

LAUTOKA CITY COUNCIL



ANNUAL REPORT

(Section 19 – Local Government Act Cap 125)

**FOR THE YEAR ENDED
DECEMBER 31, 2013**

Mr. JONE NAKAUVADRA
CHIEF EXECUTIVE OFFICER

Mr. PRAVEEN BALA
SPECIAL ADMINISTRATOR

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1.0 COAT OF ARMS



The coat of arms comprises of:

The Shield - is divided into three parts and each part symbolizes the industries that led to the growth of Lautoka City from a small commercial center to a city of commerce, industries and service industry.

- i. Top Part** - comprises of Lautoka Sugar Mill with its original one chimney, a steam locomotive which was used until late 1960s pulling cane laden trucks and some sugar cane plant.
- ii. Bottom Right** - comprises of cruise ship and an off shore island depicting that the city has a port for imports and exports and also for cruise ship for tourists.
- iii. Bottom Left** -comprises of pine trees, logs and sawn timber which is becoming a major industry.

The Supports - two bullocks yoked together seen ploughing through young cane field.

The Crest-resting on top of the shield is a helmet. On top of the helmet is a wreath of twisted cloth which holds the mantling with jagged edges. Upon the wreath rest two Fijian war clubs.

The Scroll - with the words “**City of Lautoka**”.

2.0 DIRECTORY

LOCATION: CIVIC CENTRE
169 VITOGO PARADE
LAUTOKA

ADDRESS: P O BOX 124, LAUTOKA
TELEPHONE: (679) 666 0433
VODAFONE: (679) 990 8559/990 8560 - RECEPTION
FAX: (679) 666 3288
EMAIL: lcc@connect.com.fj
WEBSITE: www.lautokacity.org

AUDITOR: AUDITOR GENERAL

BANKER: WESTPAC BANKING CORPORATION - LAUTOKA

LENDERS: WESTPAC BANKING CORPORATION LAUTOKA
BANK OF SOUTH PACIFIC - LAUTOKA
BSP LIFE (FIJI) LTD

SOLICITORS: MESSRS S B PATEL & COMPANY – LAUTOKA
MESSRS MISHRA PRAKASH & ASSOCIATES – LAUTOKA
MESSRS IQBAL KHAN & ASSOCIATES – LAUTOKA

INSURERS: NEW INDIA ASSURANCE CO. LTD from SEPTEMBER 17, 2012

3.0 BACKGROUND INFORMATION

3.1 HISTORY

Legend has it that within the bounds of today's Lautoka city, there lived two tribes each with a chief. As a result of an argument one day, a fight broke out between the two chiefs at a spot which is now known as "Farquhar's point". As one chief speared the other screamed "LAU-TOKA" meaning "spear -hit" or "hit to win." And so, Lautoka acquired a name.

The development of Lautoka perhaps began in 1899 when sugar milling company, Colonial Sugar Refining Company Limited made an application to the government to build a wharf at Lautoka in order to export sugar from western Viti Levu. In that year it had decided to build a sugar mill in Lautoka which was completed in 1903.

3.2 ESTABLISHMENT

Lautoka was proclaimed a township on February 2, 1929 under Municipal Institutions Ordinance. It was proclaimed a town on January 1, 1944 under towns' ordinance having an area of 107ha (265ac). In 1952 area was increased to 607ha (1500ac).

The first election was held on March 28, 1952. The area was further increased to 1000ha (2500ac). On November 4, 1972 with the enactment of Local Government Act, 1972, municipal elections were held on common roll basis with four wards each having three councillors. Lautoka was declared a city on February 25, 1977 when 1976 census report stated that it had more than 25,000 residents. The city area was further increased to 1607ha (4000ac) in 1991. There are sixteen councillors and four wards in the city. Replacing the councillors, the government of the day had appointed a Special Administrator on February 16 2009 till September 2014.

3.3 POPULATION

It has about 8,164 ratepayers, 13,415 school children attended primary & secondary school within the city vicinity and a total of 43,473 residents were recorded from the December 2008 Census.

Lautoka is an ideal city where people from various ethnic backgrounds have settled and have lived harmoniously and have prospered with their hard work and dedication.

3.4 LOCATION

The city is situated in the western side of Viti Levu, the largest island of Fiji. It is only 25km away (towards north) from Nadi International Airport. The city is surrounded with the blue Pacific Ocean on the western side together with sugar cane and pine trees on the other sides.

