



# NAUSORI TOWN COUNCIL

# ANNUAL REPORT

2018

## **1.0 BACKGROUND OF NAUSORI TOWN**

### **1.1 Introduction**

Nausori is a town that has evolved from what was once a thriving sugar industry in the 19<sup>th</sup> century for the colony of Fiji, to a rural backwater town on the banks of the Rewa from 1937 onwards to the present. It is historic in the sense that it was the first sugar mill established by the Colonial Sugar Refining Co of Australia in 1881. It also hosted the first major influx of Indian labourers in Viti Levu in 1881 to come and work on the sugar plantations in the Rewa Delta. The descendants of those labourers have remained in Nausori or have moved to other parts of the country.

A lot of the relic of Nausori's colonial past still stand today as a postmark of what was once Nausori's golden age between 1881 – 1959. It ceased operations in early 1960's and the company and its workers left with a town in limbo. A distinct physical character of the town in the 1960's was the abundance of open spaces for sporting and cultural activities. Over the years these have become eroded by the conversion of some of those spaces into development lots where buildings have begun to establish themselves undermining the order and coherence that once marked the old town.

Nausori has grown rapidly in the last few years because of the addition of the Naulu/Nakasi and Davuilevu Housing areas. In the 1996 census the town's population was 17,000. By 2007 the population was 24,950. It is likely that the new adjacent areas of Waila Housing State I – III may be added to it in the review of the Nausori Scheme Plan in 2010.

Downtown Nausori is physically located by the Rewa River sitting on the border between the three provinces of Tailevu, Rewa and Naitaisiri. This strategic location makes it an important town serving a regional function for these provinces. It lies at the heart of the agricultural hinterland that was once home to sugar cane and thence rice cultivation. It is the gateway to the flat alluvial plains of the Rewa Delta, which is subject to flooding at intermittent intervals.

By contrast the newer Nausori from the opposite banks of the Rewa in Waila, Davuilevu, Naulu and Nakasi are a direct consequence of Suva's urban sprawl. The resident population of the town is heavily concentrated there because of higher ground which on most cases have saved it from the ravages of the delta flood. The process of urban sprawl is also heavily concentrated in this area, the consequence for which is the heavy traffic jam on Kings Road during the rush hour.

The economic base of the town is primarily in retailing and some services. There is some food processing but very little industrial or manufacturing base. Nausori could very rightly be regarded as a dormitory town for Suva, growing but not significantly.

The town is primarily composed of Indo Fijians and the indigenous population. There are very few Chinese, part Europeans left there from the colonial era. But a lot of new migrants into Nausori can be felt, particularly those coming from the Northern division and many others who have been relocated from Suva. They are mostly located in the suburbs of Nausori. Downtown Nausori

itself is not densely populated. Those who do business there live outside of the area. There is much movement in traffic during the day indicating the rather transient nature of the town.

The sense of identity for the town cannot be easily established because of the transient nature of the town and of the sharp divide in the ethnic lines which keeps the Indians mostly in town and the indigenous people in their villages. But this is slowly changing in view of the new additions to the township.

Nausori remains an important town from the strategic, social, economic and historic point of view. Apart from being the regional centre for the three provinces it is also a centre for cultural and sporting events. Major rugby and soccer events are hosted at Ratu Cakobau Park.

It is also a centre of academic excellence with 4 major secondary schools within its vicinity. The government administration for the Central division is based there headed by the Divisional Commissioner and other departmental heads. In terms of government's regional planning the thinking is to continue to maintain Nausori as the centre for the division and to allow subcentres like Vunidawa and Korovou as satellites that feed into it. There will be a need to strengthen the centre by building on agricultural potential to promote food processing in the town as a way of generating employment and strengthening the economy.

The Nausori airport hosts local, regional and international flights and is key to the development of the economy of the whole Central division. The export trade could be facilitated if quarantine facilities were introduced. Tourists from Australia and New Zealand can access tourist attractions in Northwest Viti Levu, Ovalau and in the Central Division.

In planning for the future, Nausori has to address some of its key contradictions. It is an overcrowded town yet few live and work there. It is an agricultural based town yet there is little food processing being done there. It is a growing town yet its Council has precious few assets to enable it to grow well into the future. The town has sound infrastructure yet it has little investment. While these maybe stereotypes gleaned from the daily conversations of its towns folk they reflect a concern that should not be taken for granted.

Finally Nausori also has to carefully weigh the impact of its local role as opposed to its regional one. The bulk of its revenue is drawn from ratepayers particularly the residents who often begrudge the business community for paying similar level of rates yet gain more income and services from their investments. This needs to be corrected. More opportunities should also be created for Nausori's regional constituents to invest more in Nausori not only in shopping for basic goods but also selling more products and investing more money in business to help Nausori grow. It will help consolidate the rural-urban linkage.

### **Council Members and Principal Officers**

The review/reform program, introduced by Ministry of Local Government, Urban Development, Housing and Environment had Napolioni Masirewa appointed by the Government as the Special Administrator for the Council. He resigned from the Council

In 2014.

Special Administrator	-	Vacant
Chief Executive Officer	-	Akhtar Ali (till October)
Acting CEO		Deo Narayan (From October)
Manager Finance		Swastika Rattan
Senior Health Inspector	-	Deo Narayan
Manager Nakasi	-	Sailosi Qalilawa
Secretary	-	Chandra Krishna (Mrs)
Market Manager	-	Jitendra Singh
Senior Rates Officer	-	Melvin Prasad
Manager Engineering	-	Atish Naidu
Technical Officer Building	-	Taniela Taukeinikoro
Legal Officer/Prosecutor	-	Inia Rakaria (from March to October)

Staffs were sent on trainings and short courses during the year.

## 2.2 Sub Committees

Subcommittees established during 2018 were:

- a) Building, Health, Environment, Town Planning & Works
- b) Finance and General Purposes
- c) Human Resource & Governance

All committee meetings were chaired by the Chief Executive Officer.

## 2.3 Meetings

The following meetings were held:

Meetings	2018
Building, Health, Town Planning, Environment & Works	4
Finance, Properties & General Purpose	5
Human Resource & Governance	4
HOD Meeting	32

## 2.4 Directory

Location	-	2 Wainibokasi Road
Postal Address	-	P O Box 72, Nausori
Telephone	-	3477133
Fax:	-	3400048

Email - [nausoritown@connect.com.fj](mailto:nausoritown@connect.com.fj)

## **2.5 Population**

Population of the town recorded as per the last census is:

Nakasi .....  
Davuilevu .....  
Nausori .....

