



## MINISTRY OF LANDS & MINERAL RESOURCES



## ANNUAL REPORT 2020-2021



Email: [landsinfo@govnet.gov.fj](mailto:landsinfo@govnet.gov.fj)  
Website: [www.lands.gov.fj](http://www.lands.gov.fj)

Tel: +679 3313555  
Nasese, Suva

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# LETTER TO MINISTER

Date (to be included once document is signed)

Hon. Jone Usamate  
Minister for Lands & Mineral Resources  
iTaukei Trust Fund Board Complex  
SUVA.

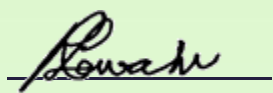
I am honoured to present to you the 2020/2021 Annual Report covering the work of the Ministry of Lands & Mineral Resources for the financial year ending July 31<sup>st</sup>, 2021.

The report highlights the Ministry's performance in delivering services to the people of Fiji as well as its contribution to its targeted outcomes set by Government. The report is in line with the Financial Management Act 2004.

Clearly illustrated in this report are the efforts, commitment and achievements of the Ministry's programmes and activities.

We remain steadfast towards achieving Government's national vision and expectations towards the sustainable management of our lands, mineral and groundwater resources.

Yours Sincerely,



Raijeli Taga (Mrs.)

**Permanent Secretary**

## STATEMENT BY THE PERMANENT SECRETARY



One of the main highlights of the financial year was the rebranding of the Ministry's vision, mission, and values. This obligated our senior managers to a team bonding activity with the aim to bring them together as a united front. One outcome of this is the renewed vision and mission of the ministry, as it prepared the leaders to maneuver themselves during the unprecedented times of the COVID-19 pandemic.

This financial year saw the COVID-19 outbreak and the back-to-back wrath of tropical cyclones Yasa and Ana. On the agenda were the safety of our workforce and workplaces whilst we ensured that we deliver services in the most effective manner. Revision of plans, re-strategizing, 'work from home' and redeployment of funds were some strategies used to allow the ministry to maintain our balance of being the regulatory arm and also being social responsible to the nation.

Nevertheless, the Ministry managed to achieve and contribute to a range of activities which include:

- Commissioning of Borehole project for Savusavu Public school and Tavuto settlement;
  - *Before, students and residents had to rely mainly on rainwater or the creek beside the community.*
- Opening of the Rakiraki Office which is very convenient for state lessees living in Rakiraki and Tavua;
- Groundwater Rehabilitation work with cyclone affected areas by TC Yasa. This include: the installation of controllers for the solar systems (due to damaged solar panels), replacement of broken pipelines, rebuilding of pumphouse and replacement of water tanks;
- Assessment for the Village of Nabavatu in Dreketi, Macuata where they were advised to vacate due to the cracks on the ground and walls of their homes;
- Provide technical assistance to the Ministry of Health during the COVID-19 outbreak through;
  - *GIS team – Creating of the dashboard showing the different zones for the safety of the people of Fiji;*
  - *Community Engagement Outreach which include:*
    - COVID19 awareness and profiling operation;
    - Contact tracing and screening with Ministry of Health;



- Distribution of food rations; and
  - Data entry
- Fiji 50<sup>th</sup> Independence Day Celebration;
  - *With its commitment for a safer and cleaner environment the ministry conducted a clean-up campaign along the Nasese Foreshore; and*
  - *There was also a day organized for mangrove planning along Tikaram Park in Lami.*

Despite all these challenges, the Ministry managed to pull through and provide the best possible service to its clients and ensuring that business continued as normal as best it can.

I would like to express my deepest appreciation and gratitude to all staffs who have worked tirelessly and made huge sacrifice throughout the financial year especially during the outbreak of the global COVID-19 pandemic. The ministry managed to sail through the financial year with your commitment, support and perseverance.

## **VISION**

Lands and Mineral for Life

## **MISSION**

- To effectively administer and regulate the land and mineral sector through sustainable and transformative legislations and policies.

## **OUR VALUES**

In addition to the Civil Service Values contained in the Public Service Act 1999, the Ministry aspires to achieve the following values:

- Honesty & Integrity
- Responsiveness
- Commitment
- Transparency and Accountability
- Inclusivity

## MINISTRY OVERVIEW

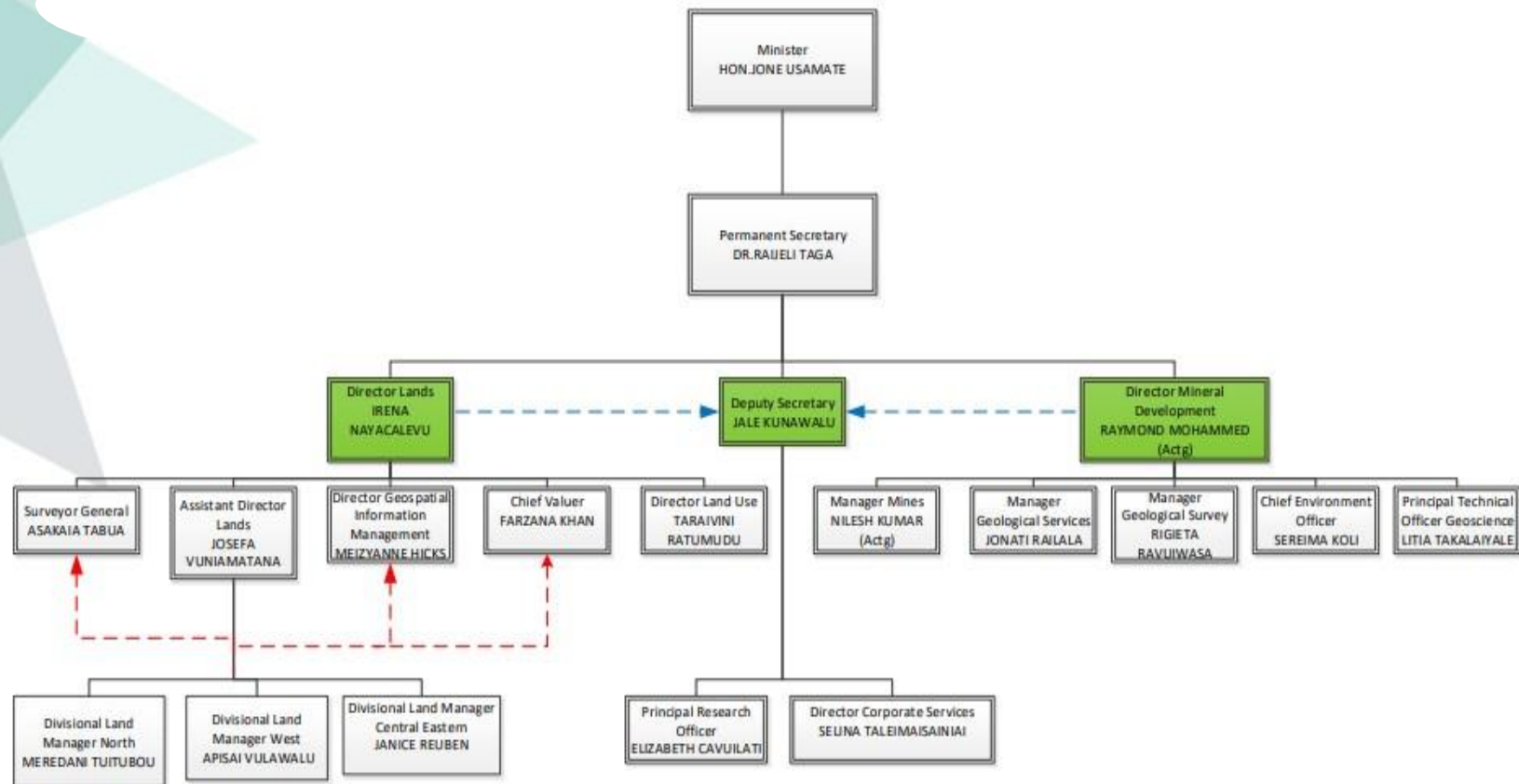
The Ministry of Lands and Mineral Resources administrates all state lands and regulates all mineral resources and groundwater resources in Fiji through its two major departments; the Department for Lands and Surveys and the Department of Mineral Resources.

The ministry is governed by several legislations, regulations and policies for which it is accountable to and ensures that they are being followed. They include:

1. State Lands Act		2. Mining Act	
3.	River and Streams Act	4.	Continent Shelf Act
5.	State Acquisition of Lands Act	6.	Quarries Act
7.	Surveyors Act	8.	Explosive Act
9.	Land Use Act	10.	Fair Share of Mineral Royalties Act
		11.	Petroleum Act

Both the departments implement their activities and programmes in a manner to foster and balance development, environment sustainability and social equity. In summary, this report gives the reader a bird's eye view on how the state lands and mineral resources were administered and managed with its financial undertakings of all project works and activities in the financial year.

## OUR STRUCTURE



# LANDS ADMINISTRATION DIVISION

## Overview

The Division ensures that all state lands are utilized to its full potential ensuring equal land opportunities to all and further generate revenue for the State in accordance with the State Lands Act.

The Division administers state lands through the facilitation of land conveying from the initial receipt of an application to the preparation and registration of lease. The Division also deals with all consents to transfers, mortgages, caveats etc...with the inclusion of the preparation, stamping and registration of state land leases.

The administrative and management of state leases include:

- Preparation of legal documents;
- Stamping and Registration of leases/licenses and other related documents;
- Ministerial Consent to Dealings;
- Director's Consent to Land Dealings;
- Issuance of Foreshore Development leases - which also include conducting awareness for Climate Change Adaption through public consultations on Foreshore Developments (Waiver of Fishing Rights);
- Transmission of Schedule A & B Land; and
- Preparation of the State Land Master Plan that would be a guiding document to assist the Ministry in managing and controlling allocation of land in a sustainable manner.

## Staff Structure

The Assistant Director Lands heads both the Lands section (HQ) and the 3 divisional offices. The Lands section (HQ) consists of 1 Principal Lands Officers (PLO), 1 Senior Lands Officer (SLO), 4 Lands Officers (LO) and 2 Executive Officer (EO Foreshore).

There are 4 sections within the division:

- Stamping/Registration and Land Dealing unit;
- Foreshore Development unit;
- Sustainable Land Use & Development unit; and
- Schedule A & B unit.

## Achievements

ASSIGNED ACTIVITIES		TARGET	ACHIEVEMENT
1.	Total number of Leases, Approval Notice of Lease, Tenancy At Will, Variation of Lease, Re-entry, Licenses prepared – Target	1200	1745



2.	Consent to Transfer, Mortgage, Subletting, Caveat, Subdivision, Build, Legal Proceedings, Evict, Connect Water Meter, Connect Electricity, Rezoning – Target	1750	2261
3	Awareness for Climate Change Adaptation through Public Consultations on Foreshore Developments (Waiver of Fishing Rights)	23	32
4.	Preparation of Licenses	50	57
5.	Ministerial Consent	60	72
6.	Registration	700	751
7.	Advertisement of available lots and its allocation	24	17
8.	Reversion of State Schedule A & B Land	120	165
9.	Land Use Planning & Development 1. Integrated Land Use Concept Plan 2. State Land Use Master Plan Report	2 reports 1 report	90% 50%
<b>ASSIGNED ACTIVITIES</b>		<b>TARGET</b>	<b>ACHIEVEMENT</b>
1.	Total number of Leases, Approval Notice of Lease, Tenancy At Will, Variation of Lease, Re-entry, Licenses prepared – Target	1200	1745

## Significant Training and Events

- Opening of the Rakiraki office - 22<sup>nd</sup> February 2021
- Staffs joined the Ministry of Health to combat the COVID -19 pandemic – 28<sup>th</sup> June 2021

## Challenge and Way Forward

<b>No</b>	<b><u>Challenges</u></b>	<b><u>Way Forward</u></b>
1.	COVID 19 pandemic	Abide by the covid19 pre-cautionary measures.
2.	Capacity Building	<ul style="list-style-type: none"> <li>• Internal training.</li> <li>• Encourage multi-skilled workforce.</li> <li>• Staff rotation.</li> </ul>
3.	Rise in illegal sand/gravel extraction during COVID 19 pandemic	Enact a law that would penalize the illegal sand/gravel extractors.

Lands Administration Staff at work



## SURVEY DIVISION

### Overview

The Survey Division provides land survey services and is responsible for regulating and checking all land surveys in accordance with the Surveyors Act and Regulations. Extensive field work is required in land surveying exercise. Due to Covid-19, some of the target set out in the work plan were not achieved as the team couldn't go out to the field. However, the division re-prioritized their resources to areas of need and assisted other units in clearing outstanding works.

### Staff Structure

The Surveyor General is the head of the Survey Division, with 2 principals: a Principal Surveyor and a Principal Plan Examiner. In addition, there are 5 Senior Surveyors, 1 Senior Geospatial Officer, 6 Surveyors, 15 Technical Assistants, 2 Technical Officers, 11 Survey Assistants, 1 Chainman and 7 Laboure's. The survey staffs are based in the Divisional Offices in the central eastern, northern, and western, Land Use Division, Control Section, and the Plan Examination Unit.

