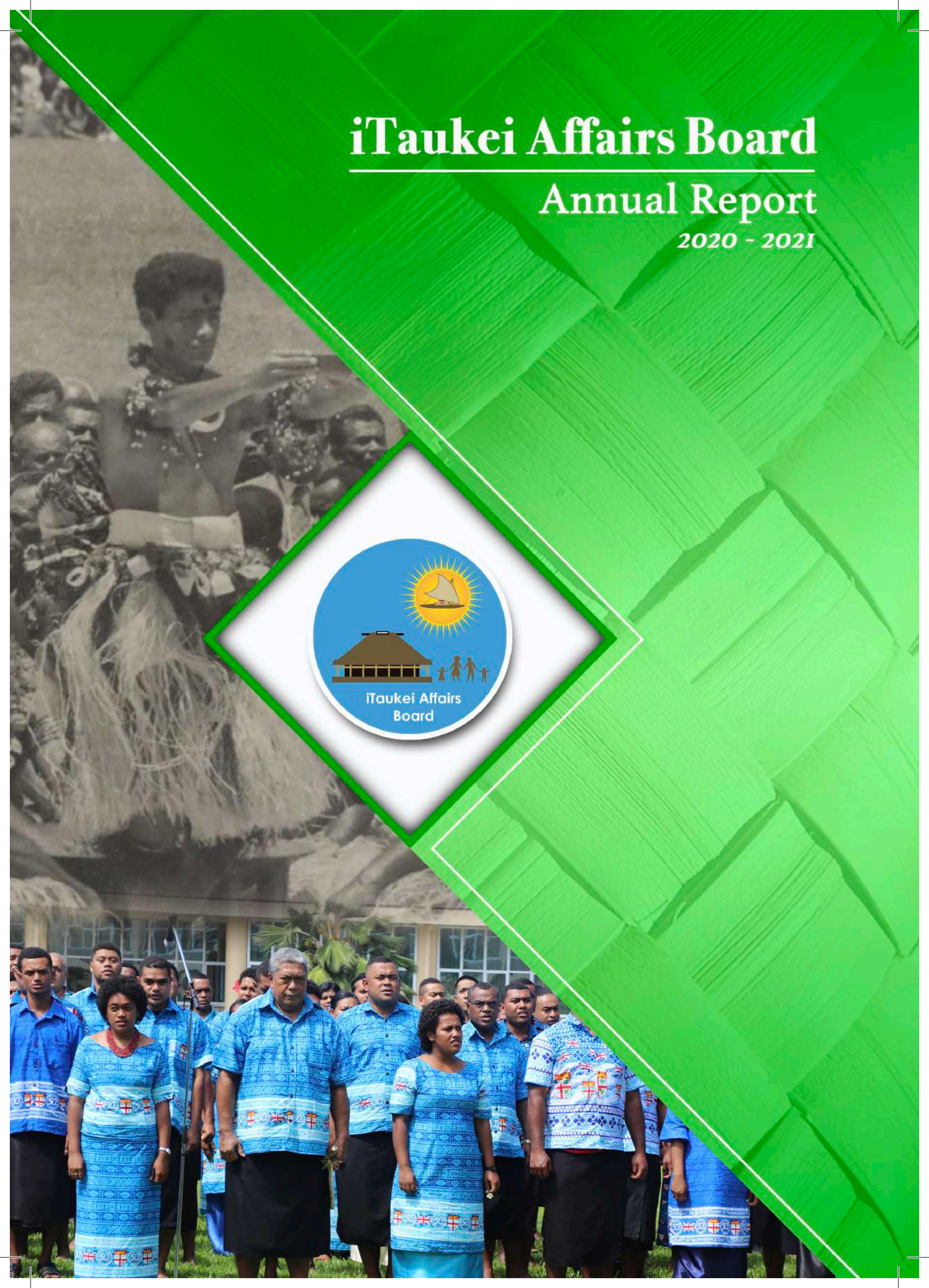


# iTaukei Affairs Board

## Annual Report

2020 - 2021





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ISBN: 978 982 540 028 8  
Published and Distributed by



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Printed by: Xtrim Arts

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## 1.0 Letter to the Minister

Mr Ifereimi Vasu  
Hon Minister for iTaukei Affairs  
2nd Floor, North Wing  
GCC Complex,  
Nasese.

Dear Sir,

I am pleased to present to you the annual report for the year ending 31st July 2021 for the iTaukei Affairs Board, in accordance with the requirements of Section 23 of the iTaukei Affairs (iTaukei Affairs Board) Regulations.

We thank you for your support during the year and look forward to another year of consolidating Government's agenda for the iTaukei community.

Yours sincerely,



(Pita Tagicakirewa)  
**Chief Executive Officer, iTaukei Affairs Board**

## 2.0 Foreword

Ni sa Bula Vinaka,

Of all the thematic issues that have confronted our iTaukei communities, the frequency of natural disasters has been foremost in terms of their impact on our livelihoods along with the physical and psychological trauma. It has been just over three years since Category 5 Cyclone Winston (2016) hit the country and many of our devastated iTaukei communities are still reeling from its impact. To date many are still without the necessary level of relief and rehabilitation assistance to hasten their return to normalcy. A sad reflection from the observations by field operations during relief and rehabilitation, point to the haphazard manner in which relief operations were carried out. This was largely due to the failure to consult or operationally involve the Provincial Offices. As a result, the timely assistance scheduled for iTaukei communities during these trying times were sadly compromised.

Many of our iTaukei communities live in the remote socio-economic backwaters of developed regions and are already vulnerable due to isolation, fragile ecosystems, narrow export base, high transport costs and easily subject to external economic shocks.

What then is our contingency as an Institution to react proactively to such calamities and enable our vulnerable communities to mitigate these occurrences, and be resilient in the medium to long term? The following (four) 4 key areas that we need to consider as part of our contingencies are;

1. Formulate policies aligned to the Natural Disaster Management Act -1998 (40) (3), giving the Board leeway to undertake pre and post disaster measures in iTaukei communities specifically, whenever a Natural Disaster is imminent.
2. Enhance the buildup of our human resource (Natural Disaster Management Act -1998 (40) (3), at Headquarters and Provincial level to attain registration as certified trainers in the field of natural disasters and climate change generally.
3. Strengthen traditional Good Governance practices on the roles and responsibilities within our iTaukei communities to ensure their readiness during relief and rehabilitation programs.
4. Revitalise Empirical (traditional) knowledge within our iTaukei communities, which can empower them to be more resilient during natural disasters. Implementing such knowledge during such period has a two pronged effect.
  - i) Lessen the impact of natural disasters on the livelihoods of the communities, thereby lowering the cost associated with the impact of these.
  - ii) Instill a sense of cohesion amongst the community, in seeing that the traditional knowledge authenticated by their predecessors have remained effective through time.

Climate experts have pointed to the fact that the frequency and intensity of natural disasters are expected to increase over time. The Board has to act decisively to enable the iTaukei communities to be well conversant with the types of natural disasters and the corresponding levels of local mitigation to enhance their resilience.