## **2.6 Councils Solicitor**

Lajendra Law  
Phone: 3100008                      Fax: 3100009  
Registered Office:                      Nasese, Suva

Tirath Sharma Lawyers  
K S Law

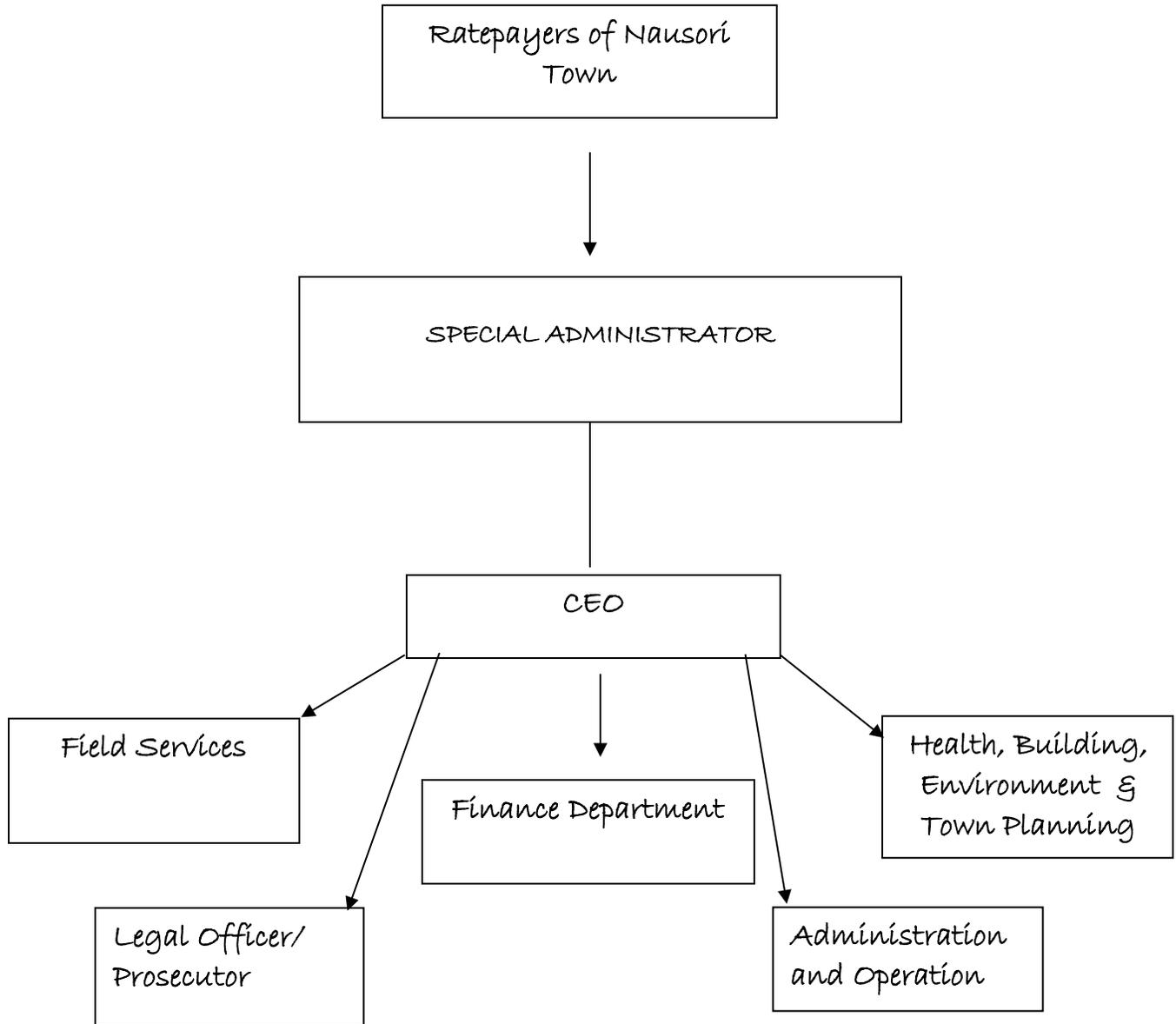
## **2.7 Councils Auditors**

Auditor General's Office of Fiji

## **2.8 Council Bankers**

Bank of Baroda

**ORGANIZATION STRUCTURE OF THE MUNICIPALITY OF NAUSORI**



### **3.0 STRATEGIC DIRECTION**

#### **3.1 Vision**

- To develop Nausori to be a sustainable and live able town that advocates the principles of sustainable economic growth, environmental responsibility and social justice.

#### **3.2 Founding Principles**

The town of Nausori will be focused on the process of sustainable urban development. During the plan period the key strategic priorities will involve the following:

- i) The promotion of sustainable economic growth through targeted investment to generate employment and income for all.
- ii) The provision of sound infrastructure for transport, water and sewerage, energy and communications and other sporting and cultural activities.
- iii) The promotion of sustainable environmental strategies to enhance the town's natural, built and human environment.
- iv) The promotion of integrated and strategic planning for land use, community and environmental planning that meets statutory requirements and community needs.
- v) The development of community based strategies to combat the rising problem of poverty and to promote fairness and equality of access for all.
- vi) The development a system of governance and service delivery that are financially sustainable, accountable and efficient.

#### **4.0 Finance Report**

In year 2013, Financials were prepared in accordance with International Financial Reporting Standards for Small and Medium –sized Entities (“**IFRS for SMEs**”) and the requirements of Section 57 (2) of the Local Government Act.

Funds collected and expensed compared to budget from major revenue streams and expenses during the year based on the Annual Budget and Annual Corporate Plan was:

	<b>Budget 2018</b>	<b>Actual 2018</b>
<b>Particulars</b>	<b>YTD VIP</b>	<b>YTD (VIP)</b>
Rates - Current/Arrears	1,395,889	1,352,254
Business License	290,913	354,392
Garbage Fees	389,076	191,864
Taxi/Mini Van/Carrier Base	406,674	152,207
Commercial Tenants	266,394	249,882
Market Revenue	1,369,646	1,226,749
Bus Station Fees	48,000	48,852
Advertising Fees - Market, RCP & General	59,156	50,931
Hire of Council Parks/Ground/Multipurpose Court	184,755	162,454
Building Fees	381,500	92,329
Parking Meter Tolls	74,992	30,651
Traffic Infringement	70,000	39,211
Litter Fines	36,635	16,711
Other Incomes	30,536	29,769
<b>Total Revenue</b>	<b>5,004,166</b>	<b>3,998,256</b>
Wages & Salaries - General	1,329,886	1,417,208
FNU Levy	14,496	12,234
<b>Utility Bills</b>	-	-
Telecom	39,868	8,466
Vodafone	38,586	26,352

