



NADI TOWN COUNCIL

Annual Report for the Year 2010



PARLIAMENT OF FIJI
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NADI TOWN COUNCIL

ANNUAL REPORT

(Section 19 - Local Government Act, Cap 125)

**FOR THE YEAR ENDED
31ST DECEMBER, 2010**

**AISEA TUIDRAKI
SPECIAL ADMINISTRATOR**



**TERRENCE O'NEILL
CHIEF EXECUTIVE OFFICER**

NADI TOWN COUNCIL
ANNUAL REPORT FOR THE YEAR 2010

1. THE COUNCIL

HISTORY

Nadi Township was established in 1947. In 1967 the election system to elect the members of the Board was introduced. The Board was upgraded to Council status in 1972 under the Local Government Act (Cap 125). The Local Government Act provides for the manner in which the Council may function, levy and collect rates, exercise its powers and expend its funds.

The Nadi Town Council is responsible for the provision and maintenance of a wide range of services to ratepayers in its 780 hectares locality. These services include sanitation services, roads, carparks, business licensing, gardens, parks and public recreational facilities such as the Municipal library, Market and the Civic auditorium.

Such services are financed from rates, fees and charges with the exception of capital works, which are generally financed from loan funds. The Council does not receive grants from the Central Government, for the above services. However, in November, 2007 the Council received \$40,000.00 from the Government as Challenge Fund to be used for the developments of Childrens Park in Nadi with the provision that Nadi Town Council used its own \$40,000.00 for the said project.

Under Section 57 of the Local Government Act, the Council is required to prepare annual statements before 31 May every year showing the assets, liabilities, income and expenditure of the Council on the 31 December of the preceding year. These annual statements are to be audited by the Auditor General and certified by August of every year.

2. VISION, MISSION AND GOALS

12.1 OUR VISION

To be a clean and beautiful city that is leading and innovative, valuing diversity, involving its community, balancing its ratepayers and citizens needs for now and in the future.

12.2 OUR MISSION

To promote health, welfare and convenience of the inhabitants of the municipality and to preserve the amenities or credit for the present and future generation.

12.3 OUR GOALS

- (a) To revitalize the town in order to enhance the quality of life of the residents.
- (b) To improve traffic safety and pedestrian safety in the town.
- (c) Make provisions for people with disabilities.
- (d) Provide adequate parking space for the citizens and visitors of the town.
- (e) Improve visual aesthetics of the town.
- (f) Work towards finding a permanent solution to the flooding faced by the town.
- (g) To have an effective town planning scheme which has policies and proposals for the controlled development and use of land in the town.
- (h) To support and promote the town's economy without losing its social and environmental values.

3. TOWARDS OUR VISION, MISSION AND GOALS

- 1.0 The council has an effective town planning scheme. The objectives of the scheme are:
- (i) To develop policies and proposals and relate them to the precise area of the land.
 - (ii) To provide detailed basis of development control
 - (iii) To provide detailed basis for co-ordinating the developments and their use of land.
 - (iv) To bring local and detailed planning usage before the public.
- 2.0 The Council now has a master drainage scheme plan for Nadi which guides the Council in the alleviation of the flooding problem.
- 3.0 The Council has already begun construction of Link Road between the Hospital road and Nadi Back road. Upon completion, this will considerably reduce the traffic congestion in the town.
- 4.0 The Council now has a master plan to revitalise the central business district of Nadi. The first stage of this plan is almost complete. The key elements being:-

❖ IMPROVED TRAFFIC SAFETY

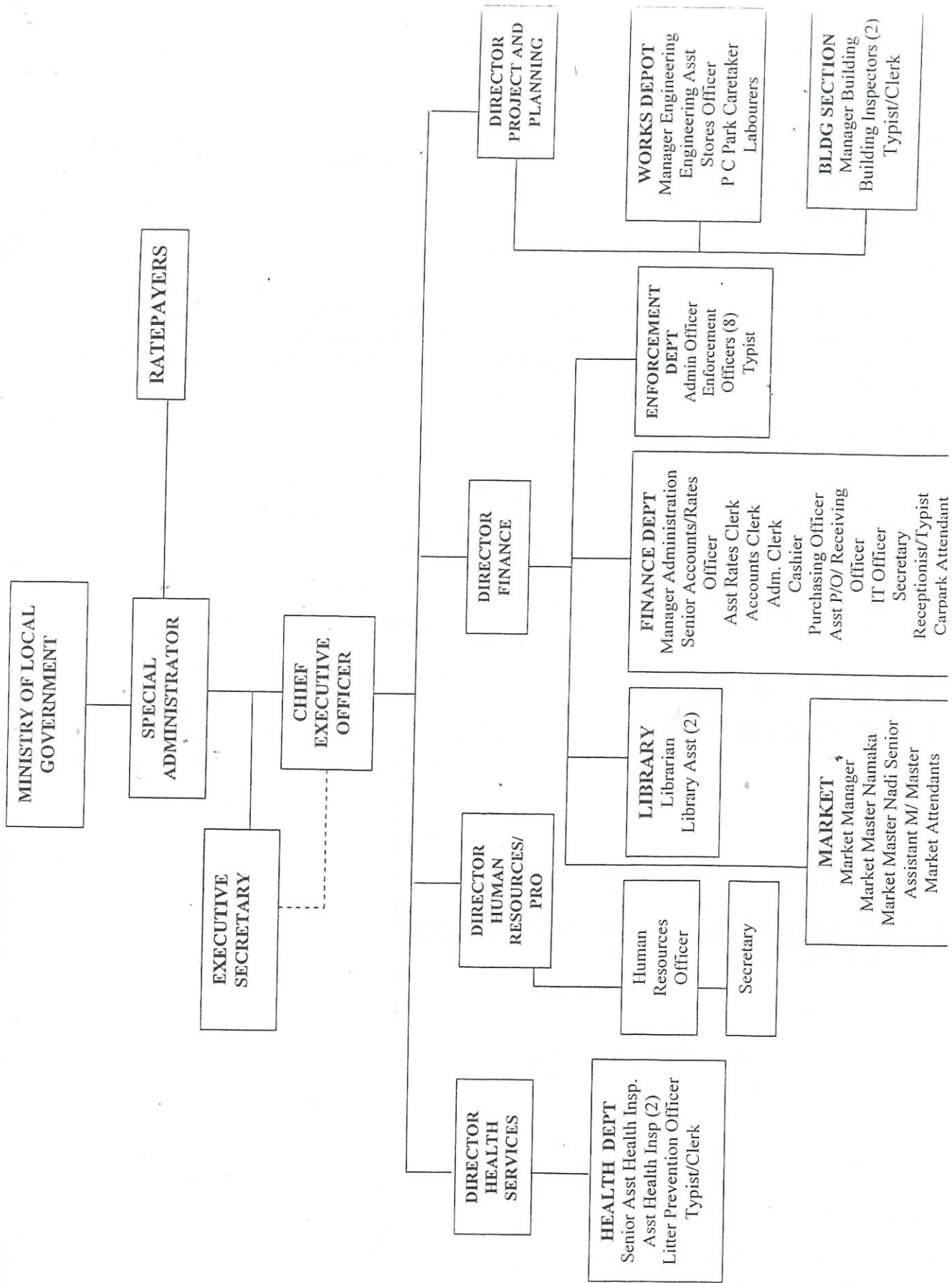
Intersections are improved through kerb extensions to minimise illegal use of the corners. Sight lines have improved as a result. There is better management of carparking in these areas.

❖ INSTALLATION OF TRAFFIC LIGHTS

Council has already installed three (3) sets of controlled traffic lights in the Main Street of Central Business District.

❖ IMPROVED VISUAL AESTHETICS

The overall aesthetics of the street space has been greatly enhanced through planting and gardens, new streetlights, seats and garbage bins.



5. COMMITTEES OF THE COUNCIL

The following committees were appointed by the Council.

- ♦ Health and Market
- ♦ Development, Town Planning Works, Buildings, Tourism, Beautification and Parks
- ♦ General Purposes and Library
- ♦ Finance and Planning
- ♦ Staff
- ♦ Building Plans

The Health and Market, Development, Town Planning Works, Building, Tourism, Beautification and Parks General Purposes & Library, Finance and Planning Committees were required to meet once every month to transact all business which fell within its jurisdiction and the Staff and Building Plans Committee met as and when required.

6. PRINCIPAL OFFICERS

Chief Executive Officer	-	Mr Terrence O'Neill
Acting Director Finance	-	Mr Suresh Chand
Acting Director Projects and Planning	-	Ratu Meli Naevo
Town Engineer	-	Mr Joesva Gavidi
Acting Director Health	-	Mrs Premila Chandra

7. AUDITORS OF THE COUNCIL

- Auditor - General of Fiji

8. SOLICITORS OF THE COUNCIL

- (1) Messrs. Sahu Khan & Sahu Khan, Ba.
- (2) Messrs. Patel & Sharma, Nadi
- (3) Messrs. Koyas, Nadi
- (4) Messrs. Janend Sharma, Nadi
- (5) Messrs M.K. Sahukhan

9. NUMBER OF MEETINGS HELD DURING THE YEAR 2010 COUNCIL MEETINGS

Ordinary	-	11
Annual	-	Nil
Special	-	1
Emergency	-	2

12. COMMITTEE MEETINGS

Health and Market	-	11
Development, Town Planning Works, Building, Tourism, Beautification and Parks	-	11

Finance and Planning	-	11
General Purposes and Library	-	11
Staff Committee	-	1

13. VISITORS

The following noteworthy dignitaries who called on the Special Administrator and signed the "Visitors Book are listed below:-