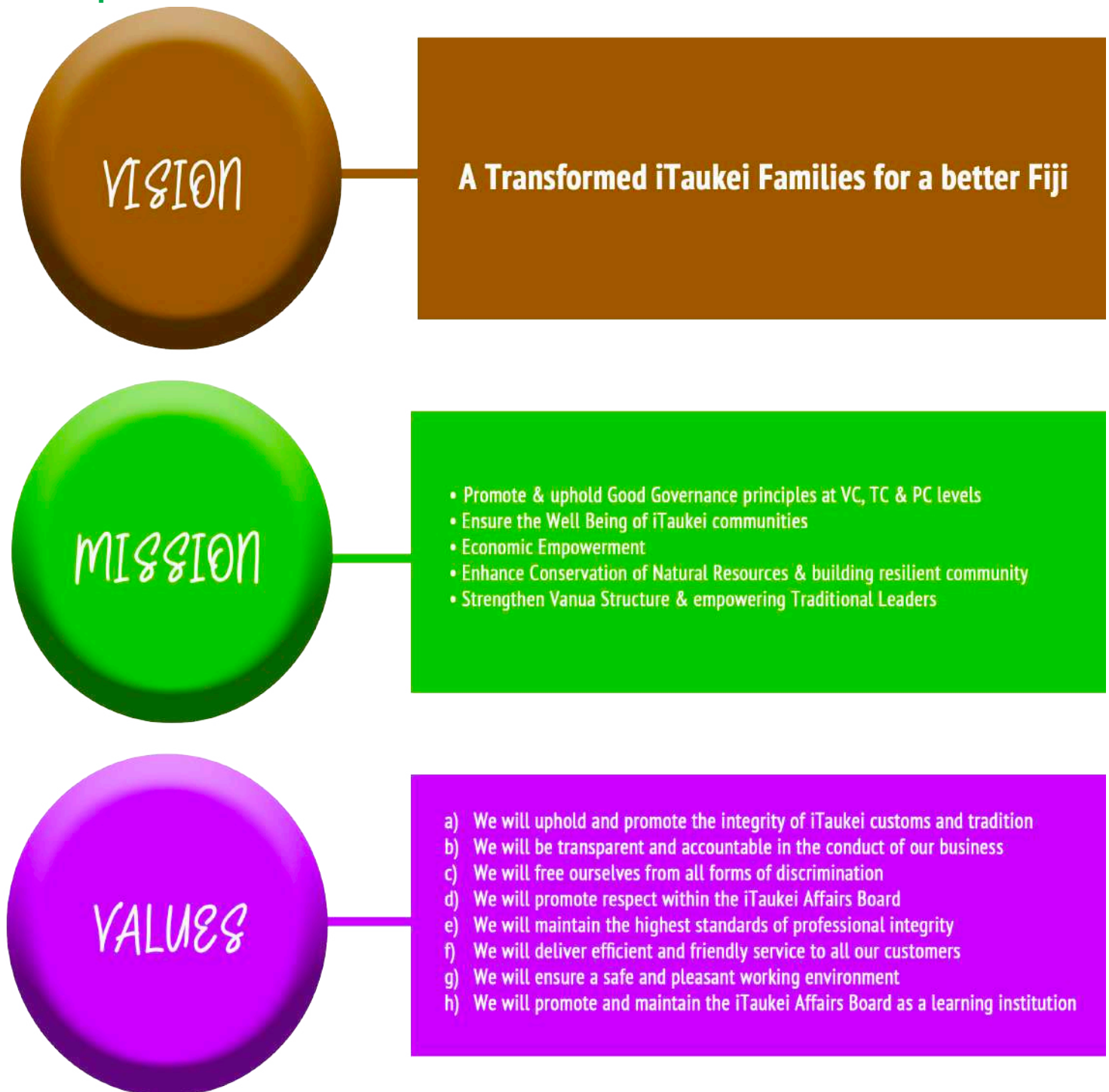
The onus is on us as an Institution to consult and lobby on the four (4) contingencies highlighted above enabling us, through our organizational structure, to provide contingencies pre, during and post natural disasters. With this strategy, our initiatives will be much more customized to village level arrangements and at the same time be cost – effective. The measures outlined above are already established under the provisions of the Natural Disaster Management Act -1998 (40) (3), and the iTaukei Affairs Act Cap 120 (Good Governance and Well Being).

Vinaka vakalevu.



**Ifereimi Vasu**  
**Minister iTaukei Affairs, Culture, Heritage and Arts.**

### 3.0 Corporate Profile



#### About iTaukei Affairs Board

The iTaukei Affairs Board continues to operate under the iTaukei Affairs Act of 1944 which encompasses the iTaukei Affairs (iTaukei Affairs Board) Regulation, iTaukei Affairs (Provincial Councils) Regulations and the iTaukei Affairs (Tikina and Village Council) Regulations.

Under Section 20— (1) of the iTaukei Affairs (iTaukei Affairs Board Regulations) 1996, it shall be the duty of the Board to: —

- (a) consider such draft legislation and other matters relating to the rights, interests, health, welfare (social and economic), peace, order and good government of the iTaukei as the Minister may from time to time refer to the Board, and take decisions or make recommendations thereon to the Minister;
- (b) consider resolutions relating to the same matters as are set out in subparagraph (a) which members may submit to the Chairperson at least two weeks before the date of the next meeting of the Board, and take decisions or make recommendations thereon to the Minister;
- (c) Monitor all developments carried out in the Provinces and to ensure that such development are in accordance with and reflect the development policies and strategies formulated by the Governance



## 4.0 Members of the Board

MEMBERS OF THE BOARD

Membership of the iTaukei Affairs Board is clearly stated under Regulation 3 in the iTaukei Affairs Board Act Cap 120 (Amendment) 2008 which provides for the membership of the Board which should consist of:

- Minister of iTaukei Affairs as Chairperson
- 4 Cabinet Ministers
- 4 members who are members of Government however appointed by the Minister of iTaukei Affairs

 <p><b>HON. JOSAI VOREQE BAINIMARAMA</b></p> <p><b>CHAIRMAN</b> Prime Minister and Minister for iTaukei Affairs and Sugar Industry</p> <p><b>Responsible for:</b> Office of the Prime Minister, iTaukei Affairs, Sugar Industry</p>	 <p><b>HON. INIA SERUIRATU</b></p> <p>Minister for Defence, National Security and Foreign Affairs</p> <p><b>Responsible for:</b> Defence and National Security, Foreign Affairs</p>	 <p><b>HON. JONE USAMATE</b></p> <p>Minister for Infrastructure, Transport, Rural and Maritime Development, Disaster Management and Meteorological Services</p> <p><b>Responsible for:</b> Infrastructure and Transport, Rural and Maritime Development, Disaster Management and Meteorological Services</p>	 <p><b>HON. SEMI KOROI AVESAU</b></p> <p>Minister for Fisheries</p> <p><b>Responsible for:</b> Fisheries</p>
 <p><b>HON. MERESEINI VUNIWAQA</b></p> <p>Minister for Women, Children and Poverty Alleviation</p> <p><b>Responsible for:</b> Women, Children and Poverty Alleviation</p>	 <p><b>RO EPLI MATAITINI</b></p> <p>Na Turaga, Na Vunivalu. Currently a Board Member of TLTB and iTaukei Affairs Board, Former Member of Senate and GCC.</p>	 <p><b>RATŪ PENI VUKICANAVANUA</b></p> <p>Currently a member of the iTaukei Affairs Board, Member of the Lands Appeal Tribunal in 2000, Major shareholder - Northern Bus Company, Major shareholder - Navua Service Station, Minister's nominee to the Macuata Provincial Council.</p>	 <p><b>MRS. SERUWAIA HONG-TIY</b></p> <p>Seruwaia Hong-Tiy is a Health Professional - Physiotherapist who obtained a Diploma in Physiotherapy from the University of Otago, New Zealand. In 1992, together with her husband, they established a family business called the Shipping Services (Fiji) Limited. She formerly held the Health Portfolio and Women &amp; Social Welfare in the SVT government. Currently, Seruwaia is a member of the sub-committee for the iTaukei Education Committee, the Investment Committee and a Director for the Nadroga, Navosa Provincial development company.</p>