Internet	6,540	4,101
Electricity Bills - General	65,400	46,658
Electricity Bills - Market & Bus Station	72,000	76,613
Water Bills - General	11,374	30,866
Water Bills - Market & Bus Station	15,000	22,749
Grass Cutting & Contractors	405,640	283,679
Brush Cutter Expenses	5,450	3,392
<b><u>Solid Waste Management</u></b>	-	-
Dumping - H G Leach	148,420	122,930
Hire of Trucks	50,000	68,720
Waste Collection Nakasi	196,200	56,145
Hire of Skip Bins - Market & Bus Station	58,220	59,175
Security Services - General	70,850	63,694
Security Services - Market & Bus Station	34,944	59,273
<b><u>Motor Vehicle Expenses</u></b>	-	-
Fuel Expenses	72,454	55,872
Repairs & Maintenance	43,600	46,682
<b><u>Administration &amp; Operating Cost</u></b>	-	-
Advertising	16,895	17,799
Rezoning	10,900	9,501
Cleaning & Sanitation - General	16,459	12,288
Cleaning & Sanitation - Market	66,500	38,456
Newspaper & Periodicals	2,180	946
IT & Accounting System	20,710	8,376

Civic Expenses	5,995	6,003
Amenities	8,502	3,949
Festival / Extraordinary /Disaster Expenses	60,495	18,809
Printing & Stationary -General	50,816	29,862
Printing & Stationary -Market	25,000	13,883
Uniform & Protective Clothing - Market	8,000	19,370
Uniform & Protective Clothing General	20,400	38,229
Staff training/Travelling/Medical	23,980	2,575
Legal Cost	18,355	39,692
Traffic & Parking Meter Expenses	27,475	3,577
Building & Health expenses	24,000	-
Miscellaneous Expenses	9,810	-
Minor Capital	77,610	95,599
<b><u>Repairs &amp; Maintenance</u></b>	-	-
R & M - Market & Bus Station/Convenience/Car park	6,540	7,870
R & M - Equipment/Tools - General	11,576	4,038
R & M - Equipment/Tools - Market & Bus		2,106
R & M - RCP & Grounds	27,250	15,248
R & M - General Properties	39,680	11,167
R & M - Parks & Garden	3,270	418
R & M - Taxi Stand & Road Marking	8,720	-
Rent & Lease Rental - General	44,600	37,076
Rent & Lease Rental - Market & Bus Station	21,800	22,891

Insurance - General	53,593	54,695
Insurance - Market & Bus Station	34,169	34,137
Other Expenses	186,171	76,965
<b>Total Expenses Before Loan Repayment</b>	<b>3,610,379</b>	<b>\$ 3,090,332</b>
<b>Profit Before Loan Repayment &amp; Capital Works</b>	<b>1,393,787</b>	<b>907,924</b>
Loan Repayment (FDB Loan)	719,400	774,300
Loan Repayment (BOB Loan)	48,000	19,140
Capital Budget	592,524	69,000
<b>Total Expenses Including Loan Repayment &amp; Capital Works</b>	<b>4,970,303</b>	<b>3,883,772</b>
<b>Profit For the year</b>	<b>33,863</b>	<b>\$ 114,484</b>

Note: The income and expenses reflects only for the current year. It does not take into account Creditors & Accruals at the beginning of the year and repayment of the Overdraft facility of \$570,000.

**Subsequent Events:**

- Council continued with the completion of the Inter Transport (New Nausori Market & Bus Station) relocation project.  
Total external borrowings sanctioned by Fiji Development Bank for the project is \$ 10.4 million and Government grant commitment of \$3 million. Grant of \$1,500,000 was received in 2013 and 2014 respectively.  
The construction of the New Bus Station and Market was completed in the beginning of the month September 2015 while the full operation started off after the opening ceremony on 25th September 2015.  
Payment for the construction and consulting fees continued in 2018.

The VIP Construction Cost for the Inter Transport Project was as follows:

Particulars	Amount
-------------	--------

FDB/ Operating Account	11,481,800.22
Grant	2,608,695.66
<b>Total</b>	<b>\$ 14,090,495.88</b>

As at 31<sup>st</sup> December 2018, the following sum (**VEP**) were committed for the Inter Transport Project in the Financial Statement:

<b>Particulars</b>	<b>Total Amount</b>
FDB / Operating Bank Account	9,830,918.35
ITP Government Grant	2,608,695.65
<b>Total Commitment</b>	<b>\$ 12,439,614.00</b>

- Council received a grant of **\$79,248.51 (VIP)** from Ministry of Local Government, Housing & Environment for the construction of restroom for taxi operators at Nakasi & Dunstan Street, Nausori. The construction completed in 2015 whereby full amount of grant was utilized. Amortization of Grant income continued in year 2018.
- Council received a grant of **\$70,000 (VIP)** from Ministry of Local Government, Housing & Environment for the Drainage Project for the Vuci Informal Settlement in 2014 which was fully utilized. Additional grant of **\$30,000** was received from Ministry of Local Government, Housing & Environment for the Drainage Project for the Vuci Informal Settlement in 2015 and was completed in 2018. Amortization of Grant income continued in year 2018.
- Council received a grant of **\$252,650 (VIP)** from Ministry of Local Government, Housing & Environment for the construction of Multi-Purpose court at Cargill. Construction commenced in 2015 and completed in 2017. Amortization of Grant income continued in year 2018.
- Council received a grant of **\$50,000 (VIP)** from Ministry of Local Government, Housing & Environment for the construction of Ratu Cakabou Park sanitary. Construction commenced in completed in 2017. Amortization of Grant income continued in year 2018.
- Council incurred expenditure in relation to the development of Old Market Site in partnership with Shop & Save.
- Festival Expenses were created under Charts of Account to cater for expenses in relation to Sutelej, Giriti, Fiji Business Excellence, Tebara Carnival and Fiji Pageant.
- Work- In-Progress cost incurred for the construction of the Un- Women Accommodation Centre for the Nausori market vendors.
- Council purchased two new vehicles for operational use, 1 for replacement of Chief Executive Officers car and a JAB Dual cab for Engineering department.

#### 4.1 Business License Report

A total of 1084 business continued operation in town with 159 new business opening. Grand total of business of business operating in town was **1243**.

#### 4.2 Rates Annual Report – 2018

##### 1. Rates Struck for the year 2018

<u>Zoning</u>	<u>Rates Struck Charged</u>
Residential	\$ 0.01 on UCV
Commercial/Industrial	\$ 0.01 on UCV
Civic	\$ 0.002932 on UCV

##### 2. Rates Opening Balance 2018

	<u>Opening Balance As At 01.01.2018</u>	<u>Total Collection As At 31.12.2018</u>	<u>Balance As at 31.12.2018</u>
<u>CURRENT</u>	1,352,254.05	866,752.61	485,501.44
<u>ARREARS</u>	2,405,805.25	485,501.44	1,920,303.81
<b>TOTAL</b>	<b>4,010,943.71</b>	<b>1,352,254.05</b>	<b>2,405,805.25</b>

##### 3. Discount Allowed

- Discount was also given from Jan to March 2018.

##### 4. Legal Cases

<u>Lawyers</u>	<u>No. of Files Given</u>	<u>Amount</u>
Lajendra Law	10	\$ 125,209.03
K S Law	7	\$ 65,716.34
Tirath Sharma Lawyers	9	\$ 57,770.12
<b>Total</b>	<b>26</b>	<b>\$ 248,695.49</b>

##### 5. Placing of Charge

The rates defaulter's dues above range of \$2,000, the Council has placed CHARGE over the properties.