### Achievements

OBJECTIVES	TARGET OUTPUT	ACHIEVEMENT/PROGRESS
Survey Plans Approved as to Survey	22	489
National Geodetic Infrastructure	<ul style="list-style-type: none"> <li>Navua – Lami Control Survey</li> <li>35 new Geodetic stations established, observed by GPS, adjustment, transformation and plans drawn Suva - Nabua</li> </ul>	<ul style="list-style-type: none"> <li>Established 104 new stations from Navua to Lami</li> <li>Raw data downloaded.</li> <li>Network Adjustment, Loops &amp; Misclosures and Transformations-completed.</li> <li>Preparation of Locality diagrams for each station</li> <li>Plan drawing commenced and lodgements are targeted for 1<sup>st</sup> quarter of 2021/2022</li> </ul>
Upgrade of Geodetic Datum	<ul style="list-style-type: none"> <li>Mounting of solar panel and back up battery (Lakeba, Ono-i-Lau, Koro, Kadavu)</li> <li>Field campaign</li> <li>Processing and development of new parameter set for Fiji Datum</li> </ul>	<ul style="list-style-type: none"> <li>Provision of Solar &amp; back up power for Kadavu, Koro and Taveuni whereas Taveuni Solar is pending due to travel restrictions amidst the COVID 19 pandemic.</li> <li>Maintenance of CORS for Taveuni, Labasa, Nabouwalu, Kadavu and Koro</li> <li>Preparation of Cabinet paper on status of the project and this was tabled and approved by Cabinet</li> </ul>



			<ul style="list-style-type: none"> <li>• Prepared draft Cabinet on Asia Pacific Reference Frame (APREF) for CORS</li> <li>• Data Synchronization- tasks completed</li> </ul>
Survey of Mahogany	Naboutini	Lot 8	Field work 100% and plan drawing in progress
		Lot 12	Commenced field verification 90% completed
		Lot 1	Field verification 90% completed
		Lot 9	Commenced field verification
	Nukurua	Lot 5	100% complete. Survey plan SO 9281 was lodged for assessment and approval
		Lot 6	50% completed. Work was affected because of COVID 19
		Lot 25	70 % completed. Work was affected because of COVID - 19
		Lot 28	30% completed. Work was affected because of COVID - 19
	Galoa	Lot 1	Field work 100% and plan drawing in progress
		Lot 6	Field work 100% and plan drawing in progress
		Lot 11	Field work 100% and plan drawing in progress
Survey of Government Stations on iTaukei Land	<b>Divisional Lands Office Central Eastern (DLOCE)</b>		
	Nacamaki Nursing Station – Koro		100% completed. Scheme plan submitted to TLTB for vetting.
	Narokorokoyawa Nursing Station - Naitasiri		100% completed. Scheme plan submitted to TLTB for vetting.
	Kadavu Government Station - Kadavu		100% completed. Scheme plan submitted to TLTB for vetting.
	<b>Divisional Lands Office Western (DLOW)</b>		
	Wauosi Nursing Station		100% completed. Scheme plan submitted to TLTB for vetting
	Nukuilau Nursing Station		100% completed. Scheme plan submitted to TLTB for vetting
	Nawai Police Station		100% completed. Scheme plan submitted to TLTB for vetting
	<b>Divisional Lands Office Northern (DLON)</b>		
	Wainigadru Fisheries Ice-plant		100% completed. Scheme plan submitted to TLTB for vetting.
	Waiyevo Government Station		100% completed. Scheme plan submitted to TLTB for vetting.
	Dogotuki Seismic Station		Project moved to next financial year due to COVID-19 restrictions
Survey of NG2	Peripheral survey of 18km		Peripheral survey of 5km
Maintenance of Existing Subdivision	Laqere Subdivision Construction of Access Road DSS 2088B in Phases		Construction of access road completed
	Access Road Upgrade - Ba		Construction of driveway completed

	Existing Access Road 250m @ Wailevu- SO5301, SO5591, SO5458 & M2967	Upgrade of access road completed
	Existing Access Road @ Bulileka M1750 (PT PF) (SL11176, T1670 & DP7197)	Construction of access road completed
Development of State Land	Vakamaisuasua Subdivision	<ul style="list-style-type: none"> <li>No civil work carried out on the ground.</li> <li>Meetings with relevant stakeholders to rectify the defects on the ground and address new requirements imposed by approving agencies.</li> <li>joint inspection was carried out with WAF to rectify connection from the subdivision to the existing WAF main.</li> <li>Revised engineering plan met requirements of FRA and EFL</li> <li>Construction of work to be funded on 2021/2022 financial year</li> </ul>
Survey Equipment Calibration	45 calibrations	60 calibrations
Ad – Hoc Survey Works	Central Eastern Division- Korovou Town	Land Title Survey for Korovou Town Boundary Extension
Exemption of Coordinates	A total of four (4) requests were assessed and completed	
Survey Plan	Survey Plan Approval	<u><b>DLOCE</b></u> SO 8639, SO 8592, DP 11445, SO 5280, SO 7941, DP 11694, DP 11603, SO 9099, DP 11725, SO 6234, SO 6235, SO 6236, SO 8515, SO 6974, DP 11624, SO 6237 <u><b>DLOW</b></u> SO 8487 <u><b>DLON</b></u> SO 5590, SO 8312 <u><b>CONTROL</b></u> SO 8061, SO 6880, SO 8738
Scheme Plans	Scheme Plans Approval	<u><b>DLON</b></u> 4 scheme plans approved

## Significant Training and Events

- Significant Achievement- Four surveyors were registered and added to the list of RS in Fiji.
  - William Caesar,
  - Avitereki Tukuwasa,
  - Jekope Tubuikalou and
  - Abhinash Chand
- Four candidates completed and received Fiji Public Service, Survey and Draughting certificates on the 1st of March



## Challenges and Way Forward

<u>No</u>	<u>Challenges</u>	<u>Way Forward</u>
1.	Staff Capacity	Qualified staff are not prioritizing doing project
2.	Rough terrain and the remoteness of the work site	Early departure from camp site and late departure from the survey site with the need to work overtime. Make sacrifice, work as a team and be committed to the work.
3.	Complexity of the projects eg Datum Project	Collaboration with development partners.

## Field Survey



# VALUATION DIVISION

## Overview

The Valuation division ensures equitable compensation payments for properties acquired by State for capital projects. Also the division is responsible for compensating iTaukei Leases to State ensuring government's land requirements are facilitated effectively through valuation and negotiations with iTaukei Lands Trust Board and private landlords.

The Chief Valuer is also a member of the Valuer's Registration Board that oversees the registration of Valuers.

## Staff Structure

The Valuation division is headed by the Chief Valuer which consists of 3 major sections:

- Acquisition, iTaukei Leases to State (TLTS);
- Special Valuations, Rating, Statistics and Property market; and
- Rental and Estates Section

The Valuation section is also present in all Divisional offices (CE, West and North). There are 2 Principal Valuers while the Acquisition TLTS Special Valuation section consists of 1 Senior Valuer Acquisition, 1 Senior Valuer for TLTS, 1 Senior Valuer Rating, 2 Valuers and 1 Technical Assistant.

## Achievements

Similar to other divisions, the Valuation team's most success stories came about having a workforce who were able to adapt to the COVID-19 pandemic lockdowns and work from home arrangements. Nevertheless, they remain committed towards achieving their set targets. Adapting to the new norms, multi-tasking and taking on board all precautions set out by the Ministry of Health was a great challenge.

SPECIFIC AGENCY OBJECTIVES	STRATEGIES FOR IMPLEMENTATION	ACHIEVEMENT
Land Acquisition for Public Purposes	<b>Acquire and transfer Land Interest to State</b>	<u>Achieved : 17</u> 1.) Nausori Airport Ext: [1] - Estate of Phul Mati , 100% compensation paid out. 2.) Cuvu Access: [1] - Mataqali Ravita, 75% compensation paid out 3.) <u>Ledrusasa Drainage</u> : [3] <ul style="list-style-type: none"><li>○ Ratnesh &amp; Salesni Kumar 2 properties].</li><li>○ Mataqali Yavusasivo.</li></ul> 4.) <u>Fiji Roads Authority</u> : [10] <ul style="list-style-type: none"><li>○ Vuniyasi Bridge</li><li>○ Beqa Steep Hill Crossing 1</li><li>○ Beqa Steep Hill Crossing 1</li></ul>

		<ul style="list-style-type: none"> <li>○ Nausori Airport Rd Diversion</li> <li>○ Miha Majan Rd Widening</li> <li>○ QED Rd Widening</li> <li>○ Sigatoka Valley Rd Upgrading</li> <li>○ Vuniyasi Bridge</li> <li>○ Vuniyasi Bridge</li> <li>○ Vuniyasi Bridge</li> </ul> <p>5.) <u>Land Clearance</u>: [2]</p> <ul style="list-style-type: none"> <li>○ Southern Cross NEXT Cable System</li> <li>○ Nanuku President's Bure Access</li> </ul>
	<p><b>Verify and approve valuation basis and Valuations undertaken for all statutory bodies (Fiji Roads Authority/Water Authority of Fiji)/Land Use Division.</b></p>	<p><u>Achieve : 30 - (on-request basis only)</u></p> <ul style="list-style-type: none"> <li>○ 11 done for Fiji Roads Authority</li> <li>○ 4 done for Land Use Division</li> <li>○ 13 done for the Divisions (North, West &amp; Central Easter)</li> <li>○ Sigatoka Town Revaluation Basis: [1]</li> <li>○ Nausori Town Revaluation Basis: [1]</li> <li>○ Levuka Town revaluation Basis</li> <li>○ Building Cost rates ; Sigatoka , Nausori, Levuka, Savusavu</li> </ul> <p><i>Note : Dependant on valuation assessments sent in from FRA &amp; the Divisions for Chief Valuer's approval</i></p>
Special Valuation	<p><b>Asset Valuation For Financial Management</b></p>	<p>Achieved 27 (on request basis)</p> <ul style="list-style-type: none"> <li>○ 8 done for Savusavu Town Council Asset Valuation</li> <li>○ 1 done for Ba Town Council Asset Valuation</li> <li>○ 11 done for Labasa Town Council Asset Valuation</li> <li>○ 7 Others requests received and valuation conducted</li> </ul> <p><i>Note: Dependent on the number of incoming requests from Dept.'s/ Statutory bodies to undertake special valuations.</i></p>
Other Land Acquisition issues		<p><u>Achieved: 409</u></p> <p>Not limited to but including the following: -</p> <ul style="list-style-type: none"> <li>○ Updating of Land Acquisition progress schedules</li> <li>○ Public enquiries on Land Acquisition matters</li> <li>○ Identifying Land Acquisition projects for Caveat registration and facilitating accordingly</li> </ul> <p><i>Note: Dependent on incoming requests/queries for land acquisition related issues from stakeholders.</i></p>
Administration of iTaukei Leases to State	<p><b>Applications of New Leases submitted to iTLTB.</b></p>	<p><u>Follow ups were done and awaiting TLTB's advice:</u></p> <p>Achieve: Nil (Work still on-going process)</p> <ul style="list-style-type: none"> <li>○ The Team is currently following up previously lodged applications pending with TLTB.</li> <li>○ The pending issues from TLTB are issuance of offer letters, negotiation and finalization of lease offers and finalization of lease conditions and registration of leases.</li> </ul>

	<b>Applications for Renewal of iTaukei Lease submitted to iTLTB.</b>	<p><i>Follow ups with TLTB were being done for applications lodged:</i></p> <p>Achieve – Nil (Work still on-progress)</p> <ul style="list-style-type: none"> <li>The Team is currently following up to finalize previously lodged renewal applications pending with TLTB. The pending issues are issuance of offer letters, negotiation of lease offers and finalization of lease conditions and registration. <ul style="list-style-type: none"> <li>Compile 6 leases for verification of expiry date</li> <li>Follow up on 8 pending lease offer</li> <li>Analysis of 1 offer</li> <li>Follow up on 12 pending applications</li> </ul> </li> </ul>
	<b>Reassessment of Rent on existing iTaukei Land Leased to State</b>	<p>Target achieved – 75 reassessments notices attended by the Division.</p> <ul style="list-style-type: none"> <li>39 Reassessment notice by Division</li> <li>8 Acceptance of Rental Reassessment Letter</li> <li>6 Rental Offer Accepted</li> <li>3 Follow ups</li> <li>5 Analysis</li> <li>11 Rental Reassessment verification</li> </ul> <p>*There were also 3 letters sent for the month of June 2021</p>
	<b>Assessment of Premiums for Non-Government Schools</b>	<p>Achieve: Attended to cases as listed below.</p> <ul style="list-style-type: none"> <li>Attended to queries from MOE on lease offers for Namamanuca Primary school and Bainivalu Primary School.</li> <li>Examine/Accept/Counter new lease offer with ITLTB – 7 in total</li> </ul>
Other issues on I Taukei leases including Surrender of Leases for other Private Organisation		<p>Team attended to cases on I Taukei leases &amp; freehold leases.</p> <ul style="list-style-type: none"> <li>50 briefs prepared</li> <li>36 Correspondences</li> <li>8 Follow ups conducted</li> <li>Attended 9 Meeting</li> <li>1 Field Inspections.</li> <li>2 Meetings attended to <ul style="list-style-type: none"> <li>Regarding township</li> <li>Regarding catchment lease</li> </ul> </li> <li>12 Notifications</li> <li>1 Site Inspections</li> <li>15 Other Issues</li> <li>5 Executed Agreement for Lease &amp; TAW Documents</li> <li>4 Amendment for TAW &amp; AFL Documents</li> <li>17 Surrender of Lease</li> <li>1 Amendment for TAW &amp; AFL Documents</li> <li>6 Matrix Updates</li> <li>9 VSAT stations update to the Ministry of Economy:</li> <li>10 Provided file details regarding lease files.</li> <li>3 Counter service</li> <li>20 Telephone/viber queries/emails</li> <li>File verification (COVID 19 Work from Home Plan)</li> </ul>