The Board is the focal point of the organization's corporate governance system and is ultimately accountable and responsible for the performance and affairs of the organization. The Board is committed to upholding good corporate governance in all of its business dealings with iTaukei and partners.

### 4.1 Board Committees

The Board has the authority to establish and carry out its duties through Committees, with the appointment of Board members as members of these Committees. The Board shall have Committees as it deems fit. In carrying out its responsibilities, the Board has constituted the following Committees:

- Economic, Environment and Wellbeing Committee
- Finance, Audit & Investment Committee
- Human Resources and Operations Committee

#### 4.1.1 Human Resources and Operations Committee

The Human Resources and Operations committee is established under Section 22 of the iTaukei Affairs Act 1944 and is responsible to oversee the Board's policy initiations, review concerning Human Resource Management, Industrial relations, TAB Standard Operating Procedures, Asset management and Information technology.

The Committee has the following roles and responsibilities:

- Identify key issues and challenges facing the Organization and TAB employees in the subject area.
- Analyzing the nature, scope and extent of each issue as it affects the organization in recent past years and immediate foreseeable future;
- Consider or deal with any Human Resources issues referred to it by a resolutions of the Board, which in the opinion of the Board could affect the Organization.
- To initiate policy proposals on specific area of concern and to submit recommendations to the Board for deliberation and decisions thereon



#### **4.1.2 Finance, Investment & Audit Committee (FIA)**

The Board has, amongst other things, the responsibility to oversee the Boards financial reporting system and internal control procedures. It should ensure the Board establishes and maintains appropriate and effective internal control system and oversee such system on an ongoing basis. The TAB Finance, Investment & Audit Committee should provide advice to and assist the Board in fulfilling such responsibilities and any other responsibility as may be delegated by the Board from time to time .

The committee has the following duties:

- a. Review financial information of the Board and provide financial advice to TAB Management
- b. Review the Board's current investment portfolios
- c. Propose to the Board the best Investment Policy for its funds
- d. Acts as a liaison between TAB Management and Auditor General's Office/external auditors
- e. Review the audit plan of Senior Auditor of TAB
- f. Review report from internal audit and to ensure that where major deficiencies or breakdown in controls or procedures have been identifies, that appropriate and prompt remedial action is taken by TAB Management
- g. Review reports on any major defalcations, frauds or theft within the iTaukei Affairs Board and its related organizations
- h. Review external audit reports, management letters and to ensure action is taken promptly by management in respect of those report
- i. Assess the adequacy of internal controls within the iTaukei Affairs Board & Provincial Councils
- j. To report to the Board decisions made and their outcomes

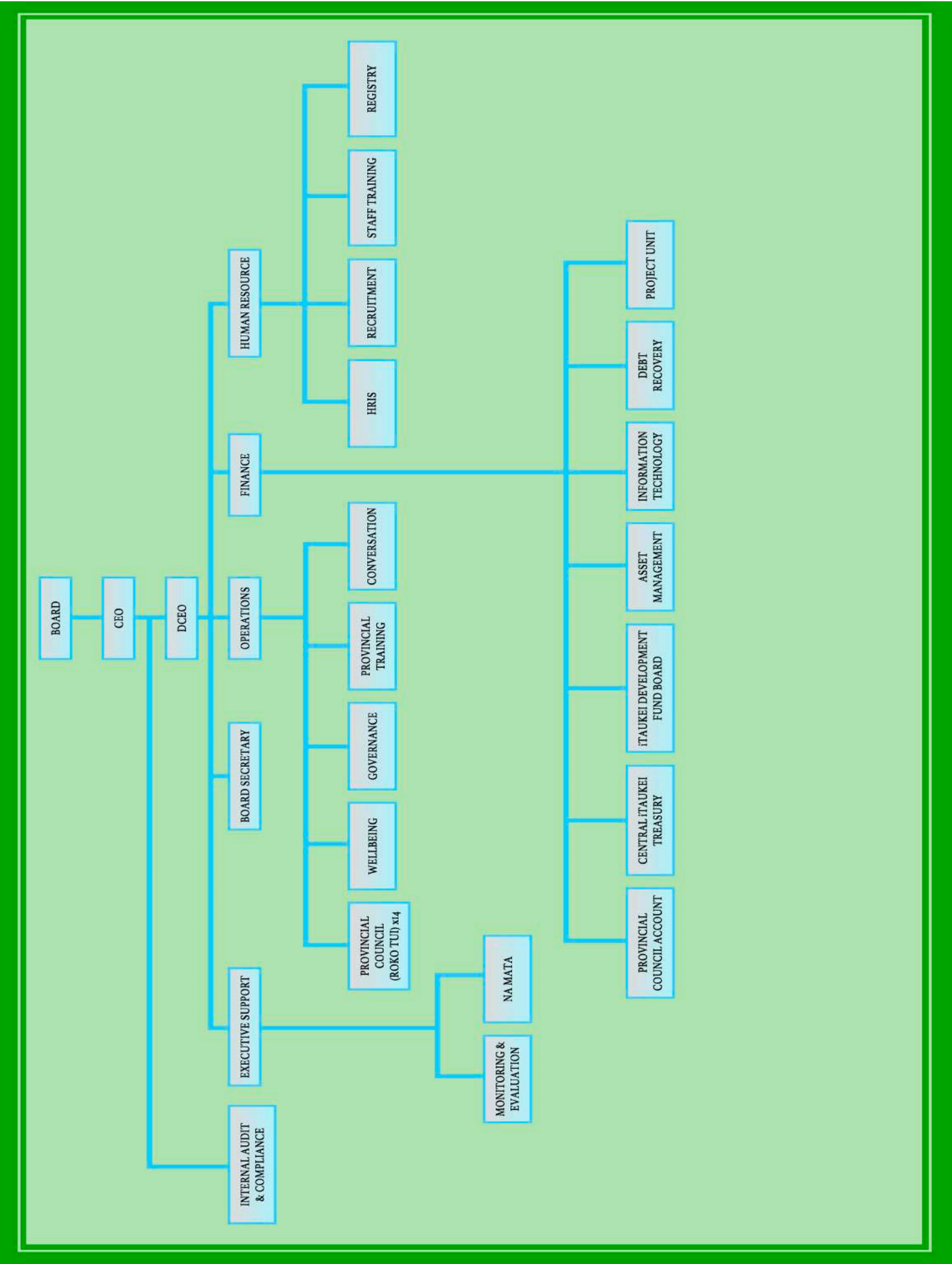
#### **4.1.3 Economic, Environment and Wellbeing (EEW) Committee**

The committee is established under Section 22 of the iTaukei Affairs Act 1945 to oversee the Board's policy, programs initiation and support concerning the Economic, Environment and Wellbeing issues that may affect the iTaukei.

