



MINISTRY OF EMPLOYMENT,
PRODUCTIVITY AND
INDUSTRIAL RELATIONS

Annual Report **2017-2018**

Parliamentary Paper No. 168 of 2019





Contents

Letter to the Minister	3
About Us	4
Year in Review	5
Organisational Overview	6
Our Structure	7
Performance Snapshot	9
Our Performance	10
Governance	11
Tripartism	12
Employment Relations Advisory Board	13
National Occupational Health & Safety Advisory Board	15
National Employment Centre Board	16
Employment and the Labour Market	18
Generic Key Result Areas	18
Portfolio Leadership and Policy Advice	18
KPI 1 - Ensure robust enforcement on minimum terms and conditions of employment through conducting of labour inspections and investigation of labour complaints; Effective enforcement and implementation of child labour laws under ERA 2007	21
KPI 2 - Increased workplace productivity through LMCCC, Asian Productivity Organisation, Training and Research	25
KPI 3 - To achieve an employment growth rate of 3% of our NEC registered clients	29
KPI 4 - Effective resolution of referrals; Effective and efficient management of Trade Unions and Industrial Associations	33
KPI 5 - Satisfied and productive workforce; Provide extensive media coverage and marketing of Ministry's services	36
KPI 6 - Digitisation of employment related information for decision making	39
KPI 7 - Ensure timely review and formulation of OHS legislations and policies	40
KPI 8 - Timely resolution of workers' compensation cases to ensure social justice	44
KPI 9 - Effective resolution of employment grievances and employment disputes	46
Audited Financial Statement	48
Appendices	69

Letter to the Minister



MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

11 March, 2021

The Honourable Minister
Minister for Employment, Productivity and Industrial Relations
Level 4, Civic House
Victoria Parade
Suva

Dear Honourable Minister

In accordance with the Financial Management Act 2004, I am pleased to submit the Ministry of Employment, Productivity and Industrial Relations' Annual Report for the year ending 31 July, 2018.

This report includes information on the Ministry's general organisation, administration and performance.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Osea N. Cawaru'.

Osea N. Cawaru

**Permanent Secretary for Employment, Productivity
and Industrial Relations**

About Us

OUR VISION

Decent Work and Employment Growth

OUR MISSION

Generate Employment Growth, Promote and Enforce Decent Work and Productivity, Encourage Good Faith Employment Relations, Enforce Safe Workplaces and Ensure Social Justice

VISION

MISSION

VALUES

OUR VALUES

Spiritual Renewal

Engaging in personal "spiritual renewal" on a daily basis in accordance with one's belief to renew one's spiritual values and character.

Inclusiveness

Treating everyone in an equitable and non-discriminatory manner.

Honesty

Being honest and doing the right thing for all our stakeholders; being transparent.

Accountability

Being answerable and having the courage and honesty to take ownership of our actions.

Responsiveness

Always striving to ensure that all our customers are served efficiently, effectively and economically.

Innovation

Continuously developing and improving our services and products through creativity.

Team Work

Supportive of others efforts, loyal to one another personally, professionally and ethically.

YEAR IN REVIEW



In 2017/2018, the Ministry of Employment, Productivity and Industrial Relations (MEPIR) continued to support workplaces to become compliant, productive and inclusive.

In responding to important legislative change, complex issues and growing community expectations, we refined how we reach, engage and influence relevant stakeholders. This was possible through our intelligence-led activities that relied on key data and information to target and address non-compliance in Fiji's workplaces to encourage more compliant, productive, harmonious and co-operative workplaces.

We significantly expanded our service offerings through the launch of the Ministry's Customer Service Centre, ensuring that more workers and businesses understand their entitlements and obligations, there is easier access of services for general public as well as the implementation of Fiji's first-ever National Employment Policy aimed at reducing unemployment.

Our service offering expansion saw the change in the Ministry Vision to "Decent Work and Employment Growth" to capture the desire of all workers to be accorded the fundamental principles and rights at work consistent with the International Labour Organisation Conventions and Sustainable Development Goal 8. As committed, the

Ministry's internal processes were changed and upgraded for re-certification to ISO 9001:2015 international standards in growing an efficient and effective work culture.

The Ministry boosted enforcement on the new national minimum wage for employers covered under the informal sectors and the new minimum wage for the ten wages sectors. The new rate benefited about 150,000 workers nationwide directly contributing to poverty alleviation.

The Ministry is also committed to achieving an employment growth rate of 3% of NEC registered clients through the deployment of workers for overseas employment, local employment, attachment and volunteerism. This contributes towards reducing the national unemployment rate by less than 4% for the next 20 years, a longer strategic commitment as committed under the draft 5-Year and 20-Year National Development Plan.

The Ministry has also adopted a much more consultative and participatory approach in addition to social dialogue which has provided the opportunity to meet our customers and discuss and hear their voices concerning their daily labour market issues including grievances and disputes.

I look forward to the next financial year, where we will continue to improve our services for workers and employers who need our help. We will also continue to work with our tripartite partners and strive to find the best ways to achieve decent work and employment growth in Fiji.

A handwritten signature in black ink, appearing to be 'Salaseini Daunabuna'.

Salaseini Daunabuna (Ms)

Permanent Secretary for Employment, Productivity & Industrial Relations

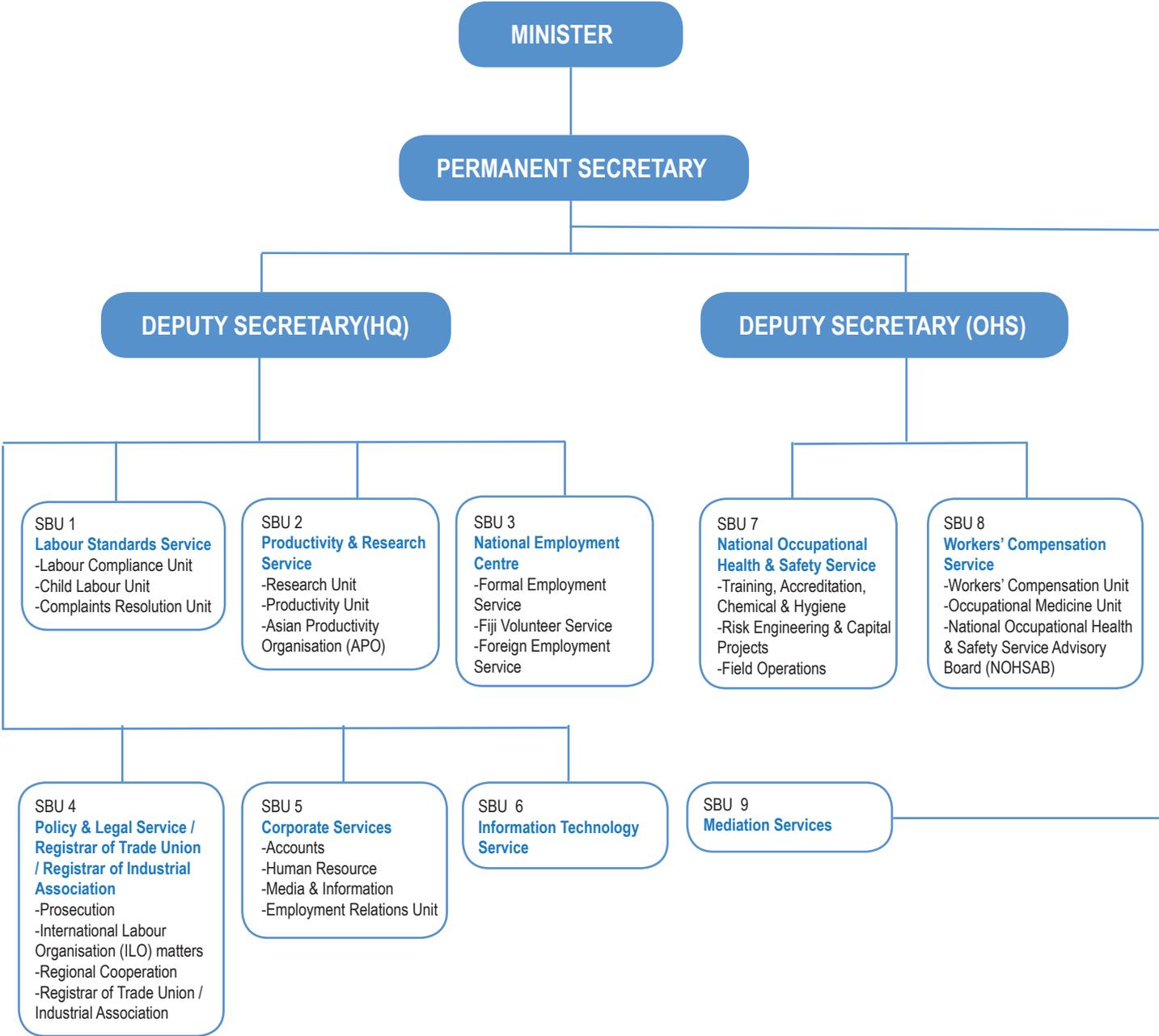
ORGANISATIONAL OVERVIEW

The core responsibility of the Ministry of Employment, Productivity and Industrial Relations (MEPIR) is to pursue the attainment of decent employment standards through the promotion of employment opportunities, development of healthy workers, the provision of healthy and safe working environment, fair employment conditions, good faith employment relations and productive workplaces. These responsibilities are achieved by focusing on developing a modern, structured and enabling policy environment supported by sound labour laws, policies, institutions, international best practices and values, underpinned by tripartite social dialogue and self-regulation.



Fijian Government Delegation to the ILO International Labour Conference in 2018

OUR STRUCTURE





PERFORMANCE SNAPSHOT

Standards & Compliance

Recoveries
\$819,768.36

Complaints Settled
1,413

Workplace Inspected
3,724

Notices issued
441

Productivity Service

Hourly labour productivity growth of **6.7%** on average per year

An increase of **1.6%** in labour productivity growth

An increase of **2.8%** in total factor productivity

Employment Creation

Clients Registered
4,302

Found Jobs
2,377

Local Employers Engaged
622

Seasonal Work Employers Engaged
31

OHS Compliance

Reduction in Workplace Accidents
17%

Revenue Generated
\$1.2 MILLION

OHS Proactive Activities Conducted
341

OHS Compliance Activities Conducted
12,785

Workers' Compensation

Workers' Compensation Paid Out
\$3,825,664.76

Backlog Cases Settled
1,378

Fatal Cases Compensated
40

Injury Cases Compensated
640

Medical Reports Released
1,268

Prosecution

Backlog cases filed
234

Cases adjudicated
177

Mediation

Mediation Settlement Rate
81.5%

Employment Grievance Settlement Rate
83%

Employment Dispute Settlement Rate
80%

Human Resource & Media

Staff Received Increment
80%

Staff appointed
52

Training Attended
32

Promotional Initiatives
253

Women to Men Gender Ratio
56:44

Finance

Budget Provision
\$16,486,999

Budget Utilisation
\$13,605,112

Budget Variance
\$2,881,887

OUR PERFORMANCE

- **Governance**
- **Generic Key Result Areas**
- **Labour Standards**
- **Productivity**
- **Employment**
- **Policy & Legal**
- **HR & Media Relations**
- **Information Technology**
- **OHS Compliance**
- **Workers' Compensation**
- **Mediation**

Governance



Tripartism

The Ministry aims to ensure that it serves the needs of working women, and men through tripartism by bringing together government, employers, workers and independent representatives to modernise our labour laws, develop policies and devise programmes.

Its tripartite structure makes the Ministry unique because employers' and workers' organisations have an equal voice with government in all its deliberations.

The Ministry encourages tripartism in all its boards to promote social dialogue to help design and implement national policies. Achieving fair terms of employment, decent working conditions and development for the benefit of all that cannot be achieved without the active involvement of workers, employers and governments including broad-based effort by all of them. To encourage such an approach, one of the strategic objectives of the Ministry is to strengthen social dialogue among the tripartite constituents. It helps governments, employers and workers' organisations to establish sound labour relations, adapt labour laws to meet changing economic and social needs and improve labour administration.

Employment Relations Advisory Board

Functions of the Board

The Employment Relations Advisory Board (ERAB) is established under Part 3 of the Employment Relations Act 2007. The membership is tripartite and comprises representatives from employers, workers and government. The functions of the Board are:

- To consider and advise the Minister on employment related matters including issues of policy matters;
- To inquire into and report to the Minister on employment related matters referred to it by the Minister;
- In liaison with the Ministry, to facilitate the making of regulations, codes of practice and guides relating to matters covered by the Employment Relations Act 2007 for the Minister's consideration;
- To advise the Minister on consultation and cooperation between labour and management and how this process may be promoted and strengthened;
- To advise the Minister on International Labour Organization instruments; and to perform other functions under the Act or any other written law.

The Board may invite any person it considers appropriate to act in an advisory capacity to the Board in its deliberations.

Membership

The membership is tripartite whereby the Minister appoints such persons who, in the opinion of the Minister, have experience and expertise in the areas covered by the functions of the Board or in employment relations, industrial, commercial, legal, business or administrative matters.

The Minister invites bodies representing employers and workers to make nominations and appointment is done on the principle of equality set out in Section 38 of the Constitution and under the provision of the Act. The Board members for the two (2) year term are as follows:

Workers' Representatives

1. Mr. Attar Singh
2. Mr. Marika Uluinaceva
3. Mr. Sailesh Naidu
4. Mr. Agni Deo Singh

5. Mr. Felix Anthony
6. Mr. Daniel Urai Manufo lau
7. Mr. Hira Shandil
8. Mr. Rajeshwar Singh
9. Ms Latileta Gaga
10. Mr. Uday Raju

Employers' Representatives

1. Mr. Brian Kirsch
2. Ms. Anne Marie DesVox
3. Mr. Veeramalai Wanarajan
4. Mr. George Karountzos
5. Mr. Ajay Raniga
6. Ms. Ana Tuiketeei
7. Mr. Noel Tofinga
8. Mr. Harvie Probert
9. Mr. Kameli Batiweti
10. Mr. Nesbitt Hazelman
11. Ms. Fantasha Lockington
12. Mr. Dixon Seeto

Government Representatives

1. Permanent Secretary for Economy
2. Permanent Secretary for the Prime Minister's Office
3. Permanent Secretary for Industry and Trade
4. Solicitor-General (Interim Chairperson)
5. Chairman, Airports Fiji Limited
6. Chairman, Amalgamated Telecom Holdings Limited
7. Chief Executive Officer, Fiji Broadcasting Corporation
8. Chief Executive Officer, Energy Fiji Limited
9. Managing Director & Chief Executive Officer, Fiji Airways
10. Director Policy & Research, Ministry of Sugar

Chairperson

- Permanent Secretary for Employment, Productivity & Industrial Relations

Meetings

The ERAB held three (3) meetings during the year in review and were conducted on 27/10/2017, 21/05/2018 and 18/06/2018 respectively.

Board Papers

A total of four (4) papers were presented to the ERAB which consists of the following:

Discussion Papers

1. Review on the National Minimum Wage and Wages Regulations 2017
2. Review on the National Minimum Wage and Wages Regulations 2018
3. Review of Labour Laws
4. Security Industry in Fiji and Way Forward

- **Review of the National Minimum Wages and Wages Regulations**

The review of the National Minimum Wage and the review of the Wages Regulations were undertaken throughout Fiji in 2017 and 2018 by the Ministry and the Consultant.

The increase of the National Minimum Wage to \$2.68 was endorsed by Cabinet at its sitting on 29 June 2017 in accordance with the outcome of the nationwide consultations held on the review undertaken in 2017. The Ministry published the new Employment Relations (Amendment) National Minimum Wage Regulations 2017 which came into effect on 30 September, 2017.

The sectoral minimum wage rates for workers in all the ten sectors under the Wages Regulations were increased using the labour productivity formula.

Special consideration was given to the term 'Learners' on the Wages Regulations for the Printing Trades Regulations; Garment Industry Regulations; and the Road Transport Regulations. The Printing Trade Wages Regulation and the Road Transport Wages Regulation made amendments on the term 'Learners' for those workers placed under apprenticeship to be referred to as 'Apprentice'.

The Garment Industry Wages Regulation amended 'Learners' to 'Trainees.' The wages for Learners in the above Wages Regulations was given distinctive attention below the national minimum wage as Learners are in training and learning phase. A special wage rate below the national minimum wage protects young workers against youth unemployment and job losses. These amendments have

resulted in the Learners in the Wages Regulations to begin at the same wage rate.

- **Review of Labour Laws**

The proposed amendment to the Employment Relations Act 2007 was to be looked at by a Sub-committee consisting of 2 members from each tripartite. The Committee was to look at all the matters for amendments to identify all the issues on the matrix list that is in agreement with all the tripartite. The Sub-committee was to discuss on the list of disagreement. The outcome of the discussion of the Subcommittee was to be tabled to the ERAB for further discussion.

Discussions were also held around the inclusion of the Chair of the Arbitration Court and the Chief Tribunal to be members of the Subcommittee in providing legal clarifications.

Further, the Board discussed the development and implementation of a tracking system for Security Industry in Fiji to track multiple registrations of security companies due to a high number of breaches under the employment law.

- **Security Industry in Fiji and Way Forward**

Discussions held with the Ministry of Defence and National Security on the work of security companies noting the registration and issuance of security license under the Security Industry Act 2010. Considering the importance of resolving issues with the Security Industry, the Employment Ministry proposed amendments to the Employment Relations (Employment Agencies) Regulations 2008.

- **National Employment Policy**

The Board has been presented with an update on the National Employment Policy following the outcome of the nationwide consultation held in January 2018.

National Occupational Health & Safety Advisory Board

The National Occupational Health and Safety Advisory Board (NOHSAB) is established under Part VI of the Health and Safety at Work Act 1996. The membership is tripartite and comprises representatives from the employers, workers and government.

Functions of the Board

The functions of the Board are:

1. To advise the Minister on matters relating to occupational health and safety;
2. To inquire into and reporting back to the Minister on matters referred to it by the Minister;
3. In liaison with the Inspectorate, to facilitate the development of national health and safety regulations, standards and approval of codes of practice for the Minister's consideration; and
4. Such other functions are imposed on it by or under the Health and Safety at Work Act 1996 or any other Act.

The Board has powers necessary to carry out its functions or as are conferred on it by this or any other Act.

The Board has powers necessary to invite one more person(s) it considers appropriate to act in an advisory capacity to advise the Board on matters relating to health and safety at work on key policy areas.

Membership

The membership is tripartite and the Minister shall invite the most representative employers and workers organization to submit names recommended to be appointed as members.

The Permanent Secretary for Employment, Productivity and Industrial Relations or his / her Deputy is also a member of the Board and shall be its Chairperson under the provision of the Act.

The list provided are the members of the NOHSAB for FY2017-2018 with current and new members appointed in January 2018.

Workers Representatives

- Ms. Teresa Ali
- Mr. Agni Deo Singh
- Mr. Rouhit Singh
- Mr. Anasa Tuviniwai
- Ms. Latileta Gaga

Employers Representatives

- Ms. Susan Miller
- Mr. Elton Eastgate
- Mr. Stuart Gow
- Mr. Noel Tofinga
- Mr. Ashok Nath

Government Representatives

- Permanent Secretary for Civil Service
- Permanent Secretary for Health and Medical Services
- Permanent Secretary for Local Government, Housing & Environment
- Permanent Secretary for Infrastructure and Transport

Chairperson

- Permanent Secretary for Employment, Productivity & Industrial Relations

Deputy Chairperson

- Member Employers' representatives
- Member Workers' Representatives

Meetings

A total of three (3) Board meetings conducted during the 2017/2018 period and were held on 24/11/2017, 29/03/2018 and 27/07/2018.

Board Papers

A total of twenty-eight (28) board papers were presented to the Board during the 2017-2018 period compared to thirty-six paper presented in the past year. Board papers for period in review consists of twenty (20) Discussion papers and eight (8) Information papers.

The table shown on the next page summarizes the number of board papers presented during the 2017/2018 financial year.

	Meeting Dates	Number of discussion papers	Number of Information Papers	Total number of Board papers presented
1	24 November 2017	7	3	10
2	29 March 2018	6	1	7
3	27 July 2018	7	4	11
Total		20	8	28

All meetings were conducted with satisfactory outcomes; however, the Board faced some challenges in convening some of the Advisory

Committees due to the withdrawal of the Worker's Organisation from the Tripartite discussions. This led to delays in resolving a number of pending agendas.