#### 5.0 BUILDING APPLICATIONS

Health and Building section received a total of 206 building applications during the year. Total value of building applications received was \$50,995,622.38 and fees generated by the Council was \$60,370.23. During the year 71 Completion certificates were issued which had a value of \$6,632,846.28.

## **HEALTH SECTION**

### **1) Notices Served**

<b>#</b>	<b>NATURE OF INFRINGEMENT</b>	<b>NO.</b>	<b>GENERAL REMARKS</b>
1	Illegal Development	23	Either Regularized, Convicted or pending in Court
2	Poor Drainage	18	Either Referred to Contractor, Complied or Charges laid to Court
3	Waste Water Discharge	27	Most Complied / Charges laid to Court
4	Illegal Business	26	Complied / One taken to court
5	Poor Sanitation	39	Complied
6	Street Obstruction	9	Complied / Charges ready for lodgment for one
7	Overgrowth	11	Complied
8	Poultry / Pig Nuisance	19	Complied
9	Solid / Green Waste disposal	27	Paid Antilitter fines, Complied, Collected by Council during clean ups
10	Mosquito Nuisance	27	Abated immediately
12	Noise Nuisance	16	Complied
13	Landslides	9	Referred to Commissioner Central and Water Ways Department
14	Tree Encroachment	5	Informed of Civil Actions to be Taken
<b>14</b>	<b>Total</b>	<b>256</b>	<b>Refer to comments above</b>

### **2) Summary of complaints received and attended during the Year**

<b>No.</b>	<b>Nature of complaint</b>	<b>Number Received</b>	<b>Number Attended</b>
1	Drainage – storm water	9	9
2	Blocked drain	12	12
3	Waste Water discharge	14	14
4	Overgrowth in drain	11	11
5	Boundary Fencing	2	2
6	Poor Water Supply	1	1
7	Mosquito breeding	16	16
8	Overgrowth of Grass	17	17

9	Rubbish Disposal/Collection	27	27
10	Illegal Development	8	8
11	Sewer leakage	11	11
12	Green waste collection	22	22
13	Others	14	14
<b>13</b>	<b>Total</b>	<b>164</b>	<b>164</b>

### 3) FOOD ISSUES

#### 3 (i) FOOD SHOP INSPECTIONS CARRIED OUT DURING THE MONTH

# in the District	Total No. of times Inspected	Food Complaints Received	General Remarks
<b>Restaurants</b>			
41	143	7 thawed, Stale food / Cockroach / Fly in food	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance # Investigation of complaints
<b>School Canteens</b>			
10	21		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>BBQ</b>			
5	9		# Inspections convened for new licenses # Routine inspections for monitoring & surveillance
<b>Retail Shop</b>			
37	88	Thawed chicken	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance # Investigation of complaints
<b>Liquor</b>			
34	29		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Sweet Carts</b>			
27	41		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Club / Night Club /Tarven</b>			
14	24		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Accommodation</b>			

2	16		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Supermarkets</b>			
14	111	Weevils in grains / Sliced fruits sold	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance # Investigation of complaints
<b>Bakery</b>			
	68		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Refreshment Bars</b>			
22	99	1 Rat at premises (Informal)	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance # Investigation of complaints
<b>Hawkers license</b>			
45	84		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Butcher Shop</b>			
15	29		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Fish Shops</b>			
4	27		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Wholesale</b>			
9	9		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Tavern And Night Club</b>			
5	91		# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance

**3 (ii) Food Condemned:**

1) Flower / Roti Flour - 45 kg.

**3(iii) Miscellaneous Inspections**

#	Total No. of Times Inspected	General Remarks
<b>Barber Shop</b>		
31	36	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Pharmacy</b>		
5	36	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Billiard Shop</b>		
5	14	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Dental Clinics/ Medical Clinics</b>		
8	12	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Upholstery</b>		
2	12	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Massage Parlor</b>		
3	7	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance
<b>Cinema</b>		
4	8	# Inspections convened for renewal if licenses # Routine inspections for monitoring & surveillance

#### 4) Legal Proceedings

Number	Nature of Offence	Remarks
5	Illegal Development	2- in court - 3 convicted
1	Food business without License	Convicted – Fines paid
1	Sale of food under Insanitary conditions	Convicted – All fines cleared
3	Contrary to TP Scheme	In court
1	Contrary to TP Scheme	In Court
5	Street Obstruction	All in court

#### 5) Applications Forwarded for Health Invoice from Nausori Health Office

Number	Type of license
75	Food based

#### 6) Applications Forwarded to the of Health for issuance of Health License

Number	Type of license
78	Food based
<b>Remarks:</b> 47 personally taken to Food Unit, Suva for Licensing	

7) **Applications forwarded for Kitchen Inspection Report To Nausori Health Office**

Number	Type of license
27	Hawkers

8) **VECTOR CONTROL**

(a) **MOSQUITO LARVAL SURVEILLANCE ACTIVITIES DURING THE MONTH**

No. of Premises Surveyed	Number of Premises found Positive	Number of Positive Samples Found
1200	26	15

Please note that all positive breeding sites were eliminated forthwith upon procurement of samples. House owners were warned should they are found to be breeding any stage of mosquitoes in future than legal proceeding will be instituted.

9) **APPLICATIONS PROCESSED FOR SPECIAL PERMITS**

Number Received	Type of Permits
27	Indoor Broadcast
28	Outdoor Broadcast
72	Outdoor Sales
47	Temporary Hawkets
7	Cent a Vote
9	Walk a Thorn
7	Food Distribution
9	Fund Raising
18	Religious purposes
11	Use of Open Space and Reserves

10) **MEETINGS ATTENDED:**

Number	Date	Type
3		iTLTB awareness
2		FRA
10		BHE
10		BHE Building Committee
4		Land Lord / Tenants Awareness meeting on Terms & conditions
2		FICAC Training on Anti-corruption

7	Ministry of Waterways – drainage issues
5	Informal settlements – Garbage disposal

TYPE OF PROPERTIES	NAUSORI	NAKASI	DAVUILEVU
Residential			
Commercial			
Industrial			
Others			
<b>Total</b>			
<b>TOTAL OF ALL WARDS</b>			

11) **SPECIAL WORKS:**

Number	Type of Engagement
29	Monitoring of grass cutting, rubbish picking and drain clean by contractors was undertaken during the month
63	Survey (3) was carried out of the old bus stand for construction of any additions & general daily up keeping of the site
50	Inspection of market operations for any public health nuisances on Saturdays by Health Inspector – Parmod Kumar & Shiu Nadan

4.3 **Business License Report**

A total of ..... business continued operation in town with ..... new business opening. Grand total of business of business operating in town was .....