The Economic, Environment and Wellbeing Committee have the following roles and responsibilities:

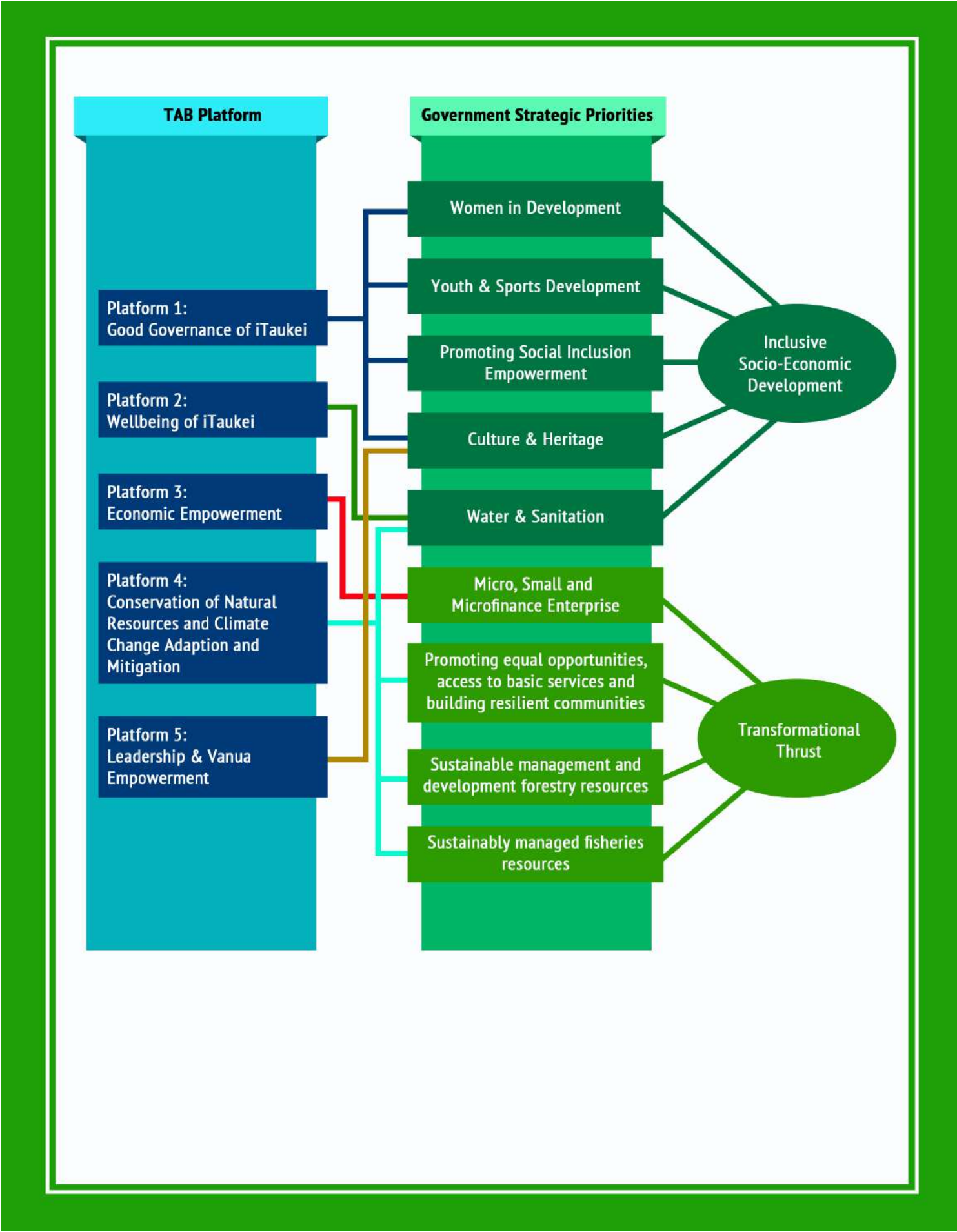
- a. Identify key issues and challenges facing the iTaukei community/people in the subject area
- b. Analyzing the nature, scope and extent of each issue as it affects the iTaukei people in recent past years and immediate foreseeable future;
- c. Consider or deal with any Bill or aspect of any Bill referred to it by a resolutions of the Board, which in the opinion of the Board could affect the interests and welfare of the iTaukei community;
- d. To examine any subordinate legislation referred to it by resolution of the Board.
- e. To initiate policy proposals on specific area of concern and to Submit recommendations to the Board for deliberation and decisions thereon.

5.0 Organization Structure



# 6.0 Strategic Priorities

## LINKAGES TO GOVERNMENT STRATEGIC PRIORITIES





## 7.0 Key Pillars of Operation

### Platform 1: Good Governance of the iTaukei



Objective 1.1: Strengthen the iTaukei Good Governance Structure

Objective 1.2: Strengthen capacity of iTaukei Administration

Objective 1.3: Ensure women participation in the iTaukei decision making forums

Objective 1.4: Ensure youth participation in the iTaukei decision making forums

Objective 1.5: Increase visibility on the iTaukei Affairs Board programs

### Platform 2: Wellbeing of the iTaukei



Objective 2.1: Promote community evidence based planning

Objective 2.2: Promote community healthy lifestyle

### Platform 3: Economic Empowerment



Objective 3.1: Improve business support services for the iTaukei communities

Objective 3.2: Promote sustainable iTaukei business strategy

Objective 3.3: Strengthening Capacity of the Commercial Unit

**Platform 4: Conservation of Natural Resources & Climate Change**



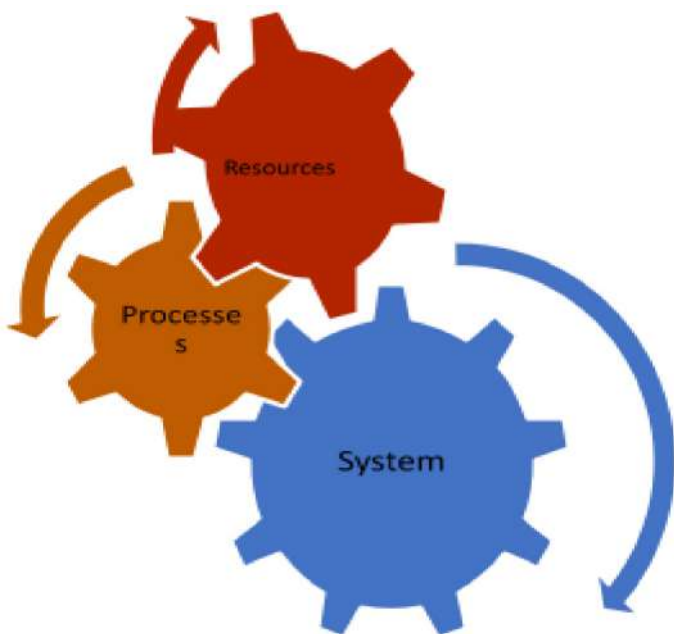
- Objective 4.1: Support the preservation and restoration of Yaubula
- Objective 4.2: Promote good governance of Yaubula
- Objective 4.3: Enhance Vanua resilience
- Objective 4.4: Strengthen capacity of the conservation officers and unit