National Employment Centre Board

Functions of the Board

The functions of the National Employment Centre Board (NECB) among others are the following:-

- to establish the overarching National Employment Centre's strategic/corporate plan vision, mission, values, targets, strategies, integrating the strategic plans and corporate plans of the Formal Employment Service, the Fiji Volunteer Service and the Foreign Employment Service;
- to inquire into and report to the Minister on matters relating to employment creation referred to it by the Minister;
- to provide the Minister with bi-annual reports on the progress in implementing the employment creation policies of Government;
- to advise the Minister on any other employment creation matter as well as matters provided for by this Law and any other written law;

Membership

The National Employment Centre Board membership is tripartite, with members drawn from the Employers, Workers, Government and non-governmental agencies. These are represented by the Fiji Commerce and Employers Federation, Fiji Trades Union Congress, Fiji Islands Council of Trade Unions, Government Ministries and Non-Governmental Organizations. The current Board membership was for two years effective from 1st January 2016 and expiring on 31st December, 2018 as listed:-

Workers Representatives

- Ms. Teresa Ali (General Secretary, USP Lautoka)

Employers Representatives

- Ms. Ashla Meen Singh (Industrial Relations Consultant, FCEF)
- Mr. Noel Tofinga (Industrial Relations Consultant, FCEF)

Youth Representatives

- Mr. Wiliame Nayacatabu (Youth representative)

Vocational Training Institutions Representatives

- Dr. Mati (School of Business & Economics, USP)
- Dr. Michael Gregory (Director Planning & Development)

Civil Society Organisations

- Mr. Neil Sharma (Executive Director, Fiji Council of Social Services)

Government Representatives

- Permanent Secretary for Economy
- Permanent Secretary for Education
- Permanent Secretary for Social Welfare, Women & Poverty Alleviation
- Permanent Secretary for Agriculture
- Permanent Secretary for Industry, Trade & Tourism
- Permanent Secretary for Lands & Mineral Resource

Other Members

- Mr. Peceli Baleikorocau (Manager, Native Land Trust Board)

Divisional Commissioners

- Mr. Setareki Tale (Commissioner Central)
- Mr. Luke Moroivalu (Commissioner Eastern)
- Mr. Manasa Tagicakibau (Commissioner Western)
- Mr. Jovesa Vocea (Commissioner Northern)

Chairperson

- Permanent Secretary for Employment, Productivity & Industrial Relations

Board Secretariat

- Ms. Seruwaia Bavai (Manager, National Employment Centre)

Meetings

- Two (2) board meetings transpired during the year which took place on 31st August, 2017 and the 25th of May, 2018.

Board Papers Submitted

- A total of eighteen (18) board papers were tabled before the Board. The summary of papers is provided in the given table.

NECB Paper No: 02/01/17	Brief Outcome of Matters Arising from the Last Board Meeting held on 3rd February 2017
NECB Paper No: 02/02/17	Review of NEC Allowance/Memorandum of Understanding (MoU)
NECB Paper No: 02/03/17	Functions of the NEC Board Trustees
NECB Paper No: 02/04/17	Update on the \$2m TAPF Grant (2011 & 2012)
NECB Paper No: 02/05/17	Management of NEC Trust Fund
NECB Paper No: 02/06/17	Update on National Employment Policy
NECB Paper No: 02/07/17	Update on Formal Employment Service (FES)
NECB Paper No: 02/08/17	Update on Foreign Employment Service (FVS)
NECB Paper No: 02/09/17	Update on Fiji Volunteer Service (FVS)
NECB Paper No: 02/10/17	Update on Annual Program for Fiji Volunteer Service Pilot Project
NECB Paper No: 02/11/17	Update on Marketing Program for Foreign Employment Service (FORES)
NECB Paper No: 01/01/18	Brief Outcome of Matters Arising from the Last Board Meeting held on 31/08/2017
NECB Paper No: 01/02/18	Discussion Paper – Draft National Employment Policy
NECB Paper No: 01/03/18	Update – National Employment Centre Regulations
NECB Paper No: 01/04/18	Discussion Paper - Request for NEC Work Attachment Allowance
NECB Paper No: 01/05/18	Information Paper - Update on the utilization of the \$2million grant from FNU
NECB Paper No: 01/06/18	Information Paper - Update on Employment Skills Training
NECB Paper No: 01/07/18	Information Paper – Update on Foreign Employment Service (Tikina Based Selection)



Employment and the Labour Market

PORTFOLIO, LEADERSHIP AND POLICY ADVICE

Generic Key Result Areas



High Performance

In ensuring the attainment of high-performance level for the Ministry, monitoring and evaluation are critical for evidence-based performance measurements and analysis of Ministry's activities. Measurement of performance is analysed using the 2017/2018 fiscal year planning document against its implementation status. These analyses form the basis of strengthening understanding of the shift in our domestic labour market and generating approaches in addressing them.

The year under review reported an overall "very good" performance level for the Ministry against its planned activities. Given the full implementation of the Civil Service Reform during the period, the Ministry recorded 80% of staff that qualifies for performance management system salary increment within their salary bands as well as bonus pay to officers qualified above Step 4 or have been rated with "exceeds expectations."

New Vision

The new vision of the Ministry for the period under review is titled "Decent Work and Employment Growth." This vision captures the desire for all workers to be accorded and achieve the fundamental principles and rights at work consistent with International Labour Organisation (ILO) Conventions and Sustainable Development Goal (SDG) 8 of 'Decent Work' meaning a safe, fairly paid, secure, fulfilling job, the wise use of resources, work opportunities and training for all workers, preventing child labour and modern slavery for everyone to benefit from a growing economy while at the same time, promoting sustained, inclusive and sustainable economic growth leading to full and productive employment and decent work for all.



New Mission Statement

In achieving the new vision, the mission statement which is the written declaration of the Ministry's core purpose and focus now reads: Generate Employment Growth, Promote and Enforce Decent Work and Productivity, Encourage Good Faith Employment Relations, Enforce Safe Workplaces and Ensure Social Justice. This is consistent with the 2013 Constitution of the Republic of Fiji, the Sustainable Development Goals, the 5-Year and 20 Year National Development Plan, the Fiji Budget Estimates and the Ministry's 2017/2018 Annual Corporate Plan.

Business processes

In improving service delivery and ensuring our commitment to good governance, equal opportunities, non-discrimination, reducing corruption, and compliance with national and international labour standards and conventions, the Ministry continues with the building of the ISO as a work culture and eventually upgrading from ISO 9001:2008 to ISO 9001:2015 Quality Management System during the fiscal year.



It provides an international standard of work and culture within and resulted in quality service delivery that meets our customers' expectations. The period under review after the conduct of internal and external audits of services' systems and processes, resulted in the certification of all services of the Ministry to ISO 9001:2015 Quality Management System.

The year also recorded the training of the Ministry's Internal Auditors together with the management team on ISO 9001:2015 Awareness and Risk Thinking provided by the Independent European Certification Asia (IECA) External Auditors

Customer satisfaction

As committed under the Ministry's Annual Corporate Plan for the financial year, the Ministry designed and conducted an internal customer satisfaction survey to measure the satisfaction and effectiveness of service delivery provided by the Ministry, identify barriers and to address them. The principle focus of the survey was to seek staffs' opinion on how they feel about the services of the Ministry holistically, looking at working relationships and staffing within the Ministry pertaining to the following areas:

- Overall customer service delivery
- Vision and mission deployment
- Availability of resources
- Work level
- Employee welfare
- Internal policies

- Employment grievance
- Career progression
- Recommendation for employment
- Areas of improvement

A total of 10 questions were posed to each staff member and it captured staffs' satisfaction level and their views on the services provided by the Ministry.

The survey was conducted through email circulation to all staff members and responses were received within 3 working days. The survey targeted staff at all levels of the Ministry. Out of the total number of 252 staff employed, 115 completed the survey producing a response rate of 46%. The majority of responses received were from staff members of the Central Division attaining 94% of feedbacks received following Western Division by 4% and 2% by Northern Division. 60% of the issues raised during the survey were addressed during the year in review whereby the remaining issues were carried forward to the next fiscal year for further actions.

Informal Talanoa Sessions with Stakeholders

The Ministry carried out informal 'talanoa' sessions with respective Unions, and Chamber of Commerce including villages and settlements located in the isolated rural areas of Fiji for seasonal work employment opportunities. Specific customer complaints are able to be resolved including the necessary intervention in tweaking our employment policies and legislations to suit customer needs.



Group photo: Launch of Ministry's new Vision, Mission and Annual Corporate Plan FY2017/2018

- # Labour Standards
- Ensure robust enforcement on minimum terms and conditions of employment through conducting of labour inspections and investigation of labour complaints
 - Effective enforcement and implementation of child labour laws under the ERA 2007; Enactment of child labour policies and plans



Recoveries **\$819,768.36**

Paid to complainants as arrears of wages



1,413 Complaints Settled

Reported by workers on breaches to employment laws



Workplace Inspected **3,724**

Received from complainants on non-compliance to employment standards



100% Child labour cases investigated

Children involved in child labour activities during school hours



Notices issued **441**

Notices issued on non-compliance to employment standards

Enforcement on minimum terms and conditions of employment

In ensuring robust enforcement on the minimum terms and conditions of employment, the Ministry has been involved in the conduct of labour inspections and investigation of labour complaints. It is also responsible for the promotion of fundamental principles and rights at work standards, and the compliance functions of the Employment Relations Act 2007 (ERA) and its subsidiary regulations, including the 2017 Wages Regulations and the 2017 National Minimum Wage Regulations.

The strategic focus for the Service is self-regulation where the duties of employers and workers become statutory. It provides awareness and training programmes and monitor the statutory duties of employers and workers ensuring those who create employment grievances and disputes in workplaces have the primary responsibility to resolve them. The Service also monitors the authorization of employment agencies and businesses (these are recruitment agencies / businesses) in Fiji for local or overseas employment.

Workplace Inspections

During the period under review, the Service has conducted a total of 3,724 proactive labour inspection to match the industry needs in terms of dealing with labour complaints. The year in review saw an increase of 8% labour inspections conducted in comparison with 2016/2017 financial year. This is an indication of the Ministry's robust workplace inspection strategy in place in ensuring minimum standards are met by both employers and workers. In 2017/2018, the Ministry recorded the highest number of workplace inspections conducted in the Wholesale and Retail Industry and employers in the informal sector that are covered under the National Minimum Wage (NMW) Regulations. Targeted workplace inspections were conducted to these industries due to the increasing number of complaints received in the last financial year. The labour inspection mechanism is one of the proactive arms of the Ministry in providing necessary information and advice to employers, workers and others through workplace visits.

Labour Complaints

The increase in the Ministry's proactive role in terms of labour inspections has resulted in increased labour complaints as workers become more aware of their rights under the labour law. The complaints settlement rating during the period under review increased by 56.8% due to the skills and experience of our inspectorates in terms of conducting investigations, negotiations and informal mediation or dialogue with parties in resolving these complaints. The annual target for labour complaints settlement for the year in review is 500 cases. The labour complaints backlog cases settlement has decreased by 35% due to the focus on completing calculations for arrears of wages for the security service industries.

Recoveries

During the period in review, the Ministry recovered a total of \$819,768.36 as wages recoveries. The construction industry saw the highest number of complaints received on the areas of non-payment of wages and entitlements including leave and sick leave payment, the complaints have been investigated to ensure that employers are taken to task on failure in remunerating their workers accordingly. The recovery of wages has been huge in the Sawmilling and Logging industry during the year in review. The proactive approach has seen inspections being conducted at the industry level for compliance and audit of workers' wages and time records in that industry, the compliance section has also kept a close watch at other industries for compliance audits.

Enforcement and implementation of child labour laws

The enforcement and implementation of child labour laws, the Ministry is responsible for the training and development of its labour inspectorate and stakeholders on all aspects of child labour issues under the ERA 2007 and the Health and Safety at Work Act 1996 in Fiji. The Ministry conducts investigation and prosecution on child labour cases, provides awareness programmes for stakeholders and members of the public on the aspects of child labour laws and ensures that issues related to child protection are properly addressed.

Tripartite Review on the Draft Child Labour Legislation

Moving towards eliminating the worst forms of Child Labour in Fiji, the Ministry of Employment, Productivity and Industrial Relations held its consultation meeting with tripartite partners and technical group to review the draft legislation and policy on child labour and also discussed on way forward.



Employment legislation of children in specific areas such as working in artistic, performing and entertainment industries are not highlighted in the Employment Relations Act 2007. The tripartite partners and technical group held this consultation meeting to constructively review the draft legislation to move towards achieving the final collective National Action Plan policy of eliminating the worst forms of child labour in Fiji.

Memorandum of Understanding with the Fiji National Provident Fund

The Fiji National Provident Fund (FNPf) and the Ministry signed a Memorandum of Understanding (MOU) to formalizing an information sharing agreement. Under the MOU, FNPf and the Ministry put in place frameworks that allow both organizations

to work closely together to achieve the objectives of the agreement.



The information shared by both parties assisted in the effective and efficient processing of information for the benefit of workers in the country. The MOU also allows for the registration of workers engaged under the Seasonal Workers Scheme as FNPf voluntary members. The MOU signified one of the main agendas the Ministry aims to achieve, which is decent work in Fiji. FNPf provided the Ministry with information regarding an employer or worker who is registered as an employer with FNPf and also provided any listing of companies that have defaulted in their member contribution payments. It also allows both organizations to conduct joint inspections and sharing of inspection data as well as strengthening compliance with the two organisations. The Ministry provided information to FNPf on the calculation of member contributions on arrears of wages as calculated by the Ministry as well as information on employers and workers.



ALLIANCE

PACIFIC CONSULTATION ON ALLIANCE 8.7

3-5 October 2017, Novotel hotel, Nadi, Fiji

Ending child labour, forced labour, modern slavery and human trafficking and preparing for the 4th Global Conference on the Sustained Eradication of Child Labour



International Labour Organization

2018 World Day Against Child Labour

The Ministry marked World Day Against Child Labour on 12 June 2018. It collaborated with the International Labour Organization to elevate focus in 2018 which is a joint campaign between the World Day against Child Labour and the World Day for Safety and Health at Work, improving the safety and health of young workers and ending child labour.

This joint campaign aims to increase action to achieve the Sustainable Development Goal (SDG) Target 8.8 of safe and secure working environments for all workers by 2030 and Target 8.7 of ending all forms of Child Labour by 2025.

Achieving these goals for the next generation of the workforce needs a concerted and integrated approach to eliminating child labour and promoting a culture of prevention in terms of occupational safety and health and creating a Child Labour Free Fiji.

Efforts of Fijian Government in Combating Child Labour

The Fijian Government has introduced initiatives to ensure that we have a child labour free society and that every Fijian child is provided with the best possible care and guaranteed safety and education.

Our Constitution guarantees the rights of children and every Fijian child of school age are provided with free education with assistance given in free transportation for children to attend school. This ensures that every child of school age is in school.

The Fijian Government has also provided substantive funding in the education sector including tertiary education assistance and scholarships. As part of our commitment, we have also ratified ILO Convention 182 on Worst Forms of Child Labour and ILO Convention 138 on Minimum Age and these principles are also contained in our Employment Relations Act.

The Fijian Government has successfully implemented the International Labour Organization/European Union (ILO/EU) TACKLE Project on Child Labour from 2011 to 2013 and has also assisted other neighbouring Pacific Island countries.

The Ministry has trained teachers, school students, Labour Officers, Police Officers, Fiji Sugar Corporation Field Officers and Community Leaders in the area of child labour and measures that need to be taken to stop child labour and ensure that every Fijian child is given the right to education and remains in school.

Fiji as the leading country in the Pacific Region in eradicating child labour has implemented an advanced mechanism of inspections, awareness, training, and return to school in eradicating child labour. We will continue to take further action to achieve a Child Labour Free Fiji.

In marking the World Day Against Child Labour, all Fijians were urged to join in the elimination of child labour in our beloved country and work towards a Child Labour Free Fiji.



Productivity

Increased workplace productivity through Labour Management Consultation Co-operation Committee (LMCCC), Asian Productivity Organisation (APO) training and research

The self-regulatory philosophy - “those who create the conflict or risk must be primarily responsible for resolving them (conflict/risk)”

1970 - 2015



Hourly Labour Productivity

hourly labour productivity growth of **6.7%** on average per year

2010 - 2015



Labour Productivity Growth

an increase of **1.6%** in labour productivity growth



Total Factor Productivity

an increase of **2.8%** in total factor productivity.



\$2.68

Increase in National Minimum Wage from \$2.32

Productivity is a cross cutting issue to improve the efficiency of the economy and Fiji has been measuring productivity through the various economic indicators that have translated directly into Fiji's national economic growth.

As a result of our 9 consecutive years of economic growth, Fiji being a small island country and an open economy is now an upper middle-income nation. The marked improvement in the income threshold has pushed Fiji to become an upper middle-income nation resulting in improved living standards. Fiji's continuous economic growth is an indicator of the accomplishment of Productivity from the Government and its forward looking inclusive instruments that are in place.

According to the RBF August 2016 – July 2017 Report, our economic growth rate improved by 2.4 % from 2016 to 2017. Inflation has fallen to 2.2%; our foreign reserve has improved as high as \$2.9 million equivalent to 5.8 months of retained imports of goods and non-factor services. These are some indicators that showed us as a nation that we've been able to effectively use our resources in the past years.

At the workplace level, continuous productivity improvement tools are used by organizations to effectively convert inputs into output using the principles of Total Quality Management. 11 Sectors are measuring their level of efficiency through the various 13 continuous improvement tools such as Six Sigma; Balanced Scorecard; Business Excellence; Benchmarking; Business Process Re-engineering; Green Productivity; Knowledge Management; Just In Time; and Innovative Quality Control Circles.

On the global arena, Fiji, as a member of the Asian Productivity Organization [APO] tasked with monitoring productivity gaps for member countries: Government through tripartite engagement contributes to the collation of our national productivity data.

According to the 2017 APO Databook, a cross-country comparison of per-worker labour productivity showed Fiji's labour productivity level by per-worker

GDP 2015 in US dollars of 19% in comparison to Philippines; Pakistan; and India of 15 %; 14 %; and 12 % respectively. For the period 1970 to 2015, Fiji achieved hourly labour productivity growth of 6.7% on average per year. This is an indication that Fiji's is showing progressive improvement in its labour market. In comparison to the same period and the period 2010 to 2015, Fiji showed improvement of an increase of 1.6 % in labour productivity growth and an increase of 2.8% in total factor productivity.

Government Productivity Improvement

The mechanism that Government has put in place in measuring and achieving productivity under the Ministry is through the Occupational Health and Safety (OHS) Committee and the Labour Management Consultation Co-operation Committee bi-partite forum that creates meaningful consultation and cooperation between employers and workers representative at the enterprise and organisational level. The self-regulatory philosophy " those who create the conflict or risk must be primarily responsible for resolving them (conflict/risk) " is a focus on self-regulation, on all parties regulating themselves and for penalties to only come into play if self-regulation fails.

Labour Management Consultation Co-operation Committee (LMCCC)

LMCCC is essential in building the human and social capital of enterprises. It is the new arrangement of relationships in an organisation where a committee comprising of employer and worker members in unison creates an enabling environment for the achievement of goals and the monitoring of future relationships through the concept of good faith and the promotion of productivity.

The third basic principle is Good faith. All parties are required to carry out work practices in good faith. When good faith prevails in the workplaces all systems work harmoniously and create an environment in which human capital flourishes to its greatest gain.

LMCC Training and Registration

The year in review, the Ministry received a total of twenty

nine (29) request from employers employing more than 20 workers on the conduct of LMCC Training for their Committee members and registered the same as Committees.

Administration of APO Programs

The Asian Productivity Organization (APO) is an inter-governmental organization committed to improving productivity in the Asia-Pacific region. Established in 1961, the APO contributes to the sustainable socio-economic development of the region through policy advisory services and institutional capacity-building efforts and is open to countries in Asia and the Pacific that are members of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP). The APO is shaping the future of the region by assisting member economies in formulating national strategies for enhanced productivity and through a range of institutional capacity-building efforts, including research and centres of excellence in member countries. It is non-political, non-profit, and non-discriminatory.

