

APPENDICES

Appendix I
Written Response by Tavua
Town Council

Tavua Town Council 2015 Annual Report

Questions

1. *As outlined on Page 6 of the Annual Report, we note that the Council held several Council and Committee meetings. Inform us of the membership of each committee, qualification of members and the process of their appointment.*

Under the Local Government Act 125, section 9A, (1) & (2) the Minister for Local Government may by order appoint two (2) or more person to be Special Administrators of a municipality. However, since the resignation of the former SA, the position was vacant in 2015. All the committees were comprised of HODs and Chief Executive Officer.

- Ordinary Council Meeting
- Special Council Meeting
- Finance, Market and General Purpose
- Committee Meeting
- Building, Health and Works Committee Meeting
- Parks, Gardens and Beautification
- Traffic Management and Market

2. *Why was the position of Accounts Officer not filled in 2015? We note that in the absence of the Accounts personnel, two other Administration Officer were arranged to perform the duties of the position. Did these Officers have financial and accounting qualifications? **Considering the large number of issues identified by the auditor over successive years, did the Council management not consider it important to fill this position in a timely manner?***

The Council management deems it necessary to appoint a qualified accountant to be the Accounts Officer however due to the Council's financial constraints, this was the main obstacle in filling the position of Accounts Officer. The officer involved in performing accounting duties did have accounting background. However, she did not have the qualification for the standards required to prepare the Financial Statements according to IFRS.

3. *We note that the Council had an operating deficit of \$5,149 in 2015. Explain the reasons for the deficit and how the Council is planning to improve its financial position. What was the Council's financial position (profit/loss) for each year from 2016 to 2021?*

Tavua Town Council only have 247 ratepayers, about 174 business community, market vendors and PSV operators who contribute to income for the Council. There has been no increase in fees and charges but the cost of providing service delivery is high therefore the reason for the operating deficit in 2015. The Council also have been collecting garbage without fees charged to the ratepayers and business houses.

4. ***How has the Tavua Town Council, through the Ministry of Local Government, adopted a holistic and multiagency approach with relevant agencies like the Ministry of Waterways, Fiji Roads Authority, Ministry of Environment and Ministry of Health among others, to resolve the issue of poor drainage and frequent flooding?***

The Council had regular meetings with FRA, Ministry of Waterways, Ministry of Health etc to discuss issues that were affecting the Council. Roads, Streetlights and road drainage were discussed with FRA while Ministry of Waterways gave grant for upgrading of Town drainage. During the cyclone season, the Council usually works in collaboration with the Ministry of Health to combat dengue, leptospirosis etc.

5. ***What was the total rental and rate arrears as at 31 December 2015? How is the Council vigorously pursuing the collection of all outstanding rates and rental arrears as per its recovery plan? Provide a list of absentee landlords (if any) who are defaulting on rate payments. How is the Council working with the Ministry of Local Government to address this issue?***

The total rates arrears as at 31st December 2015 totaled to \$13,248.

Collection strategies:

- Personal approaches – door to door – Enforcement team carry out personal visits to the defaulters
- Deduction at Source – those of the ratepayers who are working, employers are served with the notice to deduct from their employees pay and pay to the Council
- Attornment of Lease – Those ratepayers who have tenants renting in their property are served with notice to pay the rent to the Council.
- Part payment arrangements – those ratepayers who find difficulty in paying rates in full are given opportunity to pay in installments.

6. ***How is the Council, in consultation with the Ministry of Local Government, MCTTT, Ministry of Lands, iTLTB, and other stakeholders streamlined the process of obtaining approval for rezoning and subdivision of lands?***

Department of Town and Country Planning has streamlined the process for rezoning and subdivisions.

Council

Rezoning application – processing within 10 working days.

Subdivision application – processing within 10 working days.

DTCP

Rezoning application – processing 2-3months.

Subdivision application – processing time 6-7months

TLTB Rezoning - approval from TLTB is compiled by the surveyors and lodged to the Council.