**Platform 5: Traditional Leadership and Vanua Empowerment**



- Objective 5.1: Strengthening capacity of traditional leadership roles
- Objective 5.2: Increase awareness on the confirmation of traditional titles
- Objective 5.3: Enhance peaceful Vanua

**OUTPUT 1: INSTITUTIONAL DEVELOPMENT**  
**Objective 1: Institutional Development**





## 8.0 PERFORMANCE REPORT BY DIVISION

### 8.1 PLATFORM 1: GOOD GOVERNANCE OF ITAUKEI

#### GOOD GOVERNANCE UNIT PROFILE

The Good Governance Unit was under the jurisdiction of the Operations Division of the iTaukei Affairs Board. The Unit is managed by Manager Governance & assisted by an Administrative Officer and an Executive Officer. The Good Governance Unit's role was aligned to the iTaukei Affairs Act of 1944. It was established to provide support to the provision of the iTaukei Affairs (Tikina & Village Councils) Regulation 1996. On the duties of the Tikina Council; Section 13 (1) subsection (c) provides a forum for the discussion of Tikina problems and acts as a vehicle for the enforcement of PC resolutions and, as a means of airing and resolving disputes. On the duties of the Village Council; Section 29 sub-section (f) is to ensure that all subordinate legislation and resolutions made by the Board, the PC and TC affecting the people in the village are explained clearly to them, and implemented for the good governance of the village.

#### GOOD GOVERNANCE OPERATIONAL PERFORMANCE RESULT

##### 8.1.1 Strategic Objective 1.1: Strengthen iTaukei Governance Structure

In executing the Board's mandated role in strengthening the iTaukei Governance structure, the Governance Unit is committed to the introduction, formulation and submission of Village Council and Tikina Council Annual Reports. 1069 Village Councils' Annual Reports and 162 Tikina Council Annual Reports were submitted respectively. 9 Provincial Councils' Annual Reports were completed.

The Provincial Councils consulted with all the Village Council Meetings on Governance awareness (awareness on Civil Law, Village development) and realignment. Tikina Council Meetings were fully attended by the relevant Provincial Council's officers and stakeholders for updates on development resolutions.

100 %(14) Provincial Council Meetings were conducted covering all development and socio-economic resolutions raised from each District. The other special PC Meetings focused on developing and consultation on Province Annual Budget.

##### 8.1.2 Strategic Objective 1.2: Encourage social inclusion, women and youth participation in community development

Under Strategic 1.2, the emphasis was on encouraging social inclusion of women and youth in community development. The Governance Unit conducted awareness on the TAB Social Inclusion Framework that was developed in the 2019 financial year.

The unit also developed the Gender Gap Analysis guide to standardize and assist the Provincial Councils in the formulation processes.

Recognizing the elder's contribution to community and revitalizing culture through knowledge sharing were proposed to management through the development of the Senior Concept paper.



**Figure 1:** Bilolevu Youth Club training



### 8.1.3 Strategic Objective 1.3: Enhance capacity of iTaukei Administration

To encourage good governance practices the Governance Unit facilitated an in-house awareness on the iTaukei Affairs Act in collaboration with the Ministry of Justice. This followed the development of the iTaukei Affairs Act Fact sheet that was disseminated to the 14 Provincial Councils.

In addition, the Unit reviewed the TAB Operational Manual that incorporated new operational processes and conditions related to the day to day operation of the organization.

The Governance Unit developed the village sub-committee's tracker to monitor its operational and member's status on the ground.

The TAB conducted its Roko Tui Workshop to review strategic priorities, share success stories and mapped the way forward on operational matters.

The TAB was in a process to develop and consolidate the iTaukei Urban dwellers' database through stakeholders' collaboration.

The Provincial Councils conducted 10 PC Operations awareness in identified urban centers.



Figure 2: Tailevu Provincial Council Meeting at Dawasamu

## 8.2 PLATFORM 2: WELLBEING OF ITAUKEI

### WELLBEING UNIT PROFILE

The Unit builds on democratic governance in ensuring TABs processes are more responsive to the needs of all community members, especially the vulnerable. The unit is responsible for promoting development and strengthening data collection with the primary focus of setting up a database for the 1172 iTaukei Gazetted villages. The database will be extensively used for the formulation of the Village Profiles (VP) and ensuing Integrated Village Development Plans (IVDP) for the villages.

### WELLBEING OPERATIONAL PERFORMANCE RESULT

#### 8.2.1 Strategic Objective 2.1: Promote community evidence based planning

The TAB completed its first Village Profiling that gauged the Village Socio-Economic status or baseline for 1172 village in the 2019 financial year. In strengthening data governance, the Wellbeing Unit developed the Village Profiling Access Policy that ensured the integrity and security of the data.

In the IVDP development phases from 2019, 430 IVDP were formulated and endorsed by the Village Council Meetings in the 2020 financial year.

### 8.2.2 Strategic Objective 2.2: Encourage healthy life style in iTaukei communities.

The TAB continued to fulfill its mandated role for supporting and overseeing the Wellbeing of iTaukei. It supports the National co-ordination of Pre, During and Post disaster response programs. 15 Disaster Operation Centers were established at the 14 Provincial Councils and 1 at HQ. During TC Harold, all OCs were activated in operation mode for 24/7. Turaga ni Koro and Mata ni Tikina (TNK/MNT) were reporting disaster status to Operations centers at Provincial councils alongside the Divisional Operation centers for further responses. PCs were then updated TAB HQ OCs for TAB Management and National OCs updates and interventions.

These OCs were fully activated also during TC Yasa and the COVID-19 operation.

Amid all these activities, the Unit in collaboration with relevant stakeholders, pushed for greater awareness in precautionary measures for NCD, COVID-19, LTDD and related diseases within their Operational Centers.

To promote healthy working environment, the TAB conducted its annual Health Audit in collaboration with the Ministry of Health at HQ and PCs level.



**Figure 3:** TC Harold response - Issue of power tools by DCEO to the Matuku Island community

## 8.3 PLATFORM 3: ECONOMIC EMPOWERMENT OF ITAUKEI

### COMMERCIAL UNIT PROFILE

The role of the commercial unit is to institute networking and provide an advisory platform for iTaukei businesses aligned to the Vision of the TAB i.e. An Effective and efficient participation of the iTaukei in the Nation's Peace, Progress and Prosperity. This included strengthening of existing ventures such as cooperatives and maintaining the balance with Small Micro Enterprises (SMEs) for dual survival in our villages. Financial Literacy and Investment Advisory initiatives were also disseminated to the communities with the promotion of a savings culture amongst the iTaukei.

