



MINISTRY OF YOUTH AND SPORTS

# ANNUAL REPORT

2019 - 2020

PARLIMENTARY No. 16 of 2021





## VISION

DYNAMIC YOUTH, LIVE BETTER THROUGH SPORTS



## MISSION

EMPOWERING YOUTH AND FOSTERING A CULTURE  
OF SPORTING EXCELLENCE FOR ALL



## VALUES

WE IN THE MINISTRY OF YOUTH AND SPORTS ARE COMMITTED TO  
DELIVERING OUR SERVICES BASED ON THE FOLLOWING  
SEVEN ELEMENTS OF SUCCESS;

1. FOCUS
2. INTEGRITY
3. AMBITION
4. DRIVE
5. PASSION
6. PERSEVERANCE AND
7. POSITIVE ATTITUDE



The Honourable Minister  
Parveen Kumar Bala,  
Minister for Youth and Sports,  
Nasoqo House,  
3 Gordon Street,  
**SUVA.**

Honourable Minister,

**Annual Report 2019 – 2020.**

I am pleased to present to you the Annual Report for the period 2019 to 2020 for the Ministry of Youth and Sports. This report provides an overview of the Ministry's performance and outlines the Ministry's achievement against its Annual Operational Plan.

This Annual Report extends the performance of the Ministry in implementing its programmes following the outbreak of the COVID-19 global pandemic.

The implementation of the activities defined in this report reinforces the refocusing of the Ministry's programmes which will be extensively implemented in the subsequent financial year.

The report also serves to challenge us all in our performance for the coming years.

Yours faithfully,

.....  
**ROVERETO NAYACALEVU**  
Permanent Secretary

# PERMANENT SECRETARY'S STATEMENT

The Financial Year 2019-2020 was the beginning of an extremely challenging era and the Ministry's rapid response plan in the wake of this global pandemic was through the announcement and implementation of the Youth Farm Initiative Programme.

The Ministry continued with its programmes under the Youth Empowerment Programs and simultaneously carried out the implementation of the Civil Service Reforms.

We continued pathways to take on board the Minister's direction for the Ministry and these include the repackaging of empowerment programmes to focus on issues currently faced by our youth.

This also complements the Ministry's focus on "building values that lead to success" through being a "Ministry for all youth" and integrating sport and youth development into the mainstream work of the Ministry. This has also allowed a more inclusive approach with priority being given to youth at risk in line with Government's stated objective of leaving no-one behind. There are areas of improvement including more services being provided in urban areas, to women and persons with disabilities as well as changing from outputs to outcomes and impacts.

The Ministry continued conducting accredited trainings at its five youth training centers. Mobile skills training continued to be rolled out across the four divisions and there was a notable increase in number of youth attending these trainings.

The Ministry also initially launched its Youth Coast Care Club (YCC) at Korotogo in Nadroga with the focus of engaging youth to rehabilitate and restore their coastal zone to its natural functions and beauty. Projects under YCC's aims to help build the resilience of coastal communities on the impact of climate-induced coastal erosion, storm surge, and coastal flooding. The launch also saw the planting of 200 mangrove plants as part of Korotogo and the Ministry's contribution to the Fijian Government's 4 million trees initiative.

With the Fijian Government's committed efforts against climate change, the ministry will now focus on empowering youth on disaster risk management and climate change adaption.

The development of sports is ongoing with the Ministry working in close collaboration with the Fiji National Sports Commission in bringing in expert coaches to raise our sporting standards locally and internationally and in reaching out to youth groups for sports programmes and training. The Fijian Government, through the Ministry of Youth and Sports, ensures that we have an all-inclusive approach towards sports development in the country and we are ensuring that, increasingly, all Fijians receive equal access to sports and sporting facilities regardless of gender, background or ability.

We also received the Sports Complex Project at Sawaieke as it was handed over back to the Ministry by the Republic of Fiji Military Forces after completing phase two. By end of 2020, the Ministry handed over a total of three sports ground which was constructed within the previous financial year of 2018-2019. The donation of basic sports equipment continued for youth clubs and schools to support young people in reaching their full sporting potential.

Our thanks go to our partners, including foreign embassies and multi-lateral agencies, to our stakeholders in sport and to the non-formal education sector for your ongoing contributions. Appreciation also goes out to our clients in the youth and sports sector for your support.

Our thanks also go to the Honorable Minister and Assistant Minister for their ongoing guidance and commitment to the cause of both youth and sports development as well as for pushing the Ministry to meet our ongoing commitments to the highest standards possible. I must of course also thank the Ministry staff for the invaluable work they have carried out in ensuring that the objectives set out were met.

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# SECTION 1

## ORGANIZATIONAL PROFILE

### 1.1 Roles and Responsibilities

The Ministry of Youth and Sports' core responsibilities are the establishment of a policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community based youth led programs.

There are two core programmes coordinated and facilitated by the Ministry of Youth and Sports.

- **Youth Development:**

The programme centers on the provision of assistance to youths through advisory, empowerment and capacity building including specific skills training.

- **Sports Development:**

The programme focuses on the development of sports and its infrastructures nationwide through the provision of grants to the Fiji National Sports Commission and National Sporting Organisations as well as the provision of basic sports equipment and the development of rural playing fields.

### 1.2 Legislations and Policies

The Ministry of Youth and Sports is guided by the following legislation and policies in its operations;

Primary Legislation:

1. Fiji Sports Council Act 1978,
2. Boxing Commission of Fiji Promulgation No.13 of 2008
3. National Sports Commission Decree 5 of 2013.

### Existing Secondary Legislation:

A number of government legislations directly impact and are linked to the Ministry's functions and these are:

1. Constitution of the Republic of Fiji [2013]
2. Social Justice Act- 2001
3. Occupational Health and Safety at Work Act- 1996
4. Public Service Act 1999 and Public Service Regulations
5. National Employment Centre Decree- 2009
6. State Services Decree 2009 of the Republic of the Fiji Islands
7. Fiji Procurement Act 2010
8. Financial Administration Decree 2009
9. Financial Instruction 2005
10. Financial Management Act 2004
11. General Orders 2011
12. Terms and Conditions of Employment of G.W.E 2010

### Policies:

There are two main policies that guide the work of the Ministry of Youth and Sports.

1. National Youth Policy
2. National Sports and Recreational Policy



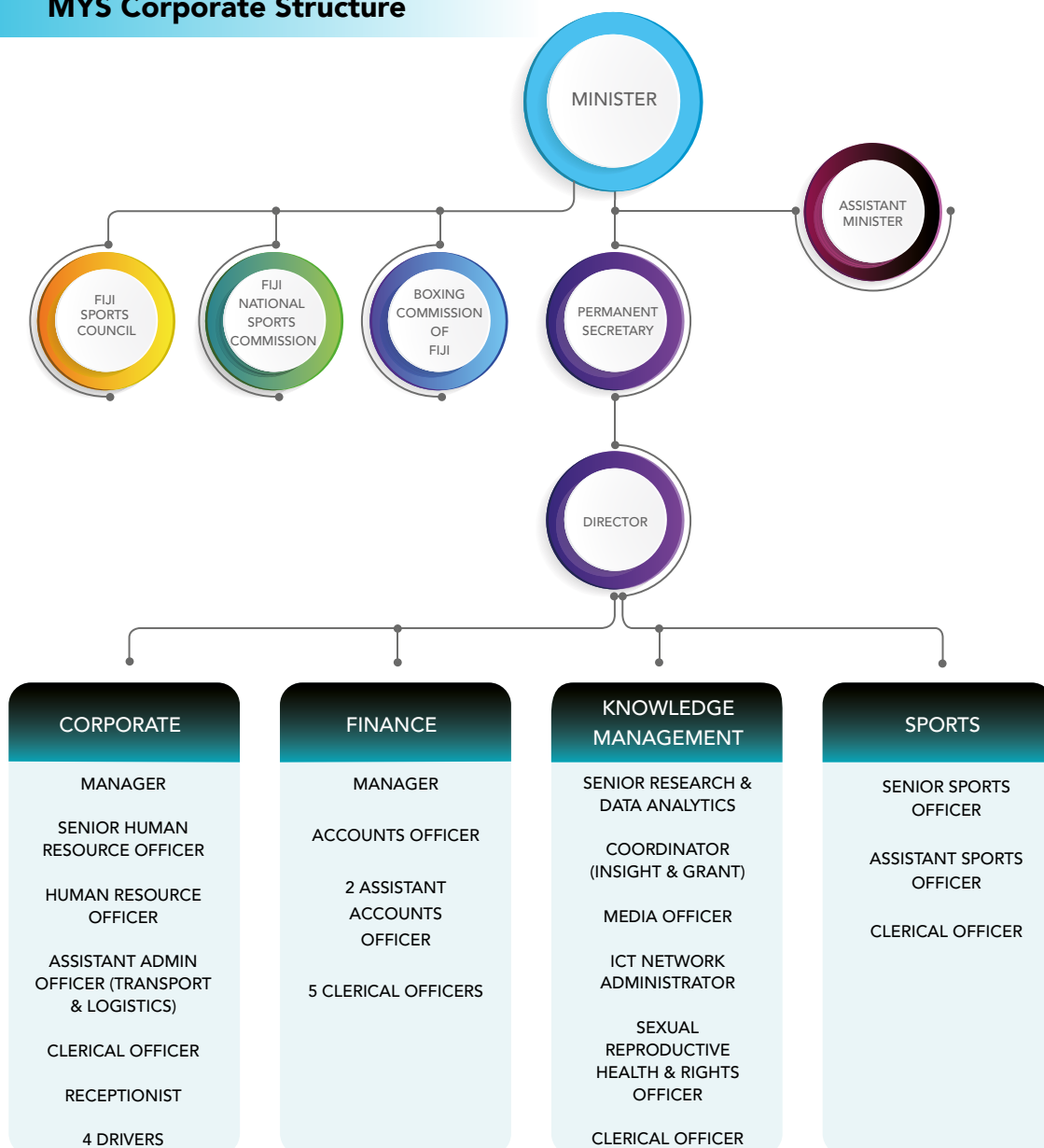


### 1.3 Divisional Offices

The Ministry of Youth and Sports (MYS) has 4 divisional offices based in each of the four divisions namely Central, Eastern, Western and Northern.

