

APPENDICES

Appendix I

Written Response by the Public Rental Board

HEAD OFFICE

Housing Authority Building
Saqa Street, Valelevu
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Tel: (679) 338 7787

LAUTOKA

Housing Authority Building
14 Tavewa Avenue
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Tel: (679) 666 8717

LABASA

FNPF Building
2 Rosawa Street
P.O. Box 1507, Labasa
Tel: (679) 881 6717

14 June 2022.

The Honourable Viam Pillay
Chairperson Standing Committee on Social Affairs.
Government Buildings.
Suva.

Dear Sir,

Subject: Response to 2018 Annual Report to Standing Committee on Social Affairs

We refer to your letter dated 8 June and we kindly provide your good office the following response as per questions raised.

- 1.0 Page 5 of Annual Report (Re-profiling) – in terms of encouraging home ownership for tenants earning above \$317 weekly household combined income, how closely is PRB and Ministry of Housing working together to profile customers? Is there any link in terms of data sharing and the monitoring mechanism in place to ensure services provided are not abused?
- 1.2 *PRB conducts Household income expenditure surveys on a six (6) monthly basis. The recent one was done in 2020 with Ministry of Housing.*
- 1.3 *The lot allocation policy for Housing Authority is in line with Ministry of Housing clause 9.0, Special consideration and allocation quarter part (ii):*
 - 1.3.1 **Public Rental Board tenants- 10% of the total lots available for sale shall be allocated to existing PRB tenants to promote the concept of transitional housing.**
 - 1.3.2 *Awareness carried out with tenants as and when lots are made available by Housing Authority and other initiative by Ministry of Housing. Example: grant available for First Home Buyers.*
- 1.4 *PRB also have MOU with Fiji National Provident Fund and Fiji Revenue and Customs Services to verify the income status.*
- 1.5 *Due to COVID 19 restrictions in place, the surveys were not completed in 2021. The surveys will be done in 2022.*
- 2.0 Page 5 of Annual Report (Rented Property Stock Verses Demand) – We note that one of PRB's objectives is to construct at least 1,000 flats per annum. Update us whether this has been achieved.
- 2.1 *Due to funding constraints and unavailability of buildable land, the objective of construction of 1000 flats per annum has not been achieved. The objective has been revised in 2019 to 100 flats per annum. Table 1 below indicate the number of flats constructed in the past years:*

Table 1.

<i>Year completed</i>	<i>Number of flats constructed</i>	<i>Project</i>
2017	48	Savusavu Housing Project
2018	36	Kalabu Housing Project
2021	36	Simla Housing Project

- 3.0 Page 8 of Annual Report (Chairman's Report) – We note that the one of the aims of PRB is to help migrate tenants to home ownership. Has this eventuated, and if so, provide us data on the number of tenants who have graduated to home ownership.

Figure 2 below shows the number of tenants migrated to home ownership since 2018:

<i>Year</i>	<i>Number migrated to home ownership</i>
2018	6 tenants
2019	10 tenants
2020	13 tenants
2021	9 tenants
2022(May)	2 tenants

- 4.0 The Simla low-cost housing projects consists of 36 one-bedroom flats and was fully funded by the government costing around \$3.6 million. Provide details of the rental range and criteria for occupation?

- 4.1 For Simla Housing Project, Board approved a combined household income threshold of \$25,000 per annum. The market rent is \$100 per week with a social subsidy of \$50.00.

Market Rent- \$100

Social Cost - \$50

PRB Rent Charge is \$50.00

Attached Annexure 1 is the application form that outlines the criteria.

- 5.0 Page 11 of Annual Report (2016 Subsidy Criteria) – How often is this subsidy criteria reviewed?

- 5.1 Subsidy Criteria is revised as and when required and criteria are revised every four years since 2012. The last review was done in 2020 and the Figure 3 below is the current subsidy criteria:

Figure 3

Subsidy Criteria amended 2020

No.	Income Range	Criteria	Comments
1.	HH Weekly Gross Income \$0 – \$125 less 8% FNPF	8% of Income	Tenant Contribution = 8% of (WGI-Less FNPF) or \$10 as minimum
2.	HH Weekly Gross Income \$126 – \$150 less 8% FNPF	11% of Income	Tenant Contribution = 11% of (WGI – FNPF)
3.	HH Weekly Gross Income \$151 – \$175 less 8% FNPF	14% of Income	Tenant Contribution = 14% of (WGI – FNPF)
4.	HH Weekly Gross Income \$176 – \$200 less 8% FNPF	17% of Income	Tenant Contribution = 17% of WGI-FNPF)

- 6.0 In terms of profiling customers/tenants, has this been done over the years?