		<ul style="list-style-type: none"> <li>- Manually verified 241 files and updated lease details in excel database.</li> <li>- Captured all pending issues for further follow up.</li> </ul> <p>Update matrix for Ministry of Economy project updates.</p>
Verification of payment schedule on I Taukei and other leases to State		Achievement Verification on 936 leases completed.
Municipal Councils Rate Demand Notices	<b>Consult municipal councils for their rates demands and complete verification</b>	<ul style="list-style-type: none"> <li>• Target &amp; Achieve &lt;650 (Budget : \$2,023,3243) <u>Municipal Councils</u></li> <li>1. Suva City - \$636,753.85</li> <li>2. Lami-----\$2,378.98</li> <li>3. Nausori---\$21,547.16</li> <li>4. Lautoka - \$144,141.66</li> <li>5. Ba Town \$10,507.15</li> <li>6. Rakiraki Town \$919.80</li> <li>7. Tavua Town - \$4, 729.90</li> <li>8. Levuka - \$9, 990.31</li> <li>9. Labasa Town \$35,930.06</li> <li>10. Savusavu Town <u>\$9,293.79</u></li> <li>TOTAL - \$ 929, 623.00</li> </ul>
Sexennial revaluation	<b>Rating Valuation for Municipal Councils.</b>	<p>Achievement : 6540</p> <p>Submission of Valuation Roll, Valuation report and plans to respective municipality.</p> <ol style="list-style-type: none"> <li>1. Ba – 1,666</li> <li>2. Tavua – 311</li> <li>3. Sigatoka – 301</li> <li>4. Levuka – 262</li> <li>5. <u>Nausori – 4495</u></li> </ol> <p>Total: 6540</p>
Maintenance of valuation roll	<b>Undertake Roll Maintenance valuation for local authorities under the Local Government Act 1972</b>	<p>Achievement – 94</p> <ol style="list-style-type: none"> <li>1. Suva City – 7</li> <li>2. Ba Town – 68</li> <li>3. Savusavu Town - 13</li> <li>4. <u>Nasinu Town----- 6</u></li> </ol> <p>Total : 94</p>
Sales Information	<b>Collation of property sales data</b>	<p>Achievement – 1305</p> <ol style="list-style-type: none"> <li>1. HQ – 800 (Achieve 827)</li> <li>2. <u>DLMW – 200 (Achieve -478)</u></li> </ol> <p>Total : 1305</p>
<b>Property sales.</b>	<b>Production of monthly property sales.</b>	<b>Achievement 297</b>

SPECIFIC AGENCY OBJECTIVES	STRATEGIES FOR IMPLEMENTATION	ACHIEVEMENT
Property Market Report	<b>Production of Property Market Report</b>	Target & Achievement: 1. Nausori Property Market Report



	<b>Production of Periodical Reports</b>	<b>Target &amp; Achievement:</b> <ul style="list-style-type: none"> <li>○ Compile Monthly Report</li> <li>○ Compile SMB Report Monthly</li> <li>○ ABP 2020-2021 Report</li> <li>○ Compile ABP 2021-2022</li> <li>○ Dashboard Update</li> </ul>
Rental reassessment	<b>Collate data on leases due for reassessment in 2019 and undertake assessment of rental.</b>	<b>Achievement : 3259</b> <ul style="list-style-type: none"> <li>○ CE: 1450</li> <li>○ W: 1824</li> <li>○ N: 85</li> </ul>
Assessment of rentals/leasehold market value/premium	<b>Undertake and submit valuation requests for issue of new leases</b>	<b>Achievement : 628</b> <ul style="list-style-type: none"> <li>○ CE: 164</li> <li>○ W: 389</li> <li>○ N: 75</li> </ul>
Assessment of penal rent	<b>Assessment of penal rent for breach of lease conditions completed</b>	<b>Achievement: 31 – (on request basis only)</b> <ul style="list-style-type: none"> <li>○ CE: 3</li> <li>○ W: 25</li> <li>○ N: 3</li> </ul>
Valuation for government renting (office accommodation & quarters)	<b>Rental valuation for Government quarters completed</b>	<b>Achievement :50</b> <ul style="list-style-type: none"> <li>○ CE: 37</li> <li>○ W: 12</li> <li>○ N: 1</li> </ul>
<b>Lease Inspection</b> Execute ground work operation for all state lease dealings and vetting of all reports to safeguard government's interest	<b>Inspection on Estate:</b> <ul style="list-style-type: none"> <li>▪ Transfer</li> <li>▪ Subdivision</li> <li>▪ Rezoning</li> <li>▪ New applications</li> <li>▪ Renewal &amp; expired Leases</li> <li>▪ Mortgage</li> <li>▪ Tenancy</li> <li>▪ Agreement</li> <li>▪ Water &amp; FEA Connection</li> <li>❖ Re-entry, Gravel Extraction.</li> </ul>	<b>Achievement: 2484</b> <ul style="list-style-type: none"> <li>➤ CE: 724</li> <li>➤ W: 1331</li> <li>➤ N: 429</li> </ul>

## Significant Trainings and Events

- Handing over of the Valuation Roll of Ba Town 20<sup>th</sup> October 2020
- Aspiring Valuers training
- Distribution of lease rental monies to landowners of Malhaha in Rotuma – 14<sup>th</sup> August 2020

## Challenges and Way Forward

Challenges	Way Forward
Capacity Building	Upskilling and on-going training especially those that relate to the valuer's profession Prioritize and encourage valuers to be registered



Handing over of the valuation roll for Ba Town



Distribution of Lease money in Rotuma

# GEOSPATIAL INFORMATION MANAGEMENT DIVISION

## Overview

The core responsibility for the Division is to manage the state land geospatial information for the division as well. These are in the form of technical land administration information such as the State Land Administration, Survey and Valuation and other information technology roles.

During this financial year, the division focused on improving the production and upgrading of maps, approved plans and legal diagrams. Through Management of Land and Geospatial Information Systems and services, maps were produced according to the required specifications ensuring timely and quality service. This is aligned to the National Development Plan initiatives which is the adoption of new technology to increase efficiency & productivity.

The Division will continuously seek innovative solutions for the continuous improvement of geospatial information management for Government and the country as a whole.

## Staff Structure

The Division is headed by Director for Geospatial Management (DGIM). There are 2 Sections within the division; the Mapping and FGISS Section which are headed by their respective Principal Geospatial Officer. Within the Mapping Unit there are 4 sections; Air Survey, Cartography, Statutory and Draughting, each headed by their own Senior Geospatial Officers. The FGISS section also has 4 units which are headed by their respective Senior Geospatial Officers. The Division consists of fifty (50) staffs.

## Achievements

	GIM OUTPUTS	ACHIEVEMENTS
1.	Cabinet paper	Paper on the 14 Fundamental Geospatial Data Themes has been approved by Cabinet.
2.	DB Development	CLLS Redevelopment 80%
3.	Customized Maps	833/700
4.	Drone Flight Missions	45/15
5.	Historical Sales Reports	5/5
6.	Mapping of Valuation Information	1841/1400
7.	Verify & link of State, Freehold and i-Taukei leases/dealings	760/600
8.	Charting of approved Survey Plans	296/360
9.	Revenue	\$101,948.42/\$80,000
10.	Update CCMS	1005/700

11.	Preparation of legal diagrams	893/650
12.	PPs scanned	60/60
13.	System Support Service	1371/1320

## **Capital Projects**

### *Fiji Geospatial Information*

The Fiji Geospatial Information project is responsible for collating geospatial data sets of national importance that are captured by the various government and non-government organizations. These data sets are then published on the VanuaGIS platform for use across government. For the 2020-2021 FY, the following activities were undertaken:

- ✓ Continuous update of datasets 12/12
- ✓ Data collection 10/10
- ✓ Metadata entry of feature classes 30/20
- ✓ Maintenance of current apps 4/4
- ✓ New Web Maps 4/2
- ✓ SDE Maintenance 12/12

The project activities were affected by CoVID-19 pandemic.

## **Significant Training and Events**

- The Geospatial Information Management Council meetings continues to be a unifying arm of all GIS users in Fiji, whereby new initiatives are discussed, and ideas shared – 9th February 2021
- GIS/RS user group meeting organized by the Division has become an important avenue for GIS and RS users to provide an update on their activities and share experience and best practices– 3rd March 2021
- Mr Viliame Waqa is currently pursuing his Master in Urban and Regional Development in South Korea,
- Mr Joseva Racaca had secured a scholarship for Masters in Cartography and Geographic Information Engineering in China from 2017 to 2020 and was awarded his masters in September 2020
- The Division continues with its internship program to provide recent graduate hands-on experience with geospatial information management.
- Attachment of GIM staff with the MoH CoVID-19 response, has expanded the teams' skills in GIS, while raising the visibility of GIS and its benefits to planning and resource deployment for national emergencies.

## **Challenges and Way Forward**

Challenge	Way Forward
The effective implementation of the approved National Geospatial Information Strategy	More awareness and collaboration with stakeholders in the geospatial information management field is anticipated.
High Staff Turnover – The provision of services whilst maintaining operations during staff	High Staff Turnover - Adapting to the changing environment and positioning of the right staff in priority areas has been adopted.

movement and recruitment is indeed a challenge	
Database Enhancement – There is a need to reinforce the use of databases systems in terms of data entry and deriving analysed data to all users.	Database Enhancement – Ensuring that the information contained within the CLLS is secured along with prioritizing requests, proper scoping, discussions and planning on future DB
CoVID-19 – has delayed much of the planned activities for the Division	Adapt to the new CoVID-19 environment and leverage on how GIS can assist with operations

### Geospatial Information Management Division staff at work





# LAND USE DIVISION

## Overview

The Land Use division was established for the following reasons which are also aligned to the 5 Years & 20 Years National Development Plan and the Ministry's 2018-2022 Strategic Plan:

- (i) utilize designated iTaukei land in a manner that is in the best interest of iTaukei landowners and designated state land with a view of achieving optimal returns to State;
- (ii) develop a Land Use Bank to facilitate the efficient leasing of lands which are currently idle and unutilized under terms and conditions which are attractive to both the landowners and tenants;
- (iii) provide long tenure of lease for sustainable and progressive developments of the agricultural and commercial sectors; and
- (iv) ensure to make all land available leased with the purpose of providing a livelihood for all the parties concerned.

The 2020-2021 financial year was faced with Tropical Cyclone Harold and the global COVID-19 pandemic which caused unprecedented economic and social hindrances to Fiji and to our operations. Despite the cyclone and the outbreak of COVID 19, we remained optimistic that our BP & COP targets would be achieved through re-strategizing our manpower and resources strengthen our online communications/meetings and other non-physical approaches due to the COVID-19 restrictions.

## Staff Structure

The Land Use division is headed by the Director Land Use. The Division has one Principal Land Use officer who directly reports to the Director while the division has seven senior officers which include: Senior Public Relations Officer, Senior Geospatial Officer, Senior Surveyor, Senior Marketing Officer, Two Senior Valuers and a Lands Officer. There area total of twenty-eight staffs in the division.

## Achievements

The Division achieved 55% of its eleven COP targets while some were overachieved. However, some targets required re-strategizing and careful planning in the next financial year. The team is optimistic that travel/fieldwork restrictions will be uplifted once the COVID-19 pandemic improves and normal operations are restored.

No.	Strategies	Target	Achievements	Success Rate
1.	Identification of viable iTaukei Land for designation projections	500ha	303.098ha	61%
2.	Consultation/Awareness/Roadshows	40	88	220%
3.	Number of leases registered	6	9	150%
4.	Number of land parcels designated	4	1	25%

5.	Number of land parcels surveyed	5	2	40%
6.	Valuation carried out	6	2	33%
7.	Re-assessment carried out	4	4	100%
8.	Marketing Activities	50	55	110%
9.	Freehold buyback update	12	12	100%
10.	Mediation and negotiation	15	34	227%
11.	Workshop	1	0	0%

The following new initiatives were introduced by the Division in its bid to grow and foster land reform:

- a) amendments to Standard Operating Procedures;
- b) expanding the Land Use Allocation Committee to now include representatives from other stakeholders such as the Fiji Development Bank, other Commercial Banks and Ministry of Agriculture;
- c) amendment of Cessation of Designation Forms; and
- d) digitization of Applications to Lease received in the Advertisement Database.

## Significant Training and Events

- Induction training - 20<sup>th</sup> – 22<sup>nd</sup> October 2020
- COVID 19 awareness and profiling operation - 8<sup>th</sup> July 2021
- COVID 19 food ration distribution - 28<sup>th</sup> June 2021

## Challenges and Way Forward

No.	Challenges	Way Forward
1.	<u>COVID (2019 – July 2021):</u> a. Travel restrictions due curfew hours b. Work-from-home limitations c. Limitations due to imposed work bubbles & restricted work schedules	<ul style="list-style-type: none"> <li>• Compliance to mandatory requirements and measures set by Government.</li> <li>• Improve and implement digital targets to allow a flexible work environment.</li> </ul>
2.	<u>Changes to budget 2020-2021;</u> a. Diversion of funds for COVID assistance b. Implementation of Mini COVID Budget	<ul style="list-style-type: none"> <li>• Re-strategize, re-prioritize and align work plans and targets to suit budgetary requirements.</li> </ul>
3.	<u>Budget constraints stalled most of Land Development plans:</u> a. Cancellation of Trustees workshop b. Yako Tender was advertised and stalled due to lack of funds c. Lack of funds affected the monitoring of leases.	<ul style="list-style-type: none"> <li>• Virtual contact and update to LOU Trustees on status of designations</li> <li>• Letter to Head of Budget for the request of additional funds to continue with the Yako development as per the lowest bid received.</li> <li>• Lease monitoring carried out bi-annually rather quarterly.</li> </ul>
4.	Delay in receiving consents from LOU's.	<ul style="list-style-type: none"> <li>• Improved communications and contact with LOU's</li> </ul>

5.	Changing of LOU stance – due to internal disagreements in terms of designations, nomination of trustees and cessation.	<ul style="list-style-type: none"> <li>Grievance Committee (SPRO, LO, DLU) set up to oversee issues.</li> </ul>
6.	LUD database design and host on digital platforms	<ul style="list-style-type: none"> <li>Awaiting GIM Office on design of database for LUD access.</li> </ul>

### Land Use Division staff at work



# MINES DIVISION

## Overview

The 2020–21 year has been extraordinary. Any reflection on the past 12 months will be dominated by the impact that COVID-19 has had on our world, our community, and our workplace since its appearance as a global issue. For the Mining Division, the focus was on providing a safe workplace and ensuring the protection of our workforce. Like other public service agencies, we aimed to do this while maintaining the key services that the Fijian community and government expected from us.

As evident, the Mining Division continued to play a unique role in supporting a safe, fair, and responsible future for the Fijian community, industry and resources sector. Like all agencies we were challenged to be more resilient, flexible, and responsive to the evolving COVID-19 situation.