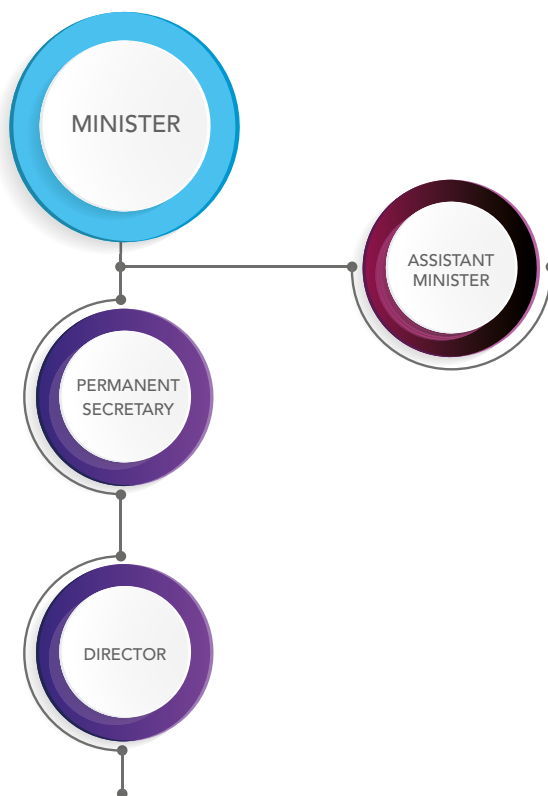
OFFICE	LOCATION
Headquarters <ul style="list-style-type: none"> <li>Office of the Minister of Youth and Sports</li> <li>Office of the Assistant Minister of Youth and Sports</li> <li>Office of the Permanent Secretary Youth and Sports</li> <li>Office of the Director of Youth, Sports and Business Development</li> <li>Knowledge Management Unit</li> <li>Finance Unit</li> <li>Corporate Support Unit</li> </ul>	Ministry of Youth and Sports Nasoqo House 3rd Gordon Street Suva.
Northern Division	Ro Qomate House Hospital Road Labasa
Western Division	Tavaqia House Tavewa Avenue Lautoka

### MYS Corporate Structure





## Divisional Structure



DIVISIONS				
CENTRAL	EASTERN	NORTHERN		WESTERN
DIVISIONAL MANAGER	DIVISIONAL MANAGER	DIVISIONAL MANAGER		DIVISIONAL MANAGER
SENIOR YOUTH OFFICER YOUTH OFFICER X 3 ASSISTANT YOUTH OFFICER X 11 CLERICAL OFFICER	YOUTH OFFICER X 2 ASSISTANT YOUTH OFFICER X 4 CLERICAL OFFICER	SENIOR YOUTH OFFICER YOUTH OFFICER X 2 ASSISTANT YOUTH OFFICER X 4 CLERICAL OFFICER X 2 DRIVERS X 2		SENIOR YOUTH OFFICER YOUTH OFFICER X 3 ASSISTANT YOUTH OFFICER X 10 CLERICAL OFFICER X 2 DRIVER
YTC VALELEVU	YTC YAVITU	YTC NAQERE	YTC NALEBA	YTC NASAU
TRAINER X 3 CLERICAL OFFICER BANDSMAN/WOMEN X15	CARPENTRY TRAINER ASSISTANT TRAINER CARETAKER COOK	ASSISTANT TRAINER CARETAKER COOK	ASSISTANT TRAINER CARETAKER COOK	MANAGER NASAU CARPENTRY INSTRUCTOR CLERICAL OFFICER STOREMAN DRIVER STOCKMAN ASSISTANT STOCKMAN FARM HAND LABOURER COOK KITCHEN HAND/MATRON





## National Development Plan

### 1.4 Linkages between MYS Outcomes and Government National Development Programme

#### Goal: Policies and Strategies (Youth Development)

GOAL: EMPOWERING YOUTH TO BE CRITICAL AGENTS OF CHANGE AND DEVELOPMENT.	
POLICY OBJECTIVE	STRATEGIES
To develop youth to become productive, participatory, and increase their influence in decision making.	<ul style="list-style-type: none"> <li>Support the development and empowerment/programmes for youth under the Ministry of Youth and other relevant agencies</li> <li>Promote youth issues and their participation in leadership and decision making processes, at all levels</li> <li>Initiate collaborative strategies between government and communities to increase the capacity and engagement of Fiji's youth in the community and economy</li> </ul>
To promote the education and training of young people to secure decent employment	<ul style="list-style-type: none"> <li>Support the establishment of small and micro-enterprise projects for youth in rural and urban centers.</li> <li>Enhance job-skills through better education and strengthening of National Employment Center</li> <li>Promote technical and vocational and lifelong skills training for the young as mentioned in Chapter 9.1 on Education</li> </ul>
To improve young people's personal health, hygiene and healthy lifestyle.	<ul style="list-style-type: none"> <li>Implement the strategies as in Chapter 9.2 on Health</li> </ul>

#### Goal: Policies and Strategies (Sports Development)

GOAL: BUILDING A SPORTING ENVIRONMENT THAT INCLUDES ALL CITIZENS, DEVELOPS ELITE SPORTSPEOPLE AND CULTIVATES HEALTHY LIFESTYLES	
POLICY OBJECTIVE	STRATEGIES
Build the enabling environment that develops local athletes into elite athletes	<ul style="list-style-type: none"> <li>Provision for the hire of international coaches in annual budgetary allocation</li> <li>Provision of sports grants to National Sporting Organisations (NSO).</li> <li>Review current development programmes with NSOs and develop an overarching National Sports Talent Identification and Development Programme to strengthen it.</li> <li>Establishment of the National Academy of Sports</li> </ul>
Provide every citizen with the access to proper sporting facilities.	<ul style="list-style-type: none"> <li>Review Government tax incentives on sports sponsorship for national sporting federations.</li> <li>Continue with construction of rural sports complex projects</li> <li>Continue with rural sports ground fields projects</li> <li>Continue with upgrade of Fiji Sports Council's facilities</li> <li>Encourage mass participation in the National Sports Day holiday.</li> </ul>
Ensure that young children obtain the proper teaching in physical education.	<ul style="list-style-type: none"> <li>Review physical education curriculum in primary and secondary schools</li> <li>Implementation of Fiji National Sports Commission sports outreach program.</li> <li>Encourage tertiary institutions to incorporate sports specific subjects into courses and programmes</li> </ul>

# Annual Report 2019-2020

The Ministry of Youth and Sports Annual Report highlights its operational and financial performance from 1st August 2019 -31st July 2020 against the outcomes, planned activities, performance indicators and service standards consistent with the Ministry's strategic plan and 2019-2020 operational plan.

The report also summarizes the Ministry's achievements of programmes implemented by each divisional offices. These are development programmes that provide opportunities for youth empowerment and self-reliance in addressing the needs of youths not in the formal education sector or those facing socio-economic difficulties.

The Ministry encountered a few challenges in implementing its programs and services in 2019-2020 resulting in its inability to reach a hundred percent for targets set in the financial year. The measles outbreak in the later part of 2019 and the global COVID-19 pandemic caused the suspension of several programs for a total of seven months. This significantly affected the Ministry's community based empowerment programme, mobile skills programme, specific skills training programmes and youth club registrations. Despite this, the Ministry continued to provide quality and impactful services and programmes targeted at youths in communities that are disadvantaged. Through conducting its training needs analysis and individual youth and youth club profiling to identify the current skill and empowerment trainings needs the Ministry was able to ensure that its trainings were focused on areas of need and resources were allocated and used effectually.