- 6.1 *Customer profiling is done on a yearly basis where tenants are requested to submit the following:*
- a. *Latest payslips for all working occupants*
 - b. *Statutory Declaration for all unemployed and self-employed occupants above the age of 18years*
 - c. *Title search for all occupants above the age of 18 years*
 - d. *Bank statements for all occupants*
 - e. *Records of any hire purchase or loans*
 - f. *Latest EFL and WAF bills*
 - g. *Number of dependants*
 - h. *Any disabled family member*
 - i. *Employment confirmation letter*
 - j. *Marriage certificate*
 - k. *Birth certificates of all occupants*
 - l. *Tin card*
 - m. *Inventory of household items*
- 6.2 *Due to COVID 19 restrictions in place, the surveys were not completed in 2021. The surveys will be done in 2022.*
- 7.0 *For situations where tenants owning home(s) staying in PRB flats, what action is being taken by the Board to address this issue?*
- 7.1 *Part of the tenants profiling is obtaining a title search for all tenants and occupants over 18 years. Upon verification:*
Once the title search proves that the tenant owns a property, PRB undertakes the following:
- a) *Interview the tenant about the findings*
 - b) *Visit the property*
 - c) *Issue a 30 days eviction notice*
 - d) *If the tenant fails to vacate the flat at the end of the 30days then they are referred to our solicitors for eviction through the court.*
- 7.2 *Those tenants falsifying their information are taken to task and referred to the relevant authorities.*
- 8.0 *Specifically in the case of a one-bedroom flat, what is its capacity and the monitoring mechanism in place to ensure that this been followed?*
- 8.1 *Capacity – The maximum occupancy number for a one-bedroom unit is four (4), consisting of the parents and two children.*
- 8.2 *Monitoring - Spot checks after hours and survey is done on six monthly basis to ensure that the tenants do not breach tenancy conditions.*
- 8.3 *What penalties are instituted against tenants found to be breaching the rules set in place by the Board in relation to the number of persons allowed to stay in the flat?*
- 8.4 *The tenants are constantly reminded and issued notices on breaches. In most cases where relatives tend to come and stay in the flats the tenants are advised to remove illegal occupants. PRB will take actions on these tenants in line with the tenancy agreement which is termination of tenancy.*

- 9.0 Where there is a rise in criminal activities involving youth and children staying in PRB flats as evidenced in the past, does the Board have any records of youth and children:
- i. Involved in criminal activities;

*Records of criminal activities by tenants are usually acquired from the police (respective estate police post). For example, we have acquired details of two cases:
March 21 – Taniela Tawake (17), Block 04, Flat 12, Mead Road threatening neighbours.
July 21 – Joeli Koroi (16), Block 4, Found in possession of illicit drugs*
 - ii. Number of children who have completed primary school and high school and those who have dropped out;

PRB don't monitor tenants' children's schooling progress. However, during our surveys, we capture data on age to record number of adults and children occupying a flat.
 - iii. Number of individuals who have completed tertiary studies, those who have graduated become employed.

PRB don't have data on Tenants children's tertiary studies program.
- 10.0 In relation to the Lagilagi Housing Project, enlighten the Committee on the criteria to obtain a flat?
- 10.1 Lagilagi Project was looked after by Peoples Community Network (PCN), the project is under Ministry of Housing.*
- 11.0 Page 13 of Annual Report (ROA) – Explain how this works and the challenges faced when less profit is generated on assets.
- 11.1 PRB has a weekly rent ceiling of \$50.00 for all estate except for Raiwai which is a non-subsided estate. The low-income bracket tenants are given rent subsidy and social cost allocated by government. When less profit is generated, PRB revises its budget and control expenditures which includes deferring general maintenance of PRB flats. PRB schedules its general maintenance program every five (5) year.*
- 12.0 We note that an unqualified audit opinion was issued on the 2018 accounts of PRB in relation to the three issues highlighted on page 21 of the Annual Report. In relation to the two issues highlighted under *Emphasis of Matter*, confirm whether they have been rectified.
- 12.1 Yes PRB confirms that these issues have been rectified as follows:*
- 12.2 Risk Management Policy has been implemented in March 2020 and PRB maintains a risk register which is updated on monthly basis.*
- 12.3 The credit balances in receivable are due to four (4) weeks advance rent as per our flat allocation policy.*
- 13.0 We also note that the Board breached the Grant Agreement signed between it and the Ministry of Local Government, Housing and Environment dated 11 October 2017 by investing grant funds of \$2 million in Term Deposits which was provided for capital projects. Ministerial

approval was not obtained for this variation of the grant agreement. Explain the rationale for this decision and its implication on the capital projects scheduled for this period.

- 13.1 *The Simla Project was on hold due to technical delays so the Board think it prudent to invest the funds to earn interest. The investment decision yielded enough return to meet project costs as well as variations. Subsequently, the Board submitted all relevant documents pertaining to this decision to the Ministry of Housing and Ministry of Economy.*

Thank you.



Timoci Naleba
General Manager



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LABASA
FNPF BUILDING
ROSAWA ST, LABASA
P.O.BOX 1507
TEL: (679) 8816717

APPLICATION FORM (OTHER ESTATES)

GENERAL

Reference No:.....

- a) To All Applicants
Please write clearly on this application form. Any changes in your circumstances such as change in address must be reported to the Public Rental Board if you wish to stay in the waitlist.
- b) Who can apply?
- Married, Single parent, Single permanent worker and can go on direct deduction.
 - Those who cannot do Direct Deduction to have a Guarantor.
 - Those with a combined weekly gross household income between \$80-\$317 or \$16,500 per annum
- c) Who cannot apply?
Under age, Unemployed and Applicants with salary over \$317 or 16,500 yearly
- d) PRB has full rights to check relevant authorities to verify information.
- e) Number of Occupants per flat:
- i. 1-bedroom flat – 2 Adults and 2 Children.
 - ii. 2-bedroom flats – 2 Adults and 4 Children's.