Subdivision - less than 5 acres are lodged directly to DTCP.

- more than 5 acres lodged to Council

Rezoning – lodged at the Council

7. *How is the municipal council, in collaboration with the Ministry of Agriculture, SPCA and Animals Fiji, addressing the issue of stray dogs?*

Stray dogs are one of the main issues that we are facing in Tavua. We have noted an increase in stray dogs in Town. The Council is working with the Ministry of Agriculture Animal Health & Production Tavua branch during dog trapping and the trapped dogs were sent to Lautoka AH&P for desexing of dogs.

8. *Outline the progress of discussions and plans with Government agencies and other stakeholders to relocate the Council's rubbish dump to a more suitable location.*

The Council was dumping its rubbish at the Ba Town Council Dump located at Maururu, Ba in 2015. TTC has been searching for suitable dumping site. A suitable site has been identified however EIA has to be conducted.

Audited Financial Statements for the Year Ended 31 December 2015

9. *Pages 2 & 3 of Financial Statements (Basis for Disclaimer of Opinion) – We note that the auditor issued a disclaimer of opinion in respect of the 2015 accounts of the Council based on the 7 grounds provided. For each of these issues, confirm whether they have been resolved and the internal controls instituted to prevent their recurrence.*

We have resolved most of the issues such as:

1. Providing debtors listing for audit and it is part of the accounts submission during the HOD.
2. Provide VAT reconciliation to support any payable or refundable.
3. The Council has met the IFRS for SME requirements
4. The Council is providing employee benefits as required.
5. The Council has provided list of business license fees as required by the auditors and we strive to improve to ensure compliance.
6. Provide supporting documents such as infringement notices etc for parking meters.

There has been an improvement from 2015 and in the 2016 Financial Statement audit, OAG

issued an opinion on our FS.

10. Page 3 of Financial Statements (*Emphasis of Matter*) – The auditor drew attention to the 2 issues highlighted. For each of the issues, confirm whether they have been resolved and the internal controls instituted to prevent their recurrence.

1. The Council managed to pay their creditors on time however some were delayed when the Council faced financial difficulties.
2. COVID was only mentioned since the FS was audited during COVID period and the reporting was in accordance with the IFRS requirements.

11. Page 4 of Financial Statements (*Other Matters*) - Confirm whether the 5 issues raised have been resolved and the internal controls instituted to prevent their recurrence.

1. The Council has a Human Resource Manual and also formulated Risk Management Policy, Asset Management Policy, Disaster Management Plan, Draft Strategic Plan and Annual Business Plan.
2. The Council has also changed its financial year from the calendar year to the new financial year, August – July in line with the government financial year. This was also advertised in the local newspapers.
3. Implementing internal control is a struggle due to limited number of staff. However, we have improved on our internal control such as separation of duties, bank reconciliation, updating of accounting records, annual board of survey etc.
4. Budget was approved by the Finance Committee and was forwarded to Ministry of Local Government for their information.
5. The Executive Management are working on strategies to reduce audit issues. Currently we are updating our FS report, Jan – July 2020 and reduce the qualifying issues as well as the audit issues.

12. Provide a yearly breakdown of the accumulated loss of \$1,035,178 at the end of 2015.

While we are providing the breakdown as requested. The 2010 – 2014 reports have been tabled and passed in Parliament.

The breakdown of accumulated loss is tabulated below.

Year	Net Profit/Loss for the year (\$)	Accumulated loss at the beginning of year (\$)	Accumulated loss at the end of the year (\$)
2015	(5149)	(1,030,029)	(1,035,178)
2014	156,672	(1,186,701)	(1,030,029)
2013	(14,623)	(1,150,941)	(1,165,564)
2012	(461,857)	(689,284)	(1,150,941)
2011	(434,904)	(254,380)	(689,284)
2010	(408,980)	154,600	(254,380)

13. *Confirm whether the following funds have been utilized:*

a. *\$69,000 – purchase of 5 ton truck for garbage collection*

The above has been utilized. 5-ton truck was purchased and Council utilizes the same for garbage collection in town boundary.

b. *\$44,210 – construction of Multipurpose Hall at Garvey Park*

The above fund has been utilized to complete the Multipurpose Hall at Garvey Park. The hall has been completed and Council is generating revenue from it.