## SECTION 2

# HIGHLIGHTS OF 2019 - 2020

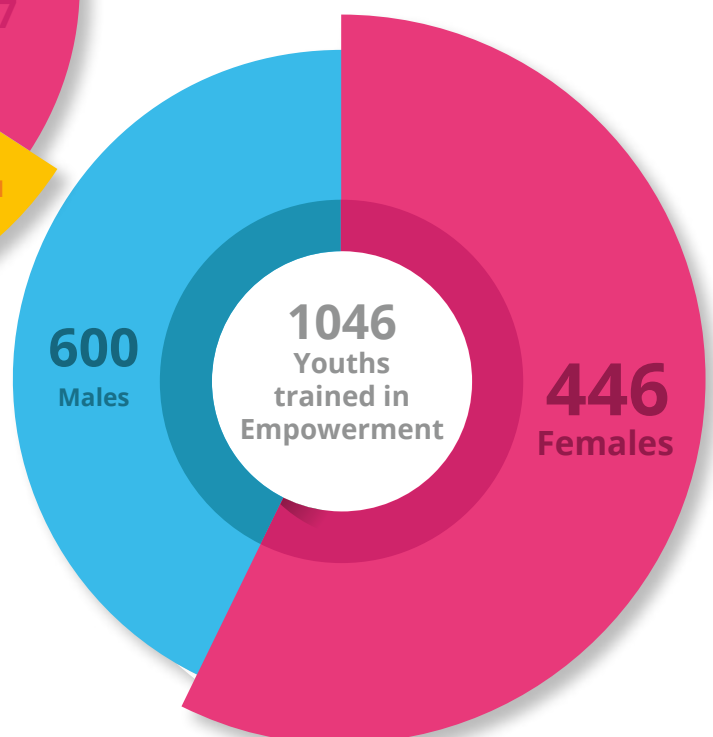
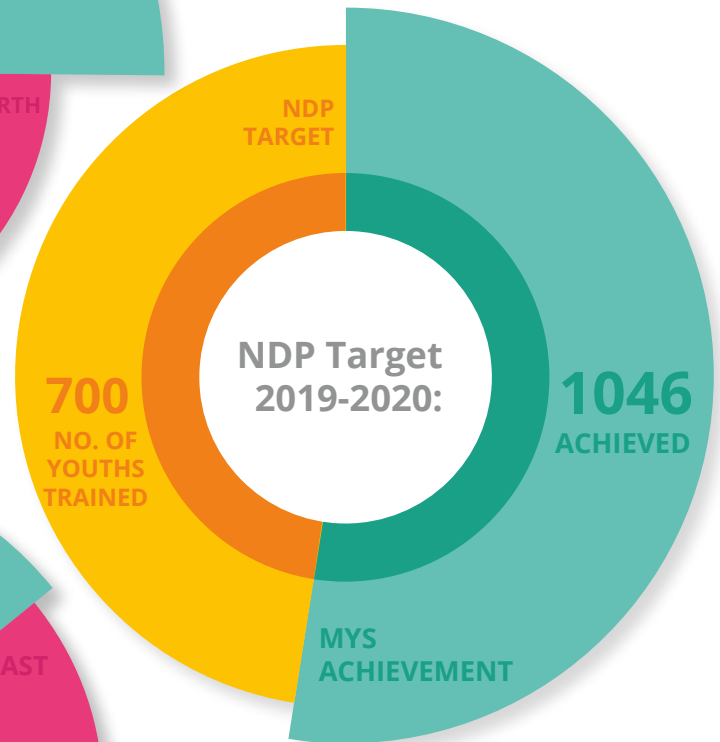
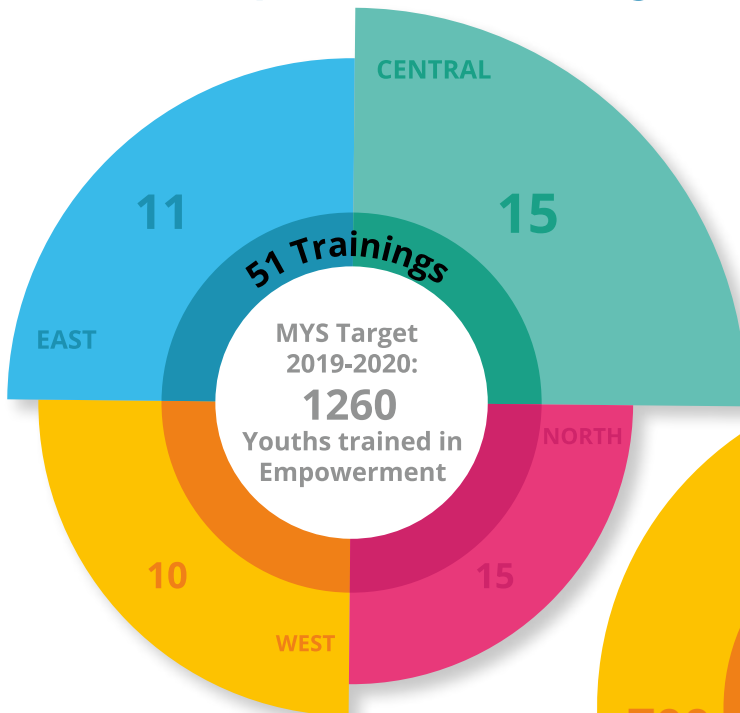
### YOUTH EMPOWERMENT PROGRAM:

Given Fiji's young population, the Ministry has the mandate of providing conditions that promote healthy youth development to enable young people to reach their full potential. The Youth Empowerment Programme is imperative not only for national development but also for the personal development of an individual and is pursued by learning, promoting youth rights, youth activism and in community decision making. This involves providing opportunities to learn and advance soft and hard skills, encouraging networking, and mentoring, providing opportunities to learn, build leadership skills through community participation, and promoting innovation and entrepreneurship. Through establishing conditions for positive youth development, the Government is enabling Fiji's next generation of leaders to improve Fijian communities of the future.





# Youth Empowerment Programme Achievements







In this programme a number of trainings were covered and these are listed below:

- **Law and order** - (gender violence; crime, drugs and substance abuse; legal literacy)
- **Health and Wellbeing** - (Food Security & Nutrition, NCD's, Teenage Pregnancy & Positive Parenting,
- **Climate Change** - (Food Security, Adaptation & Mitigation, Preparedness and Disaster Risk Reduction, Environment Management, aquatic ecosystems, waste management, environment sustainability, reforestation and coastal care)
- **Soft Skills** - (Job Search: CV development, letter writing, how to prepare for interviews, Leadership: how to conduct meetings, communication and negotiation skills, Customer Service: Telephone etiquette, effective communication, basic computer)
- **Financial Literacy** - (Business Literacy: Start & manage your own business, Business Plan & Proposal, Record Keeping, Revenue & Expenses; Financial Literacy: Basic Budgeting, credit & saving, Protecting & Insuring; Entrepreneurship: Innovation, Financial Investment, Value adding and marketing)
- **Project Management** - (Project Lifecycle: project proposal, project implementation and completion, risk analysis & management; Change Management; Monitoring & Evaluation: pre, during & post implementation)
- **Seeds of Success** - (Self -Reflection, Being a Part of Something Bigger & Self Development)
- **Sports skills**
- **Sexual Reproductive Health and Rights** -
  1. Rights, relationships & responsibilities
  2. The Body, puberty and reproduction
  3. Communication and decision making skills
  4. Staying Safe
  5. Healthy Futures

## Duke of Edinburgh's International Award

The Duke of Edinburgh's International Award (DEIA) is an internationally recognized programme and is a voluntary, non-competitive, enjoyable and balanced program that requires dedication and commitment by participants. The award develops resilience, self-reliance, leadership skills and social responsibility and challenges young people through participation in a series of activities that builds character, communication and drive. The Award is available to all 14 - 24 year olds. The Ministry of Youth & Sports is the National Award Operator coordinating the program in conjunction with the Ministry of Education through the respective participating Secondary Schools and youth clubs. The Duke of Edinburgh's International Award (DEIA) is an internationally recognized programme and is a voluntary, non-competitive, enjoyable and balanced program that requires dedication and commitment by participants. The award develops resilience, self-reliance, leadership skills and social responsibility and challenges young people through participation in a series of activities that builds character, communication and drive. The Award is available to all 14 - 24 year olds. The Ministry of Youth & Sports is the National Award Operator coordinating the program in conjunction with the Ministry of Education through the respective participating Secondary Schools and youth clubs.



The divisional breakdown of participants for the programme is illustrated below:

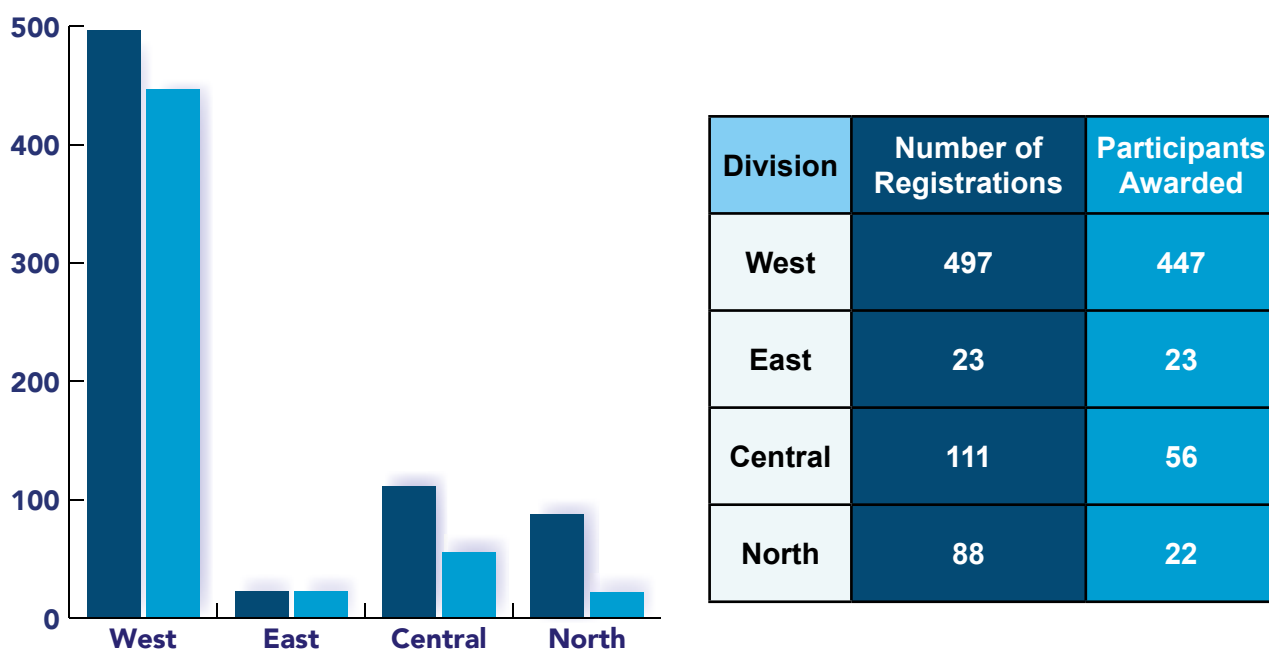
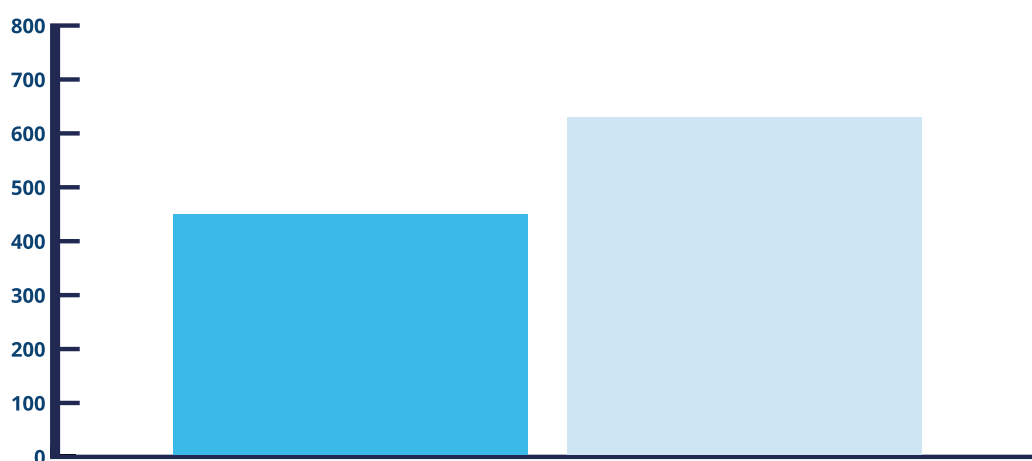


Figure 3: Breakdown of DEIA participation by Divisions

### Target vs Achievement



DEIA Registration Target	450
DEIA Registration Achievement	629

Figure 4: Achievement of DEIA programme against Ministry target.