Mr C. Arun Prasad	-	Special Administrator Ba/Tavua Town Councils
Mr Emosi Tukila	-	New World Limited
Mr P.N. Sami	-	Ba
Mr Jiten Narsey	-	LHM Architects
Mr Terry O	-	Wastecorp Fiji
Mr Peter McGahan	-	Matrix Fiji
Mr Etuate Teleniweci	-	Matrix Fiji
Mr Paras R. Sukul	-	Suva
Mr Amit Ram	-	Ministry of Local Government
Ms Rosie Langi	-	Local Government Committee
Lorima Voravora	-	Ministry of Education
Mr Hiroyuki Miyake	-	Japan
Ms Luisa Sigawale	-	Ministry of Education
Ms Senimili T. Nakora	-	Dept of Environment
Mr Rouhit K. Singh	-	Lautoka City Council
Mr Maika Daveta	-	PM's Investigator
Jane Kitel	-	Pacific Banking Westpac
Jason Stephens	-	Westpac Fiji
Masayuki Takazawa	-	JICA project member
Mr Kamal Kumar	-	Young and Associates
Mr Ratan Deo		
Mr Taito Waradi	-	Consultant
Mr Isimeli Mataitoga	-	Embassy of Fiji – Japan
Mr Alfereti C.		
Mr A. Chandra Salim	-	Ambassador of Indonesia
Mrs Taina Tagicakibau	-	Ministry of Local Government
Mr Iowane Naivaivalurua	-	Commissioner of Prisons and Corrections
Mr Tony LaCiura	-	PC Service
Gerlinde and Shank	-	Brisbane
Ann Pesamilo	-	Bank South Pacific
Yutaka Yoshizawe	-	Ambassador of Japan
Mrs Prue Rouse	-	Nadi (Sigma Security)
Mr Anand Achari	-	Nadi (Blackwood Holdings)
Dr Ram Raju	-	DSM Medical Centre Nadi
Mr Aiyaz Saiyad Khaiyum	-	Attorney General

Ms Amrita Singh	-	Ministry of Industry and Trade
Mr M. Kant	-	Ministry of Trade and Industry
Mr Samuela Moce	-	Ministry of Industry and Trade
Ms Seema Sharma	-	Ministry of Industry and Trade
Ms Ruth Larimer	-	Country Director – Peace Corps
Carios J. Torrei	-	Regional Director – Peace Corps
Ms Jill Best	-	Tauranga City Libraries, New Zealand
Mr Rupeni Fonmanu	-	Denarau Corporation Ltd
Mr Etuate Taleniweci	-	Denarau Corporation Ltd
Mr Peni Koro	-	District Officer - Nadi

14. HIGHLIGHTS OF YEAR 2010

ACHIEVEMENTS TO BE PROUD OF IN THE YEAR 2010

- i. Continuation of Link Road
- ii. Namaka Market Extension

15. TOWARDS DEPARTMENTAL PERFORMANCE

The overall performance of the Council on department basis is as follows:-

1.0 FINANCE

The Unimproved Capital Value of properties in Nadi for rating purposes for 2010 was \$109,366,194.00.

RATES LEVY FOR THE YEAR

General Rate 0.65 cents in the dollar on UCV.
 Special Loan (Service) Rate 0.40 cents in the dollar on UCV.
 Agricultural rate 0.03 cents in the dollar on UCV.

1.1 DISCOUNT ON RATES

Discount on rates was allowed as follows:

- (a) For all 2010 rates paid in January – 7% discount.
- (b) For all 2010 rates paid in February – 5% discount.

1.2 RATES COLLECTION

The rates collection report for 2009 was as follows:

Particulars	Rates Struck (\$)	Arrears (\$)	Total (\$)
Rates Due	1,337,074	1,887,952	3,225,026
Less Collection	926,363	296,652	1,276,434
Less Discount	53,419		53,419

Add Interest 31/12/10		163,967	163,967
Balance Outstanding	357,292	1,755,267	2,112,559
Percentage Collection	73%	16%	40%

1.3 **REVENUE SOURCES OTHER THAN RATES**
GENERAL FUND

Revenue from sources other than rates represent almost 60% of the total revenue in General Fund. A significant part is derived from Business Licences, Market Fees, Rental from Council Properties, Bus Stand Charges, Public Carpark and Parking Meters.

1.4 **ESTABLISHMENT**

Nil

HEALTH DEPARTMENT

1. INTRODUCTION

The 2010 fiscal year was a very challenging year. During the year the department was engaged in various projects and activities which included:-

- i) Waste Minimization and Recycling Promotion Project.
- ii) Clean Schools Program.
- iii) Change in Garbage Collection System.
- iv) Clean Bula Program to name a few.

We also took part in meetings, seminars, workshops, training programs both locally and internationally, community programs, schools programs, programs with the business communities etc.

Like every year we worked under a very tight budget coupled with lack of staff, during the year the Director Health Services was relieved of his duties. This development caused major reshuffle in the department. Despite all this we were able to continue with all our programs. The project continued with it's success in the Matavolivoli, Savunawai and the commercial areas of Namaka. Furthermore the timely donation of the shredder by the Embassy of Japan and a Multi-Purpose Truck by JICA relieved the Council in providing better and organized service to the community.

2. ESTABLISHMENT

- | | |
|--|--|
| 1 Director Health Services
1 Senior Assistance Health Inspector | <ul style="list-style-type: none"> - Mr Sakaraia Serau – Acting CEO until July - Mrs Premila Chandra- Acting Senior Health Inspector till todate |
| 2 Assistant Health Inspectors | <ul style="list-style-type: none"> - Mr Rajeshwar Raj – Acting Senior Assistant Health Inspector till todate - Mrs Nafiza Ali |
| 1 Litter Prevention Officer | <ul style="list-style-type: none"> - Mr Taniela Saturu Boseiwaqa [Study Leave to FNU] |
| 1 Temporary Litter Prevention Officer | <ul style="list-style-type: none"> - Mr Sakenasa Namisi |
| 1 Temporary Litter officer/Driver/Labour | <ul style="list-style-type: none"> - Mr Uday Kant |

The staff of the department were given all opportunities to attend to Local and International training courses/workshops to up skill their knowledge base, management and implementation skills in the field of Environment and Health.

3. BUSINESS LICENCES AND REGISTRATION OF PREMISES

The following premises were registered and Business Licenses issued by the Council during the year:-

<u>NO.</u>	<u>TYPES OF PREMISES</u>	<u>NO. OF LICENCES ISSUED</u>
1	Hotels/Apartments	22
2	Motels/Guests Houses	11
3	Restaurants	111

4	Takeaways/Milk Bar/Dairy	46
5	Garment Factories	23
6	Service Station	6
7	Theatre	-
8	Pool-Table/Billiard/Amusement	3
9	Private Clubs	2
10	Butchers	24
11	Supermarkets	18
12	Barber/Chiropodists	35
13	Schools/Commercial	5
14	Bakery	23
15	Night Clubs	7
16	Laundry	1
17	Food Factory/Aerated Water	7
18	Massage Parlour	18
19	Garbage Contractor	1
20	Exporter Fresh Vegetables	1
21	Kava Saloon/Shop Retail	8
22	Exporter Fish	1
23	Beauty Saloon	31
24	Manufacturer Ice Cream	1
25	Medical Practitioner	18
26	Caterers	-
27	Manufacture Liquor	1
28	Wholesale	2
29	Bottle Shop	11
30	Shop Retail	22

HAWKERS LICENCES

Number of licenses issued to hawkers operating in the town boundary were as follows:-

NO.	TYPE OF OPERATION	NO. OF LICENCE ISSUED
1	Sweet meat	11
2	Ice Cream	2
3	Caravan	4
4	Selling Coconut	5

SUMMARY OF INSPECTIONS

NO.	TYPES OF PREMISES	TOTAL INSPECTIONS	TOTAL RE-INSPECTIONS	TOTAL
1	House to house Inspection	615	237	852
2	Investigation of complaints, nuisance etc.	505	358	863
3	Hotels, Motels and guest houses	68	32	100
4	Factories and Workshops	44	20	64
5	Dance hall, night clubs, cinema houses etc	18	12	30
6	Schools	84	47	131
7	Laundries	19	18	37
8	Hairdressers and Chiropodists etc	192	108	300
9	Food shops, food stores, markets etc	302	229	531
10	Restaurants and refreshments bars	331	225	556
11	Aerated Water and other food factories	20	6	26
12	Bake houses	100	74	174
13	Inspection of public conveniences	207	162	369
14	Butcher Shops	82	58	140
15	Food vehicles and food carts	78	41	119
16	Storm water drains	196	153	349
17	Refuse Dumping	204	140	344

18	Inspection of vacant lots	182	121	303
19	Inspection to sweetmeat kitchens	26	22	48
20	Inspection of sewer manholes	98	78	176
21	New Building works in progress / site Inspection / final inspection	95	52	147
22	Inspection of taxi, carrier, mini bus stand/bus bay	32	20	52
23	Inspection of Private Car park	20	17	37
24	Inspection of alleyways/service lanes/arcades	83	65	148
25	Inspection of Public Litter Bins	381	260	641
26	Inspection of Civic/Children's Park	64	41	105
27	Inspection of Commercial Building/Shops	33	15	48
	Total	4,079	2,611	6,690

6. SUMMARY OF SANITARY IMPROVEMENTS, ETC (ALL TYPES OF PREMISES)2005

NO.	ITEMS	ORDERED	COMPLIED
1	Investigations of complaints, nuisances etc	452	338
2	Improvements to hotels, motels and guest houses	41	48
3	Improvements to Factories and Workshops	33	26
4	Improvements to night clubs, cinema houses etc	16	10
5	Cleansing or improvements to Schools	43	22
6	Cleansing or improvements to laundries	8	7
7	Improvements to Hairdressers and chiropractors etc	145	112
8	Improvements to Food shops, food stores, markets etc	192	159
9	Improvements to restaurants and refreshment bars	234	177
10	Improvements to Aerated Water, Other Food Factories	5	3
11	Cleansing or improvement to Bake house	61	51
12	Improvements to Public Conveniences	95	81
13	Cleansing or improvements to Butcher Shops	51	42
14	Improvements to Food Vehicles and Food Carts	56	43
15	Cleansing or improvements to Storm Water Drains	97	74

16	Removal of accumulation of refuse etc	116	99
17	Clearing of overgrowth or long grass	99	55
18	Improvements to sweetmeat kitchens	3	3
19	Provision of Garbage bins	100	58
20	Abatement of Mosquito Breeding	16	14
21	Abatement of Nuisances from animals or poultry	20	13
22	Impounding or straying animals	31	17
23	Leaking water main referred to PWD	67	51
24	Overflow of sewer referred to PWD	73	61
	Total	2054	1564

This column may include work completed during the year under review but ordered during previous year

7. **NOTICES & VERBAL WARNINGS ISSUED TO DEFAULTERS OF BY-LAWS**

NO.	TYPES OF NOTICES ISSUED	NO. ISSUED	NO. COMPLIED	NO. NOT COMPLIED
1	Abatement of nuisance	3	2	1
2	Litter Offence - Reminder Notices	85	83	2

8. **LEGAL ACTIONS.**

Operating Business without Licence - 1

9. **COMPLAINTS RECEIVED**

No.	Attended	Not Complied Withdrawn	Complied
344	344	2 [Court Case]-	342

10. **NOSIE PREVENTION AND ABATEMENT PERMIT ISSUED**

All noise prevention and abatement issue were referred to the Enforcement Department of the Council while the department staff attended to noise nuisance issues especially related to Night Club Operations in the special zones.