14. **How has the Council, with the assistance of the Ministry of Local Government, strengthened its internal controls and processes including good governance practices?**

With the assistance of Ministry of Local Government, the Tavua Town Council has been issued with a new Finance Manual and HR Manual.

Appendix II

Verbatim Report

[VERBATIM REPORT]

STANDING COMMITTEE ON SOCIAL AFFAIRS

Tavua Town Council 2015 Annual Report

INTERVIEWEES/SUBMITTEES: Management Team
from: Tavua and Rakiraki Town Councils

VENUE: Small Committee Room, Parliament
Building.

DATE: Thursday, 6th October, 2022

VERBATIM REPORT OF THE MEETING OF THE STANDING COMMITTEE ON SOCIAL AFFAIRS HELD IN THE SMALL COMMITTEE ROOM (WEST WING), PARLIAMENT PRECINCTS, GOVERNMENT BUILDINGS, ON THURSDAY, 06TH OCTOBER, 2022 AT 11.28 A.M.

Interviewee/Submittee: Tavua Town Council

In Attendance:

1. Mr. Sailosi Sawana - Chief Executive Officer (Tavua and Rakiraki Town Councils)
2. Mr. Luke Mataciwa - Special Administrator (Chair for Tavua and Rakiraki Town Councils)
3. Ms. Praveena Lal - Special Administrator (Tavua and Rakiraki Town Councils)
4. Ms. Praveen Lata Prakash - Corporate Manager (Tavua Town Council)

MR. CHAIRMAN.- Honourable Members, I declare open this meeting of the Standing Committee on Social Affairs. Today's hearing is open to the public and I welcome the members of the public and media who may be viewing this broadcast on the Parliament television and *Facebook* page.

We will be hearing evidence from the Tavua Town Council in relation to its operational and financial performance on the 2015 Financial Year.

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

Today, we have with us the Chief Executive Officer of the Tavua and Rakiraki Town Councils, Mr. Sailosi Sawana, welcome, Sir, and also the Special Administrator - Mr. Luke Mataciwa with the team, welcome Sir, welcome Madam. We have an hour with you, before we proceed any further, please let me introduce the Members of the Committee.

(Mr. Chairman introduced the Committee Members)

MR. CHAIRMAN.- The normal procedure is that we invite witnesses to make an opening statement and introduce themselves. After this we will hear your response to the Committee's

queries which were sent earlier and then we you can make yourself available for questions from the Committee Members.

Sir, also for the benefit of the viewer's, please, read the questions which were sent to you followed by the Town Council's response. The floor is yours, Sir. Thank you.

MR. L. MATAICIWA.- Through you, Mr. Chairman, I say greetings and *bula vinaka* to everyone. My name is Luke Mataiciwa as alluded to by Mr. Chairman, Special Administrator - Chair for Tavua and Rakiraki Town Councils. *Vinaka*.

MS. P.L. PRAKASH.- Good morning team. My name is Praveena Lata Prakash, I am the Corporate Manager of Tavua Town Council.

MR. S. SAWANA.- Good morning, Mr. Chairman. My name is Sailosi Sawana. I am the CEO for Tavua and Rakiraki Town Councils. *Vinaka*.

MS. P. LAL.- Ni *bula vinaka*, Mr. Chairman and good morning to the team. My name is Praveena Lal and I am the Special Administrator of Tavua and Rakiraki Town Councils.

MR. S. SAWANA.- Mr. Chairman, the team from Tavua and Rakiraki Town Councils have deliberated on the issues being raised to the Council on the 2015 Annual Report which was presented in Parliament. There were some questions that were forwarded to the Council and please allow me to present our responses.