4.4 **Finance Report**

Funds collected compared to budget from major revenue streams during the year was:

**LIBRARY**

**Seating Capacity**

**Table**

Library	Seating Capacity
	33

### Staffing Table

Library	Total Number of Library Staff
Librarian	1
Reliving staff(clerical officer)	1

### Users Table

Library	Users/Year
	7,221

### Membership or Registration Table

Library	Total Number of New Library Membership Registration	Total Number of Renewal Library Membership
	71	47

### Collection Development Table

Resources	Total Number of Resources received during 2018
Books	321
Periodicals	29
CDs/DVDs	-
Video Tapes	-

### Total Number of Resources Table

Resources	Total Number of Resources
Books	10,031
Periodicals	472
CDs/DVDs	-

### Library Services

#### Circulation, Inter Library Loan, and Reference

##### Table

Library	Circulation	Reference answered	Queries received and
	3,814	3,396	

## Revenue Generated During January – December 2018 Table

SERVICE BUREAU	MONEY GENERATED
New Membership	\$280.50
Renewal of Membership	\$197
Photocopy	\$158.40
Printing	\$290.10
Library overdue loan	\$95.70
Lost book	\$42.00
ID Card replacement	\$3.00
Type	\$129.60
Charging of mobile phones	\$47.00
Charging of lap-tops	\$67.00
Binding	\$3.00
Laminating	\$3.50
Scanning	\$3.50
<b>TOTAL</b>	<b>1320,30</b>

## ICT Tools Table

Library	Computer	Printer	Photocopier/ Scanner Machine	Laminating machine	Binding machine	Remarks
	5	1	1	1	1	

1 staff computer

4 library user's computer

## Community Engagement

The library organized library activities that targets primary school children students. Activities are scheduled on a bi monthly basis that promotes the library space and create awareness on various topics for example climate change and lastly creating innovation and creative minds by making creative arts and crafts such as origami.

In December there was a workshop organized by Nausori Library in partnership with Pacific libraries project. It is the first time that the library was able to organize and with the support of the council, it was a successful because there were 22 participants from various organizations that attended the workshop.

## Weakness/ Strength

Computers have no internet access and is virus. Users cannot use because they are not able to store what they have typed in their usb or phone device.

For example if a student paid to view her document on the computers, the computer will wipe away the information stored in her device and library staff cannot retrieve information stored on users device.

## Recommendation

Requires the computers to be updated because they also bring revenue to the library if they are working well.

Additional chairs to replace the damaged ones

## **Future Programmes**

Library automation

This refers to the use of computers to automate the procedures of libraries such as cataloguing and circulation.

## **FIELD DEPARTMENT**

### **1. TRANSPORT/COUNCIL FLEET**

At the start of the year, the Council had 3 operational garbage trucks (IL 952, IY 190 & ET 446) and 4 operational motor vehicles (FR 974, FQ 859, FQ 850 & JE 435).

Due to the accident in 2017 and the truck written off, EY 801 was tendered out via sales. Ford Ranger FB 429 was also tendered out by the Council due to high maintenance and repairs.

The Council purchased a dual twin cab 2 ton truck (JT 429) for the works section. Vehicles FR 974 and FQ 859 were tendered out and replaced with two new hybrid cars (JK 526 & JK 527).

Under Government grant, the Council in December, received a 9 ton brand new compactor truck (JU 586) for solid waste management.

### **2. PROJECTS UPDATE**

- a) Drainage works – Under the Ministry of Waterways grant, drainage works were carried out in the areas of Vishnu Deo Road, Battan Singh Avenua, Edward Cakobau Road and Naiyala Subdivision. The total budget was \$80,000.
- b) Informal Settlement Drainage – Under the informal settlement grant received from Ministry of Housing (\$90,000), drainage works were carried out in Vuci for upgrade of earth drain into concrete U-drain and rocklining within the Nausori Village.
- c) Children’s park redevelopment – with assistance from Tebara Carnival committee, redevelopment works were done on the children’s park at Syria Park.
- d) Manoca Works Depot – As per the government grant, site civil works started on the vacant lot for the new works depot in Manoca. After civil works, construction started in outsourced labor contract (materials provided by Council) for the completion of the depot which was opened for usage in November.
- e) Cargill Multipurpose Court – renovation and painting works were carried out. Security mesh grills were placed.
- f) Festive light – permanent decoration lights were placed on the trees near the Council office and children’s park at Syria Park.

### **3. RATU CAKOBAU PARK**

Repair works on the structure, ground and electrical continued during the year with Ministry assisting via grant for repairs and most importantly to remove the depot from Ratu Cakobau Park and relocate it to the vacant land at Manoca Industrial.

A ride on mower was purchased to assist in maintenance of the ground turf.

Council again hosted the Fiji Fact Soccer Tournament in May. Finals of the Farebrother Rugby Challenge(s) was also hosted.

### **4. BEAUTIFICATION**

Beautification works continued with pruning and weeding being carried out on a monthly basis. Department recommends for a beautification team to be established and employment of an horticulturist.

### **5. SOLID WASTE MANAGEMENT**

Two cleanup campaigns were carried out.

Due to the financial and operations difficulty in outsourced garbage collection in the Naulu/Nakasi/Wainibuku and Davuilevu Housing areas, the Council relieved off the contractor and started carrying out general garbage collection internally for the whole of the solid waste management except for market waste which continues in skip bin hired services.

## **MARKET**

### **Market Annual Report - 2018**

#### **1.0 Revenue Collections:**

**ITP - Revenue Summary**

			Target New Market			Actual			
Type	Qty	Rate	Weekly	Monthly	Yearly	Amt Collected- Nov	Arrears	Jan- Oct	Total YTD
Vegetables/ Root Crops/ Fruits	1252	7.55	9,452.60	37,810.40	453,724.80	42,981.95	3,132.48	452,446.29	498,560.72
Groceries	39	15.2	592.80	2,371.20	28,454.40			-	-
Kava	153	10.35	1,583.55	6,334.20	76,010.40			-	-
Handicraft	74	10.35	765.90	3,063.60	36,763.20			-	-
Sukhi	4	10.35	41.40	165.60	1,987.20			-	-
Eggs	44	7.55	332.20	1,328.80	15,945.60			-	-
Casual-Vendors	300	7.55	2,265.00	9,060.00	108,720.00	12,079.25		127,739.64	139,818.89
Fish	2500	0.3	750.00	3,000.00	36,000.00	2,344.85		25,597.55	27,942.40
Kai	22	2.8	61.60	246.40	2,956.80	375.30		3,544.20	3,919.50
Poultry	11	3.8	41.80	167.20	2,006.40	421.80		2,191.90	2,613.70
User Pay -Bus Stand		0.2	1,000.00	4,000.00	48,000.00	4,570.20		56,728.80	61,299.00
User Pay -Market		0.2	500.00	2,000.00	24,000.00	2,799.20		29,685.60	32,484.80
Car Park		1	5,000.00	20,000.00	240,000.00	12,613.00		123,581.70	136,194.70
Fees - Advertising / Water / Others			926.00	4,167.00	50,004.00	21,614.94		31,814.18	53,429.12
Fees - Bus Stand			888.88	3,999.96	47,999.52	3,547.08		47,516.74	51,063.82
Fees - Carrier Stand								-	-
Fees - Mini Bus Base								-	-
			24,201.73	97,714.36	1,172,572.32	103,347.57	3,132.48	900,846.60	1,007,326.65