3.5 INDUSTRIES

Lautoka is the sugar city as many people describe. Sugarcane has been the major industry of Fiji and Lautoka is the base. Here, one finds the industries, headquarters, the largest sugar mill, central sugar bulk storage, modern loading facilities and a large wharf.

Apart from this, there are a number of other industries such as timber, pine chips,

garment, distillery, brewery, jewelers, blending, steel, fishing, hatchery, domestic items, paints, building, flour mill, soap factory, oil/ghee refinery factory, aerated water and juice factories, concrete industries, engineering and steelwork workshop, hardware, pipe factory, tube makers and roofing iron factory and many more.

All government departments in the western division are controlled through their respective Lautoka Offices. The city is also the headquarters for the following government entities such as:- The Fiji Pine Commission, Fiji Sugar Corporation Limited, Sugar Cane Growers Council, Fiji Sugar Commission and The Agricultural Tribunal Office.

3.6 WEATHER

Lautoka is renowned for its fantastic weather with beautiful sunny days and clear blue skies all the year round. The two seasons annually May to September is cool and dry and October to April the hot and wet. Humidity is usually low even though the temperature is high. The average warm temperature is 30°C.

3.7 SPECIAL ADMINISTRATOR – Lautoka City Council

In the absence of an elected Council, the Minister of Local Government with the Amended Local Government Act 125, section 9A, (1) & (2) appointed:

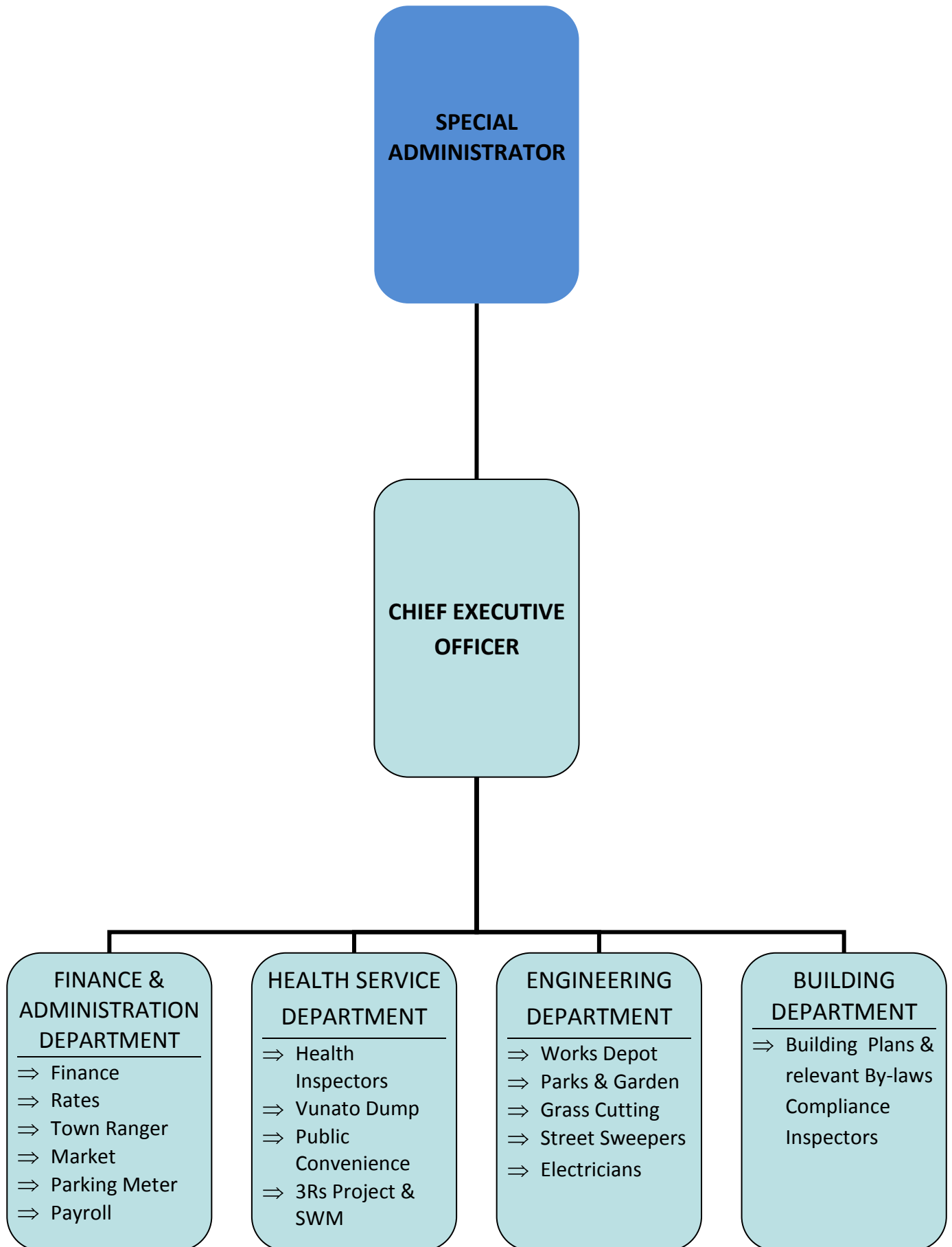
- 1) Mr. Praveen Kumar Bala, former Ba Town Mayor, to be Special Administrator from August 01, 2010 until to date.