The department continuously reminded and warned Night Club operators to be mindful of the immediate residential premises within their vicinity including the hotel guests in the area.

11. **FOOD SAFETY MONITORING**

Monitoring of all food premises which included restaurants, fast food, canteens, butcher shops, bakeries, supermarkets, food and aerated water factories continued during the year on regular basis to ascertain they maintain required standards as per Food Safety Acts and Regulations. Inspections were also conducted for recommendation for issuance of Business Licenses and health permits.

12. PUBLIC CONVENIENCE

All public conveniences were thoroughly cleaned and maintained in a hygienic condition during the year. As usual regular meetings were conducted with all cleaners to ensure they perform their duties to expectations.

Regular upgrading and maintenance works also continued as we faced a lot of vandalism to the fixtures and fittings of sanitary ware.

The Council also decided to upgrade all public conveniences to be user pay.

13. GARBAGE COLLECTION

Collection & Disposal

The total number of loads of refuse collected and disposed during the year was as follows:

Household Garbage by Contractor	-	869 loads
Garden Refuse by Council	-	558 loads

All household refuse collected by the contractor was disposed off at the Vunato Disposal site in Lautoka.

14. NEW GARBAGE COLLECTION SYSTEM

The Council with the assistance of the Waste Minimization and Recycling promotion project has reduced the garbage collection days in whole of Namaka Ward as follows:-

Residential	-	from 3 days/week to 2days / week
Commercial	-	from 6 days / week to 5 days / week

Furthermore we introduced the services of recyclable collection as follows:-

Residential Areas	-	Twice a month
Commercial Area	-	Once a week

15. ANTI – MOSQUITO SPRAYING

Anti – mosquito spraying was conducted once during the year to eliminate adult mosquito population. Larviciding of drains with water was also being monitored.

16. VOLUNTEER GROUP CLEAN UP CAMPAIGN

The Council received several volunteer groups during the year to carry out clean up campaigns on our roads and at parks. The Volunteer groups also included high school students, corporate organizations, youth groups, church groups who were also joined by individual friends and family members.

The Council facilitated these campaigns by providing pick-up trucks, hand gloves, sacks/garbage bags, and rakes.

17. DOG TRAPPING

With the ever increasing complaints received from the residents in regards to stray dog nuisance, dog traps was set up at critical locations during the year.

No. of dogs trapped - 9

Since there is no registered pound in Nadi the Council had convened negotiations with the Ministry of Primary Industries to set up a dog pound in Nadi and assist the Council euthanizing the dogs.

Major problems faced by the department during dog trapping was vandalism to the traps once it was placed at public places, however Council only started placing traps in front of premises who took responsibility of taking care of the traps.

18. **BUILDING PLANS**

The total number of building plans scrutinized during the year was 162.

19. **PROPOSED DUMP SITE**

The Council has yet again identified another location to be developed as a disposal site of all waste generated in Nadi Town Boundary and the greater Nadi area. The Council has had preliminary meetings with the landowners who have shown interest in leasing the land to the Council. The site has also been visited by the officers of the Department of Environment, JICA Expert Team and NLTB Officials.

The Council is further pursuing the matter with NLTB to obtain appropriate consents in order to proceed with a formal application to Department of Environment, Town and Country Planning and Rural Local Authority.

20. **WASTE COMPLIANCE CAMPAIGN – DEPARTMENT OF ENVIRONMENT**

Staff of the department assisted Dept. of Environment Western Division to issue non-compliance notices to all industrial and commercial facilities within and outside Nadi Town Boundary.

The Operation started on 21st June and concluded on 30th June with assistance from Police and Military.

During this period the team issued 808 notices in Nadi.

21. **WORKSHOPS AND TRAININGS ATTENDED**

1. 4 – 5/3/10 – International Labour Organization Workshop on Safety Measures to be considered by both employees and employers to minimize injuries at work.

The workshop invitation was extended to and attended by Council Labors, Contractors and their workers with health staff.

2. 29 – 30/03/10 – Processes and Implementation of Environment Impact Assessment conducted by Department of Environment.
3. 30/04/10 – Strengthening Women in Local Government – the objective of this workshop was to raise awareness of the benefits of increasing the participation of women in leadership roles in Local Government, undertake research on the status of women in Local Government, establish a national "Women in Local Government network", encourage councils to adopt gender sensitive human resources practices and encourage councils to adopt gender aware policies.
4. 11-12/5/10 – Grading of Restaurants in Fiji – the objective of this workshop was to discuss about the grading system of restaurants in Fiji which will allow all authorized officers under the Food Safety Act to be able to rate each restaurant they inspected.
5. 10-14/05/10 – SAHI Rajeshwar Raj attended five days training at TPAF on Certificate IV in OHS. The course was facilitated by National Safety Council of Australia.
6. 16-19/05/10 – Local Government Managers Australia – Annual Congress and Business Expo was attended as an observer by Acting Director Health Mrs. Chandra at Adelaide Convention Centre at

- the invitation of the Commonwealth Local Government – Pacific Project. This was inline with the CLG Pacific Project for promoting women in Local Government management.
7. 18/6/10- Teachers Workshop for clean school program in Lautoka.
 8. 9th & 16th/06/10- Adobe in design training by JICA Expert.
 9. 30/07/10 – Staff attended Litter Promulgation Workshop conducted by DoE in Lautoka.
 10. 31/08/10 – 13/09/10 - 3 staff from Health Department , 1 staff from Engineering Department and the Special Administrator Mr. Tuidraki attended a 2 week Country Focused Counterpart Training on 3R Promotion in Japan by JICA in association with Kitakyushu International Techno Co-operative Association.
 11. 20-24/09/10 – 1 staff joined the JOCV Regional Training in the field of Environment. Our 3R Promotion was introduced and a presentation was done to all the participants on the same.
 12. 26-27/10/10 – 7 Council staff attended Training under supervision of Ministry of Labour on Shredder operation at Niranjans depot in Lautoka.
 13. 3-4/11/10 - Staff attended awareness workshop organized by Ministry of Health Food Control Unit on Food Biotechnology, the impact on human health and need for food security in the world.
 14. 11/11/10 - Staff attended National Solid Waste management Consultation organized by Department of Environment.
 15. 7-10/12/10 – 2 Staff attended a workshop on HACCP & Codex/Food Safety Regulation Workshop organized by Food Control Unit of Ministry of Health.

22. WORKSHOPS AND TRAININGS CONDUCTED BY THE DEPARTMENT

1. 19/02/10 – Workshop on Clean Schools program was attended by Teachers of both Primary & Secondary Schools in Council Chambers.
2. 21/06/10 – Training of 3R Promoters in Chambers to assist staff in distribution of 3R promotional materials in pilot sites at Savunawai, Waqadra Co-operative, and Namaka Commercial.

Presented and conducted training on Waste and Recycling Management and OHS aspects to workers of Garbage and Market Contractor.

Presented 3R Centric Promotion of Solid Waste Management Master Plan to Nadi Chamber of Commerce during their Annual Seminar at Novotel, Nadi.

3. 08/10/10 - Conducted follow-up Teachers Workshops/Awarding Ceremony.
 - Total of 14 schools (24 teachers) participated
 - Winning School awarded for their good practices
 - The group visited overall best school
 - Group discussion on key points for good practices
 - Challenges and solutions were collated
 - Presentation was done by each group
4. 29/10/10 – Conducted seminar on 3R Expansion plan – the seminar was attended by both residential and commercial stakeholders.
5. 15/11/10 – Conducted training of 3R promoters to assist staff in distribution of 3R promotional materials and explain introduction of New Garbage collection in whole of Namaka Ward.

23. WASTE MINIMIZATION AND RECYCLING PROMOTION PROJECT

After the launch of the project last year the department expanded piloting in two other residential areas in Namaka Ward, namely at Savunawai residential and Waqadra co-operative residential. The system was also expanded to whole of the Namaka Commercial area.

Series of consultations, community meetings, media awareness and house to house visits were made in these areas to introduce the system of 3R Promotion and to encourage residential / commercial stakeholders to participate and assist Council during the pilot stage.

6th JOINT COORDINATING COMMITTEE MEETING

A 6 monthly report on the progress of the project was presented to the Joint Coordinating Committee (JCC) in JICA, Suva office. The Mid Term Review Team of the Project from Japan also presented their report and a brief summary is as follows:-

The Mid Term review team evaluated the achievements of the outputs and project purpose and summarized as follows after interviewing all counterparts and visiting the Pilot Project sites.

OUTPUT 1 - "Solid Waste Management Master Plan focusing on 3R" is developed for Nadi considering the achievements of this indicator the review team reported that output 1 has been successfully achieved.

OUTPUT 2 - "Nadi Town obtains the capacity for proper Solid Waste Management (SWM) through the implementation of pilot projects" considering the achievements of this indicator the review team reported that output 2 has been successfully achieved.

This review report was also complemented by JICA.

CLEAN SCHOOLS PROGRAM

As part of the project the JOCV Ms Yumi Yosidomi took the clean schools program as part of one of her activities.

The Aim of the Program was to:

- Introduce the 3R centric system in all schools within the boundary.
- To give the opportunity for schools to start proper waste management.

To expand the education about waste minimization for the people at school, home and communities.

A Teachers Workshop was conducted by the department staff on 19th February, 2010 in which 25 Teachers from 14 out of 15 schools participated. This was made possible through the assistance of Ministry of Education support and approval.

The aim of the teachers workshop was to let participants:

- Know the situation of waste problems.
- Understand the outline of the program.
- Be motivated to start the school practices.

A guide for the Clean School Program was prepared and presented as follows:-

- Division 1 : Environmental Awareness raising
- Division 2 : School Composting
- Division 3: Rubbish Separation and Recycling

Development of Action Plan by participants and Entering into Clean Schools competition.

All Schools after submitting their action plan were monitored twice before final judgment was conducted on 12th – 13th August, 2010.