On Question No. 1: As outlined on Page 6 of the Annual Report, we note that the Council held several Council and Committee meetings. Inform us of the membership of each committee, qualification of members and the process of their appointment.

Sir, our response under the Local Government Act 125, Section 9A(1) and (2) the Minister for Local Government may by order appoint two or more person(s) to be Special Administrators of a municipality. However, since the resignation of the former SA, the position was vacant in 2015. All the committees were comprised of HODs and Chief Executive Officer.

Those are the committees:

- Ordinary Council Meeting
- Special Council Meeting
- Finance, Market and General Purpose
- Committee Meeting
- Building, Health and Works Committee Meeting
- Parks, Gardens and Beautification
- Traffic Management and Market

On Question No. 2 - Why was the position of Accounts Officer was not filled in 2015? We note that in the absence of the Accounts personnel, two other Administration Officers were arranged to perform the duties of the position. Did these Officers have financial and accounting qualifications? Considering the large number of issues identified by the Auditor over successive years, did the Council management not consider it important to fill this position in a timely manner?

Our response, Sir, the Council management deems it necessary to appoint a qualified accountant to be the Accounts Officer. However, due to the Council's financial constraints, this was the main obstacle in filling the position of Accounts Officer. The officer involved in performing the accounting duties did have some accounting backgrounds. However, she did not have the qualification for the standards required to prepare the Financial Statements according to the International Financial Regulations Standards (IFRS).

On Question No. 3 - We note that the Council had an operating deficit of \$5,149 in 2015. Explain the reasons for the deficit and how the Council is planning to improve its financial position. What was the Council's financial position (profit/loss) for each year from 2016 to 2021?

The Tavua Town Council only have 247 ratepayers, about 174 business community, market vendors and PSV operators who contribute income to the Council. There has been no increase in fees and charges but the cost of providing service delivery is high, therefore, the reason for the operating deficit in 2015. The Council also had been collecting garbage without fees charged to the rate payers and business houses.

Question 4 - How has the Tavua Town Council, through the Ministry of Local Government, adopted a holistic and multiagency approach with relevant agencies like the Ministry of Waterways, Fiji Roads Authority, Ministry of Environment and Ministry of Health among others, to resolve the issue of poor drainage and frequent flooding?

The Council had regular meetings with the FRA, Ministry of Waterways, Ministry of Health et cetera to discuss issues that were affecting the Council. Roads, Streetlights and road drainage were discussed with the FRA while the Ministry of Waterways gave grant for upgrading of the Town drainage. During the cyclone season, the Council usually works in collaboration with the Ministry of Health to combat dengue, leptospirosis etcetera.

Question 5 -What was the total rental and rate arrears as at 31st December 2015? How is the Council vigorously pursuing the collection of all outstanding rates and rental arrears as per its recovery plan? Provide a list of absentee landlords, if any, who are defaulting on rate payments. How is the Council working with the Ministry of Local Government to address this issue? The total rates arrears as at 31st December 2015 totalled to \$13,248. Collection strategies:

1. Personal approaches - door to door, enforcement team carry out personal visits to the defaulters.
2. Deduction at Source - those ratepayers who are working and employers are served with the notice to deduct from their employees pay and forward the deduction to the Council.
3. Attornment of Lease - those ratepayers who have tenants renting in their property are served with notice to pay the rent to the Council.
4. Part payment arrangements- those ratepayers who find difficulty in paying rates in full are given opportunity to pay in instalments.

Question 6 - How is the Council, in consultation with the Ministry of Local Government, MCTTT, Ministry of Lands, iTLTB, and other stakeholders streamlined the process of obtaining approval for rezoning and subdivision of lands? Department of Town and Country Planning has streamlined the process for rezoning and subdivisions. The Council's process for rezoning application is within 10 working days and for subdivision application, the process is within 10 working days. With the Department of Town and Country Planning for rezoning application, the process usually takes between two months to three months and for subdivision application, the process usually takes around six months to seven months. The iTLTB rezoning, the approval from iTLTB is compiled by the surveyors and lodged to the Council and for subdivision less than five acres are lodged directly to Department of Town and Country Planning and more than five acres are lodged to the Council. For rezoning it is all lodged to the Council.