APO Programs Participation Summary in 2017/2018	
Total programs offered	40
Total programs processed	24
Total number of participants	28

Participation in APO Programs

The year in review, the Ministry received a total of 28 requests from the Public Sector to participate in APO

programs. A total of 40 programs were received for the financial year.

60th Session of the Asian Productivity Organisation (APO) Governing Body

The Permanent Secretary for Employment, Productivity and Industrial Relations, Salaseini Daunabuna as Fiji's Asian Productivity Organization (APO) Director attended the 60th Session of the APO Governing Body in Vientiane, Laos People's Democratic Republic.

The Governing Body members discussed the strategic direction and programmes of APO and the way forward with emphasis on achievements by 2020. Discussions held were on improving labour productivity of member countries, raising the competitiveness of member countries and recognition as the leading international organization on productivity enhancement. Fiji, since joining the APO has benefited by participating in a number of productivity enhancing initiatives and programs undertaken by the APO for its member countries.

The APO is leading the productivity movement in the Asia-Pacific Region and Fiji's membership of the organization is a testament of our drive to enhance productivity in the country. Fiji joined the APO in 1984 under the Fiji National Training Council (FNTC) banner, the Organization in Fiji that directly links to the APO. The National Training Productivity Center (NTPC) under the Fiji National University and the Ministry of Employment, Productivity and Industrial Relations are Fiji's counterparts with the APO.



National Minimum Wage and Wages Regulations Review Public Consultation

The Ministry together with the Consultant Dr Partha Gangopadhyay held public consultations in the Northern, Central and Western Divisions from 23 May to 26 May, 2018 on the review of the National Minimum Wage and the ten sectoral Wages Regulations. This is in line with the Fijian Government's commitment to protecting the most vulnerable in society and providing them with a basic standard of living thus alleviating poverty.

The purpose of these consultations was to meet with workers, employers, municipalities and the public at large on the review of the National Minimum Wage and the minimum wage rates for the 10 sectoral industries based on the outcome of the Wage Survey Report of the Consultant produced in May 2017. The review resulted in the increase of the National Minimum Wage from \$2.32 to \$2.68 effective from 30th September, 2017

Implementation of New Wage Rates

The Fijian Government commenced the implementation and enforcement of the new minimum wages rates both for the formal and informal sectors from 30 September, 2017. The new national minimum wage rate of \$2.68 greatly benefited more than 150,000 marginalized workers in the informal sector. The increase of minimum wage rates transpired during the period under review as committed by Government in its 2017-2018 National Budget.

The Ministry raised awareness on the issue through a nationwide roadshow in educating members of the public on the new National Minimum Wage and the different increases in the ten sectoral wages and other terms and conditions of employment. A total of 14 project positions as Enforcement Officers were also appointed during the year to assist in the enforcement of the new minimum wage rates for both sectors and other minimum terms and conditions of employment.



Employment

To achieve an Employment Growth Rate of 3% of our
NEC Registered Clients



4,302

NEC Clients Registered



2,377

Found Jobs



622

Local Employers
Engaged



31

Seasonal Work
Employers Engaged



1,577

Work Attachments &
Local Volunteerism



1,232

Clients Trained
(LST/EST)

The National Employment Centre (NEC) operates under the National Employment Centre Act 2009 and it is Government's response to address the Millennium Development Goals, Goal 1 – eradicate extreme poverty and hunger, the 2009 ILO Global Jobs Pact to address the jobless growth of economies after the Global Financial and Economic Crisis; and the Sustainable Development Goal 1 – No Poverty and Goal 8 – Decent Work and Economic Growth.

The NEC offers 3 services – Formal Employment Service, Foreign Employment Service and Fiji Volunteer Service. Unemployed persons who register under the NEC undertake professional counselling, aptitude assessment, life skills training and are trained in the relevant employment skills demanded by the labour market. Moreover, NEC provides opportunities for the unemployed to do volunteer services, work attachment, and facilitates employment opportunities both locally and internationally.

During the 2017/2018 financial year, a total of 2,377 NEC clients were absorbed into permanent employment through local, seasonal and regional volunteerism. Work attachment and local volunteerism accounted for a total of 1,577 NEC clients. There has been an increase in employment compared to the financial year 2016-2017 from 1,454 to 2,377. The target for the absorption of 1,905 clients in employment exceeded by 25% due to more demand from local employers

Client Registration

The Ministry saw a decrease in registration of clients during the period under review, however placements of clients into permanent employment has increased by more than 50% in comparison with the last financial year. The Central/Eastern Division has recorded the highest number of registration as it is a heavily populated area in the country. Also during this period, the Ministry conducted public consultations in all Tikinas / districts around Fiji on the Government's revised seasonal work recruitment and selection criteria in addressing absconding of seasonal workers under the New Zealand Recognised

Seasonal Employer (RSE) Work Scheme and the Australia Seasonal Workers Programme (SWP).

Local Employment

Permanent Employment

The placement of NEC Clients into permanent employment has reduced from 1,235 in 2016/2017 to 900 in 2017/2018. This was due to the increase in work attachment placement during the period under review whereby employers were manipulating the system in recruiting attachees to perform full-time duties while receiving work attachment allowances as wages payment.

The Ministry recorded the highest number of male clients absorbed into permanent employment due to the high demand from employers according to qualifications and duties required to perform.

The number of local employers employing NEC clients has increased by 21% in comparison with the last financial year (2016/2017). Government Ministries and Departments have been recorded as the highest employer in 2017/2018 and this is evident through the increase in number of clients absorbed into permanent employment in the public sector compared to the private sector.

Work Attachments

The increase in the number of NEC Clients into work attachment from 643 in 2016 / 2017 to 857 during the period under review was due to the reduction in permanent employment placement in the same year. Through this, the Ministry saw that employers were manipulating the system in recruiting attachees to perform full-time duties while receiving work attachment allowances as wages payment and also due to complaints received from our clients on the issue.

In 2017/2018, the Ministry through the Centre was able to engage 61 employers for the recruitment of clients compared to 62 during 2016/2017. The Ministry recorded the highest number of Government Ministries and Departments in the intake of clients for work attachments.

This is a good indication that the Government is taking a lead role in the skills development of clients before they enter into the world of work. The Ministry also noted the need for more awareness sessions to other employers, specifically in the private sector for the engagement of graduates registered with the Centre requiring skills development in other specific fields.

Foreign Employment

The year in review recorded that the New Zealand Recognised Seasonal Employer (RSE) Work Scheme has absorbed most Fijian seasonal workers from 2016 to 2017/2018. During these periods, the Australian Seasonal Worker Programme (SWP) also increased rapidly. It has been noted that there has been no decrease in the absorption of Fijian workers under the scheme and programme and this is due to the strong revised seasonal work recruitment and selection criteria implemented by Government and also due to the outcome of the seasonal work visits headed by the Minister for Employment and senior officials of the Ministry together with the Fiji High Commissioners to New Zealand and Australia and Ministry officials. Marketing and promotion of our seasonal workers are also carried out during these visits as well as visitations to potential seasonal work employers.



From 2016-2017/2018, the Ministry has recorded a total of 1,275 Fijian workers deployed under the New Zealand (Recognised Seasonal Employer (RSE) Work Scheme and the Australia Seasonal Worker Programme (SWP). Of these, a total of 100 female seasonal workers which is equivalent to 8% had been deployed compared to a total of 1,175 Fijian male workers which is equivalent to 92%.

The increase in male workers resulted from the employers' demand whereby work required is male dominated only. Type of work includes planting, pruning and harvesting in the horticulture industries which require strong and muscular labourers, therefore male workers are suitably fit for this type of work.

The year in review saw the rapid increase of seasonal work employers who had been engaged with the Centre in recruiting clients for seasonal work during the 3 years (2016-2017/2018). The increase in the number of employers boosted the number of Fijian seasonal workers deployed both in New Zealand and Australia as reported earlier. With this positive progress, the Ministry will continue with its ministerial seasonal work visits including the marketing of our locals internationally for more overseas employment opportunities.

NEC Training

NEC is responsible for providing employment skills training to registered clients. The year in review has recorded a total of 982 clients being trained which comprised 512 female clients and 470 males.

Draft National Employment Policy

The Ministry conducted one-week nationwide public consultation on the Draft National Employment Policy (NEP) from 10 to 16 January, 2018 to employers, workers, students, teachers, key stakeholders and the public in ensuring that their voice are heard as Government finalises Fiji's first-ever National Employment Policy.



The NEP assisted in identifying and implementing ways to improving and growing employment in Fiji in line with Fiji's National Development Plan and

Sustainable Development Goal 8 which is “inclusive and sustainable economic growth”. Inputs from the consultations were also considered in the final report to the Honourable Minister for Employment, Productivity and Industrial Relations.

Cordial Bilateral and Multilateral Relationships

In establishing strategic international and regional partnership through MOUs, MOAs and IAUs, the Ministry has signed one (1) Memorandum of Agreement with the Republic of Marshall Islands in April, 2017.

The outcome of this agreement has resulted in the recruitment of ten retired Fijian secondary school teachers for teaching assignment for the Government of the Republic of Marshall Islands (RMI). The third batch of volunteer teachers were recruited and selected through the Fiji Volunteer Services of the Centre and were contracted for two years and deployed to four different high schools teaching Geography, History, English and Mathematics. Of the ten, five (5) teachers are from the second batch and are returning, whereas the remaining five are new teachers.



Ministry Partners with FNU to Enhance Research

The Fiji National University (FNU) and the Ministry signed a Memorandum of Understanding during the year under review to promote and collaborate on research and education co-operation. The signing was officiated by the FNU Vice-Chancellor, Professor Nigel Healey and the Minister for Employment, Productivity and Industrial Relations Honourable Jone Usamate.



The MOU served as the foundation of a deep and mutually beneficial partnership between the University and the Ministry. The new partnership witnessed through the signing provides new opportunities for research and development. It also adds value to society and together established new knowledge for workplaces through better standards and practices that improve individual and organizational productivity.

Addressing Seasonal Worker Programme Issues

The Fijian Government through the Minister for Employment, Productivity and Industrial Relations met with Australian Minister for International Development and the Pacific and Liberal Senator and Executives of the National Farmers Federation in Canberra during the year to discuss matters related to the Seasonal Worker Program (SWP). The discussion focused on improving the conditions and increasing the number of workers deployed to Australian Farms under the SWP and current issues by the Employment Ministry.



Policy & Legal

Effective resolution of referrals
Effective and efficient management of Trade
Unions and Industrial Associations



234

Backlog cases filed



177

Cases adjudicated



100%

Registration of Trade Unions
& Industrial Associations



This Service is responsible for advising the Permanent Secretary on policy and legal matters pertaining to the operations of the Ministry. It also facilitates the fulfilment of Fiji's obligations as a member state of the ILO. Its functions are described below.

Prosecution

The Ministry's Legal officers appear as labour representatives of workers with grievance matters in the Employment Relations Tribunal (ERT). In addition, these officers also represent workers on criminal matters if the complainants choose this option.

In 2017/2018, the Ministry filed 234 backlog cases and adjudicated 76% of cases referred to the Employment Relations Tribunal (ERT). The Unit also provided services to the general public on the certification and witnessing of documents. During the year in review, a total of 4,327 documents were certified by the legal team.

Registration of Trade Unions and Industrial Associations

The Registrar of Trade Union (RTU) and the Registrar of Industrial Association (RIA) provides quality service delivery of the administration and oversees all matters in relation to trade union (TU) and industrial association (IA) in Fiji. Another role of this unit is to oversee the supervision of strike ballots by trade unions, vetting registration of all collective agreements between registered trade unions, industrial associations and employers. During the 2017/2018 fiscal year, the service registered a total of 48 trade unions and cancelled registration for 26 unions. Also in the same period, a total of 52 industrial associations were registered whilst a total of 118 received cancellation of registration.

Annual Returns

Annually, all registered Trade Unions and Industrial associations are obligated under the ERA 2007 to provide annual reports on general audited statements of all receipts, expenditure, assets and liabilities.

In 2017/2018, a total of 40 annual returns were received and registered from trade unions with a total of 20 annual returns from the industrial associations.

Overall, the Ministry has achieved a 60% rating on the endorsement of amendments, registration and resolution of complaints compared to the annual target of 100%. A total of 29 notices of secret ballot for strike cases were received and resolved, the Ministry has achieved 50% resolution of notice of strike cases received against the annual target of 75%.

International Labour Organization (ILO) Matters

This Unit is mandated to facilitate Fiji's ILO reporting obligations under Articles 19 and 22 of the ILO Constitution; as well as the reporting obligations under the following ILO oversight mechanism, Committee on Freedom of Association, Committee of Experts on the Application of Conventions and Recommendations, Conference Committee on the Application of Standards and ILO Governing Body. The broad policies of the ILO are set by the International Labour Conference, which meets once a year in June, in Geneva, Switzerland. This annual Conference brings together governments', workers' and employer's delegates of the ILO member States. Often called an international parliament of labour, the Conference establishes and adopts international labour standards and is a forum for discussion of key social and labour questions.

107th Session of the International Labour Conference

The 107th Session of the International Labour Conference was held in Geneva, Switzerland in two locations, Palais des Nationaux and the ILO headquarters from 28 May to 8 June 2018.

As a member State to the ILO and in accordance with the ILO Constitution, Fiji is obliged to send a tripartite delegation to participate at the annual ILC. Tripartite group meetings are held prior to the opening session of the ILC to determine membership and elections for various technical committees before the ILC. These meetings were held on 27

May and 28 May 2018. ILC is responsible for drawing up and overseeing international labour standards, establishing the budget of the ILO and electing members of the Governing Body. It is the only tripartite UN agency that brings the main social partners to develop and pass international labour standards and jointly shape labour policies and programmes.

The tripartite delegation participated in the technical committee throughout the ILC and discussed the response to the various policy matters on the agenda. The conclusions and recommendations of these committees were tabled for final discussion, voting and adoption in the Plenary.

Fijian Government Delegation

Each Member State is represented by a delegation consisting of two government delegates, an employer delegate, a worker delegate, and their respective adviser. Employer and Worker delegates are nominated in agreement with the most representative national organizations of employers and workers.

The Fijian delegation was led by the Honourable Minister for Employment, Productivity and Industrial Relations Mr. Jone Usamate and was accompanied by the Permanent Secretary for Employment, Productivity and Industrial Relations, Fiji's Permanent Representative to the United Nations Office in Geneva, First Secretary at the Fiji Mission in Geneva and the Chief Mediator as Fijian Government delegations and representatives from the Fiji Commerce and Employers Federation (FCEF) and the Fiji Trades Union Congress (FTUC) making up the tripartite Fijian delegation.

The Conference began with the Report delivered by the Director-General of the International Labour Organisation, Guy Ryder, which focused on four key areas of employment, social protection, social dialogue and tripartism. The theme on women and work, gender equality, violence, and harassment in the workplace are also covered which is the focus at the year's Conference.

Fijian Government Plenary Address at the ILO Conference

The Minister for Employment, Productivity and Industrial Relations as head of the Fijian Government delegation highlighted Fiji's role in linking ILO into climate change, decent jobs and just transition under our COP 23 presidency while addressing the Plenary of the International Labour Conference in Geneva, Switzerland in June, 2018.

The head of delegation outlined Fiji's Green Growth Framework and National Development Plan which has programmes for environment resilience and economic growth in light of climate change. The Plenary was also informed of Fiji's 9 years consecutive economic growth which is key to employment creation and the main contribution to the drop in unemployment to 4.5 per cent. Also, our social protection programme of the national minimum wage with a strong focus on social wages of electricity and water rates subsidy, free tuition, free school bus fares, pensions and free medicine was highlighted.

Policy Papers.

In 2017/2018, the Unit has submitted a total of 26 policy papers of which 6 are for Cabinet papers, 4 Board papers and 16 parliamentary statements and responses.



Human Resource & Media Relations

- Satisfied and Productive Workforce
- Provide Extensive Media Coverage and Marketing of Ministry's Service



80%

Staff Received Increment



52

Staff appointed



32

Training Attended



56:44

Women to Men Gender Ratio



253

Promotional Initiatives

The Corporate Service Division provides support services to the core services of the Ministry that is tasked with the efficient management, administration and coordination of internal services in relation to finance, human resource, assets management, executive service support, communication and media in ensuring excellence, quality and sustainability in the Ministry's service delivery.

Job diversity

The Ministry's workforce diversity is guided by the Equal Employment Opportunity provisions under the Employment Relations Act 2007 and also the Public Service Act and fully supported by the culture of non-discrimination. Recruitment of people within the organisation are based on open-merit recruitment and selection criteria together with EEO principles. During the period under review, the Ministry has recorded a total of 259 staff as detailed below:

Employment Category	Male	Female
Permanent Staff	77	107
Government Wage Earners	15	4
Project Officers	12	15
Volunteers	11	18
Total	115	144

The table shows that the Ministry has more female employees than males which is equivalent to a 25% increase compared to male employees. In the same period, the Ministry received a total of 15 resignations, advertised 87 vacancies and appointed 52 employees.

Performance Management

The year under review reported an overall "very good" performance level for the Ministry against its planned activities. Given the full implementation of the Civil Service Reform during the period, the Ministry recorded 80% of staff that qualifies for performance management system salary increment within their salary bands as well as bonus pay to officers qualified above Step 4 or have been rated with "exceeds expectations."

Corporate Social Responsibility

The Permanent Secretary presented gifts on behalf of the Government to the Suva Special School at Namadi Heights on 6 October 2017 to mark the celebration of the 2017 Fiji Day.



Promotion of Ministry's Services

In ensuring that employers, workers, key stakeholders and the general public are well aware of the services offered by the Ministry, continuous effort has been carried out in the dissemination of quality and timely information to create a well-informed labour market.

During the period under review, the Ministry's promotional initiatives targeted the general population to inform them of services and programs offered by the Ministry. A total of 253 promotional initiatives were carried out in 2017/2018 with a high 66% of the work done through press releases and media interviews, followed by 5% in the form of broadcast, talkback shows, 12% on promotional materials and 17% on media invites.

Roadshow

The Ministry has also adopted a much more consultative and participatory approach in addition to social dialogue which has provided the opportunity to meet our customers, discuss and hear their voices concerning their daily labour market issues including grievances and disputes.

During the period under review, the ministerial team headed by the Minister for Employment, Productivity and Industrial Relations Honourable Jone Usamate

conducted a nationwide public consultation from 22 September - 09 October 2017, raising awareness on the new vision and mission statement of the Ministry; the new National Minimum Wage and the 10 sectoral Wages Regulations and addressing employee and employer concerns.



Furthermore, the Ministry continues with the promotion of the seasonal work new Tikina based recruitment and selection criteria under the New Zealand Recognised Seasonal Employer -(RSE) Work Scheme and the Australia Seasonal Worker Programme (SWP) focusing on the isolated rural communities.

National Climate Change Week

National Climate Change Week is a week-long series of events and activities in Fiji designed to raise awareness on climate change issues, educate the Fijian people on Fiji's COP Presidency and highlight Fijian experiences relating to climate change. National Climate Change Week is being celebrated in Fiji from Friday 22 September to Friday 29 September, 2017.

The Ministry of Employment staff participated in the opening march from the Suva Flea Market to Albert Park on Friday 22 September 2017.



Information Technology

- **Digitisation of employment related information for decision-making**

The Ministry during the 2017/2018 financial year has modernized Ministry's database systems through a reliable Information and Communication Technology platform to improve the responsiveness of the Ministry's core businesses to internal and external customers.

Through this, the Ministry worked on the development of the Labour Market Information System (LMIS) diagrams, flowcharts and logical framework for software development. A tender was called by the Information Technology Centre (ITC) as well as evaluation together with the Ministry. All existing databases were revamped during the second half of the year as well as the revamping of the Ministry's website.

The year in review saw the installation of the new Biometric attendance device in all Ministry Offices located nationwide. The device was a method of recognising an individual staff fingerprint to capture their daily attendance record electronically on the Ministry network. The concept is consistent with our Ministry's value of Innovation. All staff had enrolled onto the Biometric software and received training on its application.

The Unit also carried out the development of the Customer Feedback Application for customer rating on the services provided by Ministry officers as well as the construction of the 2017/2018 Annual Corporate Plan (ACP) Reporting System for monitoring of Ministry's performance quarterly.