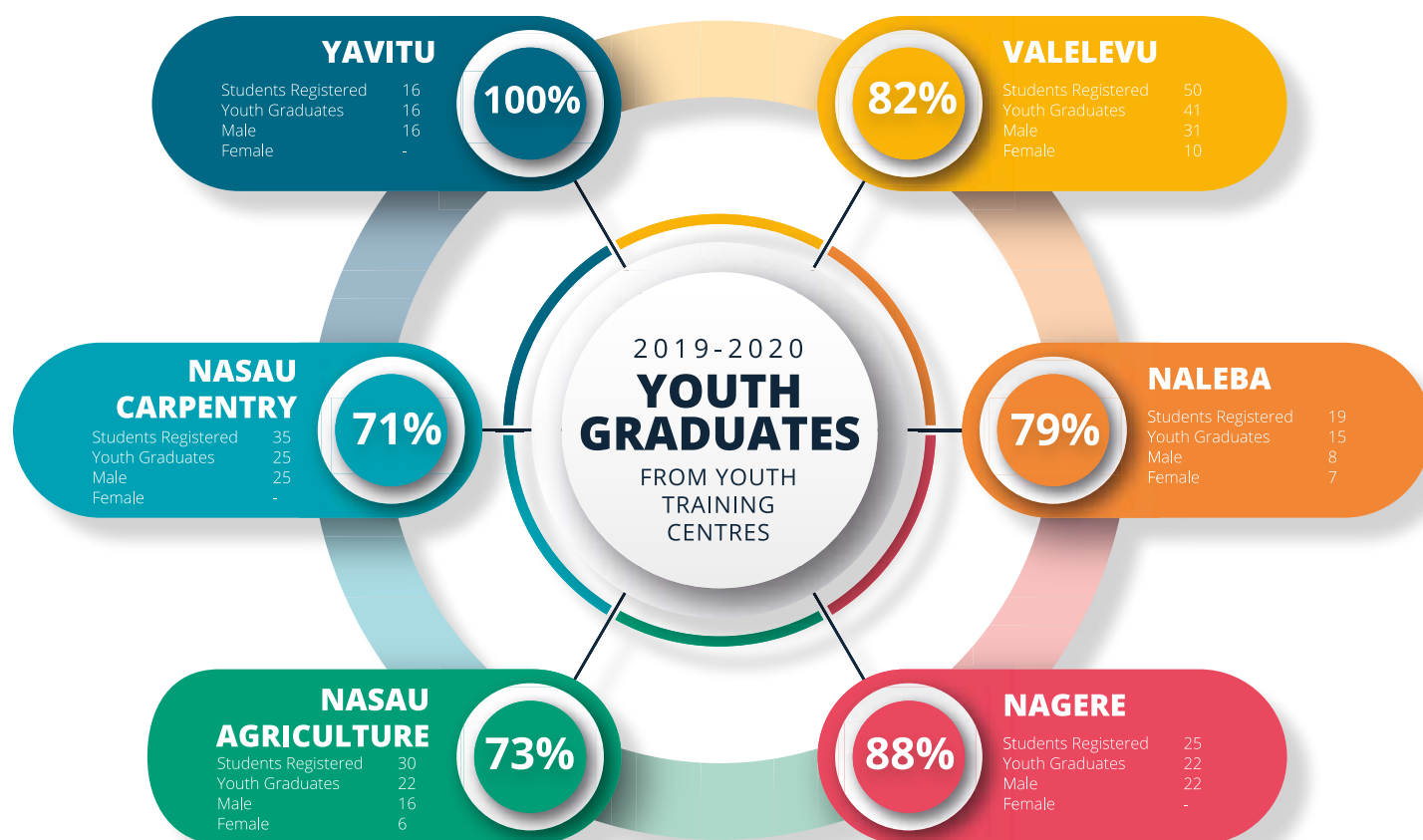


## Specific Skills Training

This concept of youth development offers a wide range of training programmes delivered at the 5 Youth Training Centers of the Ministry.

The five centers provide the following courses respectively:

1. YTC Valelevu - Musical Training – Certificate 4 in Music and Performance
2. YTC Nasau - Basic Agriculture (Organic Farming), Class III Carpentry
3. YTC Naleba - Certificate III General Agriculture
4. YTC Naqere - Basic Carpentry
5. YTC Yavitu - Class III Carpentry Tradesmen Course, Joinery Training, Short Courses on Basic



## Mobile Skills Training

The Mobile Skills programme is a capacity and skills building programme that provides youths with job-related education to upgrade existing skills or to learn new skills. Lessons under this programme are usually facilitated by an expert trainer and includes theory and practical sessions that enable youths to experience a friendly and holistic learning environment.

These are community based courses targeting various skill sets that offer sustainable livelihood opportunities for youths. These skills based programmes are identified through Training Needs Analysis conducted within communities by the Ministry.



These trainings focus on areas that can assist youth towards income generation and employment ensuring sustainable livelihoods. Listed below are a few mobile skills trainings that the Ministry conducts throughout the four divisions.

- Beauty and Massage Therapy
- Hair Dressing/Barber Training
- House Keeping/ Food and Beverages Training
- Boat Masters & Class 6 License
- Small engine repair
- Screen Printing & Signage
- Sewing
- Forklift operator
- Basic Care giving
- Basic Computer skills





## 2019-2020 Youths Trained in Mobile Skills Training

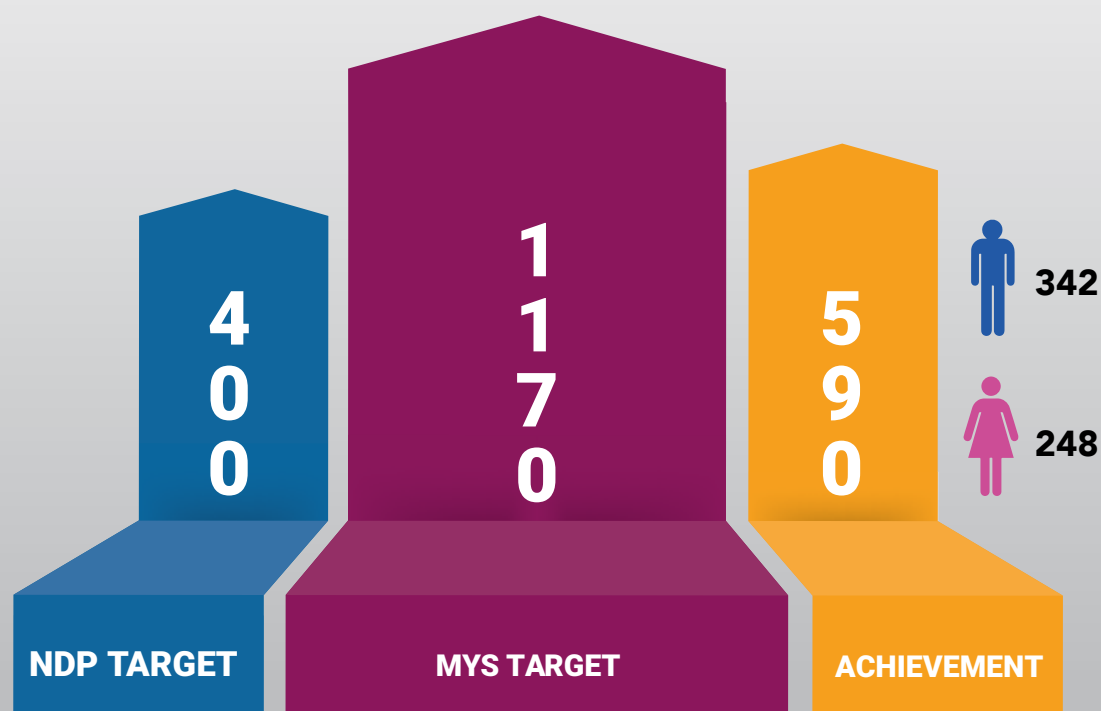


Figure 4: Achievement of Mobile Skills programme against Ministry target.

