Comparative Figures**

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

**MINISTRY OF LOCAL GOVERNMENT AND ENVIRONMENT**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 DECEMBER 2015**

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**NOTE 2: STATEMENT OF ACCOUNTING POLICIES *Cont'd***

**(d) Revenue Recognition**

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

**NOTE 3: SIGNIFICANT VARIATIONS**

- (a) State revenue increased by \$46,784 or 23% in 2015 compared to 2014 due to increase in the fees collected by Department of Town and Country Planning.
- (b) Miscellaneous revenue increased by \$207,997 or 454% in 2015 compared to 2014 mainly due to the clearance of stale cheques totalling \$215,816.
- (c) The Established Staff costs increased by \$116,694 or 4% in 2015 compared to 2014 mainly due to increase in employer's contribution on FNPF from 8% to 10% and the vacant posts being filled during the year.
- (d) The Travel and Communication costs increased by \$32,783 or 20% in 2015 compared to 2014 mainly due to increase in travel related costs and telecommunication costs.
- (e) The Maintenance and Operations costs increased by \$18,525 or 8% in 2015 compared to 2014 mainly due to increase in office supplies and power supply costs.
- (f) The Purchase of Goods and Services costs decreased by \$12,851 or 8% in 2015 compared to 2014 mainly due to decrease in training related costs.
- (g) The Operating Grants and Transfers costs decreased by \$324,585 or 20% in 2015 compared to 2014 mainly due to decrease in subsidy payment to Naboro Landfill.
- (h) The Special Expenditure costs decreased by \$77,694 or 5% in 2015 compared to 2014 mainly due to decrease in urban policy action plan costs.
- (i) The Capital Construction costs decreased by \$1,249,091 or 74% in 2015 compared to 2014 due to the completion of Naboro Landfill Phase 1B Project in 2014.
- (j) The Capital Grants and Transfers costs increased by \$7,254,961 or 79% in 2015 compared to 2014 due to capital grants for following new projects: New Town Development, Nasinu Market (Laqere) and Albert Park Redevelopment.

## DEPARTMENT OF HOUSING

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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#### NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Travel and Communication costs increased by \$16,263 or 48% in 2015 compared to 2014 due to increase in travel related costs and telecommunication costs.
- (b) The Maintenance and Operations costs increased by \$13,597 or 55% in 2015 compared to 2014 due to increase in office upkeep costs such as fuel and oil, office stationery and printing, incidental and power supply.
- (c) The Operating Grants and Transfers costs increased by \$68,969 or 10% in 2015 compared to 2014 due to increase in grant to Public Rental Board.
- (d) The Capital Construction costs increased by \$3,350,094 or 90% in 2015 compared to 2014 due to increase in costs for Lagilagi Housing Development Phase 2 of the Project and Squatter Upgrade and Resettlement Projects.
- (e) The Capital Grants and Transfers costs increased by \$2,095,622 or 36% in 2015 compared to 2014 due to increase in grants for First Home Buyers and PRB Savusavu Development Project.

#### NOTE 4: APPROPRIATION MOVEMENTS

There were no redeployments of the Department's funds during the year. Other movements were made through virement as follows:

Virement No.	From	To	Amount \$
V23001/15	SEG 10	SEG 8	1,739,130
	SEG 10	SEG 13	260,870
V23002/15	SEG 10	SEG 8	1,130,870
	SEG 10	SEG 13	169,630