As outlined in this Annual Report we have continued to perform and deliver our wide range of services, including key regulatory functions, tenement administration, resource assessment and core data logging including community consultation and facilitated royalty distribution.

## Staff Structure

The Manager Mines is the head of the division with a Principal Engineer Mines, 1 Principal Technical Officer, 2 Senior Scientific Officers, 1 SEM, 1 STO, 1 SO, 2 TO I, 1 Com OP, 1 TO II and 1 TA. The division also has 4 Project TA's and oversees 4 units: Inspectorate, Resource Geology, Tenement Administration and Community.

## Achievements

The Mines Division conducted inspections and site visits during FY 2020 – 2021 for the following:

- Eight (8) Special Mining Leases.
- Forty-Six (46) Quarry sites.
- Eleven (11) explosive magazine sites.
- Thirty-One (31) Special Prospecting License Tenements.

One of the major highlights was the assessments and verification exercise for Quarry operations in the Northern Division that were affected by TC Yasa. The team conducted ground verification to all quarry operators in the Northern Division and distributed **Construction Materials Damage and Capacity Assessment** forms to quarry operators (Central, Northern and Western Division) to fill and provide feedback.

The monthly operating mines inspection continued including scheduled inspection to exploration tenement to verify work undertaken by exploration companies. However, inspections were affected when the nation went into lockdown in April thus virtual meetings were organized to follow-up on the progress of these projects.

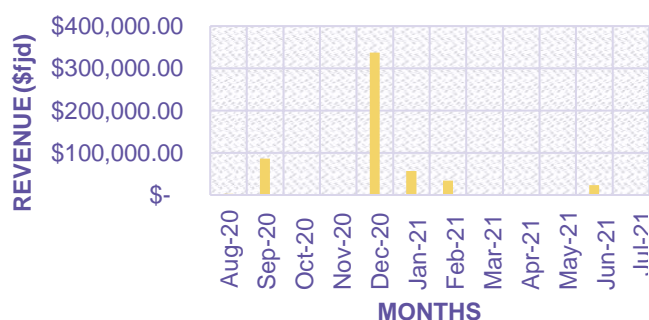


## MINES DIVISION REVENUE GENERATION

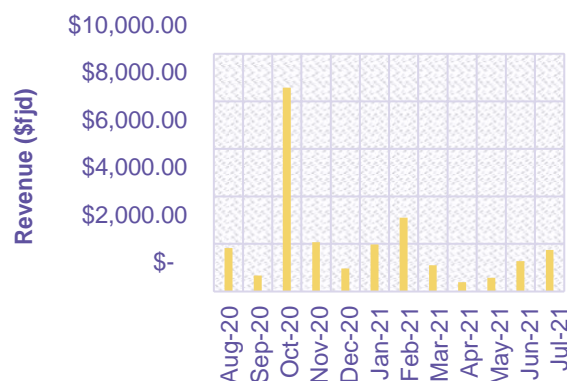
The total revenue generated from the administration of the Mining, Quarries, Explosives, Petroleum Act for the financial year 2020 – 2021 amounted to **\$568,277.11**. The monthly breakdown for the revenue generated for government through the administration of these various acts is shown in the table below.

Month	Mining Fees	Explosive Licensing	Subtotal
Aug-20	\$3,107.06	\$1,831.66	<b>\$4,938.72</b>
Sep-20	\$86,436.04	\$670.24	<b>\$87,106.28</b>
Oct-20	\$346.93	\$8,581.91	<b>\$8,928.84</b>
Nov-20	\$419.91	\$2,077.28	<b>\$2,497.19</b>
Dec-20	\$337,208.54	\$965.80	<b>\$338,174.34</b>
Jan-21	\$56,886.01	\$1,983.39	<b>\$58,869.40</b>
Feb-21	\$34,384.18	\$3,114.68	<b>\$37,498.86</b>
Mar-21	\$990.48	\$1,103.45	<b>\$2,093.93</b>
Apr-21	\$0.00	\$386.24	<b>\$386.24</b>
May-21	\$558.85	\$585.02	<b>\$1,143.87</b>
Jun-21	\$23,620.00	\$1,275.45	<b>\$24,895.45</b>
Jul-21	\$0.00	\$1,743.99	<b>\$1,743.99</b>
<b>Total</b>	<b>\$543,958.00</b>	<b>\$24,319.11</b>	<b>\$568,277.11</b>

**FY2020 -2021 MINING FEES  
REVENUE**



**FY2020-2021 EXPLOSIVES LICENSING REVENUE**



For the Financial year 2020 - 2021, two mining companies were producing and exporting minerals namely Amex Resources Pte Ltd (Iron Sands) and Vatukoula Gold Mines Pte Ltd (Gold & Silver). Below are the details of the mineral export data from the producing mining companies for the period August 2020 – July 2021:

Mineral Exported	Total Value of Shipment (\$FJD)	Royalty Paid (\$FJD)
Gold	\$141,304,852.70	\$4,239,145.58
Silver	\$1,095,296.18	\$32,858.89
Iron Magnetite	\$7,582,883.42	\$236,758.72
<b>Total</b>	<b>\$149,983,032.30</b>	<b>\$4,508,763.19</b>

**Percentage Value of Shipment of Mineral Exported in FY 2020  
-2021**

1% 5%

Gold  
Silver  
Iron Magnetite

94%

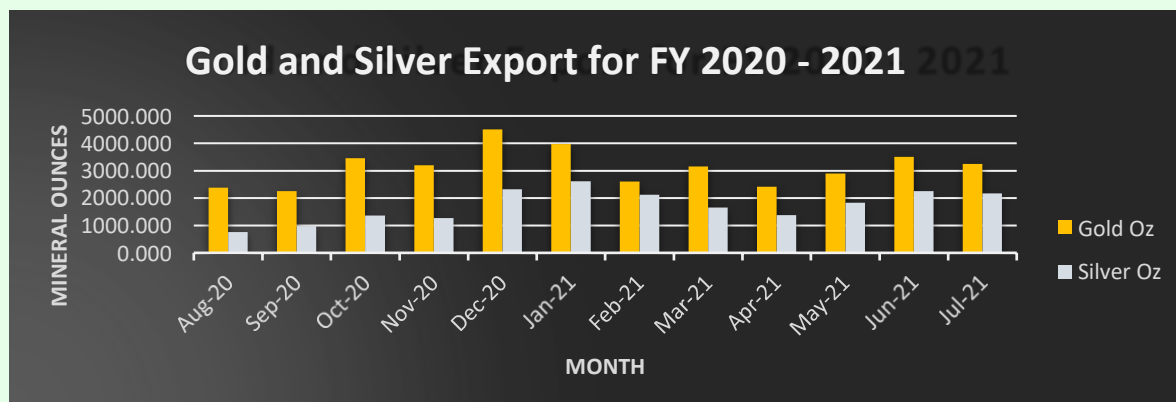
## IRON MAGNETITE MINERAL PRODUCTION

Name of Company	Mineral Produced	Quantity (Wet Metric Tons)	Value of Shipment (\$FJD)	Royalty Received (\$FJD)	Export Month
Amex Resources Pte Ltd	Iron Magnetite	33000	\$2,179,679.24	\$65,390.38	September 2020
	Iron Magnetite	40000	\$2,552,235.84	\$76,567.08	March 2021
	Iron Magnetite	45000	\$2,850,968.34	\$85,529.05	June 2021



## GOLD AND SILVER MINERAL PRODUCTION

Month	Gold Oz	Silver Oz	Gold Value(\$FJD)	Silver Value (\$FJD)
Aug-20	2381.005	754.813	\$9,747,418.20	\$42,311.83
Sep-20	2247.423	976.989	\$9,007,050.08	\$53,302.42
Oct-20	3451.026	1361.561	\$13,714,640.64	\$68,695.07
Nov-20	3201.626	1264.761	\$12,406,523.00	\$63,171.10
Dec-20	4507.64	2325.241	\$16,894,667.49	\$117,764.23
Jan-21	3966.187	2610.636	\$14,878,373.19	\$135,050.27
Feb-21	2600.009	2127.853	\$9,461,644.59	\$119,896.68
Mar-21	3149.748	1655.102	\$10,913,067.20	\$84,661.98
Apr-21	2417.351	1376.107	\$8,575,745.22	\$71,551.13
May-21	2894.815	1830.975	\$10,699,477.12	\$101,347.53
Jun-21	3499.737	2249.108	\$12,977,768.21	\$122,668.12
Jul-21	3242.950	2174.726	\$12,028,477.76	\$114,875.82





## FAIR SHARE OF MINERAL ROYALTIES

The sum of \$4,508,763.19 in royalty was received from mineral exports for the financial year from August 2020 – July 2021 from mining of iron magnetite, gold, and silver. Subsequently, \$334,255.01 has been paid to the Nasomo landowning unit while \$2,488,424.38 has been paid to Vatukoula Gold Mines Limited (VGML) who is the landowner for minerals mined from Special Mining Lease (SML) number 55.

## CORE REPOSITORY

Apart from the assessment of reports and conducting tenement site inspection, the Resource Geology unit is also responsible for the management of the core repository works for the newly established facility in Nabua. The following activities has been completed:

- Recruitment and training of core repository project officers.
- Operationalising of the Core Repository - Planning and outlining the requirements for submissions of representative drill holes e.g. structures, mineralised zones, how to package and deliver cuttings along with the required data etc...

## CORE ASSESSMENT

- Completion of the core assessment for all the cores stored at the Labasa Core Shed.
- MRD Core Shed – Planning the assessment and cataloguing of all cores stored at the MRD core shed and discarding unviable cores.

## GEOBANK IMPLEMENTATION

- This project recommenced due to the deferment of software training after its purchase. The existing economic climate became a constraining factor to the implementation process since the annual and reinstatement fees cannot be paid until funds are secured. Consequently, it has been decided to remain with the Geobank 2018 version so the user training can be delivered without incurring additional costs.

## COMMUNITY CONSULTATION

Community engagement and participation ensured community involvement in decision making. The stakeholders were usually landholders, residents, government and minerals exploration companies (Investors).

The details of consultations completed were as tabulated below:

Details of Licenses	LO Consultation	Meeting with Investors
Exploration	37	31
Special Mining Lease	7	9
TOTAL	44	40

The Community unit has surpassed its consultation target which was set at 60 consultations per financial year. Furthermore, the unit is working towards the development of a regime for royalty distribution for magnetite sand mining project and has been liaising with stakeholders such as iTaukei Lands and Fisheries Commission to establish standard operating procedure for royalty distribution.

## NEW INITIATIVES UNDERTAKEN BY THE DIVISION

- Utilizing work from home and work from office plans to reduce exposure of COVID-19 risks to officers.
- Virtual meeting to get project update and meeting with tenement holders.
- Activation of direct rental payment to avoid clients coming to office.
- Division archives being upgraded, and records scanned.
- Liaison with GIM to create portal on online assessment of exploration reports.
- Joint inspections for mining and mineral tenements were re-utilized to save costs.
- Formulation of the Form 18 assessment template for ease of tracking drilling works completed on each SML/SPL tenement.

## Significant training and Events

- Nasomo Landowners Payout - 6<sup>th</sup> January 2021
- The following training were provided to the staff:
  - ✓ Maritime Domain Awareness Workshop Programme - 14<sup>th</sup> – 18<sup>th</sup> September 2020
  - ✓ Effective Performance Management Training – 26<sup>th</sup> – 28<sup>th</sup> August 2020
  - ✓ Investigation Officer Training – 19<sup>th</sup> – 20<sup>th</sup> October 2020
  - ✓ Writing Skills (one day) - Writing Persuasive Brief via Zoom Training MCS – 6<sup>th</sup> March 2021
  - ✓ Writing Skills (one day) Workshop - Writing Effective Project Plans and Proposals - 7<sup>th</sup> July 2021

## Challenges and Way Forward

ISSUES AND/OR CHALLENGES	WAY FORWARD
Dis-continuous engagement of trained project officers and slow processing of renewal of contracts and relieving appointments for staff leading to delays in achievement of quarterly outputs and low utilization of funds.	Revised structure of division staff for permanent positions to be created and filled for retention of trained qualified officers
Local COVID 19 restrictions had held up fieldwork plans for the unit for the 3rd and 4th quarter of FY 19/20.	Mining companies were instructed to submit weekly reports and updates via email. Virtual zoom meetings were held with mining companies to gather work updates.
Delays in approvals for MOUs from higher authorities for local industrial attachment at Mines and exploration companies has hindered the growth and development of the unit officers.	<ul style="list-style-type: none"> <li>• Explore more local training opportunities offered by exploration, mining &amp; quarrying companies as well as local education institutes to upgrade skills of staff. Also explore the option of video conferencing for training purposes for online courses and courses offered overseas.</li> <li>• Explore the option for staff to have short industrial attachments with exploration, quarries, and mining companies during their drilling, blasting and mining operations and projects.</li> </ul>
Experienced staff not appointed to positions since there is no equivalency applied for MQR.	Explore the possibility of applying equivalency in MQR, to retain experienced officers as most have had capacity building trainings related to their roles throughout their service at MRD.

**Mines Division Staff at work**



# GEOLOGICAL SERVICES DIVISION

## Overview

This Geological Services Division, is tasked with the following principle responsibilities:

- Developing groundwater resources in Fiji;
- Provisions geological hazard assessment; and
- Earthquake & tsunami monitoring.

To facilitate such responsibilities the Division comprises of three Sections tasks with respective thematic roles namely the **Hydrogeological Section**, **Drilling Section**, and **Seismology Section**.

## Staff Structure

The Division is headed by the Manager Geological Services and has 1 Principal Scientific Officer, 2 Senior Scientific Officers, 1 Scientific Officer, 2 Technical Officer II and 4 Technical Assistants.