	CENTRAL	EASTERN	NORTHERN	WESTERN
MYS Target	10	10	9	8
MYS Achievement	3	1	7	9

# 2019-2020

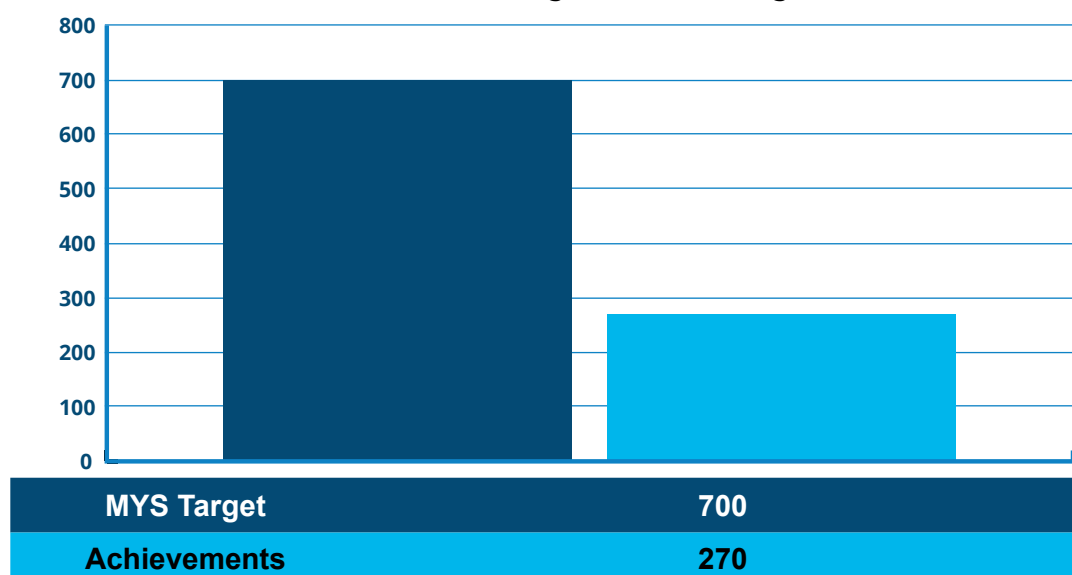
Number of Mobile Skills  
Training Conducted



## Youth and Sports Club Registration

Youth clubs are essential in promoting collaboration and meaningful engagement for young people at all levels. The Ministry continued with its registrations throughout the financial year ensuring youths in both urban and rural areas were reached and provided a stronger, inclusive and democratic platform for participation and recognition.

**2019-2020 Youth Clubs Registered NDP Target - 190**



2019-2020 Youth and Sports Clubs Registered in the 4 Divisions				
	Central	Eastern	Western	Northern
MYS Target	250	100	200	150
MYS Achievement	39	17	150	64





## Youth Grants

The Ministry of Youth and Sports advances its key duties of establishing an enabling environment for youth by providing individual youths and youth clubs grant assistance to establish small scale income generating projects or improve existing projects. The Youth and Sports Grant is open to all youth and sports clubs/groups and focuses on activities and projects initiated by individual youths; by youth and sports clubs, uniform groups, faith based and non-governmental organisations.

The Youth Grant has 3 core objectives which is to; Support registered youth clubs, faith based organisations and non-Governmental organisations in the areas of youth training, capacity building and youth projects including small micro-enterprises; strengthen networking and partnerships between civil society organizations and the Ministry of Youth and Sports and elevate and strengthen youth development work in Fiji.

The grant focuses on individual youth led operations and initiatives such as:

- Youth Empowerment Training;
- Youth Leadership Training;
- Youth Camp;
- Sports Recreation Training;
- Youth Workshops, Seminars
- and Income Generating Projects.



During the Financial Year a total of 54 youth and sports groups and individuals were assisted through youth grants across all the four divisions including assistance in Sports through the sports Unit.

Below is the graphical breakdown of the grant assistance.

YOUTH & SPORTS GRANTS	
Eastern Division	5
Western Division	6
Northern Division	7
Central Division	7
Sports Unit	29

Figure 11: Breakdown of Youth and Sports grants.

## Establishing Youth and Sports cooperation

The Ministry continued forming new partnerships through the signing of Memorandum of Understandings and collaborating with external stakeholders to achieve common goals for Fijian youth. The Ministry also maintained and strengthened ongoing partnerships and collaboration through reciprocity.

One of the outcomes of such partnerships was the signing of an agreement with the Secretariat of the Pacific Community (SPC) through which the Ministry received vital tools and equipment to implement its Certificate in Resilience training programme. Additionally, the Ministry further strengthened its collaboration with UNICEF through a Youth Voice Survey to better inform efforts towards better preparedness, response and empowerment of youths in Fiji. The survey results provided empirical evidence on well-being (social, psychological, physical, financial, security and protection) and enabled the Ministry to focus its programs to strategic areas of need.

2 MOU's signed (2019-2020)

- 1 Secretariat of the Pacific Community (SPC) – DRR&CCA
- Think Pacific Ltd and Ministry of Youth and Sports (renewed)

## Establish Youth Coast Care Clubs

Three Coastal Care clubs has been established along the Coral Coast in the Western Division in collaboration with Department of Environment and Ministry of Forestry. Activities conducted include mangrove planting and coastline cleaning. A total of over 163,334 trees were planted. Additionally, with the assistance of OISCA staff, a tree nursery has been established at the Youth Training Centre in Nasau and in Navolau village.







## Upgrade of Youth training Centers (YTCs)

### Construction of Naleba Female Dormitory

A new girl's dormitory was constructed and completed in July 2020 to accommodate young women from the northern division undertaking the Certificate III in General Agriculture program. The new dormitory has the capacity to accommodate 20 young women and has the following provisions & amenities;

- 10 rooms with a double bunk and a study table each.
- It has a big common room with 3 piece lounge suite and a coffee table
- 2 flush toilets,
- 2 showers,
- 8 concrete washing tubs.
- Large wooden Ironing board
- 2 outdoor cloth hanging stand

A gym house for the Naleba Youth Training Centre was constructed for trainees and staff for their fitness & wellness programs. The gym house has the following provisions;

- 1 full set Bench press
- Dumb bells
- Medicine ball, kettle bell, row twist, exercise wheel & hand grip





## Development of Youth with Special Needs through training

The Ministry recognizes the need to provide skills training for Youths with disabilities as these young people are usually deprived of access to education and services for employment. The Ministry had targeted training for 60 youths with disabilities and has surpassed its target providing various skills based training for 106 youths with disabilities.

Development of Youth with Special Needs through training	Annual Target for Participants	Participants trained in FY 19-20	Total Males	Total Females
<b>Total Young People with Special Needs Trained</b>	<b>60</b>	<b>106</b>	<b>51</b>	<b>55</b>

## Development of Policies and Research Enhancement

### Fiji National Youth Policy

The Ministry of Youth and Sports is mandated to develop and implement youth and sport policies and establish a conducive policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community-based youth-led programmes.

The Fiji National Youth Policy began in 2019 and it sets out the Government's agenda and priorities for 2021 to 2026 in relation to the youth. The Policy establishes an inclusive, binding and accountable framework which will provide direction, guide and monitor the development agenda and progress of youth in Fiji. Recognising the multi-sector nature of youth development, it takes a whole of Government approach, bringing together key Government ministries, departments and authorities to work in a coordinated way towards achieving strategic goals for Fiji's youth.

In developing the Policy, feedback from a range of key stakeholders was considered. Consultations were held with representatives of various youth organizations including the Fiji Youth Council, Government ministries and agencies, key NGOs and Youths. Consultations were carried out in Central, Western, Northern and Eastern divisions from November 2019 to February 2020. Following consultations all relevant feedback received was consolidated and incorporated into the draft policy.

The Ministry then conducted policy validation sessions. The Policy validation involving representatives from various line ministries, Youths and representatives from youth organizations and NGOs was conducted in May 2020. Following validation, the Policy was further revised and an action plan will be developed before the final policy is submitted to cabinet for approval in 2021.

#### Internal Policies and Procedures Developed

- MYS Grants Policy revised
- HR Manual revised
- Internal IT Equipment Policy revised
- Finance Manual revised



## Review of Youth Training Centre Valelevu

Youths are and will remain, a significant share of Fiji's population for the foreseeable future. Developing and implementing appropriate strategies, policies and programs to mitigate the risks and challenges they face is a priority area for the government. MYS while having governmental oversight of youth issues, has a duty of care and mandate for Fijian youth who are the target group for its youth centers. In an effort to provide a more holistic view of helping youth to realize their full potential, the MYS conducted an evaluation and review process of the Youth Training Centre in Valelevu (YTCV) in 2019. A major recommendation of the review was to appoint a long term Manager to administer staff and provide leadership and to review the current curriculum and identify TVET programs in skills shortage areas in Fiji and establish new training partnerships and MOUs for the effective use of YTCV. The Ministry will implement appropriate recommendations from the review in the subsequent financial year.

## Review of MYS community based Youth Development programs

The Ministry in collaboration with an independent expert consultant conducted a review of its current youth development programs being implemented to reinforce Government's approach towards meeting young people's needs. The review examined areas of improvement and identified appropriate programs or trainings to address contemporary issues affecting our young people. The Ministry will implement appropriate recommendations from the review in the subsequent financial year.

### 3 Research Projects Conducted in 2019-2020

- Review of Youth Training Centre Valelevu completed.
- Review of MYS community based Youth Development programs completed.
- Youth Voice Survey in partnership with UNICEF



# Sports Development

## A. Sports Facilities Development Program

### 1. Background

The Development of Sports Facilities is one of the core business objectives of the Ministry of Youth and Sports. This is essential in ensuring development and promotion of physical activity and sports participation at all levels for all Fijians. This involves the establishment of proper physical activity or sports facilities for schools and communities in rural and urban areas to encourage more active participation of all citizens in sports, physical activity and promoting health and well-being.

### 2. Benefits

- More Fijians are moving which is also a partnership goal with Wellness Unit from the Ministry of Health and Medical Services
- National Sporting Organization is able to facilitate development programs in the community
- Youths and Sports Clubs are able to organize sports competitions in their community through partnership with relevant community and business stakeholders
- Income generated from the use of the sports facilities through organised sports events assists in community projects.
- Availability of facilities in the community and the organisation of sports competitions assists in reducing criminal activity in the community.
- Early identification of talent through participation during organized sporting tournaments.
- Proper Physical Education and sports classes are taught by teachers with access to proper sports facilities.