The period in review also saw the completion of the development of the Legal Information System. In maintaining the Ministry's systems and processes electronically, the Unit continues to manage the maintenance of the Ministry's Share Point for accessing approved Standard Operating Procedures (SOP) internally by staff members. The systems stored all records pertaining to ISO Quality Management Systems, policies, SOPs and work instructions.

The Unit continues with the facilitation of the Service Desk request aiming at 90% resolution for efficient and effective service delivery of the Ministry's operations and also provided assistance to the Ministry of Civil Service (MCS) IT needs as well as support services as per the shared services agreement between our Ministry and MCS.

OHS Compliance

- Ensure timely review and formulation of OHS legislations and policies
- Monitoring of OHS best practice to ensure safe and productive workplaces
- Ensure achievement of 90% of OHS proactive and compliance activities

17% Reduction in Workplace Accidents



3,000

Workplaces Registered



397

Workplaces Audited



\$1.2 MILLION

Revenue Generated



44

Workplaces Trained



1,413

Complaints Resolved



1,000

Workplaces Commissioned



3,724

Workplaces Inspected



341

OHS Proactive Activities Conducted



12,785

OHS Compliance Activities Conducted

Workplace safety is very important for each and every worker in the industry because of their desire to work in a safe and protected atmosphere. Health and safety is the key factor for all workplace to promote the wellness of both workers and employers.

In the workplace, health and safety law and regulations are paramount to the well-being of the workers and the employer. Many hazards are present in today's work environments, and it's the employers' responsibility to keep their workers safe from these hazards.

A safe and healthy workplace not only protects workers from injuries and illnesses, it can also lower costs, reduce absenteeism and turnover, increase productivity and quality, and raise employee morale.

The National Occupational Health and Safety Service of the Ministry in its effort to reducing workplace accidents carried out the following activities during the period under review in comparison with 2016 and 2016-2017 financial year:

Review and Formulation of OHS Legislations and Policies

The Service during the period under review has completed the review of the Draft Construction Regulations and the Draft Noise Code of Practice before submission is made to the Office of the Solicitor General for legal vetting. The Service continued with the review of the Draft Plant Regulations, Draft Amusement Rides Code of Practice and the Draft Sawmill Code of Practice.

Workplace Accidents

In ensuring a safe and productive workplace through effective monitoring of OHS best practice, the Ministry recorded a decrease in workplace accidents and deaths during the period under review by 17% compared to 2016/2017 reported cases.

The year 2016/2017 received a total of 1,361 reported cases to the Ministry while the year 2017/2018 recorded a total of 1,128 cases. The reduction in workplace accidents and deaths resulted from the self-regulation principle embedded in the

Health and Safety at Work Act (HASAWA) 1996 focusing on "those who create workplace risks, must have the primary responsibility to resolve them." Furthermore, the vigorous compliance services provided by the Ministry also contributed to the reduction in workplaces accidents and deaths in ensuring the health and safety of all workers and employers are protected.

OHS Proactive and Compliance Activities

In reducing workplace injuries and deaths, the National Occupational Health and Safety Service focuses on the delivery of its proactive and reactive services to improve occupational health and safety standards for workers and workplaces in Fiji. Through this, the Ministry has conducted a total of 13,148 OHS proactive and compliance activities against the annual target of 13,700 which is equivalent to 96% achievement.

Proactive OHS Service

Proactive measures are preventive actions taken to decrease the likelihood of an incident occurring. These measures also set in place techniques or procedures meant to mitigate the damage caused by workplace accidents.

Accidents in the workplace are often unpredictable and erratic, however having proactive measures in place will reduce the number of injuries and deaths, workers' compensation claims, and promote an environment of safety and security in the workplace. The year in review recorded a total of 341 OHS proactive activities against the annual target of 415 which is equivalent to 82%. These activities were conducted to workplaces to minimize potential accidents, hazards and risks from occurring. OHS proactive activities include OHS Training, OHS Awareness, Diving Regulations training, SMART, Chemical and Hygiene Services.

The year in review noted an increase in OHS awareness sessions conducted by 76% and training by 11% compared to the year 2016/2017. These awareness and training sessions are conducted to OHS Committees and representatives of workplaces employing more than 20 workers. The OHS training

and awareness programmes are essential to the OHS Management Strategy and the implementation of its policies and procedures.

The National OHS Service during the period under review recorded an increase of 56% in occupational hygiene services conducted compared to 2016/2017.

Occupational hygiene consultancy pertains to the assessment and monitoring of environment air quality, indoor air quality, ergonomics, lighting, ventilation, noise, gas and vapour, dust, hazardous substances as well as identifying asbestos material and supervising the removal of asbestos.

OHS Compliance Activities

The Ministry through the National OHS Service has conducted a total of 12,785 OHS compliance activities which is equivalent to 96% achievement. The annual target for the year is 13,285 and this was not achieved due to the expiry of contracts of some OHS technical staffs, especially in the Central Division.

The highest number of compliance activities was conducted in the Western Division followed by the Central and Northern Division. The Training, Accreditation, Chemical & Hygiene (TACH) and the Risk Engineering Service & Capital Projects (RECP) and the Field Operations Service under the National OHS Service responsible for compliance services in all Divisions as the technical experts in these fields are based at the Suva Office.

Statutory engineering inspections of plants and machinery are specified under the Factories Act Cap 99, HASAWA 1996 and subsidiary legislations. Plants and machinery include steam boilers, pressure vessels, air compressors, Hiab trucks, mobile cranes tow trucks, loaders, excavators, lifts and escalators, lifting gears, garbage trucks, compactors, amusement rides and diving equipment used for commercial purposes.

The Ministry recorded statutory inspections as the highest compliance activity conducted in comparison to other activities and this is equivalent to 85%

achievement against the annual target of 8000.

All industrial chemicals used at workplaces are to be registered with the National OHS Service by the 31st of March each year. Consultancy on chemical management is provided on a user-pay service. A total number of chemical registered in 2017/2018 was 445, a reduction of 11% compared to 2016/2017 and this is due to staff shortage within the Service.

Workplace registration is conducted on an annual basis for all workplaces employing 20 or more workers. The year in review saw an increase of 122 registrations which is equivalent to a 16% increase compared to the last financial year due to the increase in awareness training, promotions and advertisements.

All new plant (pressure vessels, lifting equipment, etc.) are checked against safety standards prior to use at workplaces. This consultancy service is based on demand. The main demand for this activity was in the Wholesale, Retail Trades, Restaurants and Hotels (F) sector followed by the Construction (E) sector due to a large number of construction projects, particularly the road upgrades. This activity has increased by 146 new plants vetted which is equivalent to 35%.

All drawings for new workplaces and addition/alteration to existing workplaces are checked for minimum OHS standards prior to commencement of construction works. This consultancy service is demand-driven. The number of consultancies has decreased in 2017/2018.

Following on from the Building Engineering Design Vetting (EDV), new workplaces are checked for compliance to OHS standards prior to occupation. This consultancy service is also demand-driven. A total of 79 workplaces were commissioned in 2017/2018 compared to 97 in the previous year. The reduction was also due to the recovery of the building sector after Tropical Cyclone Winston.

OHS Notices are issued for non-compliance with OHS legislations. The year in review recorded a total

of 318 notices issued to non-compliance workplaces compared to 144 in the past year. The increase was due to the enforcement of Health and Safety Standards in the construction and manufacturing sectors.

The Ministry through the services provided by the National OHS Service has generated \$1,255,729.50 as revenue against the annual target of \$1.4 million which is equivalent to 90% achievement. The revenue collected was obtained from the proactive and reactive services provided by the Service such as OHS consultancy services, workplace registration, statutory inspections, OHS trainings, risk engineering services, fines and penalties.

OHS Certificate IV

Twenty (20) Officers from the National OHS and Workers Compensation Service undertook OHS Certificate IV Program during the year in review. The program is facilitated by the National Safety Council of Australia (NSCA) through its partnership agreement with NTPC. The course was expected to be completed within a year's timeframe.

Asbestos Removal

The Ministry during the year focused on the removal of asbestos at the following buildings to eliminate risks to the general public through the inhalation of asbestos fibres.

- State House
- Lautoka Hospital
- Old Nausori Market
- Kwong Tiy Plaza

All Asbestos removal works were best carried out successfully as per safety standard and work practice which poses no threat to employers, workers and members of the public.

World Day for Safety and Health at Work

The Ministry together with its tripartite partners and the International Labour Organisation (ILO) commemorated the 2018 World Day for Safety and Health at Work (SafeDay) with the theme: "OSH Vulnerability of Young Workers" in all divisions.

The SafeDay for the Northern division was observed on Friday, the 20th of April 2018 at the Friendly North Inn in Labasa whereas the celebration for the Western Division was held on the 26th of April at the Sugarcane Growers Council Hall in Lautoka.

The celebration for the Central Division took place at the Pearl Resort on the 27th of April in collaboration with the Fiji National University. The 2018 SafeDay and the World Day Against Child Labour (WDACL) come together in a joint campaign to improve the safety and health of young workers as well as ending child labour.

The celebration included workshops for key stakeholders and activities relating to young and vulnerable workers for primary, secondary and tertiary students. The campaign aims to accelerate actions to achieve Sustainable Development Goal (SDG) target 8.8 of safe and secure working environment for all workers by 2030 and SDG target 8.7 of ending all forms of child labour by 2025.



Workers' Compensation

- Timely resolution of Workers' Compensation Cases to ensure Social Justice



3,825,664.76

Workers' Compensation Paid Out

1,378

Backlog Cases Settled



40

Fatal Cases Compensated

640

Injury Cases Compensated



1,268

Medical Reports Released

The Workers' Compensation Act places on employers the legal responsibility to compensate workers who sustain injuries, contract disease or die from work-related activities arising out of or in the course of their employment. The compensation is through monetary payments and the provision of medical care. In cases involving the death of workers, compensation is paid to the dependants of the deceased. The Service is tasked to look into the compensation of workers from the public and the private sector.

Reduction of backlog cases

The Ministry has recorded an increase of 6% settlement rating compared to the last financial year. From the 1,378 settlement figure, 214 were for death cases while 1164 were for injuries cases. The Ministry exceeded its achievement by 6% against the annual target of 1,300 backlog cases.

The Service is certified to ISO 9001:2015 standard and as such, all cases are investigated under the Workmen's Compensation Act in line with the Service Standing Operating Procedures (SOPs).

Final Medical Assessments / Medical Reports Released

A total of 1,268 medical reports were released during the year in review. Of these, one thousand one hundred and fifty (1,150) injured workers were assessed while one hundred and eighteen (118) medical opinions were received for death cases. The annual target for the year is 900 medical assessments and reports. Achievement rating was exceeded by 41%.

The outcome of the cases are determined by the medical reports provided by medical assessors that have undergone the Impairment Assessment Training with substantial cases settled by our Ministry's Occupational Physician Dr. Rauni Tikoinayau.

Processing of cases and payout

The year in review recorded a total of five hundred and thirty-three (533) cases received and processed, of which four hundred and eighty-eight (488) are for injuries and forty-five (45) death cases. The annual target for the financial year is 500 cases which was exceeded by 7% achievement. Also, during the period under review, the Ministry paid out a total of \$1,822,729.59 for 578 cases. Of these, \$1,702,825.59 was paid out to 574 injured workers while \$119,904.00 was paid out to dependants of 4 deceased workers. The annual target for the year was 400 private sector cases and achievement rating was exceeded by 45%. The payment of \$1,822,729.59 is for private sector cases where payments were done by the employers and the insured.

Workers' Compensation Paid Out to Government Workers and Dependants of Deceased Workers

In 2017/2018, \$2 million was allocated to facilitate payment for Government workers. The year in review paid out a total of \$2,002,935.17 for 102 injured workers and dependants of deceased workers. Of these, 66 injury workers were paid a total of \$527,533 while \$1,475,401.60 was paid out to dependants of 36 deceased workers.



Mediation

- Effective resolution of Employment Grievances and Employment Disputes

81.5% Mediation Settlement Rate



83%

Employment Grievance Settlement Rate



80%

Employment Dispute Settlement Rate



Singapore Mediation Centre (SMC) Accreditation training on Managing Conflicts and Resolving Disputes Effectively through Mediation with Accreditation Skills Assessment Course

Mediation Services has continued to provide efficient and effective service in terms of resolution of employment grievances and employment disputes. This has resulted in the remarkable success settlement rate of 81.5% at the end of the fiscal year.

Our professional mediators as a neutral third party facilitate communication and generate discussions taking an interest-based approach to problem solving and exploring parties interests, trying to lead the parties to find an amicable solution.

Focusing on interests, parties who are at a stand-off may discover several possible solutions to their problems and may also discover shared compatible interests. The facilitative approach works effectively with parties who are well versed with their internal processes and are able to work with their counterparts.

It is interesting to note that mediation is gaining popularity amongst all interested parties due to the professional and efficient service provided to the parties which have reflected in the high satisfaction rate for our customer evaluation feedback after the mediation sessions. Although mediation has been operating for over a decade, it continues to function exceptionally well. It is also faced with its share of challenges which presents itself quite evidently during mediation sessions. A more understanding and evaluative approach is strongly encouraged moving away from the traditional adversarial approach.

Employment Grievance

During the period under review, a total of 160 grievances were brought forward from the last fiscal year and accumulated to a total of 1,336 as total received as of 2017-2018. Of these, 1,234 were mediated and resulted in the resolution of 1,032 employment grievance cases. This contributes to a settlement rate of 83%, while 202 were referred to the Employment Relations Tribunal. The end of the fiscal year recorded a total of 102 pending grievances with the Mediation Service.

Employment Disputes

During the period under review, a total of 13 disputes were brought forward from the last fiscal year and accumulated to a total of 45 as total received as of 2017-2018. Of these, 31 were mediated and resulted in the resolution of 25 employment dispute cases. This contributes to a settlement rate of 80%, while 6 were referred to the Employment Relations Tribunal. The end of the fiscal year recorded a total of 14 pending disputes with the Mediation Service.

Air Terminal Services Matter

Despite exhaustive efforts by the Ministry of Employment to mediate the dispute between Air Terminal Services (ATS) and the ATS employees who participated in an unlawful strike, no resolution was reached.

The walk-off of some ATS employees was declared as an unlawful strike on 16 December in accordance with the Employment Relations Act (ERA) 2007. Ample opportunity was provided to resolve the grievances and discuss a positive way forward between ATS and the Federated Airlines Staff Association. However, after two weeks of informal mediation, no resolution was accepted by the parties.

Singapore Mediation Centre Accreditation Training

The Singapore Mediation Centre (SMC) Trainers conducted Training on Managing Conflicts and Resolving Disputes Effectively through Mediation with Accreditation Skills Assessment Course for 24 participants including 3 from other Government agencies.

Audited Financial Statements

As at 31 July 2018



Budget Estimate
\$16,486,999

Actual Expenditure
\$13,605,112
[83%]

Budget Variance
\$2,881,887
[17%]

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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File: 345

18 July 2019

The Honourable Praveen Bala
The Minister for Employment, Productivity and Industrial Relations
Level 4, Civic House
SUVA

Dear Honourable Bala

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

The audited financial statements for Ministry of Employment, Productivity and Industrial Relations for the year ended 31 July 2018 together with my audit report on them are enclosed.

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

Yours sincerely

Ajay Nand
AUDITOR-GENERAL

cc: Mr. Osea Cawaru, The Permanent Secretary, Ministry of Employment, Productivity and Industrial Relations.

Encl.



**MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND
INDUSTRIAL RELATIONS**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2018



MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2018

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT	3
STATEMENT OF RECEIPTS AND EXPENDITURE.....	6
APPROPRIATION STATEMENT	7
STATEMENT OF LOSSES	8
STATEMENT OF RECEIPTS AND PAYMENTS - NATIONAL OCCUPATIONAL HEALTH & SAFETY EDUCATION AND ACCIDENT PREVENTION TRUST FUND ACCOUNT	9
STATEMENT OF RECEIPTS AND PAYMENTS - EMPLOYMENT RELATIONS AGENCY TRUST FUND ACCOUNT	10
STATEMENT OF RECEIPTS AND PAYMENTS - NATIONAL EMPLOYMENT CENTRE TRUST FUND ACCOUNT	11
STATEMENT OF RECEIPTS AND PAYMENTS - OHS CONSULTANCY SERVICES, WORKMENS COMPENSATION AND WAGES DISPUTE TRUST FUND ACCOUNT	12
STATEMENT OF RECEIPTS AND PAYMENTS - CHILD LABOUR UNIT TRUST FUND ACCOUNT	13
NOTES TO THE FINANCIAL STATEMENTS	14

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INDEPENDENT AUDITOR'S REPORT

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

I have audited the financial statements of the Ministry of Employment, Productivity and Industrial Relations which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses and Trust Account Statement of Receipts and Payments for the year ended 31 July 2018 and the notes to the financial statements including a summary of significant accounting policies.

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

Basis of Qualified Opinion

1. The Ministry received \$60,000 from the Ministry of Civil Service under the Shared Services Agreement. The Ministry received the service fees into the OHS Consultancy Trust Fund Account. Transfer of public funds into a trust account is improper as funds in trust are those funds other than public money. Consequently, including the amount received and accumulated over the years, the OHS Consultancy Trust Fund Account is overstated by \$130,000 and Ministry's operating revenue is understated by the same amount.
2. The reconciliation of the main trust bank balances is not effective for the National Employment Centre, Employment Relations Tribunal, Occupational Health and Safety, Workmen Compensation, Wages Dispute and OHS Consultancy Trust Fund Accounts. Proper cash books were not maintained for each trust account, unaccounted variances totaling \$119,783 were not properly explained, stale cheques were not cleared and the receipts and payments were not posted in the general ledger on a timely basis. As a result, I was not able to ascertain the completeness of the respective trust fund receipts and payments and whether it has been accurately accounted and disclosed in the trust fund cash balance of \$9,201,780 as at 31 July 2018.

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

Other Matter

Internal controls over payroll were generally found to be weak. This relates to payroll reconciliations not prepared or delayed in its preparation, overpayment of salary and lack of due diligence in recruitment. These internal controls weakness if not addressed promptly may result in material misstatements and possible financial losses in the future.

Management's Responsibilities for the Financial Statements

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

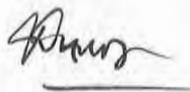
Auditor's Responsibilities

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry of Employment, Productivity and Industrial Relations internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry of Employment, Productivity and Industrial Relations.

I communicate with the Ministry of Employment, Productivity and Industrial Relations regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Nand
AUDITOR-GENERAL



Suva, Fiji
18 July 2019

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

MANAGEMENT CERTIFICATE
For the YEAR ENDED 31 JULY 2018

We certify that these financial statements:

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



Mr. Osea Cawaru
Permanent Secretary for Employment,
Productivity & Industrial Relations

Date: *17th July 2019.*



Ms. Miriama Raikoti
Director Corporate Services

Date: *17/07/19.*

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

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

	Note	2018 (\$)	2017 (\$)
RECEIPTS			
State Revenue			
Commission		520	947
Total State Revenue		<u>520</u>	<u>947</u>
Agency Revenue			
Miscellaneous		15,329	8,625
Total Agency Revenue		<u>15,329</u>	<u>8,625</u>
TOTAL RECEIPTS		<u>15,849</u>	<u>9,572</u>
EXPENDITURE			
Established Staff		5,687,975	5,496,334
Government Wage Earners		339,309	288,046
Travel & Communication		657,477	433,878
Maintenance & Operations		722,498	621,507
Purchase of Goods & Services		1,143,519	1,000,582
Operating Grants and Transfers		22,250	22,697
Special Expenditure		4,714,267	4,691,001
Total Operating Expenditure		<u>13,287,295</u>	<u>12,554,045</u>
Value Added Tax		317,817	316,107
TOTAL EXPENDITURE	3	<u>13,605,112</u>	<u>12,870,152</u>

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate	Appropriation Changes Note 4	Revised Estimate a	Actual Expenditure b	Carry Over	Lapsed Appropriation (a-b) Note 5
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
1	Established Staff	7,714,806	(735,715)	6,979,091	5,687,975	--	1,291,116
2	Government Wage Earners	283,188	104,515	387,703	339,309	--	48,394
3	Travel and Communications	422,795	393,089	815,884	657,477	--	158,407
4	Maintenance & Operations	527,200	471,504	998,704	722,498	--	276,206
5	Purchase of Goods and Services	1,435,772	(171,645)	1,264,127	1,143,519	--	120,608
6	Operating Grants and Transfers	55,000	(32,748)	22,252	22,250	--	2
7	Special Expenditures	5,351,851	(29,000)	5,322,851	4,714,267	--	608,584
	Total Operating Expenditure	15,790,612	--	15,790,612	13,287,295	--	2,503,317
13	Value Added Tax	696,387	--	696,387	317,817	--	378,570
	TOTAL EXPENDITURE	16,486,999	--	16,486,999	13,605,112	--	2,881,887



MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 JULY 2018

Loss of Money

There was loss of OHS trust money recorded for the year ended 31 July 2018, however, the loss amount could not be ascertained.