## Achievements

### Groundwater Drilling

Borehole Number	Location	Depth (m)	Rec Discharge Rate (L/s)	Rec Pumping Duration (mins)	Rec Yield (m <sup>3</sup> /day)	Comment	Status
MDH20/15	Ratu Naivalu Primary School, Waya, Yasawa	17	-	-	-	-	Abandoned
MDH20/16	Yalobi Village, Waya	17	1	360	21.6		Successful
MDH20/17	Ratu Naivalu Primary School	23	0.6	360	12.96		Successful
TDH20/18	Yalasa-Kavanagasau	-	-	-	-	-	Abandoned
MDH21/01	Yaro Village, Malolo	17	0.4	480	11.52		
TDH21/02	Yalasa – Kavanagasau	-	-	-	-	-	Abandoned
MDH21/03	Yaro Village, Kia	68	0.5	360	10.8		Successful
TDH21/04	Savusavulailai Settlement, Momi, Nadi	40					Successful
TDH21/05	Savusavulailai Settlement, Momi, Nadi	74					Successful

### Groundwater Reticulation

No.	Sites	Household No.	Population No.
1.	Narocivo/Namalata Vanuabalavu, Lau	28	152
2.	Nasea village, Naduri, Macuata	30	134
3.	Naqumu village, Naduri, Macuata	30	107
4.	Yaro village, Kia, Macuata	29	147

## Seismology

### Local and Regional Seismic Activities Summary

There were a total of **2,043 events** recorded during the ending of 2020-2021 financial year.

#### Local Events

A total of **272 local** events were recorded in the Fiji region during this financial year (2020-2021). Most event magnitudes were minor to strong size with shallow to deep depth source location that did not pose any tsunami threat to the region.

### Regional Events

A total of **1,806 regional** events occurred during the year ending. Most were minor to major size magnitudes with shallow to deep depth source location.

### Summary

Most of the local and regional events that occurred during the year were of small to medium size category ( $2.6 < ML < 7.7$ ). The depth of the earthquake source location ranges from shallow - deep depth and there was no threat to the region and especially to our local waters. These seismic activities are the result of the major ongoing movement of plate boundaries and seismic movements along the Tonga and Vanuatu subduction zones as well as the Fiji Micro plate.

### **Significant Training and Events**

#### Pump Test Training

Staff	Training
Ilaitia Dokonivalu (Principal Scientific Officer)	1. Pump Test Training 2. Community Engagement Training
Ani Tamata (Senior Scientific Officer)	1. Community Engagement Training
Anawaite Starzynski (Scientific Officer)	1. Pump Test Training 2. Community Engagement Training
Merewairita Mocenakete (Technical Officer II)	1. Pump Test Training 2. Community Engagement Training
Naomi Rasovo (Technical Officer II)	1. Pump Test Training 2. Community Engagement Training
Taito Baleisavusavu (Technical Assistant)	1. Pump Test Training 2. Community Engagement Training
Jiutiti Tamani (Technical Assistant)	1. Pump Test Training
Vilikesa Delai (Technical Assistant)	1. Pump Test Training 2. Community Engagement Training
Ulaiasi Funilagi (Technical Assistant)	1. Community Engagement Training

### **Challenges and Way Forward**

No.	Challenge	Way forward
1.	Adverse weather condition during project implementation Assessment/Surveys/drilling reticulation –GW and	Proper planning and equipping of teams when going out into the field



Geological Services Division Staff at work





# GEOLOGICAL SURVEY DIVISION

## Overview

The Geological Survey Division ensures that our communities are resilient, have an improved livelihood that is environmentally sustainable for the future. These duties include the promotion and marketing of mineral prospects to foreign investors. The Division also empowers resource owners through awareness programs of available resources to improve living standards and encourage sustainable development within the communities/village setting.

## Staff Structure

The Geological Survey Division has 16 established positions with a Principal Technical Officer Survey, Technical Officer High Grade, Technical Officer II Engineering and Technical Officer II Mapping positions. The Division for the year 2020/21 had six (6) Mineral Investigation Project officers on Technical Assistant positions.

## Achievements

Output	Achievement
<b><i>Mineral Investigation Project</i></b>	<p>In the 2020/21 financial year the Division focused on 4 Mineral Investigation Prospects:</p> <ol style="list-style-type: none"><li>Sigatoka Prospect in Nadroga led by the Marine geology section,</li><li>Cuvu Prospect in Nadroga and</li><li>Conua Prospect in Nadroga led by the Geological Mapping section,</li><li>and Bau Waters Prospect in Bau.</li></ol> <ul style="list-style-type: none"><li>Worked with the Fiji Navy in conducting coastal and foreshore assessment along the Sigatoka area focusing on hydrographic survey and grab sampling program for sediment budget analysis. The Department was fortunate to have the Fiji Navy assist the Division through this program as funding for the use of the vessel and its logistics were funded by the Fiji Navy.</li><li>Similar work was expected to be conducted for the Bau Waters prospect but considering that this was planned for the 3<sup>rd</sup> quarter and COVID 19 restrictions were in place during this time; the Division was not able to facilitate work for this prospect.</li><li>The Sigatoka Prospect fieldwork was undertaken in August 2020 for a period of 4 weeks whilst the Conua and Cuvu Prospects were undertaken in September and October respectively.</li></ul>
<b><i>Seamless Mapping Project</i></b>	<ul style="list-style-type: none"><li>The Seamless Mapping project was targeted to be completed in the 3<sup>rd</sup> quarter and to be undertaken in the Bua Province in Vanua Levu focusing on rectifying the seams of geological map sheets 3 (Rukuruku Bay) and 4 (Dreketi).</li><li>The Seamless Mapping Project could not be implemented as planned due to the focus of the Department on rehabilitation works following the devastation of TC Yasa and TC Ana on Vanua Levu Island. The seamless area is located within the devastated areas within the BUA Province. This work will be carried forward to the 2021/22 financial year.</li></ul>

<b><i>Digitization of geological map sheets</i></b>	As the Seamless Mapping Project was on hold; 2 MIP project officers were tagged to the Geospatial Unit of the Department to digitize the geological Mapping sheets for Vanua Levu Island and Viti Levu Island. Points, lines and polygon features were compiled for the 14 geological map sheets for Vanua Levu and 21 geological map sheets for Viti Levu at a 1:50,000 scale.
<b><i>MIP database and MIP Data Package</i></b>	<ul style="list-style-type: none"> <li>▪ The update and maintenance of the MIP database is conducted at the end of every 4<sup>th</sup> Quarter of every financial year which includes a detailed summary of data collected for a prospect eg previous work and results undertaken by past exploration companies, geological information or data and geochemical results etc...</li> <li>▪ The result on the three (3) prospects of the 2020/21 financial year for Sigatoka, Conua and Cuvu Prospects was populated into the database following verification of prospect reports. The MIP data package for the 2019/20 FY was designed and compiled by the Geospatial Unit at MRD, with information on the prospects provided by the respective team leaders.</li> <li>▪ The detailed mineral data package is compiled to promote and raise awareness on idle prospects in Fiji.</li> </ul>
<b><i>Mineral Marketing</i></b>	<ul style="list-style-type: none"> <li>▪ Compilation of the draft Conua Poster.</li> <li>▪ Rock samples collected during fieldwork under the MIP and seamless mapping surveys provide an update of the geological information in the geological museum.</li> </ul>
<b><i>Marine Geology and Offshore Minerals</i></b>	<ul style="list-style-type: none"> <li>▪ The Division contributes to sub output 2.3 through its involvement in the Maritime Affairs Coordinating Committee (MACC) and the continuous seaworthiness of the Department vessels.</li> <li>▪ The MACC committee is mandated through cabinet and oversees all maritime issues from the; <ul style="list-style-type: none"> <li>i. Review of National and International Legislation and treaties,</li> <li>ii. Progress with Fiji's delimitation, negotiation of the maritime boundaries (EEZ) and finalise Fiji's Full Submission to UNCLOS and the</li> <li>iii. Review of all Marine Scientific Research Cruise request into Fiji's EEZ and the acquisition of all MSR scientific data,</li> </ul> </li> </ul> <p>Quarterly MACC meetings were held and organized by the Ministry of Foreign Affairs (MoFA) with discussions of the following maritime affair issues:</p> <ul style="list-style-type: none"> <li>- International Sea Bed Authority's (ISA) Deep Sea Mineral (DSM) legal framework,</li> <li>- International Legally Binding Instrument under the UN Convention on the Law of the Sea (UNCLOS) on the Conservation and Sustainable Use of Marine Biodiversity of Areas beyond National Jurisdiction (BBNJ),</li> <li>- Fiji's Marine Spaces Act,</li> <li>- Regional DSM Legal framework and,</li> <li>- The FFA Regional Aerial Surveillance Treaty Agreement,</li> </ul> <p>*A key issue discussed was the progress of establishing the country's maritime boundaries.</p>
<b><i>MV Yautalei and MV Vatutalei vessels</i></b>	<ul style="list-style-type: none"> <li>▪ The Vatutalei vessel and trailer is still maintained by the Division and the sea worthiness certificate is renewed annually for nearshore surveys.</li> <li>▪ The Vatutalei vessel was used by the Sigatoka Prospect team for near shore surveys along the Nadroga coast with the Fiji Navy team and the Environment Division.</li> </ul>
<b><i>Geological Hazard Assessment</i></b>	The Division contributes to this sub output through facilitation of geotechnical survey requests conducted on an adhoc basis that include geotechnical assessment for

<b>Disaster Risk Reduction and Risk Management</b>	proposed developments, consultation and advice, geo hazard and aggregate assessments as well as Rock Resource Lab test reviews and the continuous updating of the landslide database.																												
<b>Engineering Geology Projects</b>	<ul style="list-style-type: none"> <li>Hard Rock resource inventory - The mapping of hard rock resources was planned to be undertaken for the three provinces on Vanua Levu; namely Bua Province, Cakaudrove and Macuata Province.</li> <li>In the 2019/20 FY; geological mapping and confirmation of hard rock sources on Bua Province was undertaken.</li> <li>For the 2020/21 FY the Division was able to facilitate hard rock assessment in the Macuata and part of the Cakaudrove Province.</li> <li>The team was not able to complete ground verification of possible resource sites due to TC Yasa making landfall on VanuaLevu. Team was recalled to HQ. The Cakaudrove province – hard rock assessment is to be undertaken in the 2021/22 FY.</li> </ul>																												
<b>Post TC Harold assessment</b>	<p>The Engineering team was also deployed to Kadavu Island to undertake coastal inundation assessments together with other geohazard assessments following the devastating impacts of TC Harold.</p> <table border="1"> <thead> <tr> <th>Villages / survey sites</th><th>Geohazard assessment</th></tr> </thead> <tbody> <tr> <td>Muani Village</td><td>Landslide</td></tr> <tr> <td>Rakiraki Village, Yale</td><td>River flooding &amp; coastal inundation</td></tr> <tr> <td>Tiliva Village</td><td>Site stability &amp; coastal inundation</td></tr> <tr> <td>Natumua Village</td><td>Site stability &amp; coastal inundation</td></tr> <tr> <td>Natumua Village</td><td>Coastal Erosion</td></tr> <tr> <td>Galoa Village</td><td>Coastal Erosion</td></tr> <tr> <td>Vunisei Village</td><td>Coastal Erosion</td></tr> <tr> <td>Kavala Village</td><td>Coastal Erosion</td></tr> <tr> <td>Wailevu Village</td><td>Coastal Erosion</td></tr> <tr> <td>Dravuwalu Village</td><td>Coastal Erosion</td></tr> <tr> <td>Naivakarauniniu Village</td><td>Coastal Erosion</td></tr> <tr> <td>Richmond Methodist School</td><td>Coastal Erosion</td></tr> <tr> <td>Nacomoto Village</td><td>Coastal Erosion</td></tr> </tbody> </table>	Villages / survey sites	Geohazard assessment	Muani Village	Landslide	Rakiraki Village, Yale	River flooding & coastal inundation	Tiliva Village	Site stability & coastal inundation	Natumua Village	Site stability & coastal inundation	Natumua Village	Coastal Erosion	Galoa Village	Coastal Erosion	Vunisei Village	Coastal Erosion	Kavala Village	Coastal Erosion	Wailevu Village	Coastal Erosion	Dravuwalu Village	Coastal Erosion	Naivakarauniniu Village	Coastal Erosion	Richmond Methodist School	Coastal Erosion	Nacomoto Village	Coastal Erosion
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## Significant Training and Events

- Invitation to Fiji Comprehensive Climate Risk Management training - 15<sup>th</sup> – 16<sup>th</sup> September 2020
- CommonSensing platform and Data Cube products training - 21<sup>st</sup> -25<sup>th</sup> September 2020
- 3rd Government Stakeholders Consultation for the Operationalization of Climate Related Planned Relocation In Fiji – 25<sup>th</sup> – 26<sup>th</sup> August 2020
- Fiji Geospatial Council Meeting - 25<sup>th</sup> November 2020

## Challenges And Way Forward

No.	Challenges	Way Forward
1.	<b>Capacity Building Opportunities</b> Considering the high reflux of ad-hoc requests received by the Division; internal and external capacity building	<b>Support for capacity building opportunities</b> – The Division anticipates the opportunities for more short term and long term studies for the



	opportunities are missed by the officers as they are usually committed with fieldwork out in the field – missing timeline for submission of applications.	Division staffs to raise their capacity towards executing work.
2.	<b>Field worthy vehicles</b> The Division only has one 4 x 4 field worthy vehicle; GR263 available to transport staffs to carry out geological maps, engineering geology surveys and coastal monitoring work.	<b>Field Worthy vehicles</b> The Division requested a field vehicle to be prioritized to the Division to support the achievement of its work plan.

## Geological Survey Division Staff at work



# ENVIRONMENT DIVISION

## Overview

The Division comprises of the Environment Unit of Mineral Resources Department (MRD) and the Foreshore Unit of the Department of Lands.

The Divisions' responsibilities include the:

- assessment and monitoring of river-gravel extraction, fine sand dredging;
- all foreshore development leases and licenses; and
- monitoring the environmental impacts of mining and quarrying activities.

Both units carry out inspections due to their regulatory roles and responsibilities. While the Environment Division is responsible for environmental monitoring and risk assessments, the Foreshore Development unit under Lands Administration is responsible for the administration and facilitation of all foreshore applications and issuance of any proposed foreshore leases.