<b>Sweet Carts</b>	15	12.5	187.50	843.75	10,125.00	775.00	37.50	11,725.90	12,538.40
<b>Kiosks</b>	33	115.4	3,808.20	17,136.90	205,642.80	18,638.91	571.10	188,513.03	207,723.04
<b>Restaurants</b>	3	392.4	1,177.20	4,708.80	56,505.60	5,101.18	-	58,766.67	63,867.85
<b>Butchers/Office</b>	1	890.69	890.69	3,562.75	42,753.05			47,822.58	47,822.58
<b>Epay</b>	2	161.54	323.08	1,292.32	15,507.84			-	-
<b>ATM/Bread Shop</b>	2	643.15	1,286.30	5,145.20	61,742.40	6,542.27		29,960.83	36,503.10
			7,672.97	32,689.72	392,276.69	31,057.36	608.60	336,789.01	368,454.97

<b>Total Revenue at 100% Occupancy</b>			31,874.70	130,404.08	1,564,849.01	134,404.93	3,741.08	1,237,635.61	1,375,781.62
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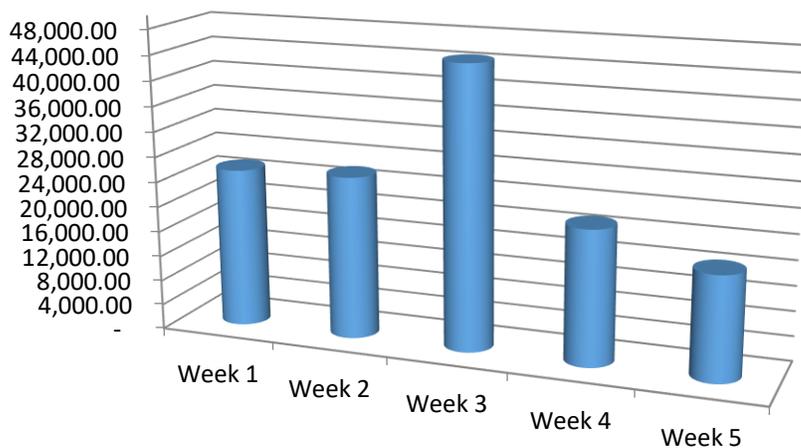
**2.0) Weekly Comparisons**

Produce	Week 1	Week 2	Week 3	Week 4	Week 5	Total	Target	% achieved
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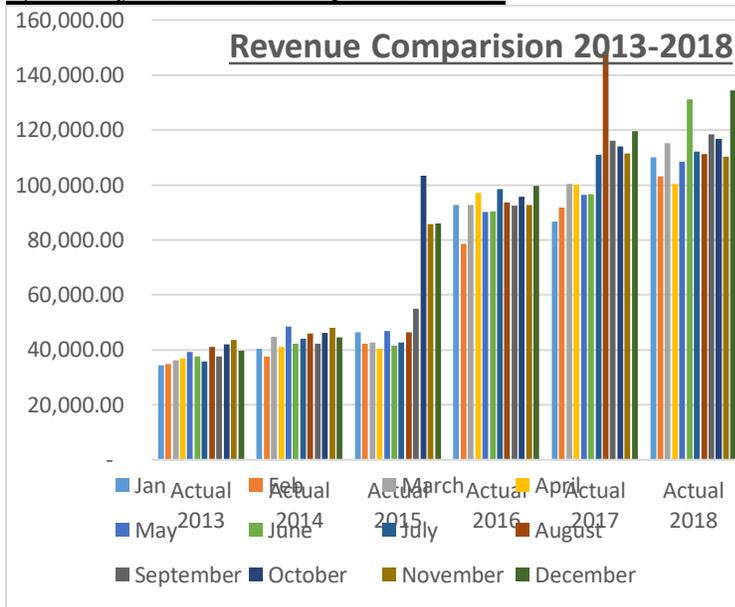
Centre	2,491.50	2,576.50	2,662.00	2,282.00	1,265.25	<b>11,277.25</b>	<b>6,005.00</b>	<b>188%</b>
	-	-	-	-	-	-	-	
Reserves	9,718.85	9,107.65	9,926.55	8,740.35	5,488.55	<b>42,981.95</b>	<b>39,392.80</b>	<b>109%</b>
	-	-	-	-	-	-	-	
Poultry	68.40	53.20	98.80	117.80	83.60	<b>421.80</b>	<b>180.15</b>	<b>234%</b>
Fish	612.25	454.50	557.20	504.50	216.40	<b>2,344.85</b>	<b>3,002.50</b>	<b>78%</b>
Kai	74.70	73.80	90.20	77.30	59.30	<b>375.30</b>	<b>240.20</b>	<b>156%</b>
Kava	-	-	-	-	-	-	-	
Wholesale	185.00	218.75	200.00	127.00	71.25	<b>802.00</b>	<b>1,000.83</b>	<b>80%</b>
Restaurants	1,700.38	-	1,700.40	-	1,700.40	<b>5,101.18</b>	<b>5,104.25</b>	<b>100%</b>
Kiosks- Market	2,878.40	928.40	1,659.00	1,689.95	1,988.70	<b>9,144.45</b>	<b>8,006.67</b>	<b>114%</b>
Kiosks- Bus Stand	1,529.36	1,945.70	1,480.80	3,130.80	1,407.80	<b>9,494.46</b>	<b>8,006.67</b>	<b>119%</b>
Beat Carts- Market	125.00	100.00	50.00	50.00	-	<b>325.00</b>	<b>222.39</b>	<b>146%</b>
Beat Carts- Bus Stand	200.00	100.00	-	150.00	-	<b>450.00</b>	<b>489.29</b>	<b>92%</b>
<i>Car Park</i>	2,702.00	2,734.00	2,754.00	2,833.00	1,590.00	<b>12,613.00</b>	<b>12,010.00</b>	<b>105%</b>
<i>Bus Stand - Trips</i>	-	836.97	769.25	-	1,940.86	<b>3,547.08</b>	<b>3,558.48</b>	<b>100%</b>
<i>User Pay- Market</i>	652.00	642.00	608.20	597.20	299.80	<b>2,799.20</b>	<b>2,001.67</b>	<b>140%</b>
<i>Advertising</i>	-	-	18,907.54	-	-	<b>18,907.54</b>	<b>3,707.09</b>	<b>510%</b>
<i>User Pay - Bus Stand</i>	1,045.00	1,125.00	1,051.00	914.20	435.00	<b>4,570.20</b>	<b>3,202.67</b>	<b>143%</b>
<i>ATM/ Bread Shop</i>	1,137.39	4,303.91	1,100.97	-	-	<b>6,542.27</b>	<b>2,715.26</b>	<b>241%</b>
Others/ Water Bill	325.00	756.00	1,148.40	317.00	161.00	<b>2,707.40</b>	-	
<b>Total</b>	<b>25,445.23</b>	<b>25,956.38</b>	<b>44,764.31</b>	<b>21,531.10</b>	<b>16,707.91</b>	<b>134,404.93</b>	<b>98,845.90</b>	<b>136%</b>