Loss of Revenue

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

Loss (other than money)

There was no reported loss (other than money) recorded for the year ended 31 July 2018. The Board of Survey was conducted by the Ministry and the following items worth \$114,150 were recommended for write off:

Category	Cost (\$)
Computer	51,300
Furniture and Fittings	2,330
Office Equipment	60,520
Total	114,150

Several mobile phones approved to be written off are not included in the above table since no monetary value has been assigned to it.

The Permanent Secretary of the Ministry of Economy approved the write off of the unserviceable assets reported in the Board of Survey report.

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF RECEIPTS AND PAYMENTS - NATIONAL OCCUPATIONAL HEALTH
& SAFETY EDUCATION AND ACCIDENT PREVENTION TRUST FUND ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018

	Note	2018 (\$)	2017 (\$)
RECEIPTS			
OHS Trust Fund		1,348,749	1,212,196
Total Receipts		<u>1,348,749</u>	<u>1,212,196</u>
PAYMENTS			
OHS Trust Fund		578,468	416,854
Total Payments		<u>578,468</u>	<u>416,854</u>
Net Surplus		770,281	795,342
Balance as at 1 August		6,129,273	5,333,931
Closing Balance as at 31 July 2018	6(i)	<u>6,899,554</u>	<u>6,129,273</u>

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF RECEIPTS AND PAYMENTS - EMPLOYMENT RELATIONS AGENCY
TRUST FUND ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018

	Note	2018 (\$)	2017 (\$)
RECEIPTS			
ERT Trust Fund		132,437	107,251
Total Receipts		<u>132,437</u>	<u>107,251</u>
PAYMENTS			
ERT Trust Fund		83,756	451
Total Payments		<u>83,756</u>	<u>451</u>
Net Surplus		48,681	106,800
Balance as at 1 August		508,527	401,727
Closing Balance as at 31 July 2018	6(ii)	<u>557,208</u>	<u>508,527</u>

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF RECEIPTS AND PAYMENTS - NATIONAL EMPLOYMENT CENTRE
TRUST FUND ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018

	Note	2018 (\$)	2017 (\$)
RECEIPTS			
NEC Trust Fund		11,962	80,777
Total Receipts		<u>11,962</u>	<u>80,777</u>
PAYMENTS			
NEC Trust Fund		6,454	68,203
Total Payments		<u>6,454</u>	<u>68,203</u>
Net Surplus		5,508	12,574
Balance as at 1 August		222,798	210,224
Closing Balance as at 31 July 2018	6(iii)	<u>228,306</u>	<u>222,798</u>

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF RECEIPTS AND PAYMENTS - OHS CONSULTANCY SERVICES,
WORKMENS COMPENSATION AND WAGES DISPUTE TRUST FUND ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
RECEIPTS			
Workmen's Compensation		3,993,405	4,388,376
Wages Dispute		592,439	463,166
OHS Consultancy		74,995	121,097
Total Receipts		4,660,839	4,972,639
PAYMENTS			
Workmen's Compensation		4,891,544	3,815,895
Wages Dispute		700,482	413,874
OHS Consultancy		159,652	17,554
Total Payments		5,751,678	4,247,323
Net Surplus/ (Deficit)		(1,090,839)	725,316
Balance as at 1 August		2,607,553	1,882,237
Closing Balance as at 31 July 2018	6(iv)	1,516,714	2,607,553

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

STATEMENT OF RECEIPTS AND PAYMENTS - CHILD LABOUR UNIT TRUST FUND
ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018

	Note	2018 (\$)	2017 (\$)
RECEIPTS			
Child Labour Unit Trust Fund		0	133
Total Receipts		<u>0</u>	<u>133</u>
PAYMENTS			
Child Labour Unit Trust Fund		1,570	2,438
Total Payments		<u>1,570</u>	<u>2,438</u>
Net Deficit		(1,570)	(2,305)
Balance as at 1 August		2,342	4,647
Closing Balance as at 31 July 2018	6(v)	<u>772</u>	<u>2,342</u>



MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018

NOTE 1: REPORTING ENTITY

The Ministry of Employment, Productivity and Industrial Relations is responsible for upholding the constitutional right of every Fijian to economic participation, a just minimum wage, humane treatment in the workplace and proper working conditions. The Ministry promotes and advances the rights of workers and employers, and administers and enforces the Employment Relations Promulgation 2007, Health and Safety at Work Act 1997, National Employment Centre Decree 2009 and the Workers Compensation Act (Cap. 94).

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting / Presentation

In accordance with Government accounting policies, the financial statements of the Ministry of Employment, Productivity and Industrial Relations is prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act 2004 and the requirements of Section 71 (1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

(b) Accounting for Value Added Tax (VAT)

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

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



MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

NOTES TO THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2018

NOTE 2: STATEMENT OF ACCOUNTING POLICIES (continued...)

(c) Revenue Recognition

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

NOTE 3: SIGNIFICANT VARIATIONS

- (a) The government wage earners costs increased by \$51,263 or 18% in 2018 compared to 2017. This was mainly due to the pay adjustment of some staffs following the job evaluation exercise and overtime.
- (b) The travel and communication costs increased by \$223,599 or 52% in 2018 compared to 2017. This was mainly due to increase in travel by staffs for attending the road shows/awareness and overseas travel.
- (c) The maintenance and operation costs increased by \$100,991 or 16% in 2018 compared to 2017. This was due to the increase in procurement of office equipment and supplies.
- (d) The purchase of goods and services costs increased by \$142,937 or 14% in 2018 compared to 2017. This was due to various workshops/trainings held around the country.

NOTE 4: APPROPRIATION MOVEMENTS

There was no redeployment of the Ministry's funds during the year. Other movements were made through virements as follows:

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

NOTES TO THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2018

NOTE 4: APPROPRIATION MOVEMENTS (continued...)

Virement No	From	Amount (\$)	To	Amount (\$)	Approved By
DV0701	SEG 5	10,000	SEG 4	10,000	Permanent Secretary for MEPIR
	SEG 6	25,000	SEG 7	25,000	
DV0702	SEG 1	10,000	SEG 3	29,500	Permanent Secretary for MEPIR
	SEG 5	32,500	SEG 4	3,000	
			SEG 7	10,000	
DV0703	SEG 1	85,000	SEG 3	55,000	Permanent Secretary for MEPIR
	SEG 5	18,000	SEG 4	18,000	
			SEG 7	30,000	
DV0704	SEG 1	107,000	SEG 3	48,000	Permanent Secretary for MEPIR
			SEG 4	45,000	
			SEG 5	4,000	
			SEG 7	10,000	
DV0705	SEG 1	58,000	SEG 3	25,000	Permanent Secretary for MEPIR
	SEG 3	7,748	SEG 4	28,000	
			SEG 5	12,748	
DV0706	SEG 1	70,000	SEG 3	82,698	Permanent Secretary for MEPIR
	SEG 5	97,199	SEG 4	93,501	
	SEG 7	9,000			
DV0707	SEG 2	3,200	SEG 3	37,891	Permanent Secretary for MEPIR
	SEG 5	58,694	SEG 4	44,003	
	SEG 7	20,000			
DV0708	SEG 4	298,000	SEG 3	115,000	Permanent Secretary for MEPIR
	SEG 7	75,000	SEG 4	230,000	
			SEG 5	28,000	
V07001	SEG 1	74,215	SEG 2	74,215	Permanent Secretary for MOE
V07002	SEG 1	30,000	SEG 2	30,000	Permanent Secretary for MOE
V07003	SEG 1	3,500	SEG 2	3,500	Permanent Secretary for MOE

NOTE 5: SIGNIFICANT APPROPRIATION SAVINGS

The savings in appropriation was recorded for Established Staffs due to the high number of vacant posts due to resignation and end of contract and were not filled during the year. For Special Expenditure the Ministry anticipated an increase payout in workmen compensation but this did not eventuate as less claims were made.

NOTE 6: MAIN TRUST ACCOUNT

The trust monies relate to receipts and payments related to Work Compensation, Wages dispute, Occupational Health and Safety Consultancy, Occupational Health and Safety Trust, Employment Relations Tribunal, National Employment Centre and Child Labour. The following further explains the nature, purpose and use of each trust account.

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

NOTES TO THE FINANCIAL STATEMENTS (continued...)

FOR THE YEAR ENDED 31 JULY 2018

NOTE 6: MAIN TRUST ACCOUNT (continued...)

(i) Occupational Health and Safety Trust Account :

A liability account responsible for the promotion of OHS and enforcement of the *Health and Safety at Work Act 1996* and its subsidiary legislations. The Service aims to promote and maintain a working environment, which is healthy and safe for both workers and employers and directly contributes to improved productivity.

(ii) Employment Relations Tribunal Trust Account:

A liability account whereby when employment disputes and employment grievances are not resolved by the Mediation Service, the Employment Relations Tribunal assists employers or their representatives and workers or their representative trade union by adjudicating and determining the grievance or dispute between parties. In adjudication proceedings, there is also a requirement on the Tribunal to provide mediation assistance to the disputing parties when the need arises. In this regard the Tribunal assists disputing parties to amicably settle matters and these settlements are documented as binding awards or decisions.

(iii) National Employment Centre Trust Account:

The National Employment Centre operates under the National Employment Centre Decree 2009. The Centre is responsible for providing employment skills training and facilitating employment opportunities for the unemployed. The Centre offers 3 services - Formal Employment Service, Foreign Employment Service and Fiji Volunteer Service. Unemployed persons who register under the National Employment Centre undertake professional counseling, aptitude assessment, life skills training and are trained in the relevant employment skills demanded by the labour market. Moreover, the Centre provides opportunities for the unemployed to do volunteer services, work attachment, and facilitates opportunities for employment both locally and internationally.

(iv) Work Compensation Trust Account:

A liability account and the Workmen's Compensation Act (Cap. 94) places on employers the legal responsibility to compensate workers who sustain injuries, lose their lives or contract diseases in the course of their employment. Compensation is through monetary payments and medical care provisions for the injured workers. Cases involving the death of a worker, monetary payments are given to the dependents' of the deceased worker.

MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS

NOTES TO THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2018

NOTE 6: MAIN TRUST ACCOUNT (continued...)

Wages Dispute Trust Account:

A liability account and the Wages Unit is responsible for setting minimum wages and other terms and conditions of employment in Fiji's employment sector. It ensures workers are actually provided with the stipulated Wages Regulations terms and conditions. Any payment received from employer after dispute on wages is resolved by the Wages unit and is paid out to the respective employee.

Occupational Health and Safety (OHS) Consultancy Trust Account:

A liability account used to facilitate the payment of overtime hours, meal allowances, transport allowances, and accommodation which is paid by companies into OHS Trust account when OHS Inspectors have performed services to the companies. Funds are transferred from OHS Trust Account to OHS Consultancy to pay the OHS inspectors.

(v) **Child Labour Trust Fund Account:**

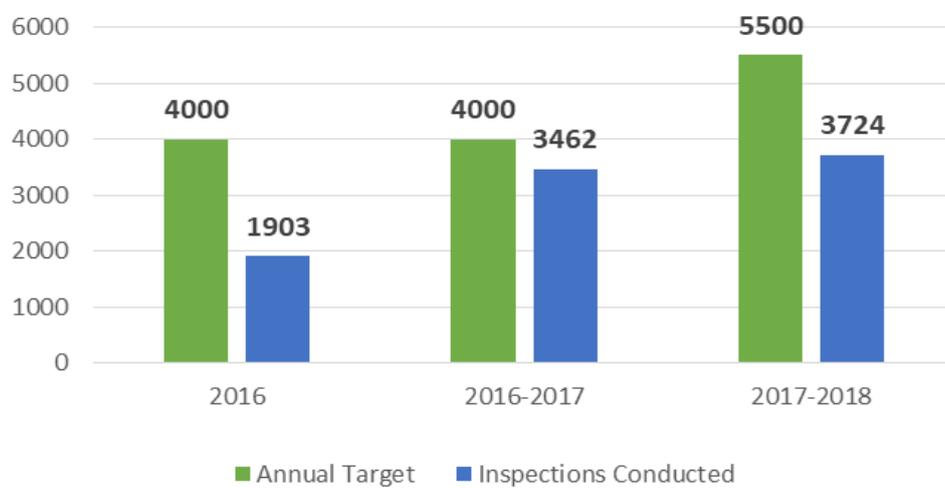
The Child Labour Unit is responsible for monitoring, training and development for the labour inspectorate and stakeholders on all aspects of child labour issues under the ERP 2007 and Health and Safety at Work Act 1996, for promotion and advocacy on issues of child labour in Fiji and also for the maintenance of child labour information system in Fiji with the aim of maintaining proper and effective management of the child labour cases. The unit conducts investigation and prosecution on child labour cases, provides awareness programmes for stakeholders and members of the public on the aspects of child labour laws and ensures that issues related to child protection are properly addressed.

The background of the page is a dark blue gradient. In the center, there is a faint, semi-transparent image of a desk. On the desk, there is a blue pen, several colorful sticky notes (red, blue, yellow, green), and some papers with charts or graphs. The word "APPENDICES" is written in large, bold, white capital letters across the middle of the page, partially overlapping the desk image.

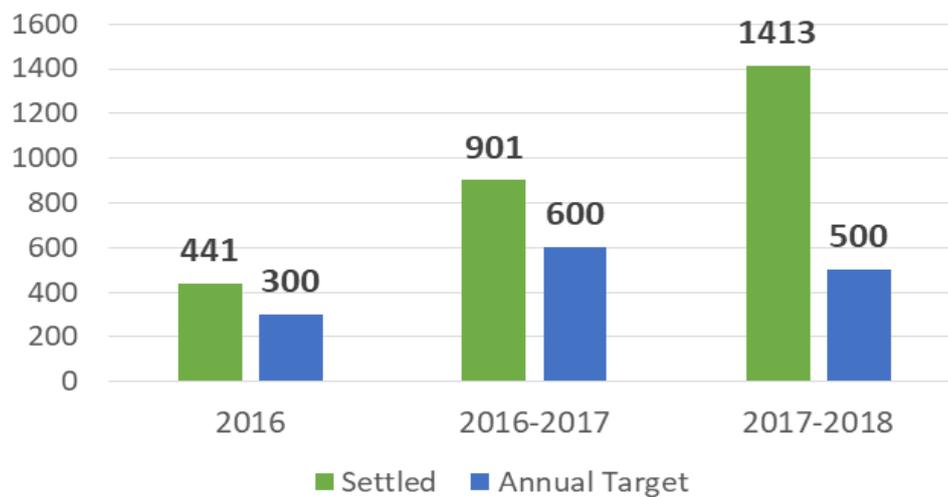
APPENDICES

Labour Standards

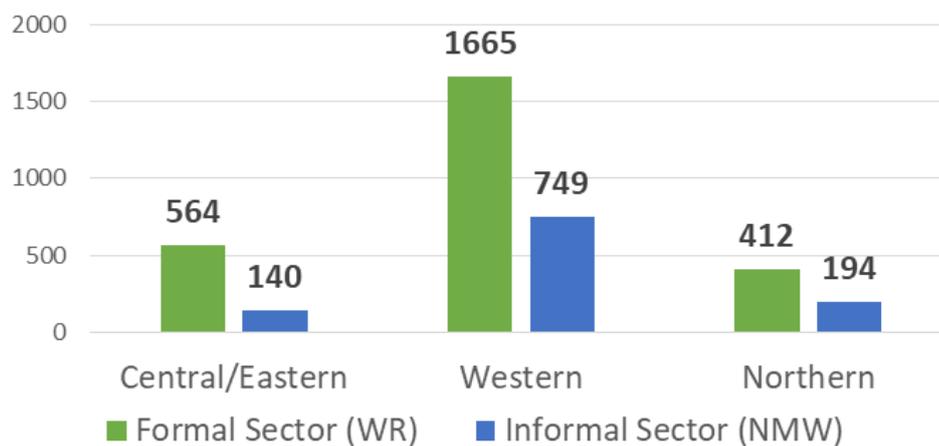
WORKPLACE INSPECTIONS CONDUCTED (2016 – 2017/2018)



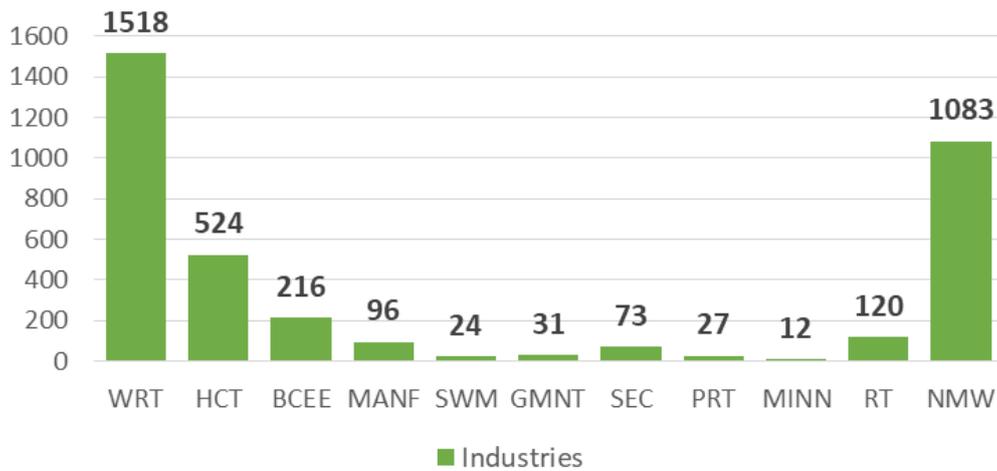
LABOUR COMPLAINTS SETTLED (2016 - 2017/2018)



WORKPLACE INSPECTIONS CONDUCTED BY DIVISION AND SECTOR IN 2017/2018



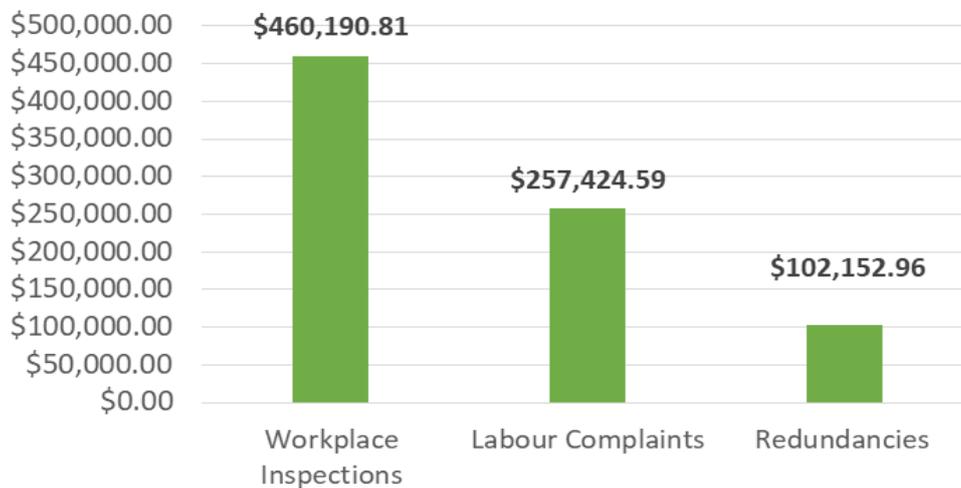
WORKPLACE INSPECTIONS CONDUCTED BY INDUSTRIES 2017/2018



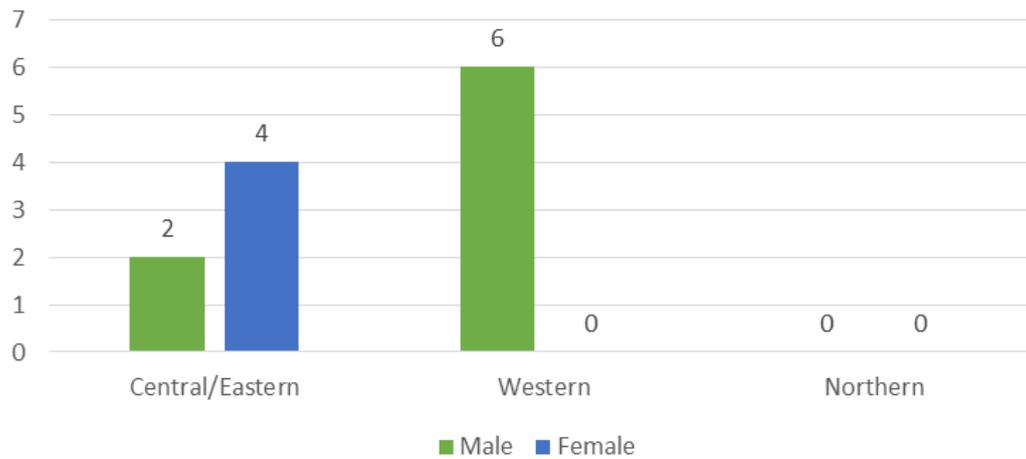
INSPECTION RECOVERIES FROM 2016-2017/2018