## Staff Structure

The division is headed by the Chief Environmental Officer, with 1 Senior Scientific Officer and 3 Scientific Officers.

## Achievement

### Inspection

		MINES	QUARRIES	TENEMENT	RIVER GRAVEL	SAND EXTRACTION	FORESHORE	Public Consultation	Complaints
Q 1	AUG 2020	-	-	8	-	-	-	1	-
	SEPT 2020	4	8	1	3	4	-	7	1
	OCT 2020	6	8	2	6	1	1	2	1
Q 2	NOV 2020	-	-	1	5	-	-	4	2
	DEC20 20	2	4	3	7	1	4	2	3
	JAN 2021	1	6	3	15	5	-	-	-
Q 3	FEB 2021	-	8	7	2	1	-	-	1
	MAR 2021	3	19	1	-	10	-	1	3
	APR 2021	-	-	-	-	-	-	3	-
Q 4	MAY 2021	-	-	-	-	-	-	-	-
	JUNE 2021	-	-	-	1	1	-	-	-



	JULY 2021	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>16</b>	<b>53</b>	<b>26</b>	<b>39</b>	<b>23</b>	<b>5</b>	<b>20</b>	<b>11</b>

## Significant Training and Events

- Formulation of an environment monitoring reporting template for mining, quarries and mineral exploration project during COVID – 19 travel restrictions.
- Virtual meetings with mining and mineral exploration companies for project update during COVID – 19 movement restrictions.

## Challenges and Way Forward

No.	Challenges	Way forward
1.	COVID – 19 – Due to the restrictions, the division was not able to go out to the field hence not able to meet output and target for the financial year.	Revised targets and work plan to include work carried out during the lockdown period.
2.	Issuance of Prohibition Notice by Department of Environment to Mineral Exploration projects without advising the Department.	Department of Environment to inform Director Minerals and the Environment team if there were any breaches and non – compliance by the Mineral Exploration companies.

## Environment Division Staff at work





# GEOSCIENCE SUPPORT DIVISION

## Overview

The roles and responsibilities of the division is to ensure that it provides the necessary support to the three divisions within the department in maintaining a productive and efficient working environment. The Division consists of the Administration, Accounts and Geospatial unit of the Mineral Resources Department. It was not an easy period due to the pandemic (COVID 19) and the restriction that was in place. During COVID-19 officers within the division were also engaged with the Ministry of Health in Tamavua for the compilation of COVID test results. Work from home plan was introduced to allow work continuity at the same time ensuring the safety of the employees.

## Staff Structure

There are three Sections within the division headed by the Principal Scientific Officer. The Division consists of twenty-nine (29) staffs.

## Achievements

### *Information Technology Support*

- The supply and installation of fiber at a total cost of \$7, 819.71, an increase for 4Mbps to 100mbps. The project start date was delayed due to COVID restrictions but it was completed within the financial year.
- Software – the purchased of Antivirus software installed on field laptops and the renewal of Terraflex licenses annual subscription.
- The procurement of four (4) high end computers and five (5) laptops to equip field officers during field engagement.
- Completed the upgrade of the main conference room video conferencesystem
- Completed 203 IT support and services request which includes hardware, software installation, troubleshooting and attending to network issues.

### *GIS Support*

- Mineral Investigation data package – the completion of data cleaning and data conversion to GIS format for the years' 2008 to 2020.
- Digitization of Geological Map 1:50,000 - successfully completed the digitization of four (4) map sheets targeted for the FY 2020/2021.
- The digitalization of hydrogeological map sheets for Vanualevu and Vitilevu.
- A total of 70 customized and thematic maps produced for both internal and external clients. These includes the quarterly update of tenement maps.

### *Data Management*

- The revamping of borehole database to incorporate other information relating to borehole development.

- Development of Marine Survey Research database upon the request by the Geological Survey division
- The timely update of the different datasets available in the department (seismic, landslide, tenement, borehole, MIP and quarries).

## Significant Training and Events

### Local Training

NO:	COURSE NAME	TOTAL STAFF
1.	Local Workshop/Seminars/ Forum	10
	<b><u>Ministry of Civil Service</u></b>	
2.	Effective Performance Management Training	5
3.	Procurement Training	3
4.	Exceptional Customer Training	2
5.	Investigation Officers Training	6
6.	Effective Job & Interview Skills	7
7.	Open Merit , Recruitment & Selection	5
8.	Records Management	3

### Overseas Training

Name	Course name	Duration	Country
Apete Soro	Master in Human Resource Development in the Mining Sector	27/9/2019 - 30/9/2023	Japan
Makereta Takala	Master in Human Resource Development in the Mining Sector	27/9/2019 - 30/9/2022	

## Challenges and Way Forward

No.	Challenges	Way Forward
1.	Procurement process – Approval turnaround time	Conduct another awareness in-house relation to procurement and other financial matters and ensure key officers are involved.
2.	Restriction during COVID period delay some of the work processes	The possibility of reviewing procurement process from approving agencies.

# POLICY QUALITY ASSURANCE (PQA) DIVISION

## Overview

The Policy and Quality Assurance (PQA) Division's key role is to provide research and analytical assessment for policy support to the Minister for Lands & Mineral Resources and Permanent Secretary through Deputy Secretary. The division is also responsible for the provision of secretariat support to MLMR & PSLMR through coordination of policy and cabinet papers, systems & process monitoring, media, and complaints monitoring and effective execution of two of its projects: harmonization and rental arrears collection.

The Policy & Quality Assurance has orientated its programs and activities in accordance to the overarching Ministry's strategic priorities of the Ministry's **2020/2021 COP, 2018-2022 SDP & Fiji's NDP**.

## Staff Structure

The Division is headed by the Deputy Secretary with a total of 18 staff consisting of a Principal Research Officer, 2 Senior Research Officers, 4 Research Officers, Media Liaison Officer, Complaints Advocacy Officer, 6 Executive officers and 3 project officers.

## Achievements

### a) Policy, Research & Report Monitoring

#### (i) Policy & Research

○ Target – 10

○ KPI – Submission to PSLMR

NO:	NAME OF CABINET PAPER	CABINET DECISION
a)	Review of the Mineral Exploration and Exploration Bill 2006 and Fiji's Mineral Policy - CP (20)205	Received Cabinet Decision (24/12/2020) CD 257/2020
b)	Mineral Investigation Project CP (20)13	Received Cabinet Decision (21/11/2020) CD:26/2020
c)	Progress Update on GRADU, CP (20)14	Received Cabinet Decision (21/11/2020) CD 27/2020
d)	Progress on the Administration of Fair Share of Mineral Royalties Act 2018 and Payout - CP (20)/221	Received Cabinet Decision (24/12/2020) CD 277/2020
e)	Upgrade of Geodetic Datum - CP (21)/48	Received Cabinet Decision (21/04/2021) CD 62/2021
f)	Completion of the Core Repository Library at MRD 2017-2020 - CP (21)/49	Received Cabinet Decision (21/04/2021) (CD 63/2021)

g)	The Adoption of Fundamental Data Themes for Fiji by the Fiji Geospatial Information Management Council CP (21)68	Received Cabinet Decision (03/06/2021) CD 80/2021
h)	Annual Report 2015	Received Cabinet Decision (30/06/2021) CD 97/2021

- MLMR Internal Policy – Approved and Implemented:
  - ✓ MLMR Student Research Policy; and
  - ✓ MLMR Policy Framework.
- Minister's Executive Policy Committee Meeting – Secretariat in 4 meetings

(ii) **Report Monitoring**

Types of Reports:

- **MLMR Business Plan (BP) & Costed Operational Plan (COP)** – Provision of update monthly. Conduction of internal verification on a Quarterly basis with reports on finding and achievements submitted to PS through DS/PRO.

2020/2021 Update:

- Three (3) quarterly verification conducted for the respective divisions within the ministry.
  - ✓ Qtr. 1 Report submitted.
  - ✓ Qtr. 2 Report submitted.
  - ✓ Qtr. 3 Report submitted.
  - ✓ Mid-term Report submitted.
  - ✓ Costed Operational Plan
- 2020/2021 Update with percentage performance of achievement
  - ✓ Qtr. 1 Update provided.
  - ✓ Qtr. 2 Update provided.
  - ✓ Qtr. 3 Update provided.
- **MLMR QPPR** – Due to Ministry of Economy on the 15<sup>th</sup> of the first month of a new quarter.
  - 2020/2021 Update: Quarter two and Quarter three QPPR formulated and submitted. This includes:
    - ✓ Capital Project Update (CAPEX)
    - ✓ Operational Project Update (OPEX)
    - ✓ Budget utilization
- **Additional Reports:**
  - *PSLMR Critical report*
  - *State of Economy Report*
    - ✓ *Ministry update on the Government Manifesto*
    - ✓ *Ministry Low Hanging Fruits and its updates*
    - ✓ *Ministry Update on the Governments National Development Plans*
    - ✓ *KPI Performance Matrix*
    - ✓ *PAC Audit Reports (3)*
    - ✓ *Cabinet Paper Implementation Updates*
    - ✓ *MyAPA*

iii) **Executive Support**

Parliament

Drafted and submitted the following:

- i. MLMR Statements - 8
- ii. Response to Audit (Public Accounts Committee) - 1
- iii. Response to 8 Oral & 2 Written Questions
- iv. Response to petition submitted by Hon. Gavoka - 1
- v. Response to the Consequential Bill – 2
- vi. Motions to Debate – 2
- vii. Low Hanging Fruits (update) – 1
- viii. Proposed Questions - 3

#### b) COMPLAINTS ADVOCACY UNIT

- **Target** – Depending on number of complaints received, it is targeted that **100%** of the complaints are to be resolved.
- A **total of 177** complaints were received in this financial year with **177** resolved and pending cases.
- Breakdown:

Division	Received	Resolved	Pending
West	123	123	0
CE	43	43	0
North	11	11	0
Total	177	177	0

- Investigation Attended to on Complaints Received - **3**
- Complaints Matrix to PSLMR – Prepared a total of **9** presentations
- **“Help Desk”** Database – Continuous update and collation of information of the Ministry’s customer complaints statistics.

#### c) MEDIA RELATION UNIT

- 95 FB uploads including Ministerial events and articles shares
- Press Release – 5
- Quarterly Newsletters – 3
- MLMR Media Strategy – Final Draft and formatting.

#### d) QUALITY ASSURANCE UNIT

##### Target–10Quality AssuranceReport

- QA Improvements (drafting and implementation) –9
  - i. MLMR SOP (2<sup>nd</sup> Edition) and template
  - ii. MLMR Job Application Form
  - iii. Standard MS Excel Template for EOI data inputting
  - iv. Standard Waiver of Interest Form
  - v. Template for Transfer of titles
  - vi. File Verification – 534 (Lautoka)
  - vii. Reformatting of MRD Checklists
  - viii. Draft manuals on use of FLIP data for missed rental re-assessment and lease expiry.
  - ix. Rental Collection strategy
    - ✓ Organizing defaulters according to High, Medium and Low
    - ✓ Captured individual collection of officers per month
    - ✓ Quick identification of significant payments eg Post Fiji, Kadavu Holding etc...
- SOP Review:
  - Formulation of SOP standardized template which was reviewed by NTPC; and
  - Endorsement and online launching of the ministry’s reviewed SOP.



- MLMR COP 2020/2021 – Compilation, finalization and endorsement of the ministry's COP.
- MLMR Project Reports (Improvement Strategies) – 4
- **E- PROJECTS**
- **Rental Collection**
  - Target - \$10m.
  - A total of \$14,086,765.27 (**140.8%**) was collected.
- **Project Harmonization**
  - Target – 2000 leases to be harmonized.
  - A total of 2113 (**105.6%**) leases were visited, assessed and verified.
- **Other Achievements:**
  - Compilation, drafting and endorsement of MLMR COP 2020/2021 & 2021/2022.

## **New Initiatives Undertaken**

### **a) Policy & Reporting**

- **Cabinet Paper Submissions** – COVID -19 pandemic affected the overall work performance of the unit, however reviewing our process and re-strategizing through strengthening our communication and networking process and having daily follow-up, virtual meetings and timely correspondences were some of the strategies put in place by the team.
- **Providing one-to-one sessions** with officers responsible for Divisional Papers and submissions. This has assisted the officers in drafting papers and the type of information to be provided in alignments to government programmes and its beneficiaries.

### **b) Media**

- **Weekly Media upload target** – Having a clear set target was a motivating tool that caused the media unit to ensure it work towards each week.
- **Ministry's Media Strategy** – Finalization of the ministry's Media Strategy document.
- **Renaming of the Quarterly Newsletter** - Renaming of the newsletter to reflect the ministry's role and functions.

### **c) Quality Assurance**

- **QA activities-** Devising of new forms as identified in the QA activities.
- **COVID 19 Contribution** – Participated in the MOH COVID-19 management and awareness exercise.