The outcome of the judgment was as follows:-

Best School for all Division	-	Andrews Primary School
Division 1 Winner	-	Mt St. Mary's Primary School
Runner Up	-	Nadi Sangam School
Division 2 Winner	-	Nadi District School
Runner Up	-	Nadi Muslim College
Division 3 Winner	-	Nadi Arya Samaj Primary School
Runner Up	-	Nadi College

The awarding ceremony was held on 8th October, 2010, after the follow-up teachers workshop.

During this follow-up workshop Teachers of winning schools prepared and presented their activities and actions to achieve the aim of the program.

CONCLUSION

To conclude, the year 2010 was filled with awareness activities for most of the ratepayers and staff likewise. Through news bulletins, print media, community meetings and radio programs we were able to disseminate information and importance of Waste Minimization.

The changes brought about in the style of management was also a learning process for us all in the department as it was very different from that in the previous years.

I also wish to acknowledge the great contribution by the JICA Expert Team for paving the way forward for the Waste Minimization and the Recycling Promotion project. We also like to take this opportunity to thank the Embassy of Japan for the timely donation of a shredding machine, and JICA for the multipurpose truck to assist the Council with the project. The training program organized by JICA in Japan for four (4) staff and the Special Administrator was very timely for us to learn the 3R activities practiced in Japan which enabled us to better facilitate the project back home.

Finally, I wish to record our sincere thanks and appreciation to the Special Administrator, the Chief Executive Officer, Managers of other departments and my hard working staff for their continued support, guidance and encouragement in the delivery of all our task. We also like to show our thanks and appreciation to the various government/non government agencies, stakeholders and rate payers for their continued support during this very difficult and challenging year.

Thank you and God bless you all.

ENGINEERING DEPARTMENT

1. ESTABLISHMENTS

Director Project and Plannig	1
Works Supervisor	1
Engineering Assistant	1
Stores Officer	1
Work Force - Permanent	29
- Casual	31

2. INTRODUCTION

This report briefly describes the nature and extent of works carried out by the Engineering Department of Nadi Town Council during the year. The report is divided into the following sections:-

1. Roads
2. Drains
3. Parks and Gardens
4. Buildings
5. Street Lights
6. Contract Works
7. Town Planning
8. Work Force

3 ROADS

Council maintains 72 kilometers of roads within Nadi Town Boundary.

Road work is divided into two (2) sections.

- a. Maintenance
- b. Capital

(i) Maintenance Work

These involve the grass cutting, raking cleaning and leveling of road verges. Desalting of footpaths and road gutters, patching of pot holes and repairs of road carriage ways, footpaths and walkways, installations of road signs and names, marking of roads and parking meter bases, taxi and carrier stands.

Capital Works

Link Road (Ratu Naevo Road)

The above road has been completed and this has eased the traffic problems in Nadi. The completion of the road cost the Council almost 1.3 million.

Namaka Market Extension

This extension is has been completed with the addition of 133 new stalls to the existing 122 stalls. The Council is negotiating with AFL on the acquisition on the land. Talks are continuing and the Council is confident AFL will offer this land to the Council.

Installation of New Streetlights

Due to the road upgrading and widening by the Department of National Roads in the Queens Rd, all of the streetlights from Nakvu Village to Wailoaloa Rd were damaged.

Council spent \$102,000.00 to install new 250w lights to replace the damaged lights.

Boot Project (PPP)

This is the Private Public Partnership with the Developer Masuiria Designs to construct a shopping complex between the Nadi Market and Bus Stand. A final presentation on the Boot variation was presented to the Minister to increase the Boot timeline from the initial proposal of 10 years to 25 years. The intention to increase the timeline is solely due to the buy back value after 25 years where the Council is not required to pay a cent, however should the period be reduced to 10 years then the Council is liable to pay over \$3 million.

The agreement is at its final stage and once the project is constructed the Council will receive revenue of \$150,000 per year. This revenue sharing will be reviewed after every 5 years and the BOOT agreement will also reflect this.

Master Plan

The Council has engaged **Mr. Tony Laciura** an American Peace Corp to help with the construction of the Nadi Town Master Plan. This Master Plan will replace the current Town Planning Scheme. The Master Plan has taken into account the following:

- Extension of the Town Boundary
- The flooding control measures
- The traffic flow within the town area
- Zoning and re-zoning of certain areas
- Integrating the Airport Master Plan into the new Master Plan.
- Review of rates and introduction of Building Taxes.

The Council has set the end of November 2010 to complete this plan before it is submitted to the Ministry for approval. The Council's intention after increasing the town boundary, it will be in a better position to meet the requirements to apply for Nadi to becoming the next City. There is a lot of work involved and the Council will work with all the stakeholders in facets to meet its objectives.

4. DRAINAGE

The Council carried out works on all the drains in the town boundary during the year which included flushing blocked of culverts and desilting of drains. Also a track digger was hired to clean the major earth drain coming from Deo St to Saunaka Village.

5. PARKS AND GARDENS

Council maintained all children's parks with maintenance works and also installed rubbish bins. Also the gardens beds were maintained by regular weeding and replanting of damaged flowers. All other side street gardens were also well maintained.

Both the towns' entrances road kerbs were maintained by painting it.

6. **STREET LIGHTS**

Repairs of street lights were carried out by Sigatoka Electric Company Limited and repairs amounted to \$130,000.00 . This is inclusive of the changing of all the streetlights along the Queens Rd from 125w to 250w.

7. **MAINTENANCE OF VEHICLES AND PLANT**

The Council's Mechanical Workshop at the Works Depot Comprised of 1 established staff that continuously carries out all repairs and general maintenance on our fleets.

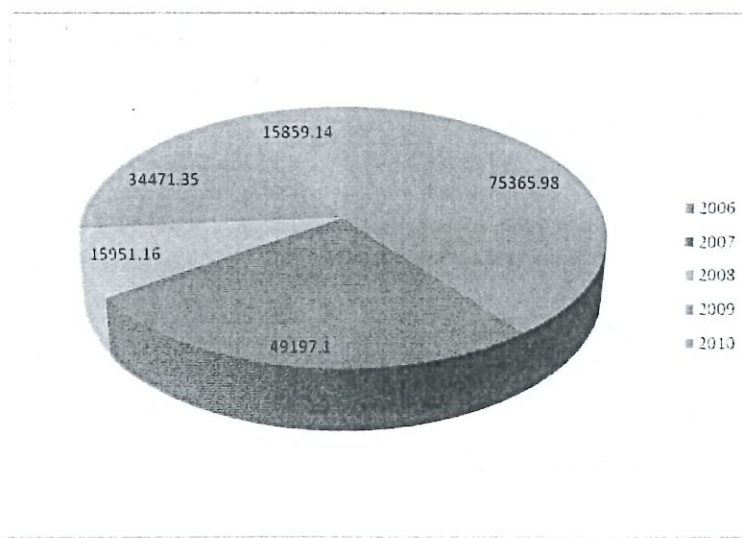
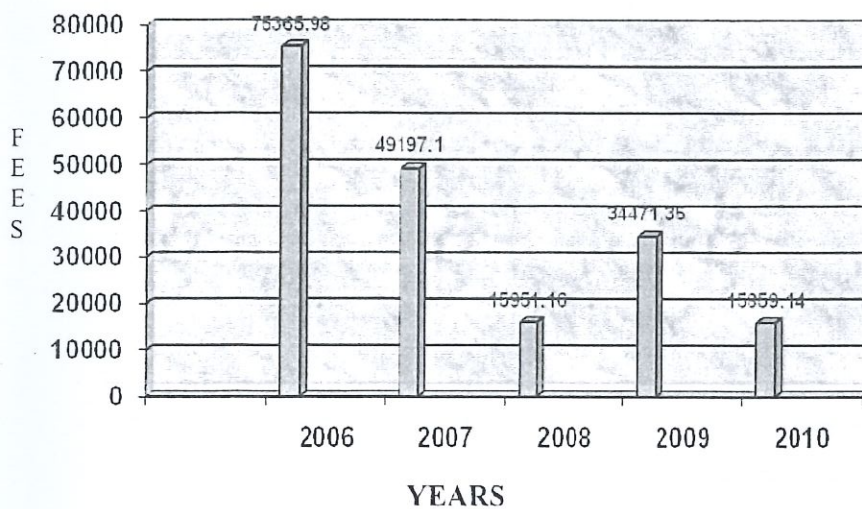
BUILDING**BUILDING DEVELOPMENT**

Nadi Town Covering an area of 780 hectares is divided into three wards:-

1. Town Ward
2. Martintar Ward
3. Namaka Ward

The total number of building applications received during the year was 106 total to an aggregate value of 9.7 million dollars. The total revenue received for processing these applications were \$34,471.35. A comparison of building permit fees for the last five (5) years is provided in graphical form at Chart 1. Chart 2 shows the comparative volume of building works approved in the last five years.

CHART 1 : BUILDING FEES



BUILDING APPLICATIONS RECEIVED DURING THE YEAR 2010

MONTH	NO. OF APPLICATIONS RECEIVED	VALUE (\$)	FEES (\$)
January	11	329,496.50	1,022.66
February	10	137,999.65	609.35
March	9	702,682.57	1,947.90
April	9	221,419.00	884.83
May	7	19,027.00	870.04
June	6	628,953.50	1,573.87
July	5	263,572.00	876.28
August	6	92,148.00	353.40
September	15	882,604.15	2,780.03
October	14	681,228.37	2,116.80
November	5	837,284.00	709.35
December	9	686,941.80	2,114.63
TOTAL	113	3,997,151.11	15,859.14

2. SUMMARY OF BUILDING APPLICATIONS RECEIVED- 2010

	<u>NO.</u>	<u>VALUE (\$)</u>
Commercial Buildings	28	1,250,395.62
Residential Buildings	11	1,092,914.18
Industrial Buildings	1	300,000.00
Addition, Alterations & Renovations	49	1,840,322.49
Miscellaneous (Schools, Churches, Retaining Walls, Fencing Carport etc.)	12	710,800.00
TOTAL	101	5,194,432.29
	===	=====

3. SUMMARY OF BUILDING APPLICATIONS APPROVED

	<u>NO.</u>	<u>VALUE (\$)</u>
Commercial Buildings	21	4,088,299.86
Residential Buildings	14	713,845.53
Industrial Buildings	2	66,827.50
Addition, Alteration & Renovations	22	420,489.13
Miscellaneous, (Schools, Churches, Retaining Walls, Fencing, Carport etc.)	15	194,215.00
TOTAL	74	5,483,677.02
	===	=====

4.	Total number of outline applications received	23
	Total number of outline applications approved	5
	Total number of building applications refused	2
	Total number of completion certificate issued	38
	Total value of completion certificates issues	\$11,727,083.90
	Total revenue received	\$94,478.34

5. **BUILDING INSPECTION**

Inspections carried out by the Building Inspectors together with the number of notices served and complaints investigated are shown in Table C.