TOTAL RECOVERIES IN 2017/2018

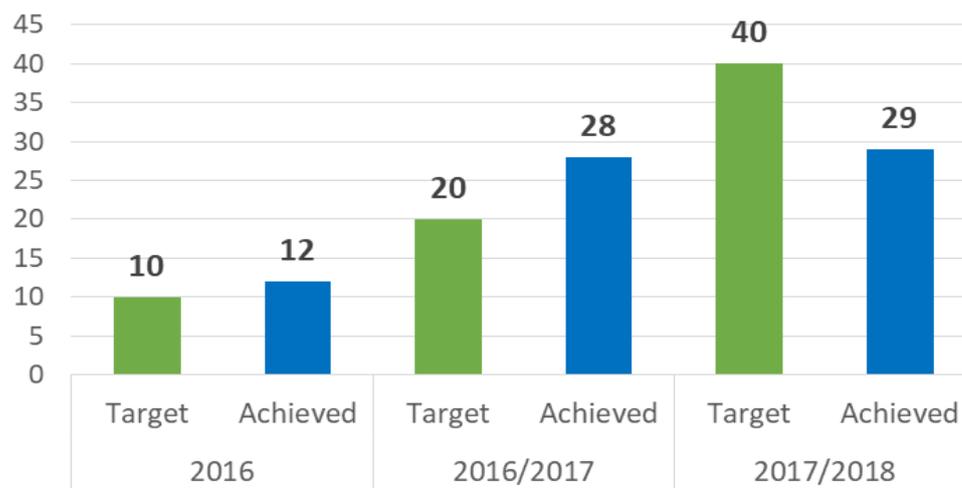


CHILD LABOUR CASE WITHDRAWN BY DIVISION AND GENDER IN 2017/2018



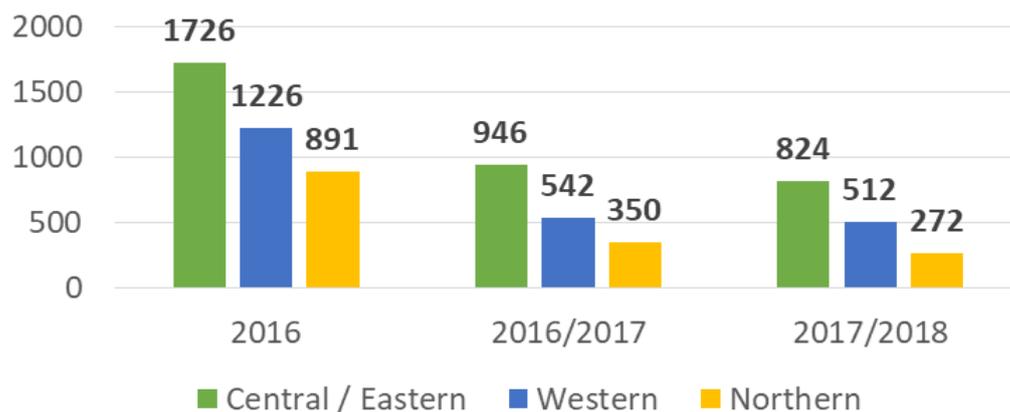
Productivity

LMCC COMMITTEE TRAININGS CONDUCTED (2016-2017/2018)

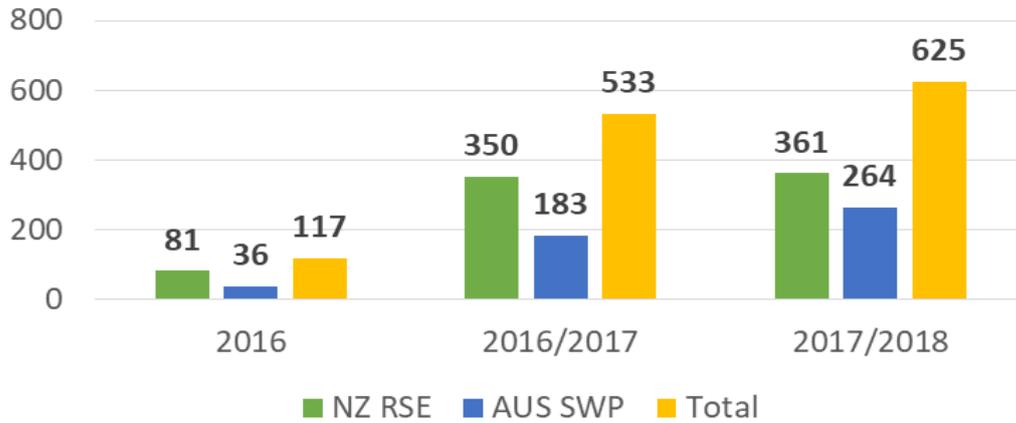


Employment

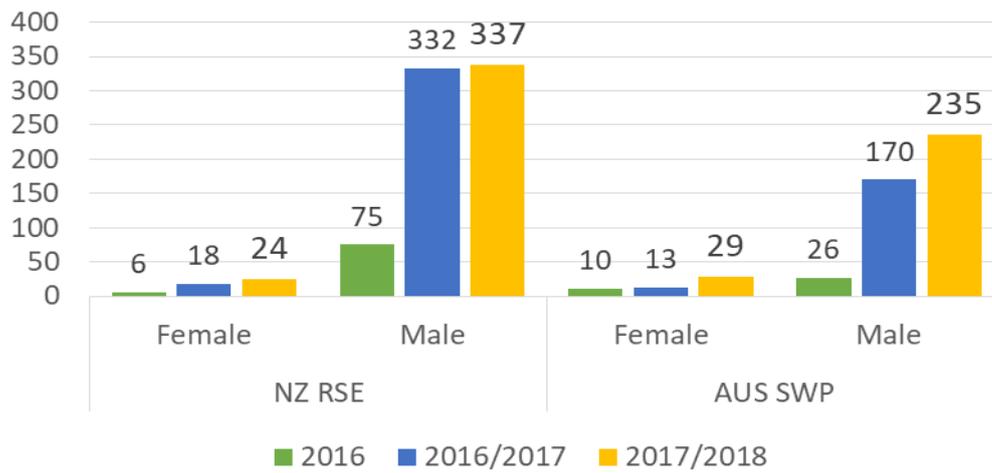
NEC CLIENTS REGISTERED BY DIVISION FROM 2016-2017/2018



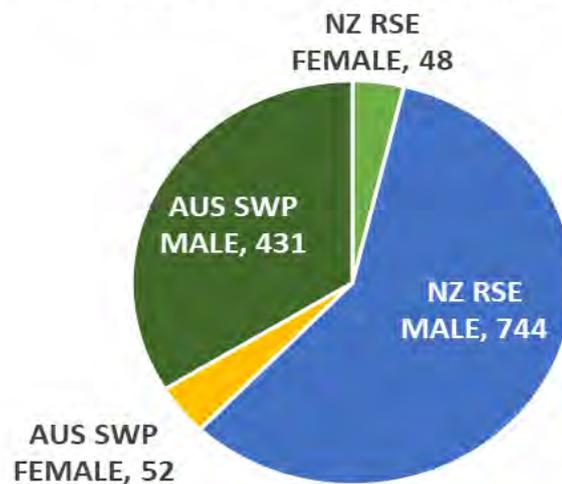
**NEC CLIENTS ABSORBED INTO SEASONAL WORK
EMPLOYMENT FROM 2016-2017/2018**



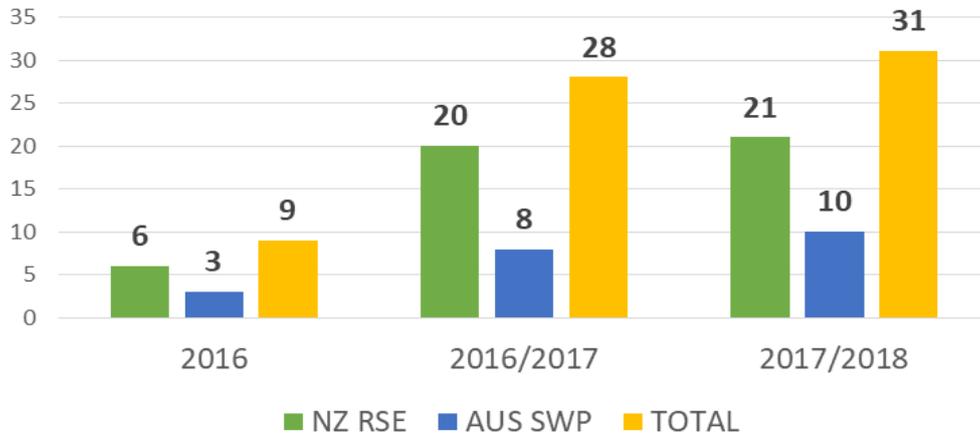
**NEC CLIENTS ABSORBED INTO SEASONAL WORK
EMPLOYMENT BY GENDER FROM 2016-2017/2018**



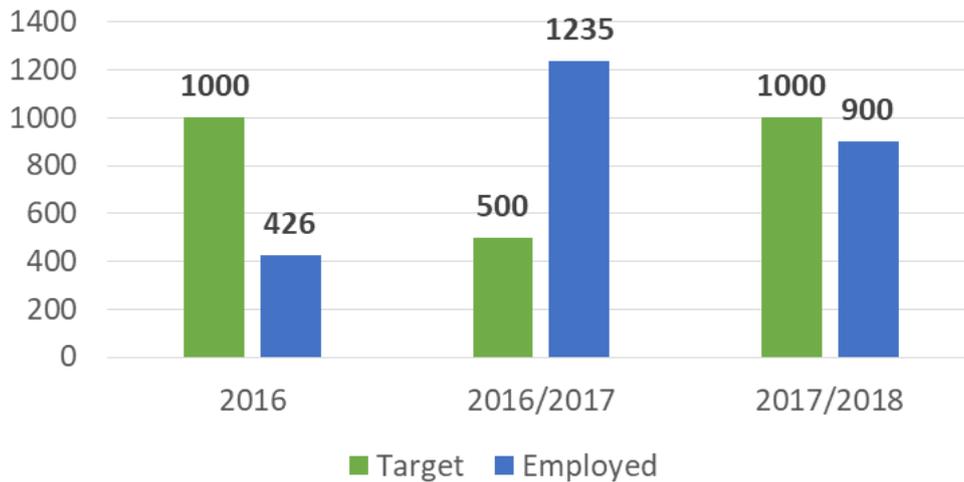
**NEC CLIENTS ABSORBED INTO SEASONAL WORK
EMPLOYMENT BY GENDER FROM 2016-2017/2018**



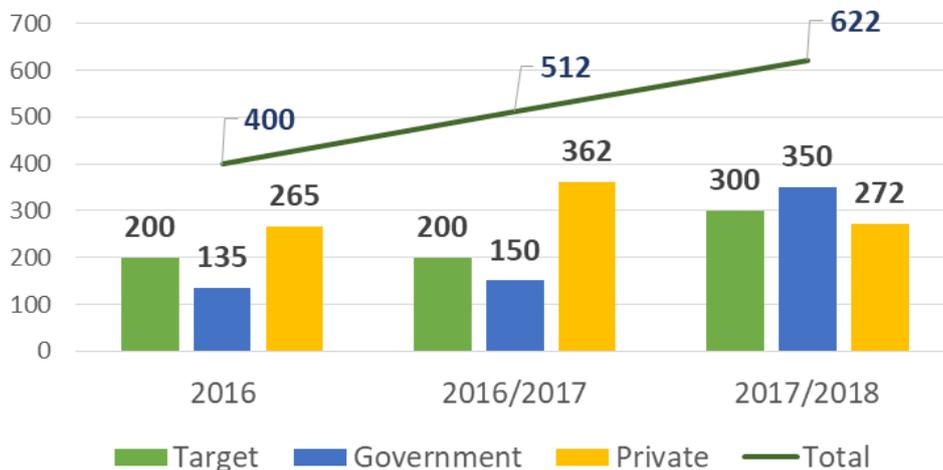
**SEASONAL WORK EMPLOYERS RECRUITING NEC CLIENTS
FROM 2016-2017/2018**



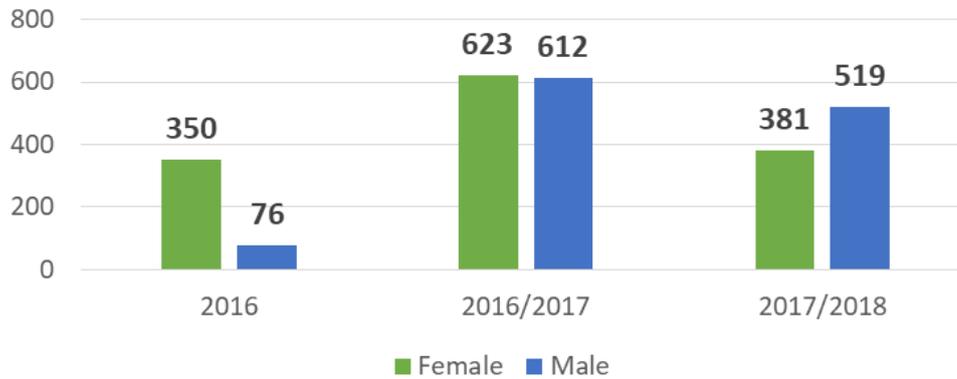
**NEC CLIENTS ABSORBED INTO LOCAL (PERMANENT)
EMPLOYMENT FROM 2016-2017/2018**



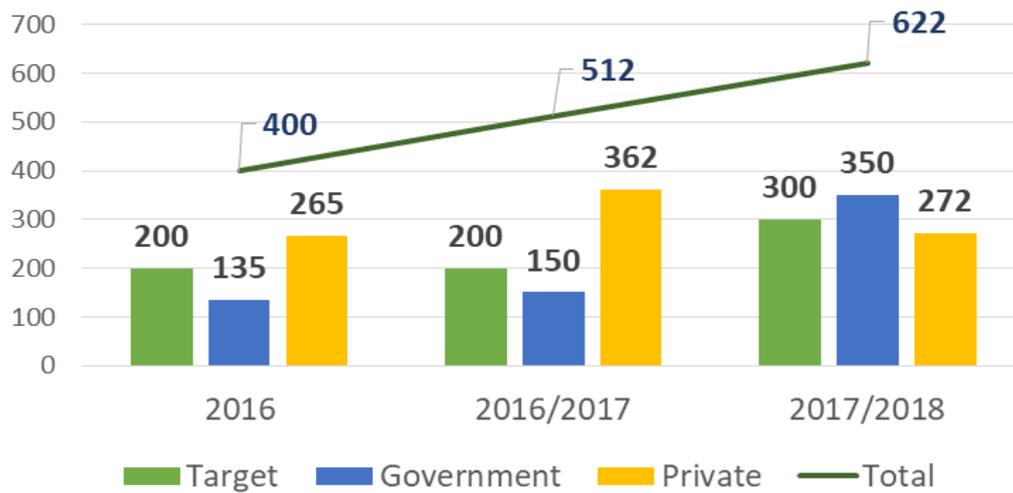
**LOCAL EMPLOYERS EMPLOYING NEC CLIENTS FOR
PERMANENT EMPLOYMENT BY SECTOR FROM 2016-
2017/2018**



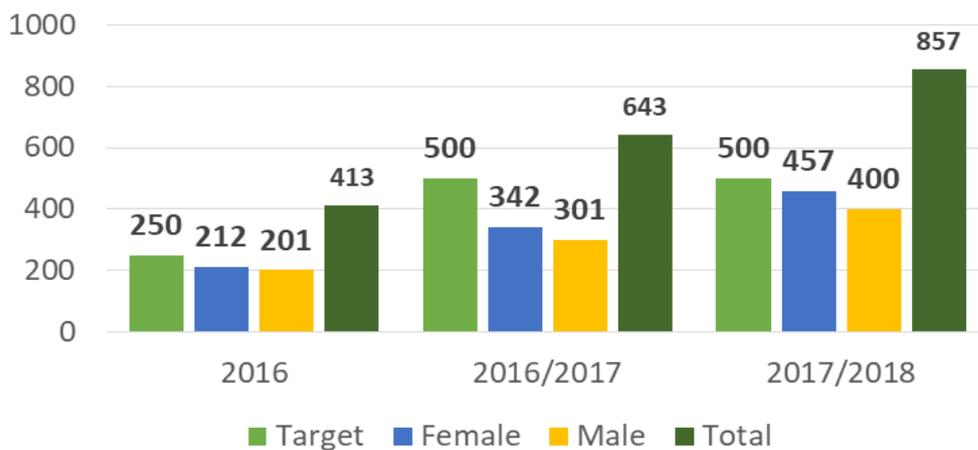
NEC CLIENTS ABSORBED INTO LOCAL (PERMANENT) EMPLOYMENT BY GENDER FROM 2016-2017/2018



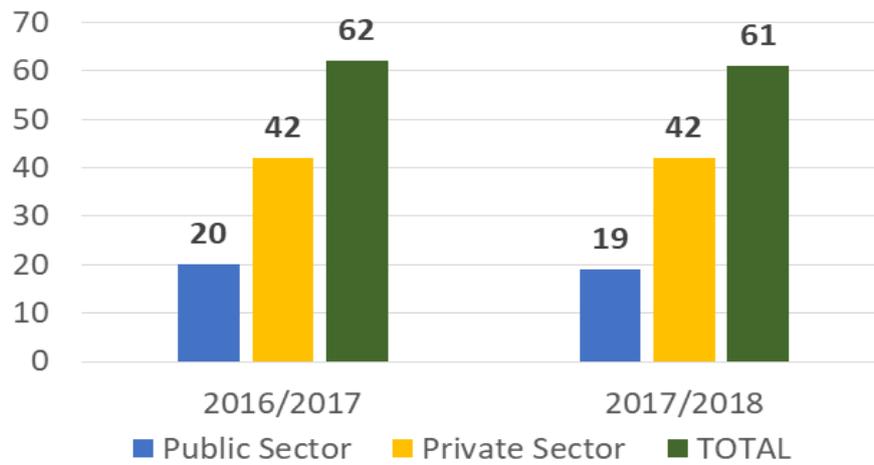
LOCAL EMPLOYERS EMPLOYING NEC CLIENTS FOR PERMANENT EMPLOYMENT BY SECTOR FROM 2016-2017/2018