Month	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Target	% Achieved(2018)	
Jan	34,320.05	40,414.35	46,463.60	92,802.69	86,707.06	110,135.75	98,762.43	112%	11,373.32
Feb	34,765.75	37,598.60	42,201.30	78,478.33	91,757.81	103,225.12	90,531.83	114%	12,693.29
March	36,274.55	44,813.70	42,660.15	92,727.78	100,458.02	115,239.96	106,991.85	108%	8,248.11
April	36,973.55	41,124.00	40,418.75	97,161.45	100,059.14	100,401.31	98,761.84	102%	1,639.47
May	39,180.60	48,378.40	46,898.75	90,193.32	96,423.30	108,539.38	111,107.44	98%	- 2,568.06
June	37,690.85	42,213.01	41,641.55	90,396.58	96,747.14	131,145.43	102,877.87	127%	28,267.56
July	35,858.45	44,013.15	42,802.75	98,594.22	110,920.75	112,114.63	106,993.90	105%	5,120.73
August	41,013.00	45,968.45	46,304.50	93,669.57	148,434.04	111,137.32	111,109.05	100%	28.27
September	37,544.95	42,276.15	54,991.75	92,438.74	116,118.88	118,422.77	98,763.60	120%	19,659.17
October	41,946.30	46,107.00	103,370.72	95,627.97	114,056.66	116,852.94	106,993.90	109%	9,859.04
November	43,727.70	48,083.75	85,870.00	92,796.01	111,440.25	110,418.95	94,648.45	117%	15,770.50
December	39,622.95	44,599.80	86,059.15	99,713.11	119,628.09	134,404.93	98,845.90	136%	35,559.03
<b>Total</b>	<b>458,918.70</b>	<b>525,590.36</b>	<b>679,682.97</b>	<b>1,114,599.77</b>	<b>1,292,751.14</b>	<b>1,372,038.49</b>	<b>1,226,388.06</b>	112%	<b>145,650.43</b>

### Weekly Revenue December- 2018



### 3) Yearly Revenue Comparison 2013



### 4.0) Revenue Streams

4.1. Due to too many road side vendors the Market stall occupancy during the week remains low between 80 to 85% from Monday to Friday and 100% on Saturdays. This has been affecting the revenue collection.

4.2. The following could be done to generate revenue to cover up for the lost revenue:

- Acquire land quickly and the rear of market and develop to a paid car park as there is a potential of earning \$2,000.00 a week.
- Upgrade the Bus stand Juice Sellers area to the rear of terminal A and standardizing the sizes which will create additional space for new vendors. Paper submitted to MoLG.

4.3 Measures are put in place to reduce working hours and minimize waste to reduce operating cost.

4.4 Working of 3R and waste recycle with Environment team.

4.5 Request is the Market Fees and Charges could be looked at to see that the initial proposal is fulfilled.

### 5.0 Activities (ITP) during the Month:

#### 5.1 Solid Waste Management:

Solid waste management team is supervised by Amar during the day and evening cleaners are supervised by Alosio Bera. Waste managements was an issue initially but is slowly being under control and will improve as we progress and strengthen our control procedures. We have six garbage collectors, seven cleaners during the day and four cleaners during the evenings. There has been increase in waste generation due to seasonal items such as duruka and mango during October to December.

### Monthly Skip Bins

Month	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<b>Bin Quantity</b>	20	17	17	17	16	14	13	14	14	16	17	20
<b>Approx. Cost VIP</b>	\$5,400	\$4,590	\$4,590	\$4,590	\$4,320	\$3,780	\$3510	\$3,780	\$3,780	\$4,320	\$4,590	\$5,400

### 5.2 Human Resource- Leave Report

No	Name of Staff	A/Leave	Leave without pay	Sick Leave	Absent	Others Bereavement	Total Hours Per staff..hrs
1	Amalagi Vudi	9					9
2	Biren Prasad	9					9
3	Rajendra	45					45
4	Josifini S	9					9
5	Alosio Bera	45					45
6	Savenaca V		63			27	90
7	Anare R			9			9
8	Uraia Uca			18			18
9	John Magoon			9			9
10	Iliesa D			18			18
11	Luke Vosavosa			9			9
12	Sera Cavora				180		180
	<b>Total</b>	<b>117</b>	<b>63</b>	<b>63</b>	<b>180</b>	<b>27</b>	<b>450</b>

### 5.3 Other Activities- Dec-2018

- Market Variety Bazaar was organized on the 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> to 24<sup>th</sup> December.
- Christmas Celebration was held on the 20<sup>th</sup> of December, Prizes were awarded to vendors, for best Christmas tree and best cake. Radio Sargam and Viti FM covered the event
- Line Minister visited the office on the 27<sup>th</sup> of December with Council providing the Update of each sections performance.
- U N Women donated another 5 tents for the Saturday vendors.

### Other Activities- November -2018

- Free Medical Clinic by MoH and MSP at the Market on the 26<sup>th</sup> and 27<sup>th</sup> of November, 2018.
- Diwali Celebration was held on the 1<sup>st</sup> of November, 2018 with over 800 people taking part and Hon Parveen Bala was the chief guest. Food, Sweets, Prizes were awarded to vendors, staffs and Guest during the celebration. Radio Sargam covered the event

- Market Manager attended PMC Meeting on the 21/11/18 and PWC on the PWC on the 28/11/18 at the Tanoa Rakiraki Hotel, which was organized by UN Women.
- Ground work continued for the Women Vendors Accommodation Centre.

### **Other Activities- October- 2018**

- Fijian Elections office drive in progress from 1/10/18 to 06/10/18 at the Market Car Park.
- Walesi Team road show was carried out from 25<sup>th</sup> to 27<sup>th</sup> of October at the Market Car park.
- Every Saturday Bouncing Castle with Popcorn and candy floss machine is set up at the Market for extra activities for kids.
- General clean-up was on the 24<sup>th</sup> of October and vendors are decorating market for Diwali Celebration on the 1/11/18.