TABLE C

BUILDING INSPECTORS REPORT FOR THE YEAR 2010

MONTH	INSPECTION BY APPOINTMENT	ILLEGAL WORKS	NOTICE SERVED	COMPLAINTS INVESTIGATED
January	23	-	-	2
February	27	1	1	5
March	7	3	3	3
April	8	-	1	1
May	16	2	1	1
June	45	2	2	1
July	41	2	2	3
August	30	3	3	5
September	46	1	1	2
October	28	-	2	3
November	23	2	1	4
December	20	1	2	3
TOTAL	331	17	19	33

6. **GENERAL**

The Building Department was manned by two (2) Building Inspectors and assisted by the Manager Building and Engineering Services.

7. **BUILDING PLANS PROCESSED**

Total number of plans processed	-	106
Total number of buildings inspected for the issue of completion certificate	-	38

LIBRARY ANNUAL REPORT

Staff

Librarian - 1
 Assistant Librarian - Nil
 Library Assistant - 1

Opening Hours

The Library is opened on following days:

Monday-Friday - 9.00 am – 5.00 pm
 Saturdays - 9.00 am = 1.00 pm

Revenue

Library cost & fine – 414.84
 Library subscription – 1,478.45
 Internet - 1,446.70

Statistics

Membership - 1,268
 Total number of books/Magazine issued - 7295
 Total number of people using the Library - 11,585

Inter-Library Loan

Books lent - Nil
 Books received – Nil

Library Stock

According to 2010 stock take the total number of Fiji Library Services books were 1,330 and our books were 7504.

Periodicals

The Library currently holds following 6 weekly periodicals:

The Fiji Times Nai Lalakai Shanti Dut
 Fiji sun Kaila

Donation

The Library relies very heavily on donated books and magazines. We receive books and magazines from Indian, American, British, and Korean. Japan, High Commission. The community of Nadi also donates books to us.

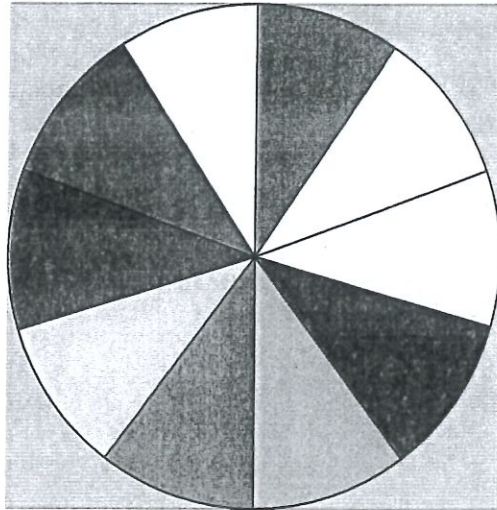
Activities

Various activities are done at the Library. National Library Week is a yearly event for school children. We also have activities during the holidays. In 2010 we did Rangoli competition, Christmas competition, make/write a book competition. At the Pre-Kindy. Religious displays are also done at the Library. The Library is always busy.

Services

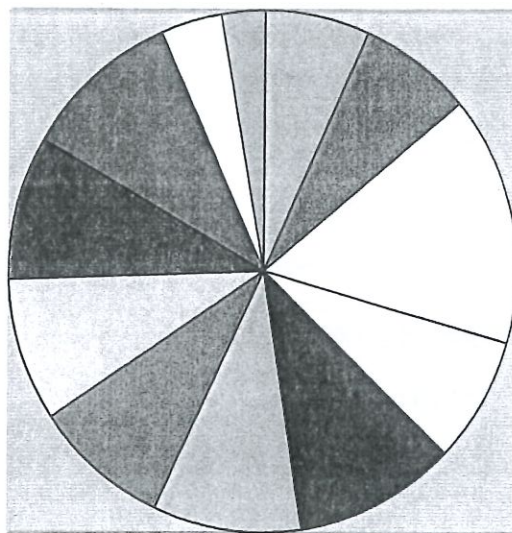
The Library provides services of internet, Photocopy, Printing, and Vertical Files for children projects and assignments. Now we have a Pre-kindy attached to the Library where the mothers are helping their child to start learning for a younger age.

Reader Services for the year 2010



- Jan
- Feb
- Mar
- Apr
- May
- June
- July
- Aug
- Sep
- Oct
- Nov
- Dec

Revenue for 2010



- Jan
- Feb
- Mar
- Apr
- May
- June
- July
- Aug
- Sep
- Oct
- Nov
- Dec

MARKETNADI MARKET.

1. Nadi Municipal Market is located at a very prime area of the town, close to the bus station

It has six different wings namely:-

- Mudaliar wing
- Nayate wing
- Old Market Wing
- Khatri wing
- Lock up wing
- Open wing

2. STAFFING

The Market was under the management of a full time Market Master, Assistant Market Master with two support staff.

3. LEVY

- | | | | |
|-----|--|---|--|
| (a) | Main market wing | - | Registered vendors 63c per stall per day |
| | | - | Casual vendors 68c per stall per day |
| (b) | Nayate Wing, old Market
Market wing, Khatri Wing
& Open wing | - | Registered vendors 81c per stall per day |
| | | - | Casual vendors 91c per stall per day |
| (c) | Fish | - | 20c per kg per day |
| (d) | Lock up stall | - | \$4.00 per stall |
| (e) | Sale of Live Chicken | - | \$1.50 per stall space |
| (f) | Sale of live stock (goat) | - | \$1.00 per head per day |
| (g) | After hours sale | - | \$1.09 per stall |
| (h) | Wholesale at Market Master's discretion. | | |

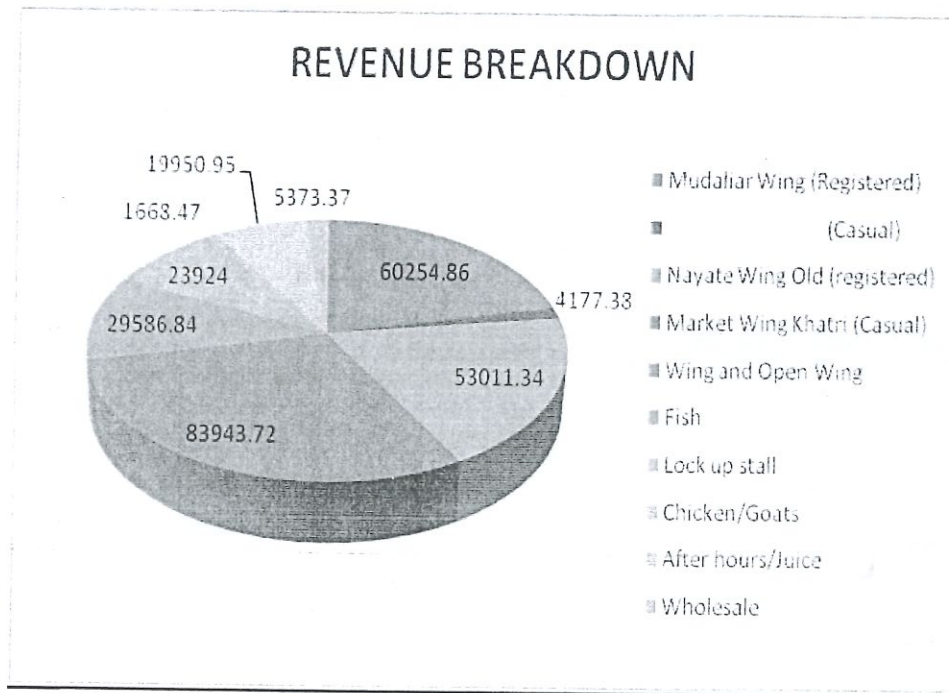
4. REVENUE BREAKDOWN

- | | | | | |
|-----|---|--------------|---|-------------|
| (a) | Mudaliar wing | (Registered) | - | \$60,254.86 |
| | | (Casual) | - | \$4,177.38 |
| (b) | Nayate wing, Old
Market wing, Khatri
Wing & Open wing | (Registered) | - | \$53,011.34 |
| | | (Casual) | - | \$83,943.72 |
| (c) | Fish | | - | \$29,586.84 |

(d)	Lock up stall	-	\$23,924.00
(e)	Chicken/Goats	-	\$1,668.47
(f)	After hours/Juice	-	\$19,950.95
(g)	Wholesale	-	\$5,373.37

Total revenue received from Nadi Market in 2010 was \$281,890.93.

5. **PIE CHART – REVENUE BREAKDOWN**



6. **NAMAKA MARKET.**

The Namaka Market is located at the corner of Namaka Police Station Junction adjacent to the Queens Road. The development of market in Namaka is a worthwhile project for the Council and the Ratepayers of Namaka.

7. **STAFFING.**

Namaka Market is also managed by the Market Master with a full time attendant and a cleaner.

8. **LEVY.**

(a)	Registered Vendor	-	\$2.67 per stall per day
(b)	Casual Vendors	-	\$2.67 per stall per day
(c)	Fish	-	\$0.30 per kg per day
(d)	Sale of live chicken	-	\$2.00 per stall space
(e)	Sale of live goat	-	\$2.00 per head per day
(f)	Wholesale at market		
	Master's discretion.		

ENFORCEMENT DEPARTMENT

The Department administers the parking meter section and Manages the traffic movement in Town and Namaka . In addition to this the Department is conducting the Prosecution of Parking Meter and Other offence cases .