### 3. Process for Prioritizing Facilities that are to be Developed

- Short listing of facilities is conducted from written requests received with land consent approval documented.
- Site visits by the Sports Officials to determine the need to construct sports facilities.
- Reports on the visit compiled and submitted to PSYS for endorsement and confirmation on the number of Sports Facilities Development Program (SFDP) developed.
- Once endorsed, necessary paper work through the budgetary process for capital projects is undertaken.

### 4. Government Support

Government provided funding of \$400,000 for the development program for 2019- 2020 period and part of this funding was utilized for a project under the CIU Team with the Ministry of Economy to improve the standard of existing Sports Fields within the communities.





## 5. Achievements

### A. Nakasi Volleyball Court

A new sports facility was constructed for the community of Nakasi and it is expected to promote health and wellbeing for residents in the area. This hard court will allow youths living in Nakasi to participate in physical activity and also to participate in organized competition in their community. This project was a partnership between the Ministry and the Embassy of China



### B. Gym Equipment Handover

The Ministry assisted Natumua Youth and Sports Club in Kadavu and Semo District Youth and Sports Club in Nadroga with the Gym Equipment. The donation of these equipment will complement the community sports development already being undertaken in these communities by the Fiji national Sports Commission through Coaching and Strength and Conditioning training.

These assistance is also an income generation opportunity for the clubs where they can charge a minimum fee for the usage of the equipment as these funds are invested in the maintenance of the equipment and future investment in more equipment for the club.

The Community and village elders assisted the club in securing the land for the gym and also in building their gym house with the Ministry completing this project with Gym Equipment worth \$6,000.00.



# Donation of Sports Equipment

## 1. Background

Through providing sporting equipment the Ministry is enabling and harnessing sports skills of young people at school and local clubs as a first step to competition and a pathway to the highest level of competition.

The main objective of this program is to support the promotion of sports and physical activity at all levels of engagement through the distribution of safe and standardized sports equipment.

## 2. Eligibility and beneficiaries

- Registered Youth Clubs under the Ministry of Youth and Sports
- Registered schools and affiliated Sports Clubs
- In accordance with Standard Operating Procedures.

## 3. Criteria for considering applications for assistance

- Written requests are to be witnessed officially i.e. a request signed by the President is to be witnessed by the Vice President, Secretary or Treasurer.
- Requests from Schools should be written on school's letterhead and or stamped with school stamp for verification purpose
- Sporting items to be collected by writer or if there is an appointee, he or she should produce a certified letter from the youth group or school on stamped letterhead with production of valid ID.
- There will be an interval of no less than three years before assistance can be given again to the same school or youth club.
- Officials of the club will NOT claim ownership of the equipment and whatever assistance they obtain for the Club during their term of office will always remain the property of the club.

### a. Gym Equipment Criteria

- The Youth and Sports Club must be registered with the ministry and active in both youth and sports activities.
- Request letter to be sent to the PSYS or Ministers office for approval and directed to Sports unit and youth section for verification.
- Youth and sports club should first have a place to house the gym equipment and should measure 10meters by 11meters.
- The house should be OHS compliance where gym training can be conducted.
- Recipients are to undergo training on Strength and Conditioning
- If it is in the urban area it must have public convenient for both genders.
- The gym house must have a qualified instructor for gym equipment usage and first aid.
- The gym house must have a log book.
- The gym house must have electricity and water supply.





#### 4. Assistance

A total of 29 youth and sports clubs from the four divisions (Central, Western, Northern and Eastern) were assisted through the sports equipment donation program.

The donations to these groups included basic sporting equipment such:

- PE cones
- Rugby Balls
- Netball Balls
- Soccer Balls
- Volleyball Nets
- Water Bottles with 1 Rack
- Kicking Tee
- Ball Pump, Whistle
- Badminton Kits

#### Conferences Participated/Conducted

1. National Sports and Recreational Activity Policy Review
2. National Anti-Doping Policy Review
3. IOC and Interpol Regional Webinar on Drugs and Crime with Anti-Doping and Sports Manipulation as the Agenda
4. Melanesian Spearhead Group Sports Committee and Sports Minister's Meeting
5. Sports Delegation Visit to China
6. Macolin Convention – Fiji Threat and Risk Assessment



MYS- Raiwasa Sports Donation

# SECTION 3

## HUMAN RESOURCE DEVELOPMENT AND FINANCIAL MANAGEMENT

### Administration Unit

The Role of Human Resources is to provide administrative support to the office of the Permanent Secretary in a responsive manner. The Administration Unit is responsible for the overall human resource management, staff recruitment, development, performance and observance of regulations of the Ministry. These key human resource activities involve additional activities that cover job evaluation, human resource planning, recruitment and selection, performance appraisal and compensation, benefits, employee relations and effective health and safety programs. This Unit also oversees the registry, transport and the up keeping of Office buildings.

Position/Title	Band	App. Est.	Vacant	Filled	Gender	
					M	F
Minister		1		1	1	
Assistant Minister		1		1	1	
Permanent Secretary		1	1			
Director	J	1		1	1	
Manager HR	I	1		1		1
Senior HR Officer	G	1		1		1
HR Officer	F	1		1	1	
Senior Secretary	F	2		2		2
Administrative Assistant	E	1	1			
Secretary	E	2		2		2
Clerical Officer (Finance)	C	7	1	6	1	5
Clerical Officer (Admin)	C	9	1	8	3	5
Manager Finance	I	1		1	1	
Accounts Officer	F	1		1		1
Assistant Accounts Officer	E	2	1	1		1
Manager	H	5	2	3	2	1
Senior Youth Officer	G	3	1	2	1	1
Youth Officer	F	10	2	8	6	2
Assistant Youth Officer	D	29	1	28	15	13
Senior Sports Officer	G	1		1	1	
Assistant Sports Officer	E	1		1	1	
Senior Research Officer	H	1		1	1	
IT Coordinator	F	1		1	1	
Coordinator Insight & Grant	F	1	1			





Position/Title	Band	App. Est.	Vacant	Filled	Gender	
					M	F
Media & Communication	F	1	1			
Carpentry Instructor	F	2	1	1	1	
Trainer	F	3	2	1	1	
Assistant Trainer	D	3	2	1	1	
Store Person	C	1		1	1	

#### Ministry's Government Wage Earners Establishment as at 31 July 2020

Position/Title	App. Est.	Vacant	Filled	Gender	
				M	F
Driver	9		9	9	
Receptionist	1		1		1
Messenger /Driver	1		1	1	
Assistant Trainer	3	2	1	1	
Stockman IV	1		1	1	
Labourer	1		1	1	

#### Divisional Staff as at 31 July 2020

Division	Established		GWE	
	M	F	M	F
Senior Executive	4	4	2	0
Administration Unit	2	2	4	1
Finance Unit	1	6	0	0
KMU Unit	2	1	0	0
Sports Section	2	0	0	0
Central Division	9	8	0	0
Eastern Division	4	4		
Northern Division	3	5	2	0
Western Division	16	4	4	0



## Staff Training

The objectives is to act as a point of reference in relation to all training activity conducted or proposed for delivery to MYS Staff. Also to maintain a MYS staff training plan that reflects outcomes of Training Needs Analysis in collaboration with recommendation of Divisional Managers in line with the Individual Learning and Development Plan.

This is to ensure it matches against the training that is provided by internal partners and external donors and to manage and administer In house and overseas trainings. Professional development of the workforce is the responsibility of the organization. Although, the employee is appointed with a certain set of knowledge, skills and abilities, if the roles and responsibilities of the position change, the employer has a "corporate social responsibility" to invest in their human capital.

The Ministry understands the true value of professional development, culture, innovation and creativity and also recognizes the value of continuously educating the current workforce.

## Recruitment and Selection Process

The Open Merit Recruitment Selection Criteria guidelines are followed in order to recruit and select candidates. The following are adhered with the guidelines:

- Management of all areas of recruitment
- Vacancy Processing
- Provide support and training
- Appointments and Promotions

## New Appointments as at 31 July 2020

Division	Post	Band	Gender	
			M	F
Finance	Accounts Officer	F		1
Administration	Manager HR	I		1
Administration	Senior HR	G	1	
Central	Divisional Manager	H		1
Northern	Senior Youth Officer	F		1
Eastern	Youth Officer	F		1
Western	Clerical Officer	C	2	
Central	Assistant Youth Officer	D	6	5
Western	Assistant Youth Officer	D	6	4
Eastern	Assistant Youth Officer	D	2	2
Northern	Assistant Youth Officer	D	1	2
Western	Carpentry Instructor	F	1	
Knowledge Management Unit	Senior Research & Data Analytics	H	1	
Administration	Driver	B	1	



## Registry Management

Registry serves as an organization's heart. The Registry of the Ministry also plays a vital role in the storing and securing of daily correspondence and data.

In 2019-2020, the Registry received approximately 723 inward mails.

The Registry equally plays a significant role in processing leave applications. The leave applications processed are reflected under Leave Management shown below.

## Leave Management

Leave Types	Divisions/Units							
	Admin	Finance	KMU	Sports	C	E	W	N
A/L	75	84	51	70	85	45	132	129
SLWSS	42	32	19	15	50	27	27	56
SLWOSS	66	22	28	12	42	23	72	23
B/L	24	5	9	6	15	4	20	9
M/L	1	-	-	-	-	-	1	-
Long Service Leave	-	-	-	-	-	-	-	-
Study Leave	-	-	-	-	-	-	-	-
Sporting Tour Leave	-	-	-	-	-	-	-	-
Overseas Training Leave	-	1	1	1	-	-	1	1
Leave Without Pay	-	-	-	-	-	-	-	-
Overseas Leave	1	1	1	-	-	-	-	1
Time off	35	4	21	30	10	5	20	10

## Secretariat Support Services to Management

The Administration Unit provided Secretariat Support Services to Management meetings held in the year 2019 - 2020.