3.11 PRINCIPAL OFFICERS:

The following were the principal officers of the council for the year 2013:-

- 1) Chief Executive Officer – *Mr. Jone Nakauvadra*
- 2) Director Finance & Administration Services – *Mr. Shiva Rajan*
- 3) Director Health Services – *Mr. Gyneshwar Rao*
- 4) Director Engineering Services – *Mr. Danilo De Asa*
- 5) Acting Director Building Services – *Shalendra Dass*

4.0 ORGANISATION STRUCTURE



5.0 COUNCIL OVERVIEW

5.1 OUR CORPORATE VISION

To be the best HEALTH, SPORTS & CULTURAL tourism city in the South Pacific

5.2 OUR CORPORATE MISSION

With sugar being synonymous with Lautoka City, the council will continue to promote and facilitate:

- Clean and Healthy Environment
- Safety and Security
- Prosperous Investment
- Better wellbeing of Ratepayers

5.3 OUR CORPORATE GOALS

- (a.) To enhance the quality of life of residents by maximizing their sense of community ownership
- (b.) To protect and encourage a wider appreciation of the city's natural environment
- (c.) To support and promote the city's economy taking into account its social and environmental values
- (d.) To create a city where organic keeps changing; there is room for breathing, moving, memory of past, a pleasant place to live and have a mind for human being
- (e.) To have an affordable city

5.4 2013 TARGET

Strengthen Financial Controls & Income Generating through Prudent Management & Strict Monitoring

5.5 OUR CORPORATE VALUES

- ⇒ Leadership
- ⇒ Integrity
- ⇒ Transparent
- ⇒ Responsible
- ⇒ Cleanliness
- ⇒ Timeliness
- ⇒ Standardization
- ⇒ Customer Delight

7.0 ADMINISTRATION & FINANCE

7.1 LAND VALUATION & RATE

The total unimproved capital valuation of land within the city for rating purposes was \$661,216,451 and the rate levy for 2013 was 1.5261cent in the \$ based on UCV and rates income were as follows:-

RATES	Levy	U.C.V.	Rate Income
	C	\$	\$
General	0.8592	250,904,446	2,155,771
Loan	0.6669	263,161,194	1,755,022
Agriculture	0.185	147,150,811	272,229
			4,183,022

[2012 rate levy 1.5261c and total rate income \$4,156,938].

7.2 TOWN RATE COLLECTION

Collection Status	2013 Rate Levy	Arrears	Total Due
Collected to 31.12.2013	2,690,311	942,617	3,632,928
Balance	1,233,732	3,562,117	4,795,849
% Collected	68.56	20.93	43.10
[Same Period 2012] %	70.18	31.68	48.95

7.3 TOWN RATES IN ARREARS

The above arrears of \$3,562,117 were due from as follows:-

(1)	Estate of Deceased Persons	598,946
(2)	Pac Investments	196,812
(3)	Expired Leases	182,594
(4)	Vacant Lots	214,992
(5)	Absent Landlords	142,540
(6)	Businessmen	13,956
(7)	Individuals	2,267,274
	TOTAL	3,562,117

7.4 RATE ASSESSMENTS/RATEPAYERS

Total number of town ratepayers for the year ending 2013 is: **8,163**
[2012: 8,163]

7.5 RECURRENT REVENUE & EXPENDITURE

The total recurrent revenue and expenditure of the council for the year ending December 31, 2013 were as follows:-

Fund	Revenue	Expenditure	Surplus
	\$	\$	\$
General	6,926,953	6,484,954	441,999
Loan	1,755,022	870,070	884,952
Parking Meter	272,349	240,742	31,607
Total	8,954,324	7,595,766	1,358,558
	[2012 : 8,062,258	7,273,260	788,998]