1. ENFORCEMENT SECTION

Administration Officer	-	1
Enforcement Officers	-	6
Technician	-	1
Typist	-	1

Total		9
		====

2. TOTAL NUMBER OF METERS INSTALLED IN THE STREETS

1.	Main Street	-	115
2.	Namaka Lane	-	88
3.	Ashram Road	-	20
4.	Lodhia Street	-	19
5.	Hospital Road	-	16
6.	Vunavou Street	-	17
7.	Clay Street	-	9
8.	Market Road	-	6
9.	SahuKhan Street	-	7
10.	Sagayam Road	-	22

	Total		319
			=====

3. FIELD DIVIDED INTO 4 ZONES

1.	Town end, Shell Service Station to Amarsee and Vunavou	-	70
2.	Amarsee, S. Nagindas, Clay Street, Market Road, Sahu Khan Street, Hospital Road & Sagayam Rd	-	83
3.	S. Nagindas, to Ashram Road, Lodhia Street	-	78
4.	Namaka Lane	-	88

	Total		319

REVENUE

4. As reflected in the finance Report

5. LEGAL ACTION

Total Number of Traffic case instituted during the year 2010	-	371
Total conviction secured	-	371
Total Discharged	-	0
Pending in Court	-	0

6. STAFF

Council during the year layed off three (3) staff namely Keni Varo, Joni Nabuiwai and Ketan Arnold Singh due to reversal of new structure . Furthermore Keni Varo was called in and he continued to work as an Enforcement Officer until his interview conducted on the 29th day of December, 2010 . During this interview other applicants were also interviewed with Sanaila Visawaqa and Sekope Lesubula . In addition to this Acting Administration Officer was sent on leave pending certain investigation and upon completion of investigation officer concerned was reinstated .

7. PARKING METER

The total number of 6 Parking Meters that were removed from Market Road and spaces vacant is still being utilised as a temporary Carrier Stand . Council has decided to continue and implement this measure to curb ongoing illegal operators who are using Parking Meter spaces to operate illegally .

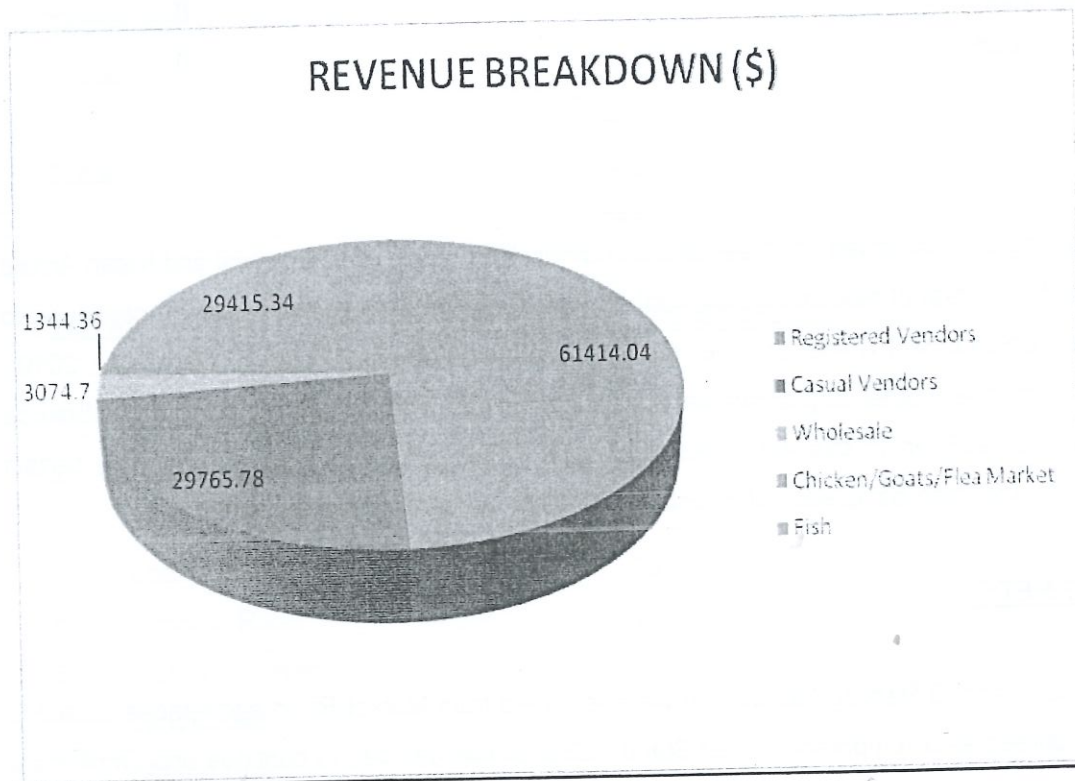
8. INSTALLATION OF NEW PARKING METERS

Council during the year 2010 has installed 22 new Parking Meters at Sagayam Road . This initiative undertaken by the Council was to provide better service in terms of parking to the general public .

9. REVENUE BREAKDOWN.

a)	Registered Vendors	-	\$61,414.04
b)	Casual Vendors	-	\$29,765.78
c)	Wholesale	-	\$3,074.70
d)	Chicken/Goats/Flea Market	-	\$1,344.36
e)	Fish	-	\$29,415.34

Total Revenue collected from Namaka Market in 2010 was \$125,014.22.

10. REVENUE PIE CHART11. CONCLUSION

2010 was a disaster free year and there was an increase in revenue from both Nadi and Namaka Markets.



EXCELLENCE IN PUBLIC SECTOR AUDITING

AUDITED FINANCIAL STATEMENT
NADI TOWN COUNCIL
31 DECEMBER 2010



NADI TOWN COUNCIL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010

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Excellence in Public Sector Auditing

**NADI TOWN COUNCIL
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010**

INDEPENDENT AUDIT REPORT

Scope

I have audited the financial statements of the Nadi Town Council for the year ended 31 December 2010 in accordance with provisions of the Local Government Act and Section 13 of the Audit Act (Cap. 70). The Council is responsible for the preparation and presentation of the financial statements and the information contained therein.

I have conducted an independent audit of these financial statements in order to express an opinion on them.

My audit has been conducted in accordance with Fiji Standards on Auditing to provide reasonable assurance as to whether the 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 financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures were undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Fiji Accounting Standards and statutory requirements so as to present a view which is consistent with my understanding of the Council's financial position, the results of its operations and cash flows.

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

Qualifications

- a) The Council failed to revalue its properties as per the requirements of FAS (16) – *Property, Plant and Equipment* and did not also provide a detailed Fixed Assets Register for audit. Therefore, I was not able to satisfy myself regarding the valuation and completeness of Property, Plant and Equipment and its related depreciation charge.
- b) The Statement of Financial Position recorded other receivables amounting to \$209,969 comprising of Value Added Tax of \$128,762 and miscellaneous advance of \$81,207. The Council failed to prepare appropriate reconciliations and provide supporting documentations to substantiate these amounts. Accordingly, I was not able to satisfy myself if other receivables were fairly reported in the financial statements.
- c) The Council failed to prepare appropriate reconciliation for rate, rent and fee debtors for the year ended 31 December 2010. Additionally, no listing was provided for audit verification to substantiate total rate debtors of \$2,112,559. Accordingly, I was not able to satisfy myself regarding the valuation

and completeness of the rate debtors and also whether total receivables of \$2,192,550 presented in the financial statements were fairly stated.

Qualified Audit Opinion

In my opinion, except for the matters discussed in the qualification paragraphs, the financial statements presented fairly in accordance with Fiji Accounting Standards and the statutory provisions, the financial position of Council as at 31 December 2010 and the results of its operations and cash flows for the year then ended.

Without further qualifying the audit opinion, attention must be drawn to the following:

- Some of the Council's Land, Parking Meter and Streetlights have not been incorporated in the Statement of Financial Position as at 31 December 2010. Audit was not able to ascertain the value of these properties due to lack of supporting documentations.
- Included in the Statement of Financial Position under receivables is a figure totaling \$43,717 comprising of the account enforcement, & parking meter infringement. The Council has not successfully obtained the legal rights over the receipts of the infringement fines which are collected by Land Transport Authority.
- Included in the Statement of Financial Position under Parking Meter Fund is Cash at Bank amounting to \$189,718. The Council recorded this balance through a book entry adding the opening accumulated funds of the Parking Meter account to the surplus made by Parking Meter Account. The total is then subtracted from the General Fund Bank account to determine Parking Meter Cash at Bank balance.
- The value of all the roads, footpaths and drains of the Council has not been incorporated in the Statement of Financial Position as at 31 December 2010. As a result the amount reported under Property Plant and Equipment in the financial statement may not be fairly reflected.



Tevita Bolanavanua
AUDITOR GENERAL
Suva, Fiji



4 May, 2012

NADI TOWN COUNCIL
STATEMENT BY THE COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2010

COUNCIL'S STATEMENT

In our opinion the Financial Statements have been properly drawn up so as to show a true and fair view of the Nadi Town Council's operations for the year ended 31 December 2010 and of the state of affairs as at that date.



NEMIA TAGI
TOWN CLERK/ CEO
DATE:



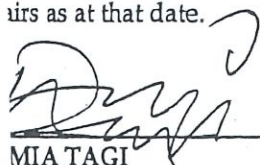
AISEA TUIDRAKI
SPECIAL ADMINISTRATOR
DATE:

**TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2010**

	Notes	2010 \$	2009 \$
ACCUMULATED FUNDS			
Accumulated surplus		3,313,466	4,320,844
		<u>3,313,466</u>	<u>4,320,844</u>
CURRENT ASSETS			
Cash on hand		500	500
Receivables	2	2,192,550	2,099,525
Other receivables	3	209,969	257,979
Total current assets		<u>2,403,019</u>	<u>2,358,004</u>
NON CURRENT ASSETS			
Electricity deposit		2,724	2,724
Property, plant and equipment	4	5,306,931	5,105,856
Total non current assets		<u>5,309,655</u>	<u>5,108,580</u>
TOTAL ASSETS		<u>7,712,674</u>	<u>7,466,584</u>
CURRENT LIABILITIES			
Bank overdraft	9	367,094	318,252
Creditors and other accruals		210,302	113,419
Undry deposits	6	680,504	639,156
Provision for employee entitlements	7	104,403	96,211
Loan	8	310,968	342,737
Total current liabilities		<u>1,673,271</u>	<u>1,509,775</u>
NON CURRENT LIABILITIES			
Deferred Income	11	201,221	-
Loan	8	2,524,716	1,635,965
Total non current liabilities		<u>2,725,937</u>	<u>1,635,965</u>
TOTAL LIABILITIES		<u>4,399,208</u>	<u>3,145,740</u>
NET ASSETS		<u>3,313,466</u>	<u>4,320,844</u>

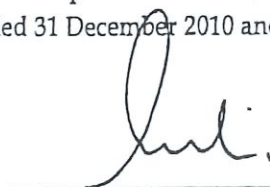
The accompanying notes form an integral part of this statement of financial position.