### **Other Activities- September 2018**

- Market Variety Bazaar on 23/09/18
- Fijian Elections office drive in progress from 19/09/18 to 06/10/18 at the Market Car Park.
- Held meeting with Sweet Cart operators to standardize the bean cart operation on which everyone agreed which was held on 19/09/18 at the Market office.

### **Other Activities- August- 2018**

- Market Vendors has started Zumba class from last week Wednesday, inside the Market
- Market Variety Bazaar on 19/08/18.
- Provided with photos and evidence to SHI on Clean and Green Town Activities taken up by Market.
- Vendors attended UN Women training from 27<sup>th</sup> to 29<sup>th</sup> of August in Nadi.
- Staff contracts renewed for those contracts expired in August.
- New contracts done for all unskilled workers.

### **Other Activities- July- 2018**

- Accommodation center ground breaking ceremony has been postponed.
- CEO attended the M4C Regional Working in Nadi from 2<sup>nd</sup> to 3<sup>rd</sup> July.
- Market Vendors has started aerobics class from last week Wednesday, inside the Market
- Worked closely with MoF and 4FJ Movement in education Fish Vendors on the Kawakawa and Donu ban from June to September.
- General cleaning was done during the week and also washed all the tents supplied by UN Women. Assessment was carried out by MLOG –Clean and Green Town.
- Variety Bazaar was held on 22/07/18.
- Removed old rusty fridges from the Fish Market.
- Visit by MoH of cigarette bookings – few bookings were done.

- MoH also interviewed MM on illegal sale of smoke.
- MoWW cleaned the Waicuku creek and removed the slit.
  
- 5.3.11 Meeting was held with Juice Vendors/ Police and Council and all Juice sellers are to operate within the rules and regulations of the Council. Anyone found in breeching will be removed from the site- Minutes of the meeting has been circulated.

### **Other Activities- June- 2018**

- Hare Rama Movement distributed Halwa to the public on the 8/06/18 from Market.
- EFL Continues with its road show from the market and finished on the 12/06/18.
- Meeting was held with the vendors affected by the Market Break-in on Tuesday 12/06/18.
- Meeting was held with the MVAs to discuss issues and way forward. AGM will be held in Feb, 2019.
- CEO attended PMC meeting in Rakiraki organized by UN WOMEN ON 20/06/18.
- MM attended workshop with MOF, Police, Cchange, Navy and Customs on Kawakawa and Donu Ban.
- Market Finance fair was held on 26<sup>th</sup> and 27<sup>th</sup> of June with over 12 stakeholders provided essential services (Banks, FRCA, Vodafone, Small and Micro enterprises, Consumer Council, LICI etc)
- Food safety training was also held on the same dates at Catholic Church for food vendors in association with UNDP.

### **Other Activities – May - 2018**

- Minister visited the market and made following decisions after the Market Break-In:
  - Increase Market security to 4 per night.
  - Replace roof window mash with thick grills and place the mash from inside.
  - Tender for CCTV Camera.
  - Construct roof for Saturday vendors at Wholesale area
  - Women’s Accommodation centre work start as soon as possible.
  - Talk to Insurance and see how the losses during the Market Break-in can be compensated.
  
- Market Manager attended CLGF training on 3/05/18 and explained vendors on Market By- Laws which were unclear to vendors at the Training and also issued certificates to participating vendors on 4/05/18 in absence of the CEO.
- 2018 Vodafone Tebara Carnival was organized from the 12/05/18 to the 19/05/18, Minister was the Chief Guest on the Crowing night, -and the Market Vendors also sponsored a contestant this year.

### **Other Activities- April – 2018**

- The Vendors, Council and Tebara Carnival Committee donated fund, groceries and cloths which was arranged and distributed to Ba Market Vendors- Handover was done by the AG and Hon. Parveen Kumar (Minister). Total of over \$4,000.00 goods were collected. This was highlights in the local media.
- Meeting was held with the MVA executives to discuss the stall fee arrears and it was jointly decided to give final chance and if the arrears is not paid then the stall allocations to be cancelled.
- Luke Talemaitoga is continuing with daily traffic control and is outnumbered on Saturdays as the Market and Bus stand is very busy. Request if another officer is arranged to assist Luke on Saturdays only.
- MM assisted MoLG and Fiji Pageant committee in preparing 375 groceries pack for the flood victims in Ba.
- Market stall occupancy has been low with low vegetable supplies after TC Keni.
- Repair works were carried out in the following areas:
  - Constructed two additional inspection chambers for waste water outlet for Kiosk 17 &18.
  - Repairs doors of market kiosk 3 and 8 which were broken during the break-in on the 26/04/18. Locks were replaced costing \$100.00
- 2018 Vodafone Tebara Carnival was launched on the 28/04/18 at the Rups Complex Nakasi and the Chief Guest was Assistant Minister Ho. Lorna Eden.

### **Other Activities- March - 2018**

- 5.3.1 Market Vendors and the Council was able to organize the international women's day celebration with PS being the chief guest on the 8<sup>th</sup> of March.
- 5.3.2 Free medical cleaning was also held with the celebration with the assistance of MSP and MoH, where more than 100 people took advantage of this free medical clinic.
- 5.3.3 CEO and MM Attended PMC Meeting in Nadi on the 21/03/18 organized by the UN Women- Major discussion on By-Laws, Waste Management and Accommodation centre.
- 5.3.4 Market Manager and MVA REPS (Venina and Kala) attended the PWC meeting in Suva on the 27/03/18 organized by the UN Women- Major discussion on By-Laws, Waste Management and Accommodation centre. CLGF to conduct training for MVAs in July.
- 5.3.5 Council provide refreshment to workers to celebrate Easter on the 29/03/18.

### **Other Activities –Feb -2018**

- 5.3.1 Market Vendors accommodation tender was awarded to Fariza Holdings with cost of \$650,000
- 5.3.2 Market rear car park issue remains pending

### **Other Activities- JAN -2018**

- 5.3.1 Upgrade work at the Market car park is continuing.
- 5.3.2 Women vendors club was revived on 31/01/18.

### **5.4 Complains**

All complains lodged are recorded and attended to. Grievance committee is also formed to look into appeals of vendors if they are not happy with the action taken by the Market Management on their complaints. No Major Complains were received during the Month.

### **6.0 Challenges**

Some challenges are:

- Staff absenteeism
- High level of waste generation
- Damaged folding tables
- High level of littering
- Damaged Willie bins
- Poor road conditions on both sides of the Market.
- Lack of Parking space on Saturdays.
- Illegal Taxi operation from Terminal D.
- Illegal Juice operators – activities.

### **Annual Corporate Plan**

The document was reviewed by a special committee during the year. Achievement and progress noted as per deliverables of the annual corporate plan was 75% of the total targets. In absence of a business plan the document had some ongoing activities recorded in within.

### **Acknowledgement**

Council takes this opportunity to thank its line Ministry of Local Government, Urban Development, Housing and Environment for its continued support and assistance. Office of the Commissioner Central is also acknowledged for continued support provided during the year.