## Asset Management

### Annual Board of Survey

The 2019-2020 Annual Board of Survey was conducted at 12 different Sections, Divisions and Units. Special Board of Surveys were also conducted during the year as and when there was a need. Each Division and Section maintains its own Inventory records and a Fixed Assets Register to account for the assets of the Ministry.

The Ministry's assets for the Youth Training Centers are managed by respective Divisions.



## Office Accommodation

The Central and Eastern Division staff based at VB Complex moved to Ministry Headquarters at Nasoqo House. The following new office space were occupied by the Ministry during the 2019 – 2020 financial year:

1. Nausori office – Nausori Town Council Complex
2. Sigatoka office – Rattan Building, Sigatoka
3. Ba Office – Western Builders Complex
4. Savusavu Office – Cakaudrove Provincial Holdings Ltd Building

No.	Vehicle Registration Number	Vehicle Make	Division Section
1	GQ 123	Prado	Assistant Minister
2	GQ 144	Prado	Permanent Secretary
3	GQ 070	Kia Sorrento	Admin - Pool
4	GQ 688	Kia Sorrento	Admin – Pool
5	GQ 701	Kia Cerato Sedan	Admin – Pool
6	GQ 422	15-seater Minibus	Admin-Pool
7	GR 659	Twin cab (4x4)	Admin – Pool
8	GR 801	Isuzu NPR Steel 3 ton truck	Admin – Pool
9	GR 465	Twin cab (4x4)	Nausori
10	GQ 585	Kia Sorrento	Ba
11	GR 575	Twin cab (4x4)	Sigatoka
12	GR 019	15-seater Minibus	Sigatoka
13	GR 806	Isuzu NPR Steel 3 ton truck	Sigatoka
14	GQ 248	Twin Cab (4x4)	Lautoka
15	GQ 264	Twin cab (4x2)	Lautoka
16	GR 658	Twin Cab (4x4)	Lautoka
17	GR 523	Twin Cab (4x4)	Labasa
18	GR 576	Twin Cab (4x4)	Labasa





# MINISTRY OF YOUTH AND SPORTS FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019

698542997



## OFFICE OF THE AUDITOR-GENERAL

Promoting Public Sector Accountability and Sustainability Through Our Audits



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### INDEPENDENT AUDITOR'S REPORT

#### MINISTRY OF YOUTH AND SPORTS

I have audited the financial statements of the Ministry of Youth and Sports, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2019, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

#### Basis for opinion

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 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.

#### Management's Responsibility for the Financial Statements

The management of the Ministry is responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of the 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 judgement and maintain professional scepticism throughout the audit. I also:

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

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

Ajay Nand  
**AUDITOR-GENERAL**



Suva, Fiji  
11 August 2020




**MINISTRY OF YOUTH AND SPORTS  
MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2019**

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We certify that these agency financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Youth and Sports for the year ended 31 July 2019; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

  
Ms. Jennifer Poole  
Acting Permanent Secretary

  
Mr Abdul Rasheed  
Manager Finance

Date: 7-8-20





MINISTRY OF YOUTH AND SPORTS  
STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2019

	Notes	31 July 2019 (\$)	31 July 2018 (\$)
<b>REVENUE</b>			
<b>State Revenue</b>			
Commission		2,766	1,850
Recovery Current Year		1,344	200
<b>Total State Revenue</b>		<b>4,110</b>	<b>2,050</b>
<b>Agency Revenue</b>			
Sale from Farm Produce Surplus	3(a)	52,163	48,311
Miscellaneous Revenue	3(b)	33,691	47,812
<b>Total Agency Revenue</b>		<b>85,854</b>	<b>96,123</b>
<b>Total Revenue</b>		<b>89,964</b>	<b>98,173</b>
<b>Expenditure</b>			
Established Staff	3(c)	2,232,456	2,369,297
Government Wage Earners	3(d)	232,855	274,434
Travel and Communications	3(e)	261,968	318,931
Maintenance & Operations	3(f)	384,864	443,942
Purchase of Goods and Services	3(g)	1,070,748	992,628
Operating Grants and Transfers	3(h)	13,092,560	11,426,344
Special Expenditures	3(i)	1,209,568	1,643,941
<b>Total Operating Expenditure</b>		<b>18,485,019</b>	<b>17,469,517</b>
Capital Construction		—	9,174
Capital Purchases	3(j)	41,285	—
Capital Grants and Transfers	3(k)	654,250	2,210,505
<b>Total Capital Expenditure</b>		<b>695,535</b>	<b>2,219,679</b>
Value Added Tax		174,443	196,257
<b>Total Expenditure</b>		<b>19,354,997</b>	<b>19,885,453</b>



**MINISTRY OF YOUTH AND SPORTS  
APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2019**

SEG	Item	Budget Estimate	Changes (Note 4)	Revised Estimate	Actual Expenditure	Carry-Over	Lapsed Appropriation
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
1	Established Staff	2,790,024	(63,704)	2,726,320	2,232,456	---	493,864
2	Government Wage Earner	359,838	---	359,838	232,855	---	126,983
3	Travel and Communications	359,400	1,200	360,600	261,968	---	98,632
4	Maintenance & Operations	445,100	14,700	459,800	384,864	---	74,936
5	Purchase of Goods & Services	1,288,945	31,800	1,320,745	1,070,748	---	249,997
6	Operating Grants & Transfers	13,345,273	---	13,345,273	13,092,560	---	252,713
7	Special Expenditures	1,768,808	(25,283)	1,743,525	1,209,568	---	533,957
	<b>Total operating expenditure</b>	<b>20,357,388</b>	<b>(41,287)</b>	<b>20,316,101</b>	<b>18,485,019</b>	<b>---</b>	<b>1,831,082</b>
8	Capital Construction	---	---	---	---	---	---
9	Capital Purchase	---	41,287	41,287	41,285	---	2
10	Capital Grants & Transfers	3,391,000	---	3,391,000	654,250	---	2,736,750
	<b>Total Capital Expenditure</b>	<b>3,391,000</b>	<b>41,287</b>	<b>3,432,287</b>	<b>695,535</b>	<b>---</b>	<b>2,736,752</b>
13	Value Added Tax	347,500	---	347,500	174,443	---	173,057
	<b>Total expenditure</b>	<b>24,095,888</b>	<b>---</b>	<b>24,095,888</b>	<b>19,354,997</b>	<b>---</b>	<b>4,740,891</b>



**MINISTRY OF YOUTH AND SPORTS  
STATEMENT OF LOSSES  
FOR THE YEAR ENDED 31 JULY 2019**

**Loss of Money**

For the financial year ended 31 July 2019, following amounts were recorded as loss of money.

DESCRIPTION OF LOSS	AMOUNT (\$)	REMARKS
Loss incurred due to overpayment of salary- Termination of Officer.	262.00	Write off approved by Permanent Secretary for Youth and Sports (PSYS)
Loss incurred due to overpayment of salary- due to early resignation.	406.00	Write off approved by PSYS
Loss incurred due to non-attendance of nominated participants to the Asia International Model UN Conference 2019.	6,505.00	Write off of loss yet to be approved by the Permanent Secretary for Economy (PS Economy), as per advice from the Office of the Solicitor General.
<b>Total Value of Loss</b>	<b>7,173.00</b>	

**Loss of Revenue**

For the financial year ended 31 July 2019, there was no loss of revenue recorded.

**Written Off/ Loss of Fixed Assets**

The following items worth \$21,371 were written off with the approval of the Permanent Secretary for Economy, following the Ministry's Board of Survey conducted for the 2018/2019 financial year:

LOCATION	DESCRIPTION OF ITEM	ASSET VALUE (\$)
Nasau Youth Training Centre	Stores and Equipment	2,603.00
Central Division Office- VB	Stores	341.00
Valelevu Youth Training Centre (National Youth Band)	Stores and Equipment	5,044.00
Sports Section	Stores	172.00
Eastern Division Office- VB	Stores	315.00
KMU- HQ	Stores and Equipment	837.00
Nagere Youth Training Centre	Stores, Equipment and Furniture	3,101.00
Labasa Office	Equipment and Furniture	2,762.00
Naleba Youth Training Centre	Stores, Equipment and Furniture	4,434.00
Yavitu Youth Training Centre (Kadavu)	Stores and Equipment	592.00
Lautoka Office	Stores, Equipment and Furniture	1,170.00
<b>Total Value of items Written Off</b>		<b>21,371.00</b>



**MINISTRY OF YOUTH AND SPORTS**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2019**

---

**NOTE 1                      REPORTING ENTITY**

The Ministry of Youth and Sports is responsible for the formulation and implementation of policies and programs aimed at enabling youths to meet challenges of their generation and create a better future through informed choices and the promotion and development of sports and its infrastructure both in the urban and rural areas in recognition of the important role of sports in nation building and to create a vibrant and highly competitive sports industry which will be economically beneficial to Fiji.

The Ministry is responsible for engaging with Fiji's young people to help develop skills that help them reach their full potential and access greater opportunity to better themselves and uplift their communities. The Ministry carries out work to foster and support community networks and run initiatives that help young people build character, learn valuable life lessons and promote entrepreneurship and innovation.

The Ministry also drives sporting development in Fiji to encourage healthy lifestyle choices among the Fijian people and to maintain Fiji's position as the hub of athletic competition in the Pacific. The Ministry's work falls within the framework of a number of existing policies that govern national sports development.

The Ministry's mandate is to provide training for the young people of Fiji aged between 15 and 35 year who are not in employment, education or training.

**NOTE 2                      STATEMENT OF ACCOUNTING POLICIES**

**a) Basis of Accounting/ Presentation**

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

The financial statements are presented in accordance with the Financial Management Act 2004 and the requirements of Section 71(1) of the Financial Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies.