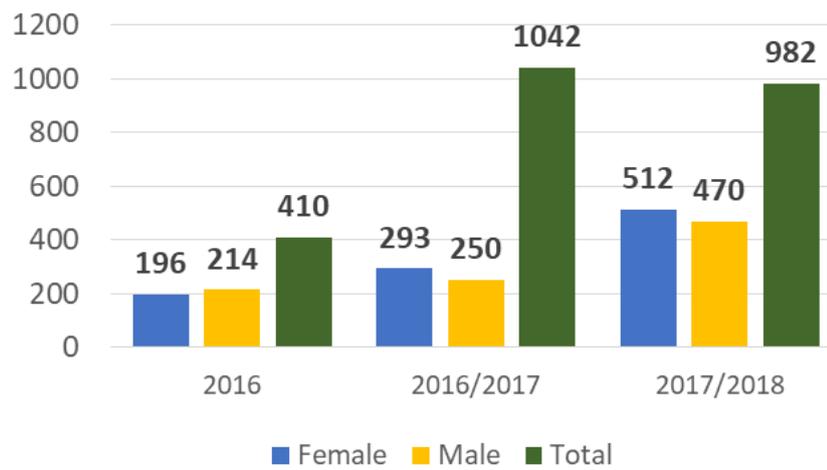
NEC CLIENTS ABSORBED INTO WORK ATTACHMENT BY GENDER FROM 2016-2017/2018



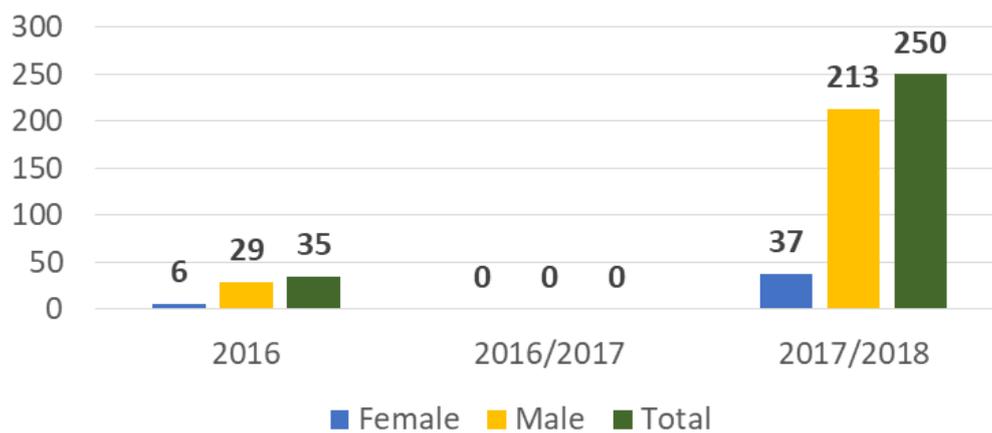
NUMBER OF EMPLOYERS INTAKE FOR WORK ATTACHMENT BY SECTOR FROM 2016/2017-2017/2018



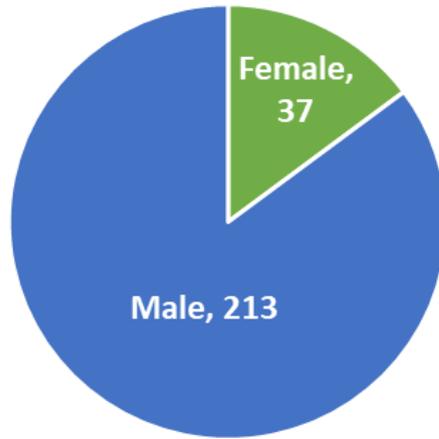
LIFE SKILLS TRAINING CONDUCTED FOR NEC CLIENTS FROM 2016-2017/2018



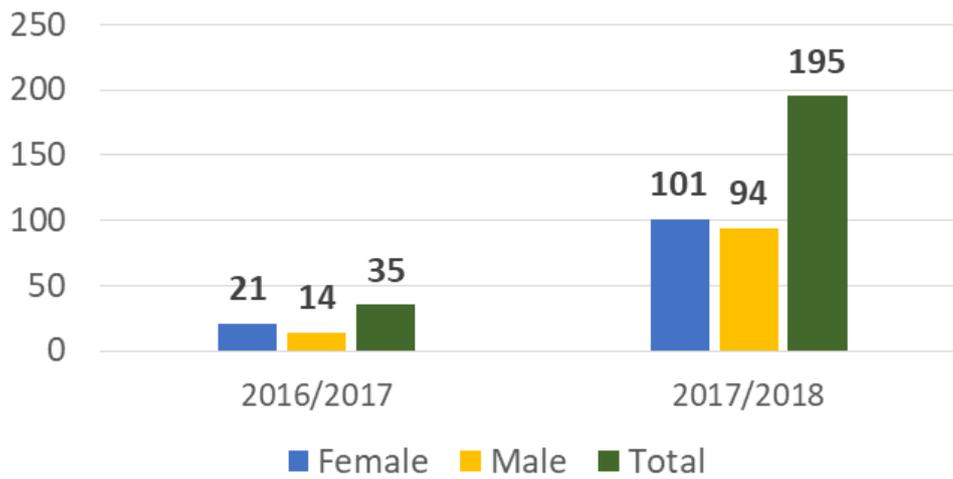
EMPLOYMENT SKILLS TRAINING CONDUCTED FOR NEC CLIENTS FROM 2016-2017/2018



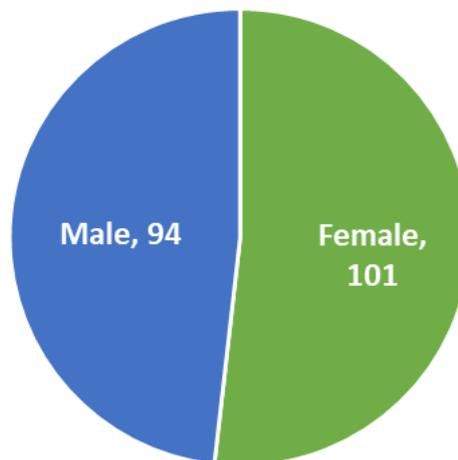
EMPLOYMENT SKILLS TRAINING CONDUCTED TO NEC CLIENTS BY GENDER IN 2017/2018



APTITUDE ASSESSMENTS FOR NEC CLIENTS FROM 2016-2017/2018

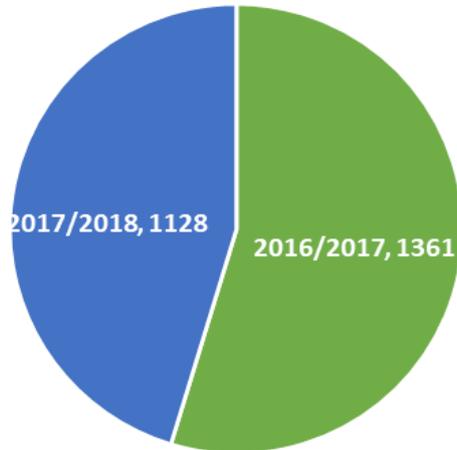


APTITUDE ASSESSMENTS CONDUCTED FOR NEC CLIENTS BY GENDER IN 2017/2018

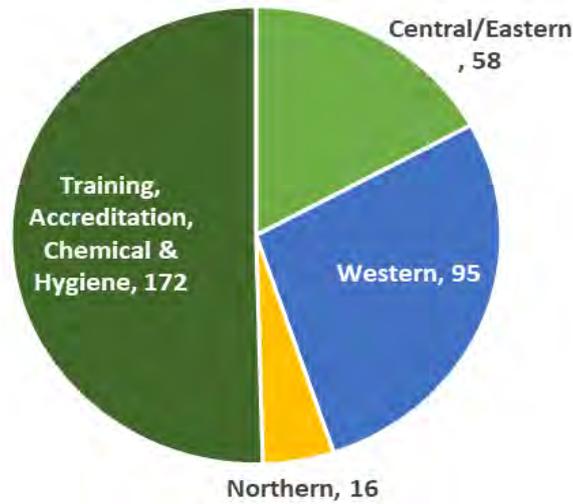


OHS Compliance

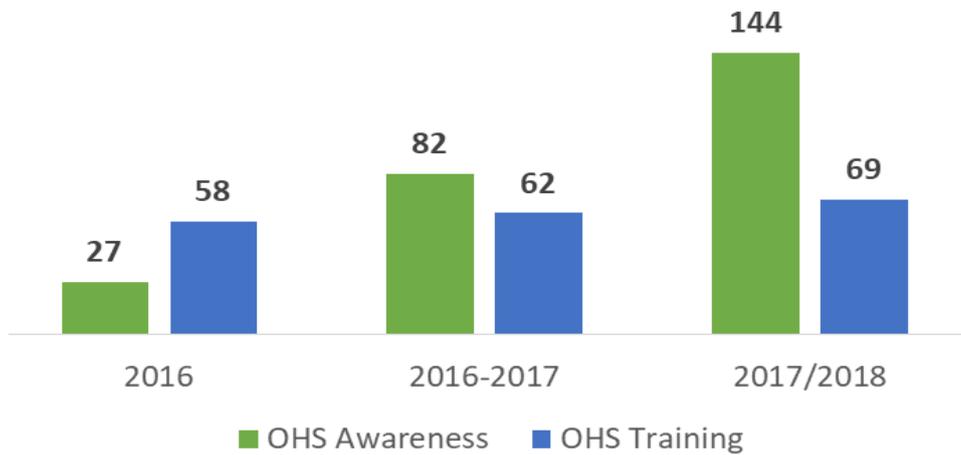
WORKPLACE ACCIDENTS AND DEATHS REPORTED CASES FROM 2016/17-2017/18



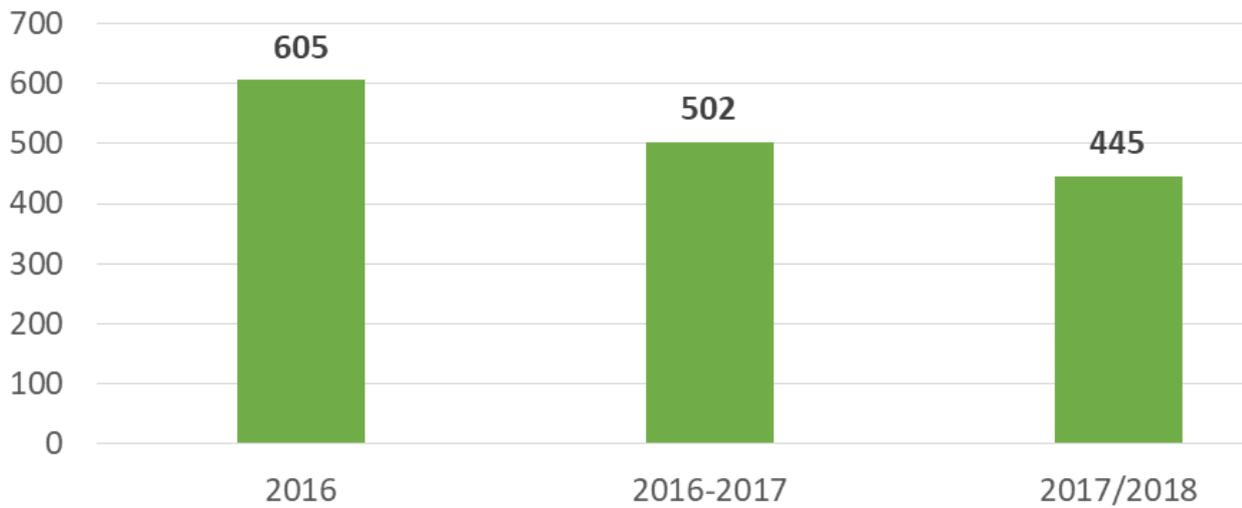
OHS PROACTIVE ACTIVITIES CONDUCTED BY DIVISION IN 2017/2018



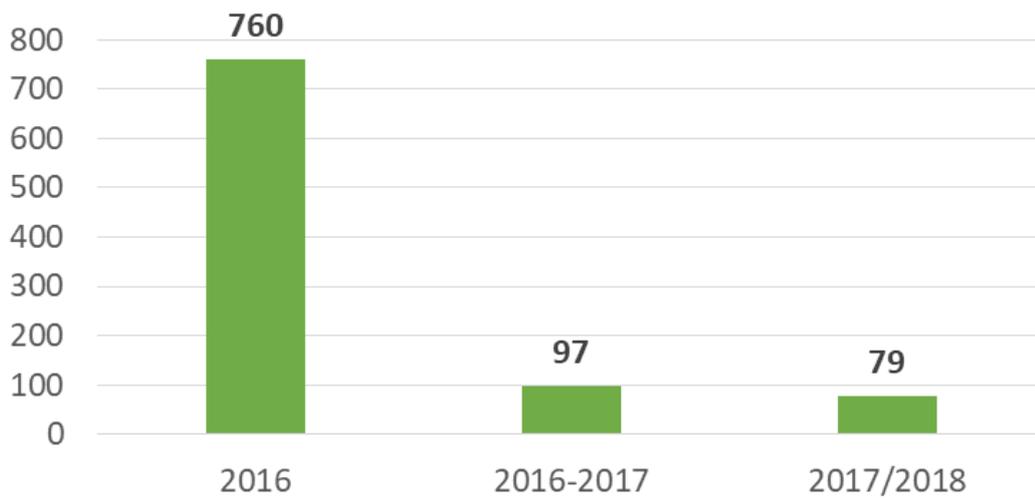
OHS AWARENESS AND TRAINING CONDUCTED FROM 2016-2017/2018



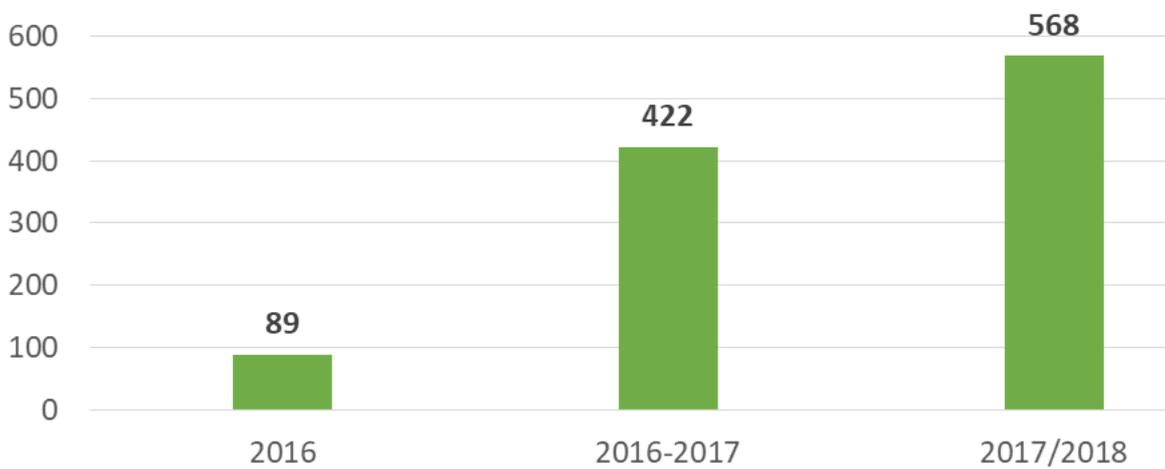
CHEMICAL REGISTRATION FROM 2016-2017/2018



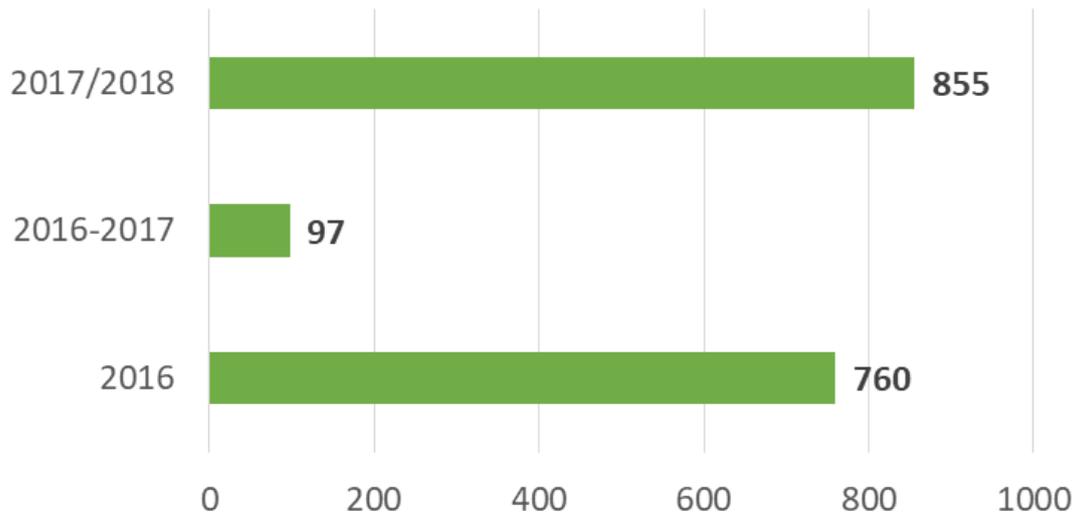
WORKPLACE COMMISSIONED FROM 2016-2017/2018



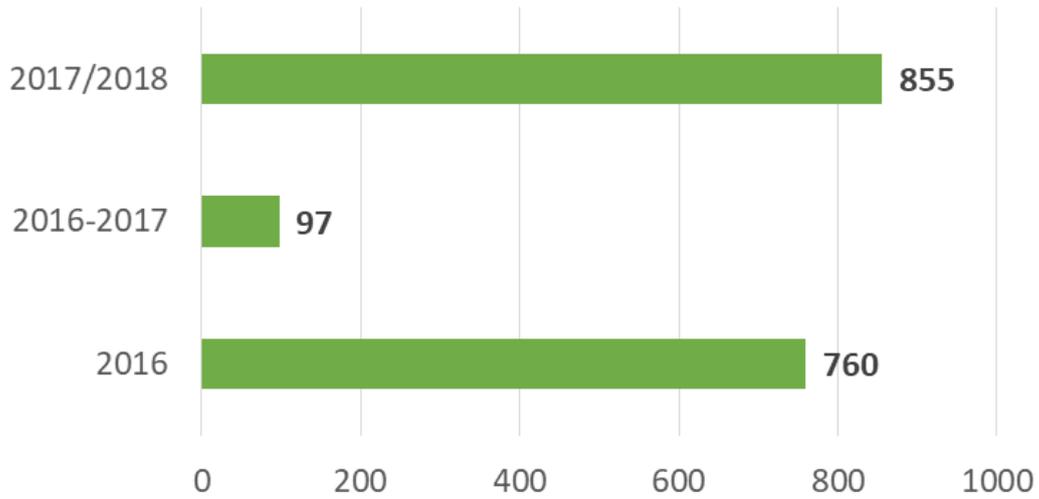
ENGINEERING DESIGN VETTING - PLANT FROM 2016-2017/2018



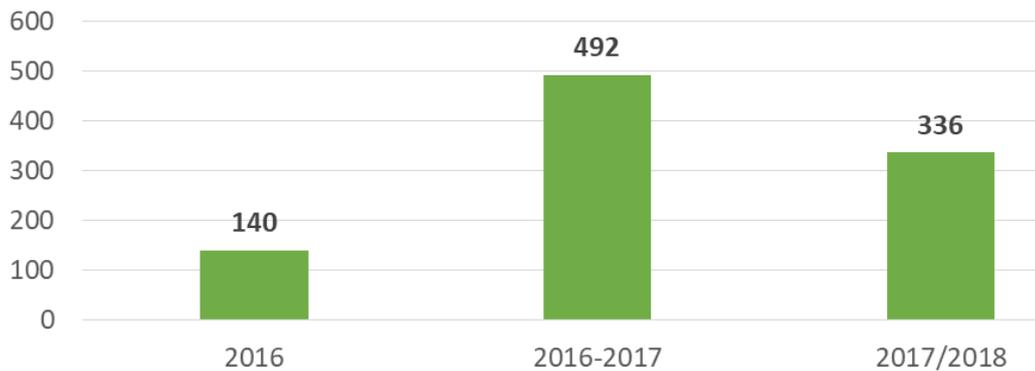
WORKPLACE REGISTRATION FROM 2016-2017/2018