7.6 GENERAL FUND INCOME

<u>INCOME TYPE</u>	AMOUNT(\$)
1) General & Agricultural Rate	1,447,991
2) Interest – on overdue rates	214,694
Fees and charges	
3) Advertising	22,732
4) Amortization of Deferred Income	84,143
5) Building and subdivision	58,138
6) Bus station	87,103
7) Business, trading and other licence	428,672
8) Contribution from parking meter fund	30,000
9) Garbage dump	421,212
10) Market Vendor Fees	1,016,651
11) Municipal Carpark	80,794
12) Parking lots and facilities	239,405
13) Parks and tennis courts	186,885
14) Plant hire	231,192
15) Rent from council properties	1,373,428
16) Sundries	154,648
17) Other income – grants	849,265
TOTAL	6,926,953

7.7 GENERAL FUND EXPENDITURE

<u>TYPE OF EXPENDITURE</u>	AMOUNT(\$)
1) Advertising	25,668
2) Audit Fees	8,696
3) Bus Station, Civic Building, Depot & Staff Quarters	309,990
4) Council Expenses	70,567
5) Depreciation	624,809
6) Destruction of stray dogs	3,884
7) Drains Maintenance	582,116
8) FRA Contribution & Street Maintenance	840,599

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9) Garbage removal service	454,804
10) Hurricane Expenses	125,602
11) Insurance	36,261
12) Leave Allowance & Passage Grants	2,656
13) Legal	33,050
14) Market	276,514
15) Miscellaneous	135,597
16) Mosquito Control	3,575
17) Municipal Carpark	81,381
18) Parks, gardens and multipurpose courts	330,497
19) Plant, equipment, machinery and tools	267,424
20) Postage & Telephone	37,769
21) Printing, Stationery & Office Expenses	106,905
22) Public Convenience	201,120
23) Salaries, Wages & Related Payments	1,190,452
24) Sick, Accident and Holiday Pay	34,721
25) Street & Gutter Cleaning	311,905
26) Street names and traffic signs	8,367
27) Streetlights	349,144
28) Subscriptions	4,983
29) Town Cleaning Campaign	8,154
30) Traffic Lights	12,588
31) Valuation fees and expenses	5,156
Total	6,484,954
<u>Excess of Income over Expenditure</u>	<u>441,999</u>

7.8 LOAN RATE FUND

		\$
Income	- Loan Rate	1,755,022
Expenditure	- Interest	443,236
	- Principal repayment	426,834
		870,070
	<u>Net surplus for the year</u>	<u>884,952</u>

7.9 CURRENT LOAN

The council's loan liability on December 31, 2013 amounted to **\$7,730,414.**

7.10 CAPITAL WORKS

The council carried out capital works to the value of **\$861,665** and the details are as follows:-

i. Office Equipment, Furniture and Fittings	38,628
ii. Plant and Equipment	51,970
iii. Roads	164,995
iv. Land and Building	458,675
v. Motor Vehicles	85,278
vi. Drain	62,119
<u>TOTAL CAPITAL WORKS</u>	<u>861,665</u>

7.11 PARKING METER FUND:

Revenue	\$
1) Meter Tolls	199,564
2) Infringement Fines	44,146
3) Parking Meter Fees	28,519
4) Court Fines & Costs	120
	<hr/>
	272,349
Expenditure	\$
1) Administrative charges to general fund	30,000
2) Commission to Car Park	700
3) Interest on Loan	3,850
4) Meter Maintenance	58,020
5) Miscellaneous	2,485
6) Office Rent	5,700
7) Printing & Stationery	4,461
8) Salaries, Wages and Related Payments	135,526
	<hr/>
	240,742
<u>Net surplus for the year</u>	<u>31,607</u>

8.0 PUBLIC HEALTH & ENVIRONMENT

8.1 ESTABLISHMENT:

1 Director Health Services
 1 Manager Health Services
 1 Senior Health Inspector
 3 Health Inspectors
 1 Secretary

8.2 LICENCES/REGISTRATION OF PREMISES:

Types of Business	No. of Licences
Hotels/ Guest Houses	12
Restaurant and Refreshment Bars	3
Refreshment Bars/Takeaways	61
Restaurant with Liquor Licence	12
Restaurant without Liquor Licence	6
Refreshment Bars	39
Bake House	20
Butcher Shop	13
Aerated Water, Ice Cream Factories	2
Confectionery/Sweet Meat Factories	2
Theatres	4
Hairdresser/Barbershop/Chiropodists	26
Billiard Tables/Amusement Centre	5
Laundries	2
Dance Halls/Night Clubs	3
Hawkers	31
Fish Retail	5
Food Processing/Packer	4
Supermarket with Liquor Licence	27
Club, Private with Liquor Licence	3
Practitioner – Dental	6
Practitioner – Medical	15
Total	305