Question 7 - How is the municipal council, in collaboration with the Ministry of Agriculture, SPCA and Animals Fiji, addressing the issue of stray dogs? Stray dogs are one of the main issues that we are facing in Tavua. We have noted an increase in stray dogs in Town. The Council is working with the Ministry of Agriculture Animal Health & Production Tavua branch during dog trapping, and the trapped dogs were sent to Lautoka Animal Health & Production for de-sexing of dogs.

Question 8 - Outline the progress of discussions and plans with Government agencies and other stakeholders to relocate the Council's rubbish dump to a more suitable location? The Council was dumping its rubbish at the Ba Town Council Dump located at Maururu, Ba in 2015. Tavua Town Council has been searching for a suitable dumping site. A suitable site has been identified, however, the Environment Impact Assessment (EIA) has to be conducted.

Audited Financial Statements for the Year Ended 31st December 2015:

Question 9 - Pages 2 and 3 of Financial Statements (Basis for Disclaimer of Opinion) – We note that the Auditor issued a disclaimer of opinion in respect of the 2015 accounts of the Council, based on the seven grounds provided. For each of these issues, confirm whether they have been resolved and the internal controls instituted to prevent their recurrence. We have resolved most of the issues such as:

1. Providing debtors listing for audit and it is part of the accounts submission during the monthly meetings between the Head of Departments.
2. Provide VAT reconciliation to support any payable or refundable.
3. The Council has met the IFRS for SME requirements.
4. The Council is providing employee benefits as required.
5. The Council has provided list of business license fees as required by the auditors and we strive to improve to ensure compliance.
6. Provide supporting documents such as infringement notice et cetera for parking meters.

There has been an improvement from 2015 and in the 2016 Financial Statement (FS) audit, Sir, the OAG has managed to issue an opinion on our FS.

On Question 10 - Page 3 of Financial Statement, emphasis of matter. The auditor drew attention to the two issues highlighted. For each of the issues, confirm whether they have been resolved and the internal controls instituted to prevent their recurrence.

1. The Council managed to pay their creditors on time, however, some delayed when the Council faced financial difficulties.
2. COVID-19 was only mentioned since the FS was audited during COVID-19 period and the reporting was in accordance with the IFRS requirements.

Question No. 11 - Page 4 of Financial Statements, other matters. Confirm whether the five issues raised have been resolved and the internal controls instituted to prevent their recurrence.

Our response, Sir:

1. The Council has a human resource manual and also formulated risk management policy, asset management policy, disaster management policy; we have got a draft strategic plan and an annual business plan.
2. The Council has also changed its financial year from the calendar year to the new financial year (August to July) in line with the government financial year. This was also advertised in the local newspapers.
3. We have implemented internal controls. Implementing internal controls is a struggle due to the limited number of staff. However, we have improved on our internal controls such as separation of duties, bank reconciliation, updating of accounting records, annual board of survey et cetera.
4. Budget was approved by the finance committee and was forwarded to the Ministry of Local Government for their information.
5. The executive management are working on strategies to reduce audit issues. Currently we are updating our Financial Statement report, January to July, 2020 and we are also reducing the qualifying issues as well as the audit issues.

Question No. 12 - Provide a yearly breakdown of the accumulated loss of \$1,035,178 at the

end of 2015. While we are providing the breakdown as requested the 2010-2014 reports have been tabled and passed in Parliament. The breakdown of accumulated loss is tabulated below.