In our opinion the financial statement have been properly drawn up so as to show a true and fair view of the Nadi Town Council's operations for the year ended 31 December 2010 and the state of affairs as at that date.



MIA TAGI
TOWN CLERK/CEO

DATE:



AISEA TUIDRAKI
SPECIAL ADMINISTRATOR

DATE:

NADI TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	2010 \$	2009 \$
INCOME			
Advertising		56,893	103,255
Auditorium hire charges		15,773	12,648
Bank interest		344	565
Building fees		64,353	39,878
Bus stand charges		35,277	33,121
Business and trading licence		193,672	173,962
Fee for services		68,990	32,291
Fines and costs		26,737	240
TPAF grant		4,541	-
General rates		688,242	409,963
Handicraft stall fees		13,620	14,014
Interest on overdue accounts		3,583	5,694
Interest on overdue rates		112,468	49,505
Library subscription, fines and costs		2,975	1,983
Market fees		440,455	364,657
Miscellaneous		56,370	54,328
Park fee		81,264	58,087
Public car park		70,498	63,454
Recovery of administrative expenses		55,368	46,740
Rental income	12	430,290	395,093
Sweet cart charges		5,047	2,793
Taxi and carrier stand charges		95,462	75,174
Insurance claim		-	71,075
Amortisation of deferred income		6,310	-
Total income		<u>2,528,532</u>	<u>2,008,520</u>
EXPENDITURE			
Recurrent			
Garbage services		300,805	402,351
Library services		13,518	17,431
Salaries, wages and related payments		1,148,004	797,193
Maintenance and operating expenses			
Administrative expenses - market		44,077	25,937
Advertising		38,996	23,941
Audit Fees		6,325	5,000
Buildings		172,630	156,296
Civic reception, entertainment		15,669	15,180
Cleaning of sewerage line		22,876	4,041
Contingency		5,846	215,347
		<u>1,768,746</u>	<u>1,662,717</u>

NADI TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF INCOME AND EXPENDITURE (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010 \$	2009 \$
EXPENDITURE (CONT'D)	1,768,746	1,662,717
Depreciation	144,750	122,090
Destruction of animals	512	44
Electricity and water	106,760	74,173
TPAF levy	7,343	3,857
Insurance	56,484	79,437
Interest and bank charges	35,067	21,210
Land rent	59,112	41,469
Legal expenses	22,877	43,260
Maintenance of burial grounds	800	846
Maintenance of office equipment	18,768	5,651
Market rental	40,000	40,000
Meeting expenses	9,603	5,096
Miscellaneous	378	343
Parks and gardens	14,738	43,690
Plant, machinery, motor vehicle and tools	189,161	83,983
Printing, stationery and office expenses	49,451	46,347
Public celebration	27,136	8,600
Public health services	-	2,822
Road, drains, paths and verges	514,776	287,165
Staff development cost	13,700	-
Street lights	105,906	74,969
Subscription - FLGA, PACOM, LACDE	1,754	1,534
Telecommunications	29,566	23,571
Travelling, subsistence and incidentals	16,819	18,512
Valuation fees	35,953	1,500
Vehicle stand	-	2,244
Upgrading and improvements	6,222	4,143
Beautification & land scaping	-	2,058
Building	577,784	538,147
Roads, drains and footpath improvements	119,575	87,255
Street lights	-	15,508
Upgrading of parks	3,773,741	3,342,241
Total expenditure		
Net deficits for the year	(1,245,209)	(1,333,721)

NADI TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF CHANGES IN ACCUMULATED FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2010


	Notes	2010 \$	2009 \$
General Fund Account			
Balance at the beginning of the year		(187,127)	1,146,594
Prior year adjustment	13	(78,846)	-
Deficit for the year		(1,245,209)	(1,333,721)
Balance at the end of the year		<u>(1,511,182)</u>	<u>(187,127)</u>
Loan Repayment Fund Account			
Balance at the beginning of the year		4,448,271	4,218,652
Surplus for the year		316,677	229,619
Balance at the end of the year		<u>4,764,948</u>	<u>4,448,271</u>
Sewerage Service Fund Account			
Balance at the beginning of the year		59,700	59,700
Surplus/deficit for the year		-	-
Balance at the end of the year		<u>59,700</u>	<u>59,700</u>
Total balance at the end of the year		<u>3,313,466</u>	<u>* 4,320,844</u>

NADI TOWN COUNCIL
PARKING METER FUND ACCOUNT
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2010

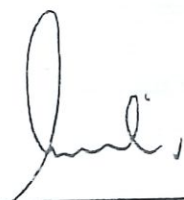
	Notes	2010 \$	2009 \$
ACCUMULATED FUNDS			
Accumulated surplus		189,718	183,866
		<u>189,718</u>	<u>183,866</u>
CURRENT ASSETS			
Cash at bank	5	189,718	183,866
		<u>189,718</u>	<u>183,866</u>
NET ASSETS		<u>189,718</u>	<u>183,866</u>

The accompanying notes form an integral part of this statement of financial statements.

In our opinion the Council's Parking Meter Account have been properly drawn up so as to show a true and fair view of the Nadi Town Council's operations for the year ended 31 December 2010 and the state of affairs as at that date.



NEMIA TAGI
TOWN CLERK/CEO
DATE:



AISEA TUIDRAKI
SPECIAL ADMINISTRATOR
DATE:

NADI TOWN COUNCIL
PARKING METER FUND ACCOUNT
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010	2009
	\$	\$
INCOME		
Infringement fines and costs	111,066	83,963
Meter tolls	100,321	116,164
Total income	<u>211,387</u>	<u>200,127</u>
EXPENDITURE		
Administrative expenses to General Fund	23,496	20,783
Electricity & water	3,186	1,524
Insurance	-	2,800
Maintenance of parking meters and bays	498	1,400
Office rent and maintenance	14,082	27,192
Plant & vehicle - operation	6,563	3,920
Printing and advertising	3,020	1,578
Salaries and related payments	147,532	129,789
Search fee and legal expenses	7,158	500
Towing charges	-	31
Total expenditure	<u>205,535</u>	<u>*189,517</u>
Net surplus for the year	<u>5,852</u>	<u>10,610</u>

NADI TOWN COUNCIL
PARKING METER FUND ACCOUNT
STATEMENT OF CHANGES IN ACCUMULATED FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010	2009
	\$	\$
Parking Meter Fund Account		
Balance at the beginning of the year	183,866	173,256
Surplus for the year	5,852	10,610
Balance at the end of the year	<u>189,718</u>	<u>183,866</u>

NADI TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF CASH FLOWS
AS AT 31 DECEMBER 2010

	Notes	2010 \$	2009 \$
Cash Flows from Operating Activities			
Cash was provided from:			
Rates and other revenue		2,319,456	2,478,672
Insurance proceeds received		116,051	71,075
Interest		(35,067)	55,764
		<u>2,400,440</u>	<u>2,605,511</u>
Cash was applied to:			
Payments to suppliers and employees		(3,478,337)	(3,125,634)
		<u>(3,478,337)</u>	<u>(3,125,634)</u>
Net Cash utilised by Operating Activities	14A(ii)	<u>(1,077,897)</u>	<u>(520,123)</u>
Cash Flows from Investing Activities			
Cash was applied to:			
Acquisition of property, plant and equipment		(144,604)	(53,433)
Disposal of property, plant & equipment		-	-
Net Cash utilised by Investing Activities		<u>(144,604)</u>	<u>(53,433)</u>
Cash Flows from Financing Activities			
Cash was provided from:			
Loan rate		449,454	351,819
Loan raised		2,830,000	408,227
		<u>3,279,454</u>	<u>760,046</u>
Cash was applied to:			
Loan repayment		(1,973,018)	(143,546)
Interest		(132,777)	(122,200)
		<u>(2,105,795)</u>	<u>(265,746)</u>
Net Cash Provided by Financing activities		<u>1,173,659</u>	<u>494,300</u>
Decrease in cash held		(48,842)	(79,256)
Overdraft at the beginning of the reporting period		(317,752)	(238,496)
Net cash at the end of the reporting period	14A(i)	<u>(366,594)</u>	<u>(317,752)</u>

NADI TOWN COUNCIL
PARKING METER FUND ACCOUNT
STATEMENT OF CASH FLOWS
AS AT 31 DECEMBER 2010

	Notes	2010 \$	2009 \$
Cash Flows From Operating Activities			
Cash was provided from:			
Meter tolls and other revenue		211,387	200,127
Cash was applied to:			
Payments to suppliers and employees		<u>(205,535)</u>	<u>(189,517)</u>
Net Cash Provided by Operating Activities	14B(ii)	<u>5,852</u>	<u>10,610</u>
Net Increase in cash held		5,852	10,610
Cash at the beginning of the reporting period		183,866	173,256
Cash at the end of the reporting period	14B(i)	<u><u>189,718</u></u>	<u><u>183,866</u></u>

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2010

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Set out hereunder are the significant accounting policies adopted by the Council in the preparation of the accounts for the year ended 31 December 2010. Unless otherwise stated similar policies were followed in the previous year. All amounts are stated in Fijian currency.

(a) Basis of Accounting

The accrual basis of accounting is adopted for all financial transactions with the exception of parking meter tolls. The financial statements have been prepared on the basis of historical cost and do not take into account changing money values.

(b) Revenue

Revenue is recognised in the Statement of Income and Expenditure when charged to the ratepayers by the Council. The major sources of revenue are collections in the form of general rates, loan rates and rental income from the Council's properties.

(c) Income Tax

The Council is exempt from income tax in accordance with the provisions of Section 17 of the Fiji Income Tax Act.

(d) Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation as at the balance date. When assets are retired or otherwise disposed, the related cost is removed from the accounts and any profit or loss arising is included in the statement of income and expenditure.

(e) Depreciation

The Council's property, plant & equipment are depreciated over their estimated useful lives using the straightline method at the following rates.

	<u>Rate</u>
Office equipment	10%
Furniture & fitting	10%
Plant & machinery	10-20%
Motor vehicle	20%
Building	1.25%

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

(f) Receivables

Receivables are stated at expected realisable value as certified by the Council. No provision was created for any doubtful debts for 2010.