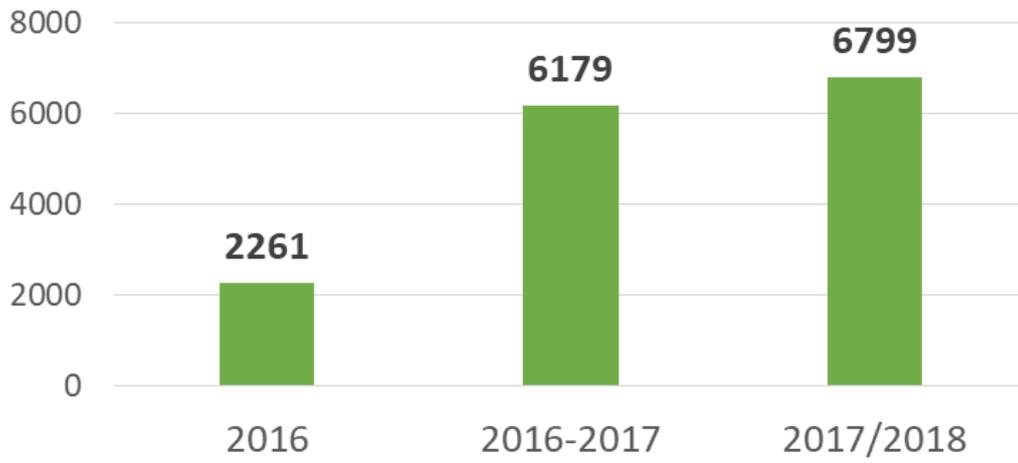
WORKPLACE REGISTRATION FROM 2016-2017/2018



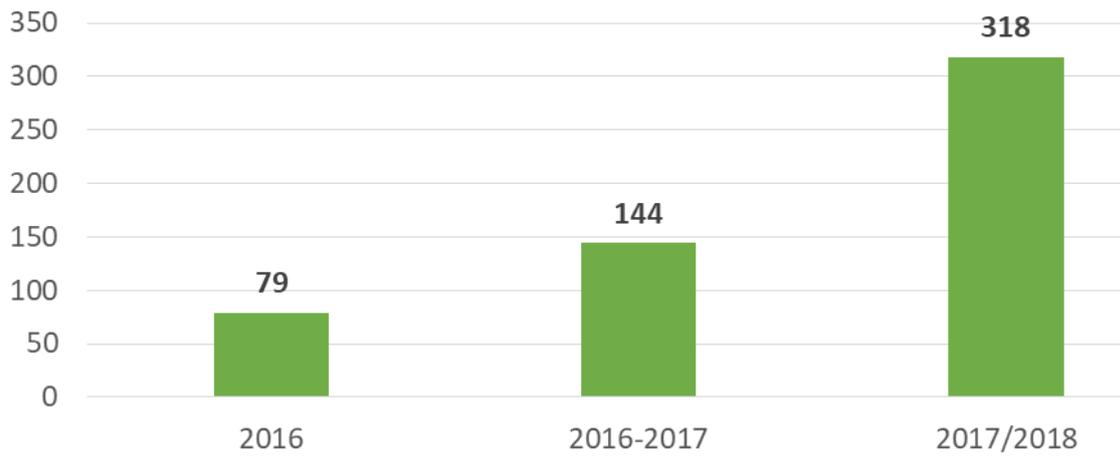
ENGINEERING DESIGN VETTING - BUILDING (2016-2017/2018)



**STATUTORY ENGINEERING INSPECTIONS CONDUCTED
(2016-2017/2018)**

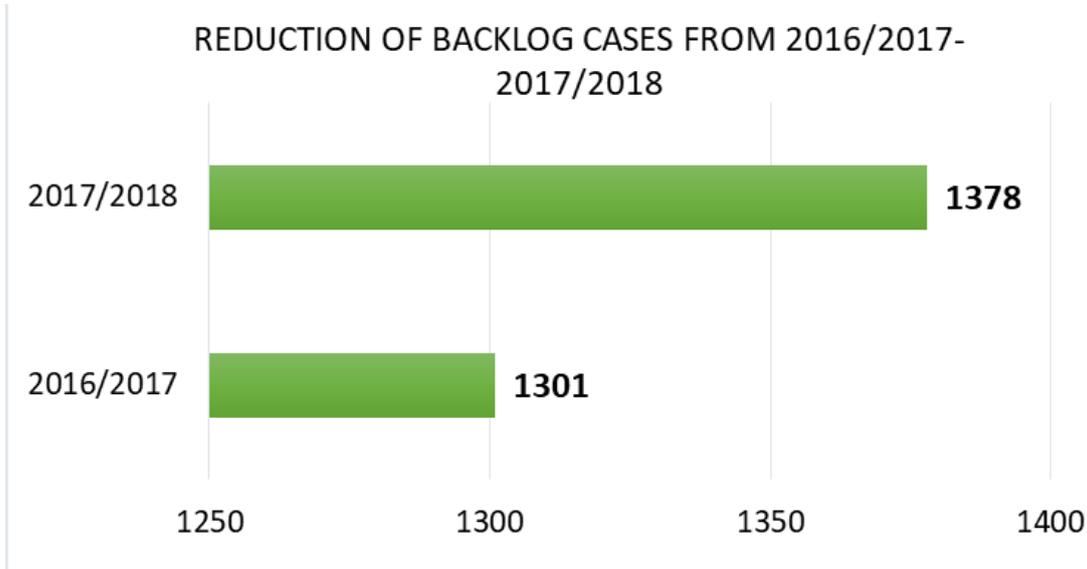


OHS NOTICES ISSUED FROM 2016-2017/2018

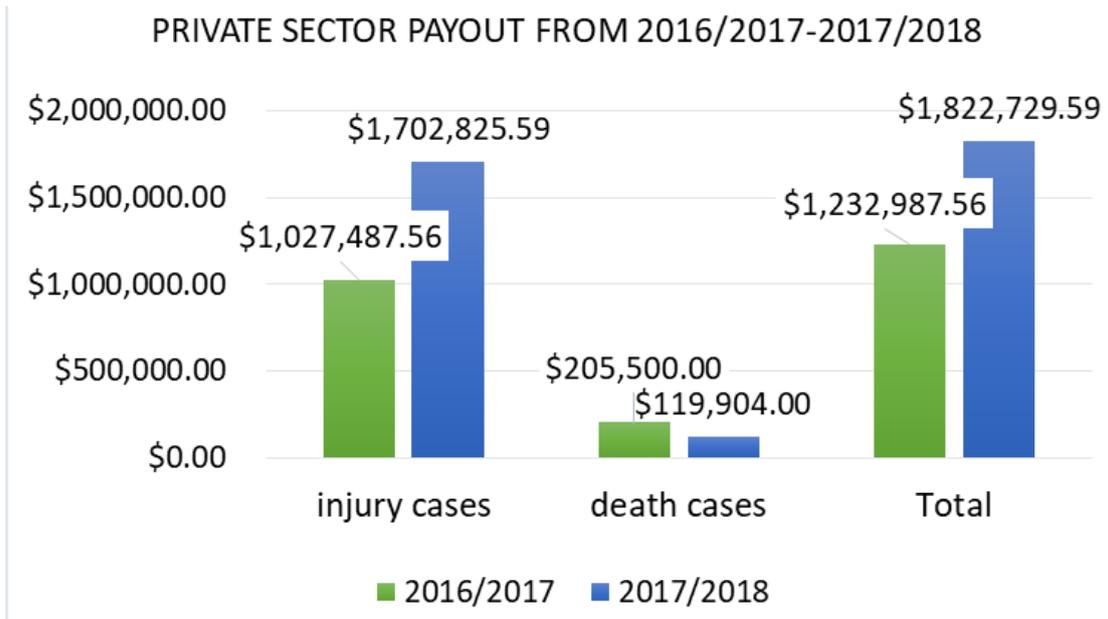


Workers' Compensation

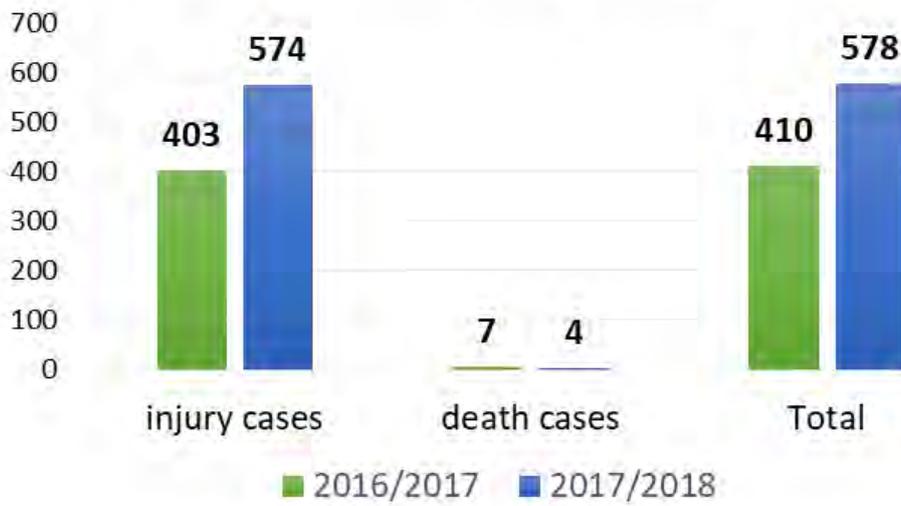
REDUCTION OF BACKLOG CASES FROM 2016/2017-2017/2018



PRIVATE SECTOR PAYOUT FROM 2016/2017-2017/2018



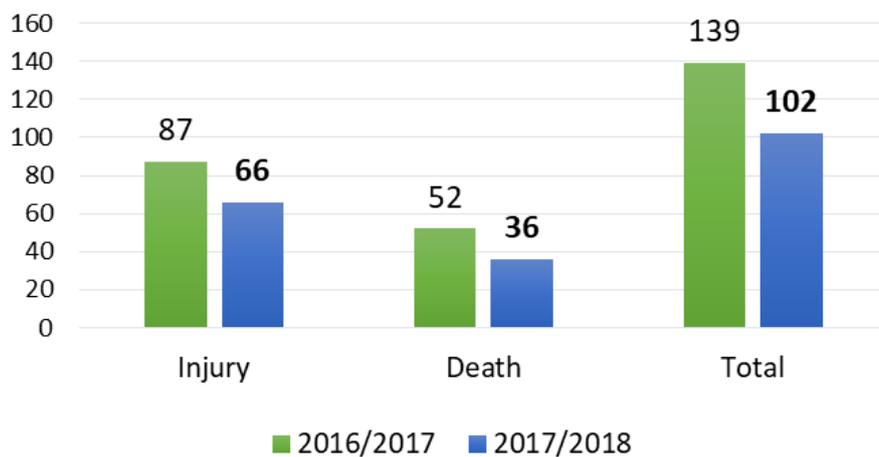
PRIVATE SECTOR CASES PAYOUT FROM 2016-2017/2018



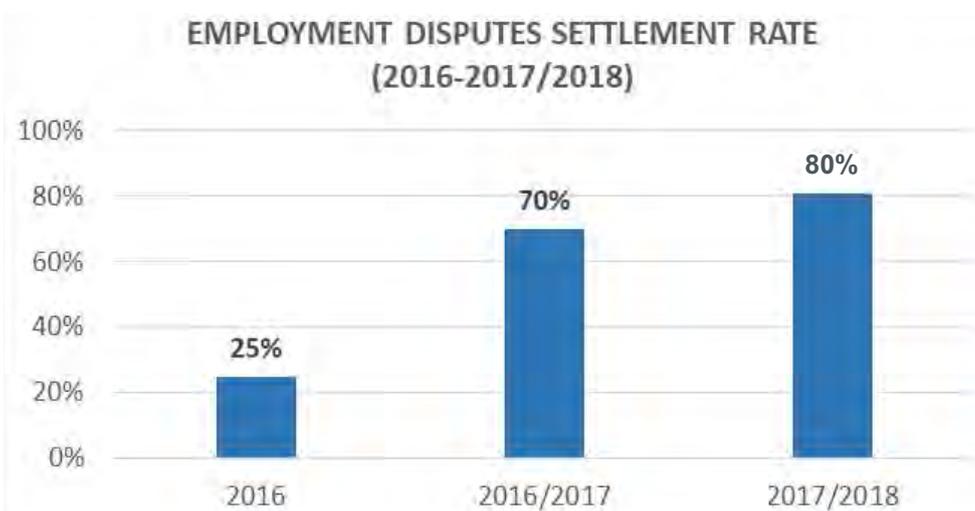
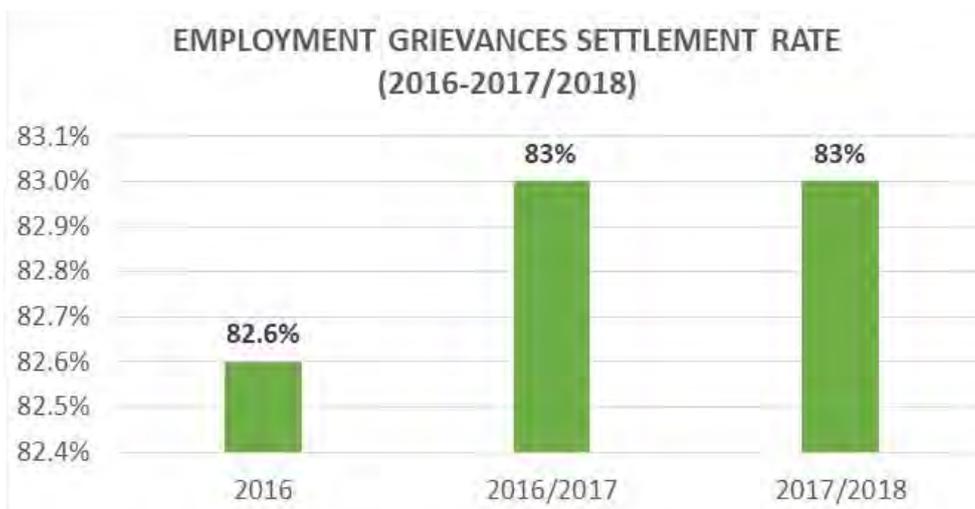
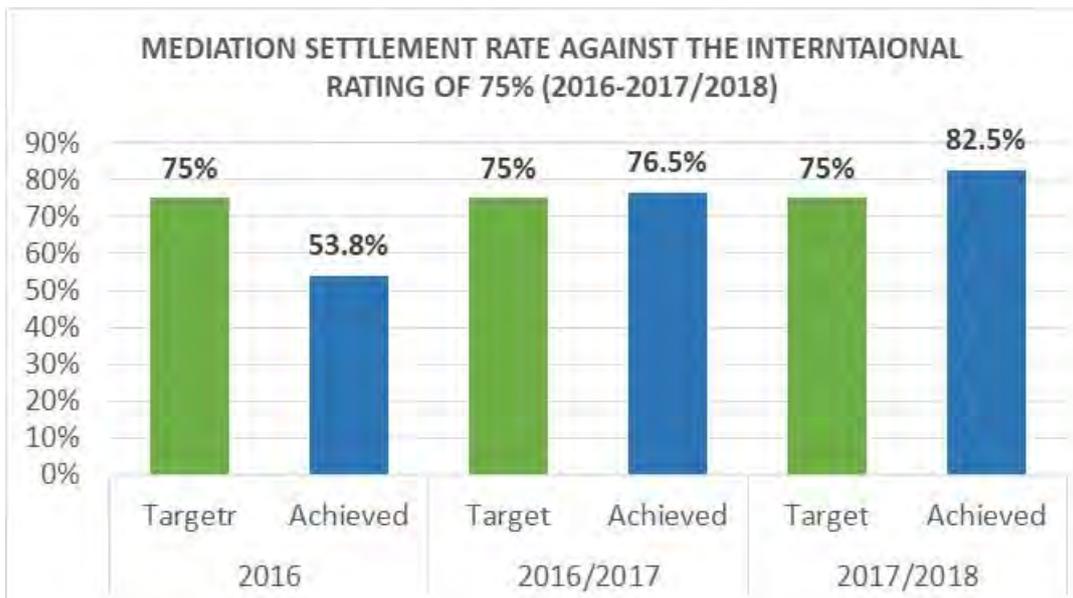
FINAL MEDICAL ASSESSMENT AND REPORT RECEIVED IN 2017/2018



GOVERNMENT CASES PAYOUT (2016/2017-2017/2018)



Mediation



List of Ministry's Vehicles & Distribution

No.	Registration Number	Description	Station
1	GQ 005	Kia Optima	Corporate Service
2	GQ 068	Kia Sorento	LSS - Central/Eastern
3	GQ 036	Toyota Hiace Minivan	Pool -Maintained by CSD
4	GQ 106	Toyota Prado	Hon. Minister
5	GQ 263	Toyota Hilux 2 x 4 Twin Cab	Lautoka Office
6	GQ 270	Toyota Hilux 4 x 4 Twin Cab	Labasa Office
7	GQ 297	Hilux Twin Cab	Ba Office
8	GQ 298	Hilux Twin Cab	Sigatoka Office
9	GQ 311	Hilux Twin Cab	Savusavu Office
10	GQ 558	Kia Sorrento	Mediation Service
11	GQ 625	Kia Sorrento	Corporate Service
12	GQ 686	Kia Optima	Pool - maintained by CSD
13	GQ 711	Kia Ceredo	Pool - maintained by CSD
14	GQ 839	Toyota Prado	Hon. Assistant Minister
15	GR 461	Toyota Hilux 4 x 4 Twin Cab	Field Operation
16	GR 460	Toyota Hilux 4 x 4 Twin Cab	Lautoka Office
17	GR 654	Toyota Hilux 4 x 4 Twin Cab	Lautoka Office
18	GR 535	Toyota Hilux 4 x 4 Twin Cab	LSS - Central /Eastern
19	GR 520	Toyota Hilux 4 x 4 Twin Cab	Ba Office
20	GR 558	Toyota Hilux 4 x 4 Twin Cab	Workers' Compensation - OHS
21	GR 571	Toyota Hilux 4 x 4 Twin Cab	Risk Engineer
22	GR 543	Toyota Hilux 4 x 4 Twin Cab	NEC
23	GR 655	Toyota Hilux 4 x 4 Twin Cab	Nadi Office
24	GR 584	Toyota Hilux 4 x 4 Twin Cab	Labasa Office
25	GR 020	Maxus 14 Seater Mini Bus	Pool - maintained by CSD
26	GP 421	Toyota Land Cruiser	TACH - OHS
27	GN674	Ford Ranger Twin Cab	Corporate Service

Summary of Vehicle Distribution by District

Suva - 17 | Sigatoka - 1 | Nadi - 1 | Lautoka - 3 | Ba - 2 | Labasa - 2 | Savusavu - 1

Contact Information

CENTRAL/EASTERN DIVISION

Headquarters, Suva

Level 4, Civic House
GPO Box 2216, Govt Bldgs
Townhall Road, Suva
Phone: (679) 3303 500
Fax: (679) 3304 701

Suva Customer Services

Ground Floor, Civic House
Townhall Road, Suva
Phone: (679) 8925 096 /
8925 097 / 8925 077

National Employment Centre

Ground Floor, Civic House
Townhall Road, Suva
Phone: (679) 3316 002 /
8925 088 / 8925 075

Mediation Services

Level 5, Civic House
Townhall Road, Suva
Phone: (679) 3100 097 /
3100 098 / 3100 098 /
3100 093

National Occupational Health & Safety and Workers' Compensation Services

Level 6, Civic House
Townhall Road, Suva
Phone: (679) 3316 999 /
3303 500
Fax: (679) 3315 029

Labour Standards Services

Level 2, Post Fiji Building
Townhall Road, Suva
Phone: (679) 3314 999 /
330 6372

Suva Customer Service Centre

Level 1, Civic House
Townhall Road, Suva
Toll Free Line: 1535
Email: customercare@employment.gov.fj
Facebook: @EmploymentFiji

Nausori Office

Level 2, Tara Building, Nausori
Contact: 9906 404

WESTERN DIVISION

Sigatoka Office

Kesuna Building
Solevu Main Street, Sigatoka
Phone: (679) 6500 977

Nadi Customer Services

Level 1, Government Building
Koroivolu Lane, Nadi
Phone: (679) 6702 429

Nadi Office

Level 3, Jagdish Gosai Building
Namaka, Nadi
Phone: (679) 6702 429

Lautoka Office

Level 1, Tavaiqia House
Tavewa Avenue, Lautoka
Phone: (679) 6660 305

Ba Office

Level 1, Koronubu House
Koronubu Street, Ba
Phone: (679) 6674 732

NORTHERN DIVISION

Labasa Office

Level 2, Ratu Raobe Building
Jaduram Street, Labasa
Phone: (679) 8811 643
Fax: (679) 8811 477

Savusavu Office

Vunilagi Building
Main Street, Savusavu
Phone: (679) 8923 370
9904 477 / 9982 467