Year	Net Profit/Loss for the year (\$)	Accumulated loss at the beginning of year (\$)	Accumulated loss at the end of the year (\$)
2015	(5149)	(1,030,029)	(1,035,178)
2014	156,672	(1,186,701)	(1,030,029)
2013	(14,623)	(1,150,941)	(1,165,564)
2012	(461,857)	(689,284)	(1,150,941)
2011	(434,904)	(254,380)	(689,284)
2010	(408,980)	154,600	(254,380)

Sir, for Year 2015 the loss as \$5,142. The accumulated loss was \$1,030, 029. The accumulated loss \$1,035,178.

For 2014 – there was a net profit of \$156,672 so the accumulated loss is \$1,186,701. The accumulated loss at the end of 2014 was \$1,030,029.

For 2013 – the net loss, it is \$14,623. The accumulated loss at the beginning of the year was \$1,150,941. Accumulated loss at the end of the year - \$1,165,564.

For 2012, the net loss was \$461,857. Accumulated loss at the beginning of the year was \$689,284. The accumulated loss at the end of 2012 it was \$1,150,941.

For 2011 – the net loss was \$434,904. The accumulated loss at the beginning of the year - \$254,380. Accumulated loss at the end of the year was \$689,284.

For 2010 – it is net loss - \$408,980. Accumulated loss at the beginning of the year \$154,600 and accumulated loss at the end of the year was \$254,380.

Mr. Chairman, Sir, for Question No. 13: Confirm whether the following funds have been utilized:

Our Response Sir:

- a. \$69,000 – purchase of 5 ton truck for garbage collection. The above has been utilized. The 5-ton truck was purchased and the Council utilizes the same for garbage collection in town boundary.
- b. \$44,210 – construction of Multipurpose Hall at Garvey Park.

The above fund has been utilized to complete the Multipurpose Hall at Garvey Park. The hall has been completed and the council is generating revenue from it.

Question 14: How has the Council, with the assistance of the Ministry of Local Government, strengthened its internal controls and processes including good governance practices?

Our Response Sir: With the assistance of Ministry of Local Government, the Tavua Town Council has been issued with a new Finance Manual and HR Manual.

MR. CHAIRMAN.- Thank you CEO for your response and your presentation. Honourable Members the floor is open if you have any questions.

HON. DR A. LALABALAVU.- Thank you Mr. Chairman, Sir, CEO and members of your team especially the Administrators. This is not a question but just a recommendation and now that we know the challenges that Tavua Town Council especially the Rakiraki Town Council as well since you are coordinating for both the councils. We have seen and also when we visited Tavua in the previous reports you know the challenges that Tavua Town Council goes through and its ongoing issues.

We just want to thank you for taking into account the previous recommendations. Our reports as you can see in your replies that you have raised almost all of the issues which the Auditor-General has put some issues on. So basically, we hope that what you are doing now you keep at it and even though this is 2015 report and going forth and make sure that Tavua is recognized for what it is and thank you for your presentation.

HON. G. VEGNATHAN.- Mr. Chairman, Sir, thank you the team from Tavua for being here this morning. Just on Question No. 8, you outlined the discussion plans with government agencies and other stakeholders to relocate the Council's rubbish dump to move to a suitable location and according to your submission you said that you have identified a suitable site, whether the EA has been conducted or is it in progress?

MR. S. SAWANA.- We have identified a suitable dumping site and the EIA is in progress. It has not started, we are looking for donors who can assist in the conduct of EIAs. We have written to some of the agencies like JICA and also UNDP who can assist the council in conducting the EIA.

HON. A. NAGATA.- Thank you Mr. Chairman, and CEO. Firstly I would like to commend CEO and your team and the Special Administrators for the work that you do on the service that you provide to the ratepayers and the citizens of Tavua. I understand that one of the projects undertaken in the year in review is the construction of the Multipurpose Hall. Has the

income generated from the hall hire further improve the services provided to the ratepayers and citizens of Tavua. Thank you.

MR. S. SAWANA.- Mr. Chairman, Sir, the hall has greatly improved the Tavua Town public and also to the Council and through generation of revenue. It also assisted during the COVID-19 pandemic period where the hall was used as an isolation center and for the two years during the COVID-19 lockdown it was used for isolation center.