2. PERSONAL INFORMATION: compulsory

Surname : _____

First Name : _____

Date of Birth : _____ Fathers Name: _____

Sex (M) (F) Marital Status (Married/Single/Divorce) Ethnicity: _____

ADDRESS:

Home/Postal Address: _____

Phone Contact: _____ Mobile Contact: _____

FNPF No: _____ TIN#: _____ E-mail Address: _____

Present Employer: _____

Employer's Address: _____

Employer's Phone/Contact: _____

Occupation: _____ Weekly Gross Income: _____ Year of Services: _____

3. CO – APPLICANT

Names: _____ DOB:..... Relationship to Applicant: _____

Phone Contact: E-mail Address:

Present Employer: _____ Occupation: _____

Employer's Address: _____

Employer's Phone Contact: _____

Length of Service: _____ Weekly Gross Income : _____ FNPF No: _____ TIN#

4. OTHER FAMILY MEMBERS INFORMATION LIVING IN THE FLAT

Last Name	First Name	Date of Birth	Sex	Relationship	Working Yes/No. (Where)	Disable Person (s)	Weekly Gross Income	Phone Contact

*In order to determine the most suitable flat for allocation, please indicate nature of disability for person(s) indicated in the table above.

5. APPLICANT'S HISTORY

- a) Present Landlords Name _____ Address _____ Phone Contact _____
- b) Why do you want to leave your present address?
- c) Give reasons for applying to Public Rental Board?

6. APPLICANT QUESTIONNAIRE

- a. Has applicant ever been sued for arrears? YES/NO
- b. Has applicant ever been declared bankrupt? YES/NO
- c. Has applicant ever been guilty of felony? YES/NO
- d. Has applicant ever been locked out of their apartment by the owner/sheriff? YES/NO
- e. Has applicant ever moved owing rent or damaged property? YES/NO
- f. Will the applicant be able to pay advance rent and Deposit when flat is Available? YES/NO.

7. AUTHORIZATION

- a. Applicant authorizes the Board to contact the present Landlord, employer, creditors, neighbors and any other sources deemed necessary to investigate applicant's history.
- b. All information given is true, accurate and complete to the best of Applicant's knowledge.

Public Rental Board reserves the right to disqualify the application if information is not as represented.

Applicant's Signature:

Date:

Witness (PRB Officer):

Date:

7. OTHER REQUIREMENTS

- Latest FNPF Statement
- Latest 6 months Bank Statement
- Latest Pay slip – (3 months)
- Marriage Certificate
- Birth Certificate for all occupants
- Vaccination Cards for all occupants 18 and above
- Title Search for all above 18yrs
- Statutory Declaration of income for all above 18yrs or unemployed
- Salary Deduction from Employer
- Signed Guarantor form if unable to do direct deductions
- FNPF ID Card
- TIN letter/Joint Card
- Letter from Employer confirming your post.
- Passport Photo for all occupants
- Fees Breakdown:

	1 or 2 Bed Room
Deposit	\$270.00
Advance Rent (1 Month)	\$200.00
Admin & Application fees	\$ 20.00
Total Payable	\$490.00

Fees As of 1st January 2020

1. Application fee to paid on Allocation of flat \$20.00
2. Notice Service Fees (Working Hours) \$5.00
3. Notice Service Fees (After Working Hours) \$10.00
4. Tenancy Agreement Renewal Fees \$10.00
5. EFL Deposit – \$80.00 minimum to \$120.00 maximum
6. Maintenance Charges will be determined by whatever is been damaged by the tenants e.g. louvre blade, bulb holder, etc.
7. Deposit and Advance rent will also be determined by the type of flat that is been allocated.

8. Household Inventory

DOUBLE BED	STEREO	TELEVISION	SKY DISH	Tin Cards	Bank Name
SINGLE BED	SIDEBOARD	WARDROBE	FRIDGE	Pay slips	Account No.
GAS STOVE	E/STOVE	D/TABLE	SETTEE	Declaration	Social Welfare
DOUBLE BUNK	S/MACHINE	W/MACHINE	Vehicle	Bills	Car Registration

9. Weekly Expenditure Assessment.

Food	\$	TOTAL INCOME	
Water Bill	\$	TENANTS	
EFL Bill	\$		
Telephone Bill	\$	OTHERS	
Education	\$	OTHER SOURCES	
Medical	\$	TOTAL INCOME	
Hire Purchase	\$	LESS EXPENSES	
Loan Repayment	\$	UNUSED INCOME	
Others – Fare etc.	\$		

10. FOR OFFICIAL USE

Processed by

Date

Endorsed by

Date

Approved by

Date

Remarks:



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APPLICATION FORM (RAIWAI)

GENERAL

Reference No:

- a) To All Applicants
Please write clearly on this application form. Any changes in your circumstances such as change in address must be reported to the Public Rental Board if you wish to stay in the waitlist.
- b) Who can apply?
- Married, Single parent, Single permanent worker and can go on direct deduction.
 - Those who cannot do Direct Deduction to have a Guarantor.
 - Those with a combined household income between \$16,501-\$25,000.00
- c) Who cannot apply?
Under age, Unemployed and Applicants with salaries under \$317 a week or above \$481 a week. – i.e. \$25,000+ yearly
- d) PRB has full rights to check relevant authorities to verify information.
- e) Number of Occupants per flat:
- i. 1-bedroom flat – 2 Adults and 2 Children.
 - ii. 2-bedroom flats – 2 Adults and 4 Children.