[2012: 313]

8.3 HAWKERS:

Types of Business	No. of License
Ice Cream Cart	6
Roasted Peanuts	5
Sweetmeat Cart	13
Fancy Goods	4
Total	28

[2012: 24]

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8.4 SUMMARY OF INSPECTIONS:

Type of Inspections		Nos. Existing	Total Inspection	Total Re-inspection	Total
01	Aerated Water, Ice & Ice-cream Factories	3	34	24	58
02	Bake Houses	14	234	182	416
03	Billiard Rooms	9	67	49	116
04	Bulk stores	63	217	153	370
05	Butcher shops	12	157	125	282
06	Club Houses	6	54	35	89
07	Dance Halls & Night-clubs	4	46	36	82
08	Derelict Vehicles on-Roadside/Compound	-	4	3	7
09	Factories & Workshops	113	285	261	546
10	Food Kitchens	3	40	23	63
11	Food Processing Factories	9	80	58	138
12	Food shops, Food stores, Supermarkets & Market	27	445	341	786
13	Food Vehicles & Carts & Food stalls	39	391	215	606
14	Hairdresser & Chiropodists	22	351	271	622
15	Hawkers for License	-	31	33	64
16	Hotels, Guest Houses or Private Hotels	7	109	91	200
17	House to house inspection of district	-	5398	2727	8125
18	Inspection of Vacant Lots	-	1261	698	1959
19	Investigation of complaints nuisance, food etc.	-	983	665	1648
20	Laundries	2	17	16	33
21	Parks, Streets & Road Reserves	-	376	330	706
22	Premises Inspected for Business License	-	18	11	29
23	Public Conveniences	13	551	439	990
24	Refuse Survey	-	136	88	224
25	Restaurants, Refreshment Bars, Takeaways	142	979	699	1678
26	Sanitary Drains & St. Drains	-	367	301	668
27	Schools & Kindergartens	45	129	72	201
28	Spice Pounding	4	54	43	97
29	Survey of Litter Bins	24	261	204	465
30	Swimming Pools	8	71	52	123
31	Theatres	6	49	42	91
32	Works Orders sent to Director Engineering Services/P.W.D.	-	32	26	58
Total			13,227	8,313	24,168
			[2012: 14,152	10,016	24,168]

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8.5 SUMMARY OF SANITARY IMPROVEMENTS, ETC.

Improvement Works		Ordered	Completed	Total
01	Abatement of mosquito breeding	92	92	184
02	Abatement of nuisance from animals	4	4	8
03	Abatement of nuisance from poultry	60	60	120
04	Cleansing or improvement to food vehicles and carts	102	102	204
05	Cleansing or improvements to schools and kindergartens	27	27	54
06	Clearing of overgrowth of weeds and long grass	719	298	1017
07	Clearing of sewer line blockage	198	194	392
08	Dead Animals for removal referred to contractor	144	144	288
09	Derelict vehicles – removal	2	2	4
10	Filling in of insanitary pit privies	3	3	6
11	Provision of ventilation	-	-	-
12	Public Conveniences – cleansing/repairs	127	119	246
13	Public or street drains referred to Director Engineering Services for maintenance & cleaning	58	52	110
14	Reconnection of water supply	28	21	49
15	Removal of accumulation of refuse/litter-others	888	829	1717
16	Renewal or provision of garbage pans or lids	250	236	486
17	Repairing or cleaning or fly-proofing of privies	1	1	2
18	Repairs , cleansing or improvement to theatres/dance halls	16	14	30
19	Repairs or improvements to hotels, guest houses or private hotels	30	30	60
20	Repairs to rubble drain and soakage pit	2	1	3
21	Repairs to Septic Tank & Water closet	3	1	4
22	Repairs, cleansing of bathroom/washing places	3	3	6
23	Repairs, cleansing of food kitchens	13	8	21
24	Repairs, cleansing of laundries	10	9	19
25	Repairs, cleansing or improvements to aerated water/ ice cream factory	12	10	22
26	Repairs, cleansing or improvements to bake houses	39	25	64
27	Repairs, cleansing or improvements to butcher shops	37	26	63
28	Repairs, cleansing or improvements to drains	46	34	80
29	Repairs, cleansing or improvements to food stores, supermarkets and market	133	115	248
30	Repairs, cleansing or improvements to hairdressers shop	63	55	118
31	Repairs, cleansing or improvements to restaurants or refreshment bars	259	245	504
32	Sewer connections	3	3	6
TOTAL		3,372	2,763	6,135
[2012:		3,486	2,717	6,197]