### ECONOMIC ANNUAL OPERATIONAL PERFORMANCE RESULT

#### 8.3.1 Strategic Objective 3.1: Improve business support services for communities

To promote business practices at the village level, the Commercial Unit worked collaboratively with the Provincial councils for the identifications of businesses at the village level that needed support through training and capacity building. 92 Financial Literacy trainings were conducted to respective villages. The Financial Literacy Curriculum was developed to support the implementation of the FL program.

TAB also provided business advisory services to iTaukei businesses through the establishment and revival of 14 cooperatives.



### 8.3.2 Strategic Objective 3.2: Enhancing sustainable community innovation

To enhance innovation in business for Women and Youth, 11 Women income generating initiatives were successfully facilitated by the Provincial Councils while 13 Initiatives were facilitated for Youth groups.



**Figure 4:** Tikina Nawaidina women's sustainable livelihoods training

### 8.3.3 Strategic Objective 3.3: Promote sustainable iTaukei business practices

As the TAB continued the Business Inventory exercise, the Commercial Unit developed the Business model documentation SOPs. This was to standardize and clearly articulate the processes of promoting business success stories to attract appropriate intervention from relevant stakeholders.

3 incubation centers were established to support sustainable iTaukei Business practices at village, district and Provincial level.



**Figure 5:** Korolevu VCO, Naceva.

## 8.4 Platform 4: Conservation of Natural Resources and Climate Change Mitigation and Adaption

### CONSERVATION UNIT PROFILE

The Conservation Unit (CU) was established by resolutions of the iTaukei Affairs Board on the 2nd of June, 2014. The Conservation Unit and its officers provide policy considerations throughout the Ministry of iTaukei Affairs. The Unit works in an integrated management approach with partner organizations by mainstreaming iTaukei interest in natural resource management and climate change adaptation initiatives in their development programs.

### CONSERVATION ANNUAL OPERATIONAL PERFORMANCE RESULT

#### 8.4.1 Strategic Objective 4.1: Support the preservation and restoration of Yaubula

Waste Management training- All 14 PCOs carried out waste management training in villages and districts within the 14 Provinces.

Community waste management plans were developed and endorsed in villages in Lau, Macuata, Rewa, and Cakaudrove.

Identified prospective Tabu Areas(s) sites- 24 potential sites were identified in Nadroga, Namosi, Serua, Lomaiviti, Bua, Ba and Rewa.

Yaubula Day Celebration- A total of two Yaubula festivals were celebrated in Lau and Naitasiri Province respectively.



#### **8.4.2 Strategic Objective 4.2:** Promote good governance of Yaubula

Following the development of the Yaubula Guide in the 2019 financial year, the Unit further developed the Yaubula committee guidebook to assist Village sub-committees in the implementation of Yaubula initiatives.

#### **8.4.3 Strategic Objective 4.3:** Enhance Vanua resilience

To enhance Vanua resilience, the TAB continued to facilitate and monitor community adaptation and implementation of Climate change mitigation.

68 villages were conducted with reforestation/ replanting activities with the assistance of PCOs.

Organic/Agroforestry farming were successfully integrated into the 33 communities' farming practices through training and implementation.

To promote food security at village level, the Provincial councils implemented 51 food security initiative at selected villages.

58 Communities received Pre-DRR Awareness that were conducted by PCOs promoting a proactive approach in mitigating impacts of climate change and related disasters. Revitalization of Traditional knowledge was also promoted through training and awareness as a coping mechanisms for disasters.

### **8.5 PLATFORM 5: VANUA EMPOWERMENT**

#### **PROVINCIAL TRAINING UNIT PROFILE**

The Provincial Training Unit's primary objective is to conduct training for community capacity building on the roles and responsibilities of Traditional Leaders, Provincial Council forum members, Mata ni Tikinas and Turaga ni Koros. This involved the analysis of training needs, developments and evaluation of training packages for community capacity building and development. The Unit is also responsible for advocating the strengthening of the iTaukei traditional governance structures and leadership.

#### **VANUA OPERATIONAL PERFORMANCE RESULT**

##### **8.5.1 Strategic Objective 5.1:** Strengthen Capacity of traditional leadership roles.

The Provincial Training Unit conducted 11 traditional leaders' workshop/ training/ awareness sessions to MNT/TNK to strengthen their leadership capacity.

##### **8.5.2 Strategic Objective 5.2:** Promote a greater awareness on the importance of confirmation of traditional titles.

To promote greater awareness on traditional title installations, the PCs developed and updated their respective Traditional Title Database. This database was used to map out areas of intervention and future planning.

##### **8.5.3 Strategic Objective 5.3:** Encourage peaceful Vanua initiatives.

To encourage a peaceful Vanua, the Provincial Training Unit conducted Vuli Sauvaki ni Vanua training on traditional roles, responsibilities, protocols and values amongst iTaukei community members. 104 VSV trainings were conducted at community level. In urban areas, 2 VSV trainings were piloted. The Ketekete ni Marama training was conducted for Women addressing areas of traditional protocols, values and responsibilities. 14 Ketekete ni Marama trainings programs were conducted at targeted villages.

The TAB play an important role in stabilizing the Vanua through advice on disputes. 50 mediation/ reconciliation issues were attended and successfully mitigated.

## 8.6 PLATFORM 6: INSTITUTIONAL DEVELOPMENT

### UNITS PERFORMANCE (SUPPORT SERVICES)

#### 8.6.1 Na Mata Unit

Na Mata was used originally as the iTaukei Gazette under the iTaukei Affairs Act 1944 to publish Government notices translated into the vernacular. It translated notices that were published in Government Gazette into the vernacular for the iTaukei readers.

The unit is responsible for the publication of the Na Mata, a quarterly official publication, Na iLalakai a weekly radio broadcast and Na Lali the internal newsletter of the iTaukei Affairs Board. The two programs report on development activities of government that will help stimulate the interest and motivate the iTaukei community in related fields. More recently the unit has also reported milestone for those iTaukei individuals, groups or Provincial Councils who are performing well (Success stories) in key sectors of the Vanua and economy in Fiji.

#### Key Deliverables

To communicate the interventions and major developments at TAB. The Na Mata unit in exercise of its mandated duties, published and updated the Weekly and the Quarterly TAB Publications and media platforms.

The Na Mata is published on a quarterly (4) basis and disseminated to the respective 14 Provincial Councils, Mata ni Tikinas and Turaga ni Koros and to other stakeholders. The Na iLalakai radio program is aired on a weekly basis (52) throughout the Financial year.



Figure 6: Na Mata Quarterly Publication & Na Lali weekly newsletter.

## 8.6.2 Finance

### 8.6.2.1 ANNUAL GRANT

The Annual grant allocation for TAB was reduced to \$8.2m in 2020/2021 from \$8.3m in the 2019/2020 COVID 19 supplementary budget. The reduction was mainly noted in the Turaga ni Koro allowance allocation and the Namata allocation.