2. PERSONAL INFORMATION: compulsory

Surname :

First Name :

Date of Birth : Fathers Name:

Sex (M) (F) Marital Status: (Married/Single/Divorce) Ethnicity:

ADDRESS:

Home/Postal Address:

Phone Contact: Mobile Contact:

FNPF No: E-mail Address:

Present Employer:

Employer's Address:

Employer's Phone/Contact:

Occupation: Weekly Gross Income: Year of Services:

3. CO - APPLICANT

Names: DOB: Relationship to Applicant:

Phone Contact: E-mail Address:

Present Employer: Occupation:

Employer's Address:

Employer's Phone Contact: Length of Service:

Weekly Gross Income : FNPF No: TIN#:

4. OTHER FAMILY MEMBERS INFORMATION LIVING IN THE FLAT

Last Name	First Name	Date of Birth	Sex	Relationship	Working Yes/No. (Where)	Disable Person (s)	Weekly Gross Income	Phone Contact

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- Has applicant ever been locked out of their apartment by the owner/sheriff? YES/NO
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- Latest 6 months Bank Statement
- Latest Payslip – (3 months)
- Marriage Certificate
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- Vaccination Cards for all occupants 18 and above
- Title Search for all above 18yrs
- Statutory Declaration of income for all above 18yrs or unemployed
- Salary Deduction from Employer
- Signed Guarantor form if unable to do direct deductions
- FPNF ID Card
- TIN letter/Joint Card
- Letter from Employer confirming your post.
- Passport Photo for all occupants
- Fees Breakdown:

	1 Bed Room	2 Bed Room
Deposit	\$792.00	\$888.00

Advance Rent (1 Month)	\$396.00	\$444.00
Admin & Application fees	\$ 20.00	\$ 20.00
Total Payable	\$1,208.00	\$1,352.00

Fees As of 1st January 2020

1. Application fee to paid on Allocation of flat \$20.00
2. Notice Service Fees (Working Hours) \$5.00
3. Notice Service Fees (After Working Hours) \$10.00
4. Tenancy Agreement Renewal Fees \$10.00
5. EFL Deposit – \$80.00 minimum to \$120.00 maximum
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SINGLE BED		SIDEBORD		WARDROBE		FRIDGE		Pay slips		Account No.	
GAS STOVE		E/STOVE		D/TABLE		SETTEE		Declaration		Social Welfare	
DOUBLE BUNK		S/MACHINE		W/MACHINE		Vehicle		Bills		Car Registration	

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Loan Repayment	\$	UNUSED INCOME	
Others – Fare etc.	\$		

10. FOR OFFICIAL USE

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Remarks:

APPENDIX II

Supplementary Response by the Public Rental Board

HEAD OFFICE

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04th July 2022.

The Honourable Viam Pillay
Chairperson Standing Committee on Social Affairs.
Government Buildings.
SUVA.

Dear Sir,

Subject: Public Rental Board – Supplementary Questions

We refer to your letter dated 30th June and we kindly provide your good office the following response as per questions raised.

1.0 Identify the red zone PRB estates.

The two estates are:

- a. Mead Road*
- b. McFarlane*

1.1 What type of criminal activities have been occurring in each of these areas and the actions taken by the Board to address this issue?

The most common criminal activities in the two estates involving tenants are

- I. Alcohol consumption in the PRB Premises*
- II. Drug peddling.*

Actions taken to address the problems:

- I. PRB has successfully installed CCTV cameras in these estates which are now connected to the police command centre (2020).*
- II. PRB is also closely working with the police, church groups and other stakeholders in providing counselling and awareness to the communities.*

1.2 Provide statistics and evidence on the effectiveness of these mitigation strategies in controlling crime rates in these estates.

PRB does not have in its favour statistics to compare the effectiveness of these initiatives since it started in April 2021. However, this year, PRB have started capturing all complaints (including behavioural) and will be able to monitor common issues arising out of the estates periodically and simultaneously offer remedies.

2.0 What kind of rental properties are built on lots allocated to PRB in Housing Authority subdivisions?

The Board is looking at constructing vertical cities where the allocated land is developed to its maximum capacity and at the same look at other design factors to mitigate social issues, which includes indoor recreation facilities and learning.

2.1 Are these rental properties and lots also available for purchase and if so, what are the requirements for their purchase?

These properties will be used solely for rental purposes. However, PRB's future plan includes rent to own and other similar models.

Thank you.