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

All income and expenses is VAT exclusive. The Ministry, on a monthly basis, takes VAT output on the total money received for expenditure through its Cash flow 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 Expenditure related to VAT input claimed on the payments made to the suppliers and sub-contractors for the expenses incurred and VAT payments to Fiji Revenue and Customs Service (FRCs). Actual amount paid to FRCs during the year represent the difference between VAT Output and VAT Input.





**MINISTRY OF YOUTH AND SPORTS**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2019**

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**c) Comparative Figures**

The Ministry changed its reporting period from 1 August to 31 July as per the Ministry of Economy circular number 04/16 due to the change in the whole of government reporting period. This was provided for in the Financial Management (Amendment) Act 2016.

The 2018-2019 financial reporting is for 12 months effective from 1 August 2018 – 31 July 2019.

**d) Revenue Recognition**

Revenue is recognized when cash is actually received by the Ministry. The major sources of revenue are income from sale of farm produce from Nasau Youth Training Centre, hire fee for National Youth Band, hire of mattresses and tents from Valelevu Youth Training Centre.

**NOTE 3 SIGNIFICANT VARIATIONS**

- a) The Sale of Farm produce from Nasau increased by \$3,852 or 8% in 2019 compared to revenue collected in 2018 due to increase in revenue collected from sale of pigs and chickens.
- b) Miscellaneous revenue decreased by \$14,121 or 30% in 2019 compared to 2018 due to decrease in the number of band engagements and hire of tents at Valelevu Youth Training Centre.
- c) The Established Staff cost decreased by \$136,841 or 6% in 2019 compared to 2018 due to vacant positions not filled during the financial year.
- d) The Government Wage Earners costs decreased by \$41,579 or 15% in 2019 compared to 2018 due to the transfer of two (2) drivers to Ministry of Education, Heritage, and Arts and Ministry of Employment after 2018 General Election and a vacant cleaner position for sports section.
- e) The Travel, Subsistence and Communications costs decreased by \$56,963 or 18% in 2019 compared to 2018 due to reduction in staff travelling and monitoring at divisional level impacting conduct of timely project and programs. Also, effective cost control on telecommunication through effective use of VT set and improved electronic communications.
- f) The Maintenance and Operations costs decreased by \$59,078 or 13% in 2019 compared to 2018. The decrease was due to effective fleet management and low fuel and maintenance cost for new vehicles leased in 2017. Improved manual filing through Youth and Sports database and effective office management reduced cost of electricity and water charges.
- g) The Purchase of Goods and Services cost increased by \$78,120 or 8% in 2019 compared to 2018 due to the costs involved in getting the youths from the 4 divisions to attend the 3 days National Youth & Sports Conference at USP, conducting meetings with stakeholders in the divisions with regards to the review of the national sports policy, installation of the smart door access at Headquarters and other Divisional Offices, purchase of 16 additional Pig Guilt and 3 Boars to boost production rate for YTC Nasau piggery.

**MINISTRY OF YOUTH AND SPORTS**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2019**

- h) The Operating Grants and Transfers cost increased by \$1,666,216 or 15% in 2019 compared to 2018 due to the increased funding to Fiji National Sports Commission for hosting international tournaments for Fiji's national sporting team participation at the Pacific Games and grant for hosting the 2018 Oceania Rugby Sevens Tournament.
- i) The Special Expenditure costs decreased by \$434,373 or 26% in 2019 compared to 2018 as no fund was budgeted and expenditure incurred for child protection program, adult community education, national sporting organisations, 6<sup>th</sup> Pacific Sports Ministers' meeting and 2018 commonwealth medal incentives. It was also due to low utilisation rate compared to the budget provisions for specific funds such as National Youth Policy and Youth Grants Policy which were in the review process.
- j) Capital Purchase cost increased by \$41,285 or 100% in 2019 compared to 2018 due to internal virements of funds into SEG 9 for the purchase of 6 laptop computers and multi-function photocopying machines for divisional office and Youth Training Centres.
- k) The Capital Grants and Transfers costs decreased by \$1,556,255 or 70% in 2019 compared to 2018 as no fund was budgeted and expenditure incurred for the Valelevu Youth Training Centre. There was also low utilization on funds allocated for the upgrading of Youth Training Centre's (Naleba, Nasau & Yavitu) upgrading of sports facilities/ grounds and construction of integrated sports fields as per budget provisions.

**NOTE 4 DETAILS OF APPROPRIATION CHANGES**

The following virements were approved in line with Section 10 of Financial Instructions 2010 by the Ministry of Economy for the 2018-2019 financial year for further expenditures on critical arrears of the Ministry of Youth and Sports.

The Permanent Secretary approved the following virements under delegation from the Minister for Economy.

Virement No.	From	To	Amount (\$)	Approval
DV2501	1	5	24,029	Permanent Secretary for Youth and Sports
DV2502	1	7	4,583	
DV2503	7	7	18,000	
DV2504	7	7	20,000	
DV2505	5	9	12,509	
DV2506	7	9	13,000	
	1	9	10,319	
DV2507	1	5	3,764	
DV2508	1	4	10,050	
	1	7	5,500	
DV2509	1	9	5,459	
DV2510	4	4	1,400	
DV2511	3	3	2,500	
DV2512	4	4	6,000	
	4	5	3,500	



**MINISTRY OF YOUTH AND SPORTS**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2019**

Virement No.	From	To	Amount (\$)	Approval
DV2513	3	3	1,000	Permanent Secretary for Youth and Sports
DV2514	7	5	7,116	
DV2515	5	7	2,200	
DV2516	7	3	1,200	
	7	4	8,150	
	7	5	8,100	
	7	7	15,000	
V25001	1	1	10,050	Permanent Secretary for Economy
V25002	1	1	15,300	

**NOTE 5 REASONS FOR SIGNIFICANT SAVINGS**

- a) Savings in Established Staff (SEG 1) budget of \$380,411 was due to vacant posts not filled during the financial year.
- b) Savings in Special Expenditures (SEG 7) budget was mainly due to the following:
  - Savings of \$194,450 was recorded in the Youth Workers Pilot Project allocation as the appointment of youth workers was suspended until the endorsement of restructure.
  - Savings of \$148,618 was recorded in the Special Training allocation due to the delay in implementing empowerment training for Gau, Nairai, Batiki and Koro island for the Eastern division. There was limited schedule of franchise ships and only Northern Air provided flight services for the routes.
  - Major savings of \$136,140 was recorded in Volunteer Youth Organisation Training allocation as training requests were withheld due to the delay in endorsement of Youth Grant Policy. This was completed on 10 February 2020.
- c) Savings in Capital Grants & Transfers (SEG 10) budget was mainly due to the following:
  - Major savings of \$1,784,810 was recorded in Construction of Rural Sports Complex allocation due to the delay in the engagement of a lead consultant for the assessment of 10 rural sports field as per the Constructions Implementation Unit requirements. In addition, there were changes in the scope of works from the Ministry of Infrastructure and Transport due to drainage issues.
  - Major savings of \$288,880 was recorded in Youth Training Centre Upgrade due to the delay in obtaining Government Tender Board approval for the Naleba Youth Training Centre project causing Nasau and Naqere projects to be shifted to following financial year.



**MINISTRY OF YOUTH AND SPORTS**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2019**

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**NOTE 6 OPERATING TRUST FUND ACCOUNT**

At balance date, there were funds amounting to \$29,009 that related to monies held for employees' deductions such as FNPF, PAYE, Project Retention balances and VAT on farm revenue withheld in the Ministry's operating trust fund account (SLG 86 Account). These deductions were withheld directly from Payroll and VAT inputs, and will be paid accordingly in the following month.

At balance date, there were funds amounting to \$6,480 in SEG 89, which relate to unestablished payroll deductions from previous financial years. The Ministry had written to the Ministry of Economy on 30 April 2018 for adjustment of these balances.

**NOTE 7 MINISTRY'S DRAWINGS ACCOUNT**

At balance date, there were no unpresented cheque for the financial year ended 31 July 2019.





## Glossary

<b>ACP</b>	– Annual Corporate Plan
<b>A/L</b>	– Annual Leave
<b>B/L</b>	– Bereavement Leave
<b>BOS</b>	– Board of Survey
<b>CfW</b>	– Cash for Work
<b>DEIA</b>	– Duke of Edinburgh's International Awards
<b>FAB</b>	– Fijian Affairs Board
<b>FASANOC</b>	– Fiji Association of Sports and National Olympic Committee
<b>FNSC</b>	– Fiji National Sports Committee
<b>FVF</b>	– Fiji Volleyball Federation
<b>ICO</b>	– Implementation Coordination Committee
<b>IEC</b>	– Information Education Communication
<b>KAB</b>	– Know About Business
<b>M/L</b>	– Maternity Leave
<b>MOU</b>	– Memorandum of Understanding
<b>MYS</b>	– Ministry of Youth and Sports
<b>NDMO</b>	– National Disaster Management Office
<b>NYCF</b>	– National Youth Council of Fiji
<b>NYP</b>	– National Youth Policy
<b>PCCPP</b>	– Peoples' Charter for Change, Peace and Progress
<b>RFHA</b>	– Reproductive and Family Health Association
<b>RDSSSED</b>	– Roadmap for Democracy and Sustainable, Socio – Economic Development
<b>SLWSS</b>	– Sick Leave with Sick Sheet
<b>SLWOSS</b>	– Sick Leave Without Sick Sheet
<b>SYOB</b>	– Start Your Own Business
<b>SYPTD</b>	– Strengthening Youth Participation in Transition to Democracy
<b>ToT</b>	– Training of Trainers
<b>TR</b>	– Temporary Relieving
<b>TWG</b>	– Technical Working Group
<b>YTC</b>	– Youth Training Centre