(g) Impairment

The carrying amount of the Council's assets are reviewed at each balance sheet date to determine whether there is any indication of impairment. If any such indication exists, the assets recoverable amount is estimated at each balance sheet date. An impairment loss is recognised whenever the carrying amount of an asset or its cash generating unit exceeds its recoverable amount. All impairment losses are recognised in the Statement of Income and Expenditure.

(h) Fund Accounting

The Council has adopted a fund accounting system as a considerable part of annual revenues which comprises rates for different purposes and special purpose funds as required by the Local Government Act. Accordingly, it is necessary to establish separate fund to recover the amounts received, expenditure incurred and the net balance of funds available to be carried forward into the next financial period.

The identification of funds is maintained throughout the accounting system, thus providing the control necessary to ensure that each fund is used only for the purpose for which it is received.

Details of Special Purpose Funds maintained by the Council are:-

Parking Meter Fund

The Council in compliance with the Land Transport Act, has to maintain a separate account for operation of Parking Meters in designated areas of roads within municipality.

Loan Rate Fund

The Council in compliance with the Local Government Act, has to maintain a separate account for operation of Loan Rate Fund account.

(i) Comparatives

Where necessary, comparative figures have been adjusted to conform with changes in presentation in the current year.

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

(j) Employee Entitlement

Provision is made for benefits accruing to employees in respect of salaries/wages and annual leave when it is probable that settlement will be required and they are capable of being measured reliably. Provisions made in respect of employee benefits expected to be settled within 12 months, are measured at their nominal values using remuneration rate expected to apply at the time of settlement.

(k) Administrative fees

A rate of 12% is applied to the Parking Meter Fund budget to calculate administrative expenses to be charged to this account.

(l) Deferred Income

Government and other grants are recognised where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. When the grant relates to an expense item, it is recognised as income over the period necessary to match them with the related costs which the grant are intended to compensate. Where the grant relates to an asset, it is recognised as deferred income and released to income in equal amounts over the expected useful life of the related assets.

(m) Creditors and Accruals

Liabilities for trade creditors and other amounts are carried at cost (inclusive of VAT where applicable) which is the fair value of the consideration to be paid in the future for goods and services received whether or not billed to the council.

	2010	2009
	\$	\$
NOTE 2: RECEIVABLES		
Rates debtors	2,112,559	2,085,042
Rent debtors	36,274	14,483
Enforcement & parking meter infringement	43,717	-
	<u>2,192,550</u>	<u>2,099,525</u>
NOTE 3: OTHER RECEIVABLES		
Value added tax	128,762	98,198
Miscellaneous	81,207	80,935
Prepaid insurance	-	78,846
	<u>209,969</u>	<u>257,979</u>

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010 \$	2009 \$
NOTE 4: PROPERTY, PLANT & EQUIPMENT		
Office equipment - at cost	95,098	95,098
Add: Addition and disposal	10,723	-
Less provision for depreciation	(66,386)	(62,605)
	<u>39,435</u>	<u>32,493</u>
Furniture & fittings - at cost	59,243	59,243
Add: Addition and disposal	-	-
Less provision for depreciation	(43,145)	(41,309)
	<u>16,098</u>	<u>17,934</u>
Plant & machinery - at cost	505,599	452,166
Add: Addition and disposal	1,586	53,433
Less provision for depreciation	(193,370)	(157,352)
	<u>313,815</u>	<u>348,246</u>
Motor vehicles - at cost	270,917	270,917
Add: Addition and disposal	180,350	-
Less provision for depreciation	(174,582)	(166,189)
	<u>276,685</u>	<u>104,728</u>
Building - at cost	5,273,672	5,273,672
Add: Addition and disposal	125,939	-
Less provision for depreciation	(738,713)	(671,217)
	<u>4,660,898</u>	<u>4,602,455</u>
Net written value	<u>5,306,931</u>	<u>5,105,856</u>
NOTE 5: CASH AT BANK		
Parking meter fund	189,718	183,866
	<u>189,718</u>	<u>183,866</u>

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010 \$	2009 \$
NOTE 6: SUNDRY DEPOSITS		
Contributions -public carpark	156,178	146,178
Curio vendors	126,685	110,017
Tenders	186,916	175,316
Rates prepaid	32,893	32,893
Contribution for works	84,880	84,880
Miscellaneous	92,952	89,872
	<u>680,504</u>	<u>639,156</u>
NOTE 7: PROVISION FOR EMPLOYEE ENTITLEMENTS		
Contributions are paid to the Fiji National Provident Fund on behalf of employees to secure retirement benefits and the costs are included in the statement of income and expenditure. The amounts expected to be paid to employees for their pro-rata entitlements for annual leave are accrued at current wage rates.		
Provision for employee entitlement	<u>104,403</u>	<u>96,211</u>
NOTE 8: LOAN FUNDS		
Balance at 1 January	1,978,702	1,551,579
Add: Loan raised	<u>2,830,000</u>	<u>689,719</u>
	4,808,702	2,241,298
Less: Loans repaid	<u>(1,973,018)</u>	<u>262,596</u>
Balance at 31 December	<u>2,835,684</u>	<u>1,978,702</u>
Repayment periods are categorised as follows :		
Current	310,968	342,737
Non - current	<u>2,524,716</u>	<u>1,635,965</u>
	<u>2,835,684</u>	<u>1,978,702</u>

NADI TOWN COUNCIL
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
 FOR THE YEAR ENDED 31 DECEMBER 2010

NOTE 8: LOAN FUNDS (CONT'D)

Loan raised by the Council bear variable interest charges of 6.65% to 10% per annum. All loans raised are in accordance with the provisions of Local Government Act. As at balance date, the council had one loan with Westpac Banking Corporation. This include Term Loan number 9803041772 taken on 30/11/2010 bearing first registered mortgage over Crown Lease no. 131281 (Council's Arcade situated at the main street, Queens road, Nadi Town) and first mortgage over Approval Notice no. 12363 (Lot 1 Nadi Municipal market, Lot 2 New shopping mall, Lot 3 - Bus station, Lot 4 - Koroivulo park all situated at Hospital road - Nadi town).

2010	2009
\$	\$

NOTE 9: BANK OVERDRAFT

Bank overdraft - General fund	367,094	318,252
	<u>367,094</u>	<u>318,252</u>

Section 40 of the Local Government Act allows the Council to have an overdraft facility with the banks. Nadi Town Council's overdraft limit with Westpac Banking Corporation is \$135,000 bearing variable interest rate of 7.3% per annum. The overdraft facility is secured over the DP note signed by the Council with the bank.

NOTE 10: DISCOUNT ON RATES

The Council by resolution granted discount on rates as follows:-

Rates paid on or before 31 January 2010	7%	7%
Rates paid between 1 February 2010 and 28 February 2010	5%	5%

Accordingly discounts allowed during the year were as follows:

General Fund	32,856	35,501
Loan Fund	20,563	22,697
	<u>53,419</u>	<u>58,198</u>

NOTE 11: DEFERRED INCOME

Japanese grant	207,531	-
Less: Benefits realised	6,310	-
	<u>201,221</u>	<u>-</u>

Ten brush cutters and one fuji film digital camera donated by JICA and Crime Stoppers respectively were not incorporated in the deferred income balance as the Council failed to determine their values.

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

NOTE 12:	RENTAL INCOME	2010 \$	2009 \$
	Commerical complex - shop rent	302,658	265,946
	Industrial sub-division - rent	24,155	24,067
	Kiosk rent	49,484	46,834
	Market rental	40,000	40,000
	Park rent	8,719	7,597
	Parking meter/enforcement rental	4,836	4,836
	Rental for fire station	438	5,813
		<u>430,290</u>	<u>395,093</u>
NOTE 13:	PRIOR YEAR ADJUSTMENT		
	This relates to writing back of prepaid Insurance totalling \$78,846 which has not been reversed in prior years.		
NOTE 14:	CASH FLOW RECONCILIATIONS		
	A. GENERAL		
	(i) Reconciliation of cash		
	Cash at the end of the reporting period was as follows:		
	Cash on hand	500	500
	Bank overdraft	(367,094)	(318,252)
		<u>366,594</u>	<u>(317,752)</u>
	(ii) Reconciliation of net cash (utilized) provided by operating activities		
	Net deficit from operations	(928,532)	(1,104,100)
	Prior year adjustment	(78,846)	-
	Depreciation	144,750	122,090
	Loan rate fund	(316,677)	(229,619)
	Provision for employee entitlement	8,192	-
	Changes in Assets & Liabilities		
	(Increase)/ decrease in receivables	(93,025)	597,011
	Increase in sundry advances and other liabilities	41,348	196,959
	Increase/ (decrease) in accounts payables and accruals	96,883	(17,287)
	Decrease in employee entitlement	-	(31,744)
	Decrease in deferred income	(201,221)	-
	Decrease/ (Increase) in other assets	249,231	(53,433)
	Net cash used in operating activities	<u>(1,077,897)</u>	<u>(520,123)</u>

NADI TOWN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT'D)
FOR THE YEAR ENDED 31 DECEMBER 2010

		2010 \$	2009 \$
NOTE 14:	CASH FLOW RECONCILIATIONS (CONT'D)		
	B. PARKING METER FUND		
	(i) Reconciliation of cash		
	Cash at the end of the reporting period was as follows:	<u>189,718</u>	<u>183,866</u>
	(ii) Reconciliation of net cash provided by operating activities		
	Net Surplus from operations	5,852	10,610
	Changes in Assets & Liabilities	-	-
	Net Cash provided by operating activities	<u>5,852</u>	<u>10,610</u>
NOTE 15:	CAPITAL COMMITMENTS		
	Capital commitments as at 31 December 2010 was nil.		
NOTE 16:	CONTINGENCIES		
	There were no known contingent liabilities at balance date.		
NOTE 17:	PRINCIPAL ACTIVITY		
	The Nadi Town Council was established under the Local Government Act to provide for health, welfare and convenience of the inhabitants of the Nadi Town Municipality and to preserve the amenities or credit thereof.		
NOTE 18:	SUBSEQUENT EVENTS		
	Since the end of the financial year, the Council is not aware of any matter or circumstance not otherwise dealt with in the report or financial statements that has significantly or may significantly affect the operations of the Council, the results of those operations or state of affairs of the Council in subsequent years.		