Timoci Naleba
General Manager

APPENDIX III

Verbatim Report on the Public Rental Board Public Submission

The Committee resumed at 2.12 p.m.

Interviewee/Submittee: Public Rental Board

In Attendance:

- | | | | |
|----|--------------------|---|---|
| 1. | Mr. Timoci Naleba | - | General Manager |
| 2. | Mr. Maloni Daurewa | - | Manager Properties, Rental and Customer Service |
| 3. | Ms. Shalin Lata | - | Manager Finance and Admin |

MR. CHAIRMAN.- Welcome to the third and the final meeting for the day. We are now hearing evidence from the Public Rental Board (PRB) relating to its operational and financial performance for the 2018 financial year.

I remind everyone in this room that mobile phones are to be switched off. Witnesses are reminded that the evidence given to the Committee is protected by Parliamentary Privileges. It is important for witnesses to be aware that giving false or misleading information to the Committee may constitute contempt of Parliament. If, at any stage, a witness wishes to give part of their evidence in camera, they should make that request to me as Chairman and the Committee will consider the request.

Representing the PRB today is the General Manager, Mr. Timoci Naleba. Welcome, we have an hour with you. As is the practice, I will now let the honourable Members of the Committee to introduce themselves.

(Introduction of Committee Members)

MR. CHAIRMAN.- Mr. Naleba, the normal procedure is that we invite witnesses to make an opening statement and introduce themselves, after which we will hear your response to the Committee's queries which were sent earlier, then you can make yourself available for questions from our honourable Members.

MR. T. NALEBA.- Mr. Chairman, I think I have to let you know that I just joined PRB and this is my seventh day. We have, indeed, compiled the answers to the questions that were raised. I will let the team introduce themselves.

(Introduction of members of the PRB Team)

MR. T. NALEBA.- Mr. Chairman, the paper or the report on the answers to the questions will be presented by the team because they are experts in their areas so I think they will be the right people to be answering the questions. Thank you.

MR. M. DAUREWA.- Thank you, Mr. Chairman. Will you allow us to begin with the questions that were sent over to the team?

Question No. 1: Page 5 of Annual Report (Re-profiling) in terms of encouraging home ownership for tenants earning about \$317 in weekly household combined income. How closely is PRB and the Ministry of Housing working together to profile customers? Is

there any link in terms of data sharing and the monitoring mechanism in place to ensure services provided are not abused?

The PRB conducts household income and expenditure surveys on a six monthly basis. The recent one that was done in 2020 in collaboration with the Ministry of Housing.

The lot allocation policy for Housing Authority, we believe, is in line with the Ministry of Housing Clause 9 - Special consideration and allocation quarter part (ii), which states, "Public Rental Board tenants – 10% of the total lots available for sale shall be allocated to existing PRB tenants to promote the concept of transitional housing."

The awareness that we continue to carry out with our tenants as and when the lots are made available by Housing Authority and other initiatives by the Ministry of Housing, for example, the grant available for first home buyers.

The PRB, also in terms of verification of income status for tenants, have drawn up MOUs with both, FNPF and also the FRCS with regards to the verification of tenants' incomes.

Due to the COVID-19 restrictions, we had put on hold the surveys for 2021. These was a no visitation policy that we had drawn up to stop our team from entering the estates due to the risks that were posed by COVID-19. We are currently undertaking these surveys which we anticipate to complete this year.

Question No. 2: Page 5 of the Annual Report (Rented Property Stock versus Demand) - We note that one of PRB's objectives is to construct at least 1,000 flats per annum. Update us whether this has been achieved?

Due to funding constraints and unavailability of buildable land, the objective of construction of 1,000 flats per annum has not been achieved. The objective had been revised in 2019 to 100 flats per annum.

We have also tabulated the number of units that we have managed to construct from 2017 until 2021 which articulates the 48 units that we have built at Savusavu in 2017, 36 units at Kalabu Housing and in 2021, we managed to complete 36 units in Simla, Lautoka.

Question No. 3: Page 8 of the Annual Report (Chairman's Report). We note that one of the aims of PRB is to help migrate tenants to home ownership. Has this eventuated? If so, provide us with data on the number of tenants who have graduated to home ownership.

Mr. Chairman, we have tabulated, again, the number of tenants that have successfully migrated to home ownership. In 2018, there were six tenants, 2019 - 10 tenants, 2020 - 13 tenants, 2021 - nine tenants and 2022 until May, we managed to migrate only two tenants.

Question No. 4: The Simla Low Cost Housing Projects, consists of 36 - one bedroom flat and was fully funded by the Government costing around \$3.6 million. Provide details of the rental range and criteria for occupation.

For the Simla Housing Project, the Board approved a combined household income of \$25,000 per annum. The market rent is \$100 per week with a social subsidy of \$50.

The breakdown of the rental is tabulated below where the market rent was done by an independent Valuer at \$100 per week and there is a social cost that is added to make the rent affordable to all tenants. We have also attached the application form which outlines the criteria for our tenants to qualify for Simla Housing.

Question No. 5: Page 11 of the Annual Report (2016 Subsidy Criteria). How often is this subsidy criteria reviewed?