## **Significant Training and Events**

- Operation Health and Safety Training - 15th – 19th March 2021
- Induction Training 20th – 22nd October 2020
- COVID 19 Ministry Task Force team 7th July 2021
- COVID 19 Community awareness 8th July 2021

## **Challenges & Way Forward**

UNIT	CHALLENGES	WAY FORWARD
<b>POLICY &amp; REPORTING</b>	<u>Policy &amp; Reporting:</u> <ul style="list-style-type: none"> <li>▪ COVID 19 pandemic lockdowns and restrictions</li> <li>▪ Submission of Cabinet and Policy Papers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of targets</li> <li>▪ Re-strategizing of the unit's communication process.</li> <li>▪ Strengthen networking with other agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Response from other agencies on the Cabinet Papers.</li> </ul>	
<b>COMPLAINTS</b>	<ul style="list-style-type: none"> <li>▪ COVID-19 pandemic restrictions</li> <li>▪ Incorrect information by lessees and public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Beyond the unit's control, however strengthening of electronic correspondence and feedbacks through emails and phone calls was done.</li> <li>▪ Strengthen public awareness through the media.</li> </ul>
<b>MEDIA</b>	<ul style="list-style-type: none"> <li>▪ Due to the COVID-19 restrictions, there were not much media coverage for field work and ministry activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increases in uploads via ministry websites and public awareness through local newspapers.</li> </ul>
<b>QUALITY ASSURANCE</b>	<ul style="list-style-type: none"> <li>▪ Field deployment restrictions.</li> <li>▪ Non-availability of laptop during the lock down, while staffs work from home and poor reception.</li> <li>▪ COVID-19 pandemic affected the unit's target</li> </ul>	<ul style="list-style-type: none"> <li>▪ Revision of targets.</li> <li>▪ Engage in daily follow-ups and email correspondence to lessees and public.</li> <li>▪ Re-strategizing execution of projects and work plans.</li> </ul>

# CORPORATE SERVICES DIVISION

## Overview

The Corporate Service Division ensures the:

- uniformity and consistency in the application of policies and procedures that pertains to appointments, promotion, retention, and discipline within the Ministry of Lands & Mineral Resources;
- management and staff has the requisite skills and tools to fulfil its mandate;
- Ministry of Lands & Mineral Resources has a secure and comfortable environment that is conducive to productivity; and
- compliance with relevant Financial Acts Regulations and procedures;

The Division also continued to provide secretariat and administrative support to the Management and the Staff of the Ministry of Lands and Mineral Resources.

## Staff Structure

The Director Corporate Services oversees the work/functions of the whole division and has 2 Managers, Manager Corporate Services (MCS) and Manager Finance (MF). Within the corporate section headed by MCS there are 2 Senior Administration Officers, 2 Administration Officers, 4 Executive Officers, 3 clerical officer, 1 general assistant, 2 executive drivers and 2 drivers. There are 2 senior secretaries for the Permanent Secretary and Minister, 4 more secretaries for senior managers, 2 administrative officers, 1 messenger, 1 receptionist and 1 switchboard operator.

Within the Finance section MF has 2 senior accounts officers, 2 accounts officers, 2 assistant accounts officers, 1 administration officer (procurement), 1 project assistant accounts officer, 5 clerical officers.

## Achievements

- **Recruitment and Selection**
  - Fifty- Eight (58) Vacancies advertised [Lands – 34 positions and Mineral Resources Department – 24 positions], processed and filled within stipulated timeline.
  - Facilitated for the first time under the OMRS, the advertisement of Pool Recruitment.
  - Twenty – six (26) Procedural Review Process lodged with Ministry of Civil Service, and all was complied with OMRS.
  - A new Job/Employee Application Form was created to establish credibility of applicants applying for job in the Ministry as required by the Open Merit Recruitment and Selection Guideline.
  - Development and implementation of a Qualification and Experience Matrix to be used on all selection activities. The matrix was in response to the need for consistent decision making on what is termed as equivalent on the qualification requirements for each post.
  - Use of Digital platforms [Zoom, Google Meet, Viber and Google Forms] for selection panel meetings, job test and interviews initiated.
  - Revision of Selection Report format was also conducted as part of standardizing the reporting template and be more informative for decision making.
  - Endorsed 5 years Contract for staff implemented on 01/01/2021 for contract renewals and any new appointment to permanent establishment.
  - Revised Job Descriptions to allow for standardization on relevant bands and consistency in reporting.

- **Employee Management.**

- Review and revised Expression of Interest Template for Assessment.
- Amendment of Family Care Leave – reduced to 1 day per COVID-19 year.
- Review of Internal Policy CSD 001/20 - Attendance Register Policy.
- Awareness for COVID-19 Vaccine for Civil Servants: 398 staffs received their first dose before 15/08/2021 as per Hon. Prime Minister's instruction.
- Four (4) Officers retired from Service for this reporting year.
- Interim MYAPA and Final MYAPA was conducted, compiled and moderated for 2020-2021.
- Collation of Late Arrival and Absenteeism Returns for the Ministry was ceased from 22/04/2021 to 31/07/21 due to National Lockdown at various Borders, Halt of Public Transportation and Closure of Government Office. Staff engagement during this period is as follow;
  - Staff Worked from Home: 148
  - Staff Engaged in Contact Tracing: 69
  - Staff Worked in Office: 99
  - Staff on Leave: 16
  - Staff Attached as various Government Office due to Border closure: 27.

- **Staff Training and Development Process.**

- All Trainings were conducted as per the Training Plan including 49 participants attended the Induction Training organized in-house.
- Initiated surcharge for unsuccessful completion of study leave.
- Essential Drills (Tsunami, Fire) was not conducted due to the pandemic.
- 3 Officers currently studying overseas on scholarships and those studying locally are pursuing afternoon/part-time classes.

- **Occupational Health & Safety/Office Space.**

- Office was successfully registered under relevant laws.
- Various OHS audits and checks conducted periodically to ascertain office compliance to OHS. Regular checks of Fire Alarms Indicators, Fire extinguisher, First Aid Kit and OHS Hazards.
- Office Cleanliness periodically conducted during Wednesday Wellness program.
- Division proactively outlined and prepared in the event for a Full Lockdown by supply of office equipment's and support to staff worked from home.

- **Nukulau Island Administration**

<b>Total Permits Issued</b>	93
<b>Number of visitors</b>	1,574
<b>Revenue collected</b>	\$3,084

- Maintenance work on the island continued to progress on a quarterly basis.

- **Customer Services**

- Customer Services and Switchboard services continued to be provided on a daily basis as well. The Ground Floor services also act as a Switchboard hub for HQ office and the Level 1 Receptionists provide supports to clients, leases and public for state leases query and advice.

- During lockdown, the Customer Services/Receptionist was reassigned to the Main Security Desk due to COVID-19 protocols. The Desk Officer – Customer Services was re-assigned to other duties to help the short staffed the Division faced due to the pandemic.

### Significant Training and Events

- Corporate Services Division (CSD) Awareness
- Transport Policy Awareness 2nd – 6th December 2020
- Operation Health and Safety Training 15th – 19th March 2021
- Induction Training 20th – 22nd October 2020

### Challenges and Way Forward

Challenges	Way Forward
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• Review of SOP on Recruitment and Selection</li> <li>• Online Job Test and Interview Process</li> <li>• Virtual In-house Trainings, Meetings, Selection Panels Discussions.</li> <li>• Reduced Passenger Capacity on all Transportation from Pool</li> </ul>
<b>Safety and Personal Hygiene</b>	<ul style="list-style-type: none"> <li>• Masking in Office</li> <li>• Redirect Customer Services at Security Desk</li> <li>• Closure of Nukulau Island for all Visitors</li> <li>• Supply of Disposal Gown for all Receptionists</li> <li>• Regular Sanitizing of office, vehicles and touched objects.</li> <li>• Promoting a Fully Vaccination Workforce.</li> <li>• Internal Circulars on COVID-19 Safety Protocols</li> </ul>
<b>Work Implementation</b>	<ul style="list-style-type: none"> <li>• Pursue through Online recruitment Portal initial discussion.</li> <li>• Reinvigorate SOP for certain processes that involved Customer Services Reception</li> <li>• Collating COVID-19 Risk Assessment Action Plan.</li> </ul>



# AUDITED FINANCIAL REPORT

## OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



Level 1, Modyl Plaza  
Karsanji St. Vatuwaqa  
P. O. Box 2214, Government Buildings  
Suva. Fiji



Telephone: (679) 330 9032  
E-mail: [info@auditorgeneral.gov.fj](mailto:info@auditorgeneral.gov.fj)  
Website: [www.oag.gov.fj](http://www.oag.gov.fj)



File: 486

18-August 2022

The Honourable Jone Usamate  
Minister for Lands and Mineral Resources  
PO Box 2222  
Government Buildings  
**SUVA**

Dear Honourable Usamate

### MINISTRY OF LANDS AND MINERAL RESOURCES

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

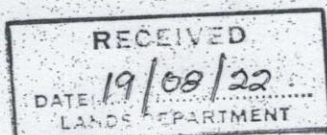
The audited financial statements for the Ministry of Lands and Mineral Resources for the year ended 31 July 2021 together with my audit report on them are enclosed.

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

Yours sincerely

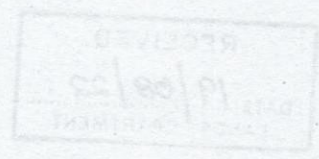
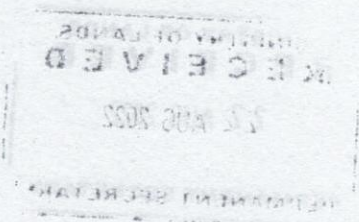
Sairusi Dukuno  
**ACTING AUDITOR-GENERAL**

✓cc: Dr Raijeli Taga, The Permanent Secretary, Ministry of Lands and Mineral Resources  
Encl.





**MINISTRY OF LANDS AND MINERAL RESOURCES**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**



## MINISTRY OF LANDS AND MINERAL RESOURCES

### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

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### INDEPENDENT AUDITOR'S REPORT

#### Ministry of Lands and Mineral Resources

#### Report on the Audit of the Financial Statements

I have audited the financial statements of Ministry of Lands and Mineral Resources, which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses, Main Trust Fund Account Statement of Receipts and Payments for the financial year ended 31 July 2021, and notes to the financial statements including a summary of significant accounting policies.

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

#### Basis for Qualified Opinion

An unreconciled variance of \$2,970,822 exists between the FMIS general ledger and the report extracted from the Ministry's Crown Land Lease System (CLLS) for land and property rent revenue. Consequently, I was unable to establish the accuracy of the Land and Property Rent balance of \$14,140,272 recorded in the Statement of Receipts and Expenditure for the year ended 31 July 2021.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Ministry in accordance with the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants* (IESBA Code) together with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Responsibilities of the management and those charged with governance for financial statements

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

Those charged with governance are responsible for overseeing the Ministry's financial reporting process.



### **Auditor's Responsibilities for the Audit of the Financial Statements**

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 or 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 skepticism throughout the audit. I also:

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

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



Sairusi Dukuno  
**ACTING AUDITOR-GENERAL**



Suva, Fiji  
18 August 2022

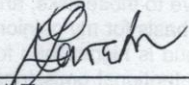


**MINISTRY OF LANDS AND MINERAL RESOURCES**

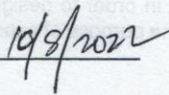
**MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2021**

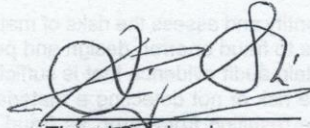
We certify that the financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Lands and Mineral Resources and its financial position for the year ended 31 July 2021; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

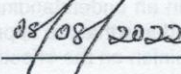
  
Rajjell Taga  
Permanent Secretary

Date:



  
Timoci Samisoni  
Manager Finance

Date:



MINISTRY OF LANDS AND MINERAL RESOURCES

STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2021

	Note	2021 (\$)	2020 (\$)
<b>REVENUE</b>			
<b>State Revenue</b>			
Land and Property Rent	3(a)	14,140,272	14,650,325
Fees Charges, Fines and Penalties	3(b)	688,806	1,195,068
Revenue from Surveys & Sales of Navigation	3(c)	191,249	495,566
Licence		24,091	28,875
Sale of Publications		1,264	1,591
Sale of Photographs		92	675
Mining Fees		543,419	199,966
Hire of Plant & Vehicles		-	16,270
Chemical		12	787
Commission		3,799	9,392
Valuation Fees		12,842	9,769
<b>Total State Revenue</b>		<b>15,605,846</b>	<b>16,608,284</b>
<b>Agency Revenue</b>			
Miscellaneous		970,954	1,972,777
<b>Total Revenue</b>		<b>16,576,800</b>	<b>18,581,061</b>
<b>Expenditure</b>			
Established Staff	3 (d)	8,680,645	10,083,789
Government Wage Earners	3 (e)	854,380	1,030,808
Travel and Communications		349,885	714,771
Maintenance & Operations	3 (f)	4,827,489	4,107,312
Purchase of Goods and Services	3(g)	470,254	827,928
Operating Grants and Transfers		-	31,500
Special Expenditures		303,824	384,179
<b>Total Operating Expenditure</b>		<b>15,486,477</b>	<b>17,180,287</b>
Capital Construction	3(h)	2,417,601	3,820,943
Capital Purchase	3(i)	517,978	200,000
Capital Grants and Transfers	3(j)	363,150	244,889
<b>Total Capital Expenditure</b>		<b>3,298,729</b>	<b>4,265,832</b>
Value Added Tax		749,302	656,922
<b>Total Expenditure</b>		<b>19,534,508</b>	<b>22,103,041</b>



# MINISTRY OF LANDS AND MINERAL RESOURCES

## APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 JULY 2021

SEG	Item	Budget Estimate	Changes (Note 4)	Revised Estimate	Actual Expenditure	Carry- Over	Lapsed Appropriation (Note 5)
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
1	Established Staff	10,813,230	-	10,813,230	8,680,645	-	2,132,585
2	Government Wage Earners	1,005,437	-	1,005,437	854,380	-	151,057
3	Travel and Communications	466,000	31,712	497,712	349,885	-	147,827
4	Maintenance & Operations	5,747,693	(88,842)	5,658,851	4,827,489	-	831,362
5	Purchase of Goods & Services	706,500	(74,198)	632,302	470,254	-	162,048
6	Operating Grants & Transfers	32,100	-	32,100	-	-	32,100
7	Special Expenditures	500,000	-	500,000	303,824	-	196,176
	<b>Total Operating Expenditure</b>	<b>19,270,960</b>	<b>(131,328)</b>	<b>19,139,632</b>	<b>15,486,477</b>	<b>-</b>	<b>3,653,155</b>
8	Capital Construction	3,583,481	-	3,583,481	2,417,601	-	1,165,880
9	Capital Purchases	680,000	-	680,000	517,978	-	162,022
10	Capital Grants and Transfers	290,000	131,328	421,328	363,150	-	58,178
	<b>Total Capital Expenditure</b>	<b>4,553,481</b>	<b>131,328</b>	<b>4,684,809</b>	<b>3,298,729</b>	<b>-</b>	<b>1,386,080</b>
13	Value Added Tax	1,051,560	-	1,051,560	749,302	-	302,258
	<b>Total Expenditure</b>	<b>24,876,001</b>	<b>-</b>	<b>24,876,001</b>	<b>19,534,508</b>	<b>-</b>	<b>5,341,493</b>

## MINISTRY OF LANDS AND MINERAL RESOURCES

### STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2021

#### Loss of Money

There was no loss of money recorded for the financial year ended 31 July 2021.