MR. L. MATAICIWA.- Mr. Chairman, Sir, may I just add on.

MR. CHAIRMAN.- Yes, Sir, SA.

MR. L. MATAICIWA.- As you are aware Tavua has limited sources of revenue. We are generating revenue from fees through ratepayers, market fees, taxi bases and carrier bases and nothing else. The collection of garbage for ratepayers as well as the business houses are done for free.

Unfortunately in the past, the previous Councilors did not invest in properties where at least that would have been a diversification and additional revenues for the Council. The funds that are generated from the halls and from hire of Garvey Park are helping out complement revenues to pay for delivery of services.

MR. CHAIRMAN.- Thank you Special Administrator.

HON. RATU T. NAVURELEVU.- Thank you Mr. Chairman, a supplementary question on question 3: the deficit of \$5,149, we are asking what is the plan to improve financial position and I have seen that you stated you are collecting garbage without fees. Can you tell us the reason why you are collecting garbage without fees?

MR. S. SAWANA.- Thank you Mr. Chairman, that has been the practice in the past for Tavua Town Council. There was no collection of garbage fee from ratepayers and from businesses. There might be a reason but now we are working on implementing a new garbage fee for both the ratepayers and also the business community.

MR. CHAIRMAN.- Thank you CEO. I would also like to thank you for the work you have been doing. As mentioned by honourable Lalabalavu, we, the Committee, had the opportunity to visit Tavua and Rakiraki and the number of points according to our recommendations, you have taken note of and the improvements shown. Thank you very much for that CEO and the Special Administrators.

Honourable Members, that concludes our examination of officials from Tavua Town Council as witnesses. On behalf of the Standing Committee on Social Affairs, I thank the team for their appearance and appreciate the support provided to the Committee in its scrutiny process.

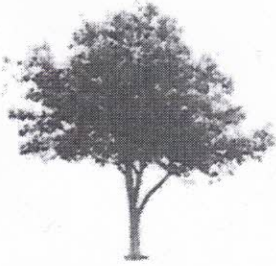
CEO and Special Administrators, should we have any further queries, our secretariat team will get in touch with you. CEO, do you have any final comments to make?

MR. S. SAWANA.- Yes, Mr. Chairman I would like to thank the Committee for inviting us to appear before you. It is not very often that we are called to Parliament to appear before honourable Parliamentarians and we are very thankful of that. If there is any further clarifications, we look forward to respond to it accordingly.

MR. CHAIRMAN.- Thank you CEO, once again and honourable Members, we will now suspend proceedings until Tuesday 11th October, 2022 at 1.30 p.m. Thank you and vinaka.

The Committee adjourned at 11.53 a.m.

Appendix III
Supplementary Response by
Tavua Town Council



TAVUA TOWN COUNCIL

P.O Box 532
Tavua, Republic of Fiji.
All Correspondence to be Addressed to the
Chief Executive Officer

Office: 6 Nabuna St, Tavua.
Phone: 6681010
Fax: 6681051
Email: ttc@connect.com.fj

20th April 2023

The Secretary General
Fiji Parliament
SUVA

Attn: Tevita Tuivanuavou

Dear Madam

Re: Clarification to the Tavua Town Council Annual Report 2015

Refer to your email dated 18th April 2023. Below please note our response to your request:

1. Was there any assistance from any municipalities in terms of Human Resources?

Tavua Town Council engaged Health Inspector and Building Inspector from RakiRaki Town Council and Ba Town Council as and when required.

2. In the resignation of the Special Administrator in 2015, who was chairing the standing committee and ordinary committee?

The Chief Executive Officer was chairing the standing committee and ordinary committee meetings.

3. Can Tavua Town Council confirm the number of members in each committee?

The Heads of Dept were members in each committee i.e. 4 members in each committee.

Yours faithfully

data
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fo **SAILOSI SAWANA**
CHIEF EXECUTIVE OFFICER