Our Criteria is revised as and when it is required with the criteria revised every four years. The last review was done in 2020 which we have also shown in Figure 3.

Mr. Chairman, there are two parts to this subsidy criteria; one is the social subsidy, as I had articulated for the Simla Rent, which is to make the rent affordable and the other component to the subsidy is provided by Government, the rental subsidy where we used the table below to again allocate subsidy based on the income of our tenants.

Question No. 6: In terms of profiling customers/tenants, has this been done over the years?

The customer profiling is done on a yearly basis, on a six-month interval where tenants are requested to submit the following:

1. Latest payslip for all working occupants;
2. Statutory declaration for all unemployed and self-employed occupants above the age of 18 years;
3. Title search for all occupants above the age of 18 years;
4. Bank statements for all occupants;
5. Records of any hire purchase or loans;
6. Latest EFL and WAF bills;
7. Number of dependants;
8. Any disabled family member;
9. Employment confirmation letter;
10. Marriage certificate;
11. Birth certificates of all occupants;
12. Tin card; and
13. Inventory of households items.

Due to the COVID-19 restrictions, I can reiterate that we were not able to complete the 2021 surveys and we anticipate to complete the current one that we are currently undertaking this year.

Question No. 7: For situations where tenants owning home(s) staying in PRB flats, what action is being taken by the Board to address this issue?

I would like to explain a little bit on the process we have itemised in 7.1. Part of the tenants profiling is obtaining a title search for all tenants and occupants over 18 years and once clarification is done and title search proves that the tenant owns a property, PRB undertakes the following:

1. Interview the tenant about the findings;
2. visit the property;
3. should the visit confirm that there is a property, then we issue a 30 days eviction notice; and
4. if the tenant fails to vacate the flat at the end of the 30 days, then they are referred to our solicitors for eviction through the court.

Those tenants falsifying their information are taken to task and referred to the relevant authorities where they will be dealt with.

Question No. 8: Specifically in the case of a one-bedroom flat, what is its capacity and the monitoring mechanism in place to ensure that this has been followed? What penalties are instituted against tenants found to be breaching the rules set in place by the Board in relation to the number of persons allowed to stay in the flat?

The maximum occupancy number for one bedroom unit, Mr. Chairman, is four, consisting of the parents and two children. This is one area that we continue to challenge us with regards to our monitoring. We conduct spot checks after hours and also through the surveys which we carry out on a six monthly basis, to ensure that tenants do not breach their tenancy conditions.

Our response, Mr. Chairman to the second part of the question is that, the tenants are constantly reminded and issued notices on breaches. In most cases where relatives tend to come and stay in the flats, tenants are advised to remove those illegal occupants. The PRB will continue to take action on those tenants in line with the tenancy agreement which is also the termination of the tenancy.

Question No. 9: Where there is a rise in criminal activities involving youth and children staying in the PRB flats, as evidenced in the past, does the Board have any records of:

- (1) youth and children involved in criminal activities;
- (2) Number of children who have completed primary school and high school and those who have dropped out;
- (3) Number of individuals who have completed tertiary studies, those who have graduated and become employed?

Mr. Chairman, our response is as follows:

- (1) For those involved in criminal activities, records of criminal activities by tenants are usually acquired from the police. We have given the examples as we have articulated. One area that we have noticed is that tenants are not forthcoming with information because of fear of victimisation.
- (2) The PRB does not monitor the tenants' children with their progress in terms of schooling. With the surveys, we only capture the data of age and also record the number of adults and children occupying the flat. So, I believe this is something also that we would like to take on board and also include in our surveys.
- (3) We do not have that data with us. As I have mentioned, this is something that the team will be looking into in enhancing the survey data that we have. We have the data on that and we have not really tracked the progress of these children.

I will now hand over to Ms. Shalini Lata to take us through Questions 10 to 13.

MS. S. LATA.-

Question No. 10: In relation to the Lagilagi Housing Project, enlighten the Committee on the criteria to obtain a flat?

Mr. Chairman, Lagilagi Housing Project was looked after by Peoples Community Network (PCN) and the project is under the Ministry of Housing and not PRB.

Question No. 11: Page 13 of the Annual Report (ROA). Explain how this works and the challenges faced when less profit is generated on assets?

The PRB has a weekly rent ceiling of \$50 for all estates, except for Raiwai which is a non-subsidised estate. The low-income bracket tenants are given rent subsidy and social cost allocated by Government.

When less profit is generated, PRB revises its budget and control expenditures which includes deferring general maintenance of PRB flats. The PRB schedules its general maintenance programme for every five years.

Question No. 12: We note that an unqualified audit opinion was issued in the 2018 accounts of PRB in relation to the three issues highlighted on Page 21 of the Annual Report. In relation to the two issues highlighted under the Emphasis of Matter, confirm whether they have been rectified?

Mr. Chairman, yes, PRB confirms that those issues have been rectified as follows:

1. The Risk Management Policy has been implemented in March 2020 and PRB maintains a risk register which is updated on a monthly basis.
2. The credit balances in receivables which are due for four weeks advance rent as per our flat allocation policy.