**Table 1: Annual Grant**

Particulars	2020/2021
TAB PE costs	\$5,219,129.00
PC PE costs	\$1,156,386.00
PC 1/3 ops costs	-
Turaga ni Koro Allowance	\$1,430,000.00
Mata ni Tikina Allowance	\$428,600.00
Na Mata	\$40,000.00
<b>TOTAL</b>	<b>\$8,274,115.00</b>

### 8.6.2.2 STAFF EMOLUMENTS

Total personnel emolument cost incurred for FY2020/2021 was pegged at \$6.4m with details tabulated below:

**Table 2: Staff Emoluments**

Particulars	2020/2021
TAB Staff	\$2,208,508.11
PC Staff (Roko Tui, SART, ART, PT, PCO)	\$3,096,179.74
PC Staff (APT, COs, Unest)	\$1,161,988.96
<b>TOTAL</b>	<b>\$6,466,676.81</b>

## 8.6.3 Human Resources

### HUMAN RESOURCES MANAGEMENT

#### Functions

The Human Resources (HR) Unit aimed to recruit the right people with the desire to serve the iTaukei communities who could be agents of change and make positive impacts in people's lives. It also addressed one of TAB's missions which was to promote excellence through a dynamic, innovative and professional team capable of implementing smarter ways to conduct their roles.

The HR department developed & reviewed the following policies to strengthen its management practices;

- Communication Policy
- Contract Renewal Policy

1 induction training was conducted for newly recruited TAB staff.

The Board committed to the digitization of its systems and process as a long-term strategy. The registry unit has digitized 162 physical files to date, this will be a continuous process alongside with capacity buildings of officers to support the records management system.



### 8.6.3.1 Appointment

**Table 3:** Appointment in 2020-2021

Name	Appointment	Date
Siteri Namere	CO Administration Ba	9/1/2020
Naiqama Daucina	Project Officer Cadet	10/3/2020
Iliesa Naituku	Driver Serua	14/2/2020
Meresimani Rocevalevu	CO Administration Serua	15/2/2020
Teni Smith	APT Rewa	7/1/2020
Bulou Salome Vatanitawake	APT Kadavu	15/1/2020
Ateca Utoniika	PT Ba	13/1/2020
Sowane Daunakelo	CO Operations Nadroga	20/1/2020
Etuate Koroisaua	CO Operattions Ra	6/1/2020
Unise Marau Ledua	CO Registry Kadavu	15/1/2020
Kasanita Bulimaibau	CO Administration Tailevu	10/2/2020
Mere Tikonatabua	APT Bua	14/1/2020
Sera Vilisi Yavita	CO Administration Lau	5/2/2020
Alivereti Vatakaya	Caretaker Rewa	12/2/2020
Keasi Nawaciono	PA DF	1/4/2020
Viliame Driti	AO Conservation	27/3/2020
Iowane Lario Cagilele	CO Administration Namosi	5/5/2020

### 8.6.3.2 Retirement

**Table 4:** Retirement in 2020-2021

Name	Appointment	Date
Penijamini Velitokaduadua	Roko Tui Lomaiviti	31/12/2018
Sevuloni Moceinacagi	MHR	1/1/2019
Merewalesi Wavu	MF	1/1/2019
Lusiana Takirua	CO Registry Namosi	9/2/2019
Makelesi Tamoi	CO Admin Tailevu	
Alipate Rabbitu	Driver Tailevu	21/7/2019
Niumaia Gucake	Senior Training Officer	31/12/2019
Ilisoni Visawaqa	CO Registry Lau	19/2/2020
Jese Volau	A/Manager Training	25/4/2020
Pita Nolevu	Driver Nadroga Navosa	22/8/2020
Sailasa Rakaucoka	A/Roko Tui Lomaiviti	30/11/2020
Amelia Ravu	ART Rewa	23/9/2021
Sireli Dausiga	Manager Wellbeing	4/11/2021
Vilai Basalusalu	Roko Tui Macuata	31/12/2021
Veresi Sakunitoga	ART Tailevu	31/12/2021
Kaiava Cama	Messenger tailevu	1/1/2022

### 8.6.3.4 Resignation

**Table 5:** Resignation in 2020-2021

Name	Appointment	Date
Alumita Bui	CO Admin Serua	
Luse Uluitavuki	Manager Conservation	2/1/2019

Lorosio Ramabuke	Driver Lomaiviti	25/1/2019
Alipate Rabitu	Driver Tailevu	21/4/2019
Josevata Qava	CO Operations Nadroga	2/5/2019
Peceli Vura	PT Kadavu	11/8/2019
Rt Inoke Sauturaga	ART Nadroga/Navosa	21/8/2019
Nitashni Singh	PT Tailevu	28/11/2019
Tulia Kurabui	Tem. Rel. PA DF	21/11/2019
Vikaili Ranitu	Switchboard Operator Kadavu	15/1/2020
Ifereimi Corerega	RT Naitasiri	27/1/2020
Emosi Caniogo (20/02/20)	RT Lomaiviti	19/2/2020
Vinesh Prasad	Senior Internal Auditor	13/10/2021
Saimone Baleiwai	ART Cakaudrove	21/12/2021
Emosi Karavaki	Driver lomaiviti	20/12/2022

#### 8.6.3.5 CORPORATE SOCIAL RESPONSIBILITY (CSR)

TAB conducted 23 Corporate Social Responsibility(CSR) activities at Provincial, District and Village level. In promoting green initiatives in the work place, 4 initiatives were implemented by TAB HQ and PCs. This program was conducted alongside the Wellness program.



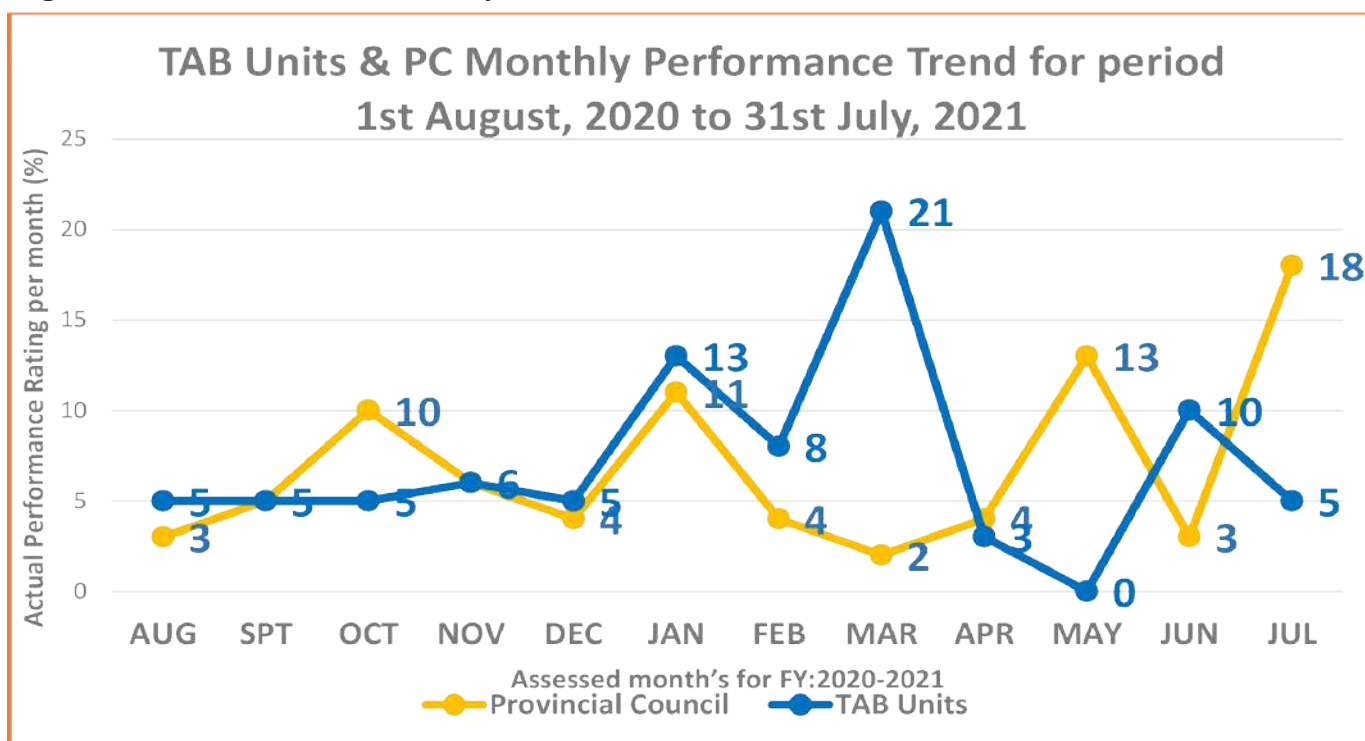
**Figure 7:** Nakalawaca, Namara CSR (reforestation)