#### Loss of Revenue

There was no loss of revenue recorded for the financial year ended 31 July 2021.

#### Loss of Assets (other than money)

There was no loss of fixed assets recorded for the financial year ended 31 July 2021. However, following the Board of Survey carried out for the financial year ended 31 July 2021, assets totalling \$134,401 were approved for write off by the Permanent Secretary for Economy.

Asset Type	Amount (\$)
IT Equipment	68,011
Furniture and Fittings	41,958
Office Equipment	24,432
<b>TOTAL</b>	<b>134,401</b>



MINISTRY OF LANDS AND MINERAL RESOURCES

DEPARTMENT OF LANDS TRUST FUND ACCOUNT  
STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 JULY 2021

	Note	2021 (\$)	2020 (\$)
<b>Opening Balance</b>		<b>6,454,587</b>	<b>6,647,529</b>
<b>Receipts</b>			
Compensation		225,805	694,126
Fisheries Impact		-	94,827
Lease Rental/ LOU		2,518,319	2,198,109
Priority Plan		-	50,763
Royalty		245,968	548,452
Other Revenue		197,759	116,605
<b>Total Receipts</b>		<b>3,187,851</b>	<b>3,702,882</b>
<b>Payments</b>			
Bank Fee		121	145
Meal/ Mileage Claim		20,318	-
Priority Plan & General		-	59,897
Royalty/State Land		256,961	887,909
Fisheries Impact		-	507,057
Compensation		255,190	1,675,133
Lease rental/LOU		1,154,031	615,532
Other Expenses		100,199	150,151
<b>Total Payments</b>		<b>1,786,820</b>	<b>3,895,824</b>
<b>Closing Balance</b>	6	<b>7,855,618</b>	<b>6,454,587</b>



# MINISTRY OF LANDS AND MINERAL RESOURCES

## DEPARTMENT OF MINERALS TRUST FUND ACCOUNT STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 JULY 2021

	Note	2021 (\$)	2020 (\$)
<b>Opening Balance</b>		<b>7,054,111</b>	<b>5,476,448</b>
<b>Receipts</b>			
<b>Mining</b>			
Mining Bond		106,000	303,935
SPL Renewal Fees		151,217	328,545
Mining Rental Fees		1,044,032	-
Royalty		4,550,014	3,792,412
<b>Non-Mining</b>			
Geotechnical Survey		13,503	35,046
Borehole Construction		13,307	281,780
SPL Licenses		22,027	15,856
<b>Total Receipts</b>		<b>5,900,100</b>	<b>4,757,574</b>
<b>Payments</b>			
<b>Mining</b>			
Transfer of Renewal Fees		240,557	22,423
Bond Refund		-	163,780
Royalty Fair Share		2,572,721	2,841,288
<b>Non-Mining</b>			
Borehole Construction		10,828	65,292
Geotechnical Survey		2,310	3,158
Transfer of Other Revenue held in Trust		126,157	83,970
<b>Total Payments</b>		<b>2,952,573</b>	<b>3,179,911</b>
<b>Closing Balance</b>	6	<b>10,001,638</b>	<b>7,054,111</b>

## **MINISTRY OF LANDS AND MINERAL RESOURCES**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021**

#### **NOTE 1      REPORTING ENTITY**

The Ministry of Lands and Mineral Resources plays a pivotal role in national development of the Republic of Fiji ("Fiji") and in supporting its economic growth.

The Ministry is focused on developing, reviewing and adopting flexible and market-driven policies to address the challenges faced by land developers, tenants, investors and indigenous landowning units in terms of accessing and utilising land.

The State owns 4 per cent of land in Fiji. The State's land is located within major urban centres around the country; its effective management is crucial to the national development.

The Ministry of Lands and Mineral Resources is made up of two Departments: The Department of Lands and the Department of Mineral Resources.

The Department of Lands is responsible for the effective and efficient administration, development and management of all state land in Fiji. The new Land Use Division, which was established in 2010, helps indigenous landowners put viable land that is currently idle and un-utilised to productive use, under terms and conditions which are attractive to both the landowners and tenants.

The Department of Mineral Resources oversees and facilitates the development of the country's mineral sector and groundwater resources. It undertakes studies in relation to geological hazards and mineral and groundwater development. It also manages the development of the mining and quarrying sector.

#### **NOTE 2      STATEMENT OF ACCOUNTING POLICIES**

##### **a)    Basis of Accounting**

In accordance with Government of the Republic of Fiji accounting policies, the financial statements of the Ministry of Lands and Mineral Resources 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 Finance Instructions 2010. The preparation and presentation of Statement of Assets and Liabilities is not required under the current Government policies.

##### **b)    Revenue Recognition**

Revenues are recognised when funds are receipted by the Ministry of Lands and Mineral Resources.



## MINISTRY OF LANDS AND MINERAL RESOURCES

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

#### NOTE 2 STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

##### c) Accounting for Value Added Tax

All income and expenses are exclusive of Value Added Tax (VAT). The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Economy. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

The VAT payment as per the consolidated statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for 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.

##### d) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.

#### NOTE 3 SIGNIFICANT VARIATIONS

- a) Land and Property Rent collections decreased by \$510,053 or 3% due to the pandemic that strike the entire world leading to the restriction of lessees in coping with payment.
- b) Fees Charges, Fines and Penalties decreased by \$506,262 or 42%, these were mainly due to the decrease in fees and charges such as fees and the fall in the number of lessees who lodge applications for various dealings (consent to build, caveat, transfer, mortgage and ministerial consent).
- c) Revenue from Surveys & Sales of Navigation decreased by \$304,317 or 61% due to decrease in survey fees collected. These survey fees and charges are derived from the following:
  - (i) Calibration of Survey Instrument (Control);
  - (ii) Registered Surveyors Practicing Fees (SRB);
  - (iii) Survey Instruction Fees (Gazetted Scale of Fees);
  - (iv) Survey Fees & Charges;
  - (v) Lodgement of SO Plans.
- d) Established Staff expenditures decreased by \$1,403,144 or 14% compared to previous year. The decrease was mainly due to cost cutting measures implemented by Ministry to reduce expenditure by 5% and internal realignment process such as freezing of existing posts, reduction in pay band/step after contract renewal, acting on a lower band if MQR is not met and trading off of senior posts to create lower level posts.
- e) Government Wage Earners expenditures decreased by \$176,428 or 17% compared to previous year. The decrease was mainly due to the restructure in the Ministry on the payment made to all Government Wage Earners.



## MINISTRY OF LANDS AND MINERAL RESOURCES

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

#### NOTE 3 SIGNIFICANT VARIATIONS (CONTINUED)

- f) Maintenance and Operations expenditures increased by \$720,177 or 18% which was mainly due to the increase in payments of native lease for State to iTLTB after Ministry undertook reconciliation exercise of the State lease arrears.
- g) Purchase of goods and services expenditures decreased by \$357,674 or 43% due to the decrease in the Land Reform Programme that normally deal with technical work of the division and hosting of land owing unit trustees awareness.
- h) Capital Construction expenditures decreased by \$1,403,342 or 37% due to cost cutting measures implemented by Ministry to reduce expenditure by 5% and the impact of COVID-19 which resulted in significant reduction on Capital Projects implemented.
- i) Capital Purchases expenditures increased by \$317,978 or 159%, which was mainly due to the purchase of new seismology equipment in 2021.
- j) Capital grants and transfer expenditures increased by \$118,261 or 48% due to the increase in Land Bank investment capital project as a result of the approved variations for the Nalegalega, Nadi project.

#### NOTE 4 DETAILS OF APPROPRIATION CHANGES

There were no redeployments of the Ministry's budget during the year. Other movements were made through virements

The Permanent Secretary for the Ministry approved the following virements under delegation from the Ministry of Economy:

Virement Number	From Expenditure Group	Amount (\$)	Virement No.	To Expenditure Group	Amount (\$)	Approved By
DV3301/20-21	SEG 04	25,800	DV3301/20-21	SEG 05	25,800	PS MLMR
DV3302/20-21	SEG 03	5,000	DV3302/20-21	SEG 04	7,111	PS MLMR
	SEG 04	2,111				
DV3303/20-21	SEG 04	99,272	DV3303/20-21	SEG 10	99,272	PS MLMR
DV3304/20-21	SEG 03	4,588	DV3304/20-21	SEG 05	7,358	PS MLMR
	SEG 04	2,770				
DV3305/20-21	SEG 04	4,800	DV3305/20-21	SEG 04	4,800	PS MLMR
DV3306/20-21	SEG 05	62,300	DV3306/20-21	SEG 03	41,300	PS MLMR
				SEG 04	21,000	
DV3307/20-21	SEG 04	708,319	DV3307/20-21	SEG 04	708,319	PS MLMR
DV3308/20-21	SEG 05	30,000	DV3308/20-21	SEG 04	30,000	PS MLMR
DV3309/20-21	SEG 04	17,000	DV3309/20-21	SEG 10	32,056	PS MLMR
	SEG 05	15,056				
<b>Total</b>		<b>977,016</b>	<b>Total</b>		<b>977,016</b>	



## MINISTRY OF LANDS AND MINERAL RESOURCES

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

#### NOTE 5 SIGNIFICANT SAVINGS

Significant savings for the year ended 31 July 2021 are as follows:

No.	Expenditure Group	Revised Budget (\$)	Actual Expenditure (\$)	Savings (\$)	Savings (%)
(a)	Established Staffs	10,813,230	8,680,645	2,132,585	20%
(a)	Maintenance and Operations	5,658,851	4,827,489	831,362	15%
(b)	Capital Construction	3,583,481	2,417,601	1,165,880	33%

- a) The significant saving of \$2,132,585 under Established Staffs was mainly due to the internal freezing on vacant position for the organisational structure review such as realignment of positions and position upgrades.
- b) The significant savings of \$831,362 under Maintenance and Operations was mainly due to savings in Municipal Council rate, which was due to the Ministry taking advantage of the discount incentive offered by the Municipal Councils; savings in Land Lease to State, which was due to the change of Financial year for the Municipal Councils whereby the lease of the 2nd half of the calendar year was payable in the next financial year; and savings in Renewal of Native Lease, which was due to the less number of I Taukei land leases that had expired and was due for renewal.
- c) The significant savings of \$1,165,880 under Capital Construction was mainly due to savings in Groundwater Assessment and Development, which was due to the effect of COVID-19 pandemic whereby travel restrictions was imposed that hindered officers' movements; savings in Development of State Land, which was due to the need to amend the engineering plan to be aligned to FRA and WAF standards; and savings under Maintenance of Existing Sub Division, which was due to the effect of COVID-19 pandemic whereby restrictions were imposed that hindered the work to be carried out.

#### NOTE 6 TRUST FUND ACCOUNT

The funds that are operated under the Land Trust Fund include the following:

- Land Acquisition Compensation funds;
- Land Bank Fees, Leases & Securities collected on behalf of Land Owning Units;
- Sand & Gravel Extraction Royalties;
- Qoliqoli Compensation;
- Government Survey & Plan Ad-Hoc Work;
- Government Construction Work Compensation;
- Land Owning Unit Leases;
- Funds received for Vanua View Services; and
- Funds received for Re-Evaluation of city and town boundaries for municipal councils

The Mining Trust Fund Account includes licence paid in advance. This is to ensure that any environmental damage caused by the Company will be covered by the money held.



# MINISTRY OF LANDS AND MINERAL RESOURCES

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

### NOTE 6 TRUST FUND ACCOUNT (CONTINUED)

The money held in non-mining trust fund account is from the private or public entities who request the Mineral Resources Department to conduct works or project for them. Non Mining includes groundwater project or mineral investigations.

	2021	2020
(a) Capital Construction	2,553,481	2,417,601
(b) Maintenance and Operations	2,665,681	4,527,484
(c) Explored State	10,813,230	8,980,645
	2,132,392	2,132,392

a) The significant saving of \$2,132,392 under Explored State was mainly due to the internal heading on vacant position for the organizational structure review such as reassignment of positions and position upgrades.

b) The significant savings of \$2,665,681 under Maintenance and Operations was mainly due to savings in Municipal Council rate which was due to the Ministry taking advantage of the discount incentive offered by the Municipal Council; savings in Land Lease to State which was due to the change of Financial Year for the Municipal Council whereby the lease for the 2nd half of the calendar year was payable in the next financial year; and savings in Renewal of Native Lease which was due to the less number of 1 Tukul land leases that had expired and was due for renewal.

c) The significant savings of \$1,155,880 under Capital Construction was mainly due to savings in Groundwater Assessment and Development which was due to the effect of COVID-19 pandemic whereby travel restriction was imposed that hindered officers' movement; savings in Development of State Land which was due to the need to amend the engineering plan to be aligned to FMA and WAF standards; and savings under Maintenance of Existing Sub-Division which was due to the effect of COVID-19 pandemic whereby restrictions were imposed that hindered the work to be carried out.

### NOTE 6 TRUST FUND ACCOUNT

The funds that are operated under the Land Trust Fund include the following:

- Land Acquisition Compensation Fund;
- Land Bank Fees, Leases & Securities collected on behalf of Land-Owning Units;
- Sand & Gravel Extraction Royalties;
- Goldmining Compensation;
- Government Survey & Plan Ad-Hoc Work;
- Government Construction Work Compensation;
- Land-Owning Unit Leases;
- Funds received for Value View Services; and
- Funds received for the Evaluation of city and town boundaries for municipal councils.

The Mining Trust Fund Account includes license paid in advance. This is to ensure that any environmental damage caused by the Company will be covered by the money held.