Question No. 13: We also note that the Board breached the Grant Agreement signed between it and the Ministry of Local Government, Housing Authority and Environment dated 11 October 2017 by investing grant funds of \$2 million in Term Deposits which was provided for capital projects. Ministerial approval was not obtained for this variation of the Grant Agreement. Explain the rational for this decision and its implication on the capital projects scheduled for this period.

Mr. Chairman, the Simla Project was on hold due to technical delays, so the PRB Board thought it prudent to invest the funds to earn interest. The investment decision yielded enough returns to meet project costs, as well as the variations. Subsequently, the Board submitted all relevant documents pertaining to this decision to the Ministry of Housing and Ministry of Economy.

MR. CHAIRMAN.- Thank you, General Manager, Manager Properties, Rental and Customer Service, and Manager Finance for the responses provided to the Committee based on the questions that were sent. I will now give opportunity to honourable Members to ask questions.

HON. G. VEGNATHAN.- My question is with regards to the projected number of flats that you were supposed to do - 1,000 and then you brought it down to 100. Even after that, I can see in Table 1 on page 2, you have not reached that target. For 2017, it is 48; 2018, it is 36; and 2021, it is 36. Can you brief us on that, please?

MR. M. DAUREWA.- Thank you, Mr. Chairman. With regards to the targets that were set earlier on the housing plans per annum, the constraints that we have highlighted and if you will note from the Table that we had tabulated the completed projects. Those projects, we have managed to utilise the balance of land that the current stock at PRB holds, we have not really acquired any new land for new development. That is the reason why we have that low number because we have a ratio of 50 units per acre. These are all the balanced lots that we had with us at PRB and we are still in the process of trying to acquire land. I hope that answers the question.

HON. G. VEGNATHAN.- Mr. Chairman, further to that, have you been able to acquire land now where you will have your stock of land to be able to further develop these flats?

MR. M. DAUREWA.- Mr. Chairman, we are thankful for the collaboration now with Housing Authority. In every Housing Authority subdivision, there has been land that has been allocated for Public Rental Housing, so we are thankful to our partners - Housing Authority, for providing that for us. We are also in talks with iTaukei landowners for the possibility of them giving their land for rental housing purposes.

HON. S.V. RADRODRO.- Mr. Chairman, my question is also on Question No. 2 on the unavailability of buildable land. The space which used to house the *Taba Va* blocks in Raiwaqa, is that PRB land?

MR. M. DAUREWA.- Yes, that is correct, it is PRB land.

HON. S.V. RADRODRO.- If that is PRB land, what is the plan of building on that land?

MR. M. DAUREWA.- Mr. Chairman, with the new Board that has been appointed, we are drafting a terms of reference to engage lead consultants to take on board the development of that area. I apologise, I cannot deliberate any further as it is still in the preliminary stages. Thank you.

HON. A. NAGATA.- Thank you, CEO, and your team. A supplementary question to Question No. 3. Which PRB property owes the large number of migrated tenants through home ownership?

MR. M. DAUREWA.- Mr. Chairman, we have noted the high turnover is from the Raiwai Housing Estate. Probably, it is due to the high income that they earn. It is easier for them to transition on to home ownership. We have noted a very low number from the other lower estates, so the high turnover is from the Raiwai Housing Estate. Thank you, Mr. Chairman.

HON. RATU T. NAVURELEVU.- I have a supplementary question on Question No. 5. I have noted that while profiling, you also take record of inventory of household record. The question is, if a flat is burnt with items of those who are renting, does PRB compensate the owners of the flat?

MR. M. DAUREWA.- With regards to any fire, I believe all PRB properties have been insured under Fire and other perils. We have not really looked into the area of the belongings of the tenants, but I believe for our properties, yes, we do have it insured under fire and other perils, Mr. Chairman.

HON. RATU T. NAVURELEVU.- Do you have any possibility of reviewing that policy because their properties are being burnt with the flat?

MR. T. NALEBA.- Mr. Chairman, we are not in a position right now to answer that question. Thank you.

HON. G. VEGNATHAN.- Mr. Chairman, this is in relation to Question No. -9. There is a rise in criminal activities involving youth and children, may be adults too. Nowadays, we see some activities are prevalent. Do you have any MOU with the Police Department so that they can share information with you and you can take steps to correct and talk to tenants or other actions that you can take?

MR. M. DAUREWA.- In regards to the MOU with Police, yes, we are drafting one with them at the moment. But we are thankful for the partnership with the Police, who have managed to install CCTV cameras to these red zones estates and now they are receiving live feed at the Police Command Centre.

HON. S.V. RADRODRO.- Mr. Chairman, just on Question No. 11 in regards to the deferring of the general maintenance of PRB flats, do you think this is a good strategy to pursue to defer this maintenance, considering what we could obviously see in regards to those flats that they really need repairing to be able to maintain that standard for human habitation in those areas? What else do you have in place to be able to address that general maintenance issue?

MR. CHAIRMAN.- Thank you, honourable Salote Radrodro, what are your plans, Manager Properties?

MR. M. DAUREWA.- Mr. Chairman, with the deferment of the general maintenance the in-house team continues with the day-to-day urgent maintenance. It is just the general maintenance, the overall estate that we defer, but in terms of attending to the daily urgent maintenance, that we continue to do on a daily basis.