#### 8.6.4 Monitoring and Evaluation Unit

The financial year 2020-2021 was just as challenging for both TAB and PC just as it was for everyone else following the wake of the COVID19 Pandemic on the Fijian shores. In light of this, the management acted swiftly in developing a contingency plan that would take into account the additional task and efforts mobilization that occurred internally to support the whole of government approach to efforts to reducing the spread of the deadly pandemic.

To support the contingency plan, M&E Unit conducted zoom consultations with each PC and Units to identify areas in which they can redirect their efforts towards whilst the were on lockdown and in this case had majority of officers working from home. This is evident from the following Trend graph that depicted the fluctuations of performance throughout the months:

**Figure 8: TAB Units & PC Monthly Performance Trend**



The key factors that were seen to influence these trends are the following:

- COVID19 Restrictions/ Lockdown
- Climatic condition (low depression and tropical cyclone)
- Quarterly TNK/MNT Allowance Disbursement

#### **Provincial Council Performance Overview:**

Despite the disturbance that the pandemic and Natural Disasters caused to the organizations planned strategies, both TAB and PC demonstrated successful adoption and effective execution of the TAB & PC contingency plan. The following is the performance overview for each platform:

#### **PROVINCIAL COUNCIL ANNUAL OPERATIONS PLAN PERFORMANCE OVERVIEW:**



**1. Good Governance Platform**



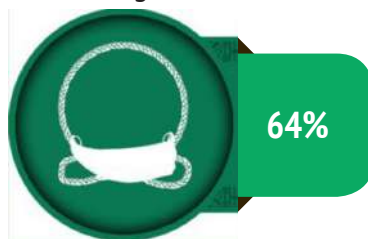
**2. Wellbeing Platform**



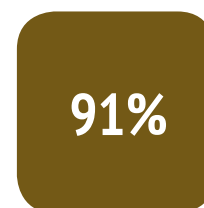
**3. Economic Empowerment Platform**



**4. Conservation Platform**



**5. Vanua Empowerment Platform**



**Average PC BP Performance Ratings (%)**

TNK/MNT ALLOWANCE DISBURSEMENT:





## TAB UNITS ANNUAL OPERATIONS PLAN PERFORMANCE OVERVIEW:



## 8.6.5 Internal Audit and Compliance

### 8.6.5.1 Internal Audit

This Unit assists the management of the Board and Provincial Councils in the effective discharge of financial responsibilities by providing analysis of accounts and recommendations for management consideration. The activities carried out by the Internal Audit team include Normal Audit, Surprise Audit and Exit Interviews.

**Table 6:** Internal Audit

Entity	Date of Normal Audit	Date of Surprise Audit	Date of exit interview
BA	18/12/20	18/12/20	-
BUA	19/06/20	19/06/20	01/09/20
CAKAUDROVE	16/06/20	16/06/20	25/09/20
KADAVU	17/07/20	17/07/20	05/08/20
LAU	27/05/20	27/05/20	07/10/20
LOMAIVITI	20/02/20	20/02/20	03/03/20
MACUATA	18/06/20	18/06/20	01/09/20
NADROGA/ NAVOSA	06/03/20	06/03/20	19/05/20
NAITASIRI	31/01/20	31/01/20	-
NAMOSI	10/01/20	10/01/20	25/01/20
RA	25/09/20	25/09/20	14/10/20
REWA	21/05/20	21/05/20	-
SERUA	10/01/20	10/01/20	-
TAILEVU	13/01/20	13/01/20	-
TAB	10/07/20	10/07/20	25/08/20

### 8.6.6 External Audits

Outlined in Figure 8 is the latest update from the Office of the Auditor General on the general status of the audits of TAB and its fourteen (14) Provincial Councils.

**Figure 9: OAG Update on TAB and Provincial Councils Audits**



File: 1282

6 June 2023

i-Taukei Affairs Board  
87 Queen Elizabeth Drive  
**SUVA**

**Attention:** Ms. Sereana Matakibau

Dear Madam

#### **I-TAUKEI AFFAIRS BOARD AND PROVINCIAL COUNCILS AUDIT UPDATES**

With reference to the i-TAB letter dated 05/06/2023 to assist in the finalization of its Annual Reports from 2015 - 2022, I am pleased to provide the following audit updates as requested:

Entities		Draft Financial Statements Received	Audits Completed	Audits in Progress as at 31 May 2023	Audits Yet to Commence as at 31 May 2023	Draft Financial Statements not submitted for audit
<b>STATUTORY ENTITY</b>						
1.	i-Taukei Affairs Board	2003 - 2007	2002	2003 - 2007	---	2008 – 2022
<b>PROVINCIAL COUNCILS</b>						
1.	Rewa Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
2.	Tailevu Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
3.	Namosi Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
4.	Ba Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
5.	Serua Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
6.	Naitasiri Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
7.	Ra Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
8.	Macuata Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
9.	Cakaudrove Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
10.	Kadavu Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
11.	Lomaiviti Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
12.	Nadroga/Navosa Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
13.	Lau Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
14.	Bua Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022

However, the 2016-2018 draft financial statements of the Provincial Councils will be returned for amendments following the completion of the 2013-2015 audit and to be re-submitted after discussion of changes deliberated during the exit meeting on 09/05/2023 and on 12/05/2023 respectively.

As for the 2003 to 2007 i-TAB financial statements audit, these accounts are in the finalization phase of review where the audit report is targeted for issuance and signing by June end.

For any further clarifications, please do not hesitate to contact Mr. Dineshwar Prasad or the undersigned.

Yours sincerely



Esala Niubalavu  
**for ACTING AUDITOR-GENERAL**

Encl.





iTaukei Affairs Board



iTaukei Affairs Board annual report 2020 - 2021