MR. CHAIRMAN.- So you have your in-house team?

MR. T. NALEBA.- We have our own in-house team that looks after that, Mr. Chairman.

MR. CHAIRMAN.- Thank you. On Question No. 7, so, the tenants who are owning their homes and staying in the PRB flats, from the response or the answers that you have provided, have you come across such tenants who own a home and are still staying in PRB flats?

MR. T. NALEBA.- Mr. Chairman, yes, we have identified some through the surveys that we have received. Most of them have purchased land and they normally give us requests to give them time to build their homes, and then from there they transit out. But we issue them the eviction notices as part of our policy.

HON. S.V. RADRODRO.- On the issue that was raised by honourable Vegnathan with regards to building and strengthening relationship with the Police, I believe this is in those areas that have been tagged as red zones. What kind of proactive strategies does PRB have with regards to may be, recruitment of tenants to be able to counter social problems that do exist very strongly and visibly in PRB flats? It is not that we are trying to condemn that, but what can we do to be able to make it a better place for our people to live in, rather than tagging them as red zone communities?

MR. T. NALEBA.- Mr. Chairman, we have noted the crime rate in those areas. Just recently, we have started estate meetings with them and also we have engaged other stakeholders. Apart from the police, we have actually got in some of the church groups, as well as the Ministry of Youth and they have already visited some of the estates. We would like to do some more work in coordinating them to actually address the key issues, so that is currently what is being done.

HON. A.T. NAGATA.- From the findings of your household income and expenditure survey, do you have unemployed youth living in these flats or units, and do you have any plans in place to address that issue, for instance, getting them registered with the National Employment Centre (NEC)?

MR. M. DAUREWA.- Mr. Chairman, yes, we do. We do have unemployed youth and we encourage them to form individual youth groups in their respective estates, and we also assist them in registering with the Ministry of Youth. With regards to the stakeholder partnership, we are encouraging NEC and the Ministry of Employment to be part of our estate meetings as part of the stakeholder partnership programme.

HON. RATU T. NAVURELEVU.- Mr. Chairman, those families involved in criminal activities, is the penalty the same as those who breach the condition to terminate their tenancy?

MR. M. DAUREWA.- Mr. Chairman, with regards to those families where individuals or family members are involved in criminal activities, we base our decision on the severity of the issue and the breach. I must confirm that not all breaches are the same and in terms of criminal activities, that is something that the Board does not tolerate, nor does it allow the tenants to continue to stay with us. We take action as per our tenancy agreement where we issue them the 30 days eviction notice. If they continue to stay, we refer them to our solicitors for eviction through the courts.

MR. CHAIRMAN.- Thank you. One final question, honourable Salote Radrodro.

HON. S.V. RADRODRO.- Just a quick question on the design of the flats. Are they one-bedroom flat or two, or is it just an open space or open unit?

MR. M. DAUREWA.- Thank you, Mr. Chairman. For the flats that we have, we have various types of flats available. We have the studio flat, we have one-bedroom units and also the two-bedroom units. That is the maximum number of bedrooms that we have, which is a two-bedroom unit.

HON. G. VEGNATHAN.- Thank you, Mr. Chairman. This is a question we had asked with Housing Authority, may be the same question I will ask your organisation. Are the tenants covered by any insurance policy? Just in case they fall sick or due to some disability or death, are they covered? Do you have any sort of policy in place for insurance cover?

MR. M. DAUREWA.- Mr. Chairman, no. We do not at the moment.

HON. S.V. RADRODRO.- Yes, just on migration from PRB to owned properties, now with your partnership with Housing Authority, do you think there is a possibility that you will be able to boost those number of tenants migrating to property ownership?

MR. T. NALEBA.- Thank you, Chairman. One thing is the property and the other thing is affordability. We are working with some stakeholders to be able to have the property at a price that is affordable to the tenants that we currently have. That talk has just started and we should be able to get a definite answer once later. Thank you, Mr. Chairman.

MR. CHAIRMAN.- Thank you, General Manager. In regards to the board members, can you update the Committee on who all are the Board members?

MS. S. LATA.- Mr. Chairman, our Chairperson is Mr. Viliame Vodonaivalu, he is the FNPF CEO; Deputy Chairperson is Mr. Saud Minam, who is the CEO of FDB; and the other directors are Mr. Anil Prasad, Ms. Susan Naidu, Ms. Renee Duguivalu and the last one is Ms. Florence Takinana.

MR. CHAIRMAN.- Thank you.

Honourable Members, that concludes our meeting with the PRB Team today. On behalf of the Committee, I thank the Team for their presence here and express our appreciation for the assistance provided to the Committee's scrutiny. Should we have any further queries, General Manager, then the Secretariat will get in touch with you.

General Manager, do you have any final remarks to make?

MR. T. NALEBA.- No, Mr. Chairman. Thank you very much.

MR. CHAIRMAN.- Thank you. Honourable Members, this completes our session for today and we will now suspend proceedings until Wednesday, 22nd June at 9.00 a.m. We are adjourned, thank you.

The Committee adjourned at 2.50 p.m.