8.6 WRITTEN NOTICES ETC. ISSUED

Number of intimation notices issued	813
Number of statutory notices issued	22
Number of poultry and animal notices issued	67
Number of notices in letter forms issued	155
Number of Litter Notices Issued	51
Number of Summons Served	2
Total	1,110

[2012: 1,503]

8.7 SPECIAL HOUSEHOLD DRAINAGE INSPECTION

Total number of inspections	108
Number completed satisfactorily	60
Number connected to sewer	106
Number connected to septic tank	2
Total	276

[2012: 319]

8.8 BUILDING PLANS PROCESSED:

Total Number of Plans Processed: **537** [2012: 387]

8.9 UN SOUND FOOD ITEMS CONDEMNED AND DESTROYED

Articles	Quantity
Beer	6.9 tons
Chicken	0.027 tons
Chocolate	0.012 tons
Fruit Juice	0.5 tons
Garlic	9.59 tons
Lamb	0.008 tons
Milk	1.6 tons
Onion	1.16 tons
Peanuts	0.006 tons
Pork	0.05 tons
Potatoes	152 tons
Sausage	0.01 tons
Tomato Puree	0.02 tons
Tomato Sauce	1.8 tons
Yogurt	0.23 tons

8.10 DISPOSAL OF DEAD ANIMALS

Number of dead dogs disposed at the dump: **239** [2012: 304]

Number of dead cats disposed at the dump: **94** [2012: 121]

8.11 DOG TRAPPING EXERCISE

The dog trapping exercises are carried out in area upon the request by ratepayers. The trapping exercise was conducted using council's Multipurpose Truck [MPT] and two (2) employees from Vunato Dump Site.

Total of **412 dogs** were trapped and the total cost incurred by council was **\$3,884.00**

8.12 WASTE DISPOSAL AND MUNICIPAL GARBAGE DUMP

The garbage collection and removal services were carried out by contractors and all wastes disposed at the council's dump including refuse from market. All other refuse arising from the cleaning of streets, gutters, drains, grass cutting, mowing of road verges and parks by the council and contractors together with all residential garden refuse and other such matters arising from private commercial, industrial premises including condemned foods and dead animals were disposed at the council's dump. Total of 1,338 loads of refuse was collected by refuse removal contractor on a user pay concept and disposed at Vunato Dump Site.

The garbage from Nadi Town Council and other Industrial/Commercial premises in Lautoka/Nadi Rural including Island resorts and villages were also disposed in the dump. The private contractors also disposed industrial/commercial waste from Nadi at the rubbish dump.

Total number of loads of refuse disposed at the council's dump was **14,502 loads** during the year amounting to **24,964 tonnes**.

A total amount of **251.23 tonnes** of recyclable waste was removed by waste pickers.
[2012: 9,916 loads/26,606 tonnes]

The waste disposal site is at Vunato. There are one full-time dump attendant, three 3R Project Workers, two heavy machine operators and five securities at the dump deployed for general supervision of all garbage disposals and the collection of dumping fees and providing security for 24 hours. The area is low-lying mangrove swamp and the method of disposal is by open aerobic evaporation method of disposal. The total area of the dump site is 16 hectares.

The dump has been regularly sprayed against flies by council employees.

8.13 SUPERVISION OF CONTRATUAL WORKS

The Health Department supervised garbage collection and disposal, market cleaning, garden refuse collection and fourteen [14] public convenience cleaning contracts.

The council generated total revenue of \$137,386.89 from the user pay concept at four [4] public convenience.

8.14 MOSQUITO CONTROL WORKS:

• **Survey Works: Larval**

During the year as part of mosquito control works, monthly larval survey works were carried out in order to monitor the density of mosquito population in the city. Specimen of larva was collected and identification was carried out by Health Department inspectorate to ascertain the presence of vectors responsible for the spread of dengue fever and Ross River fever. Copies of reports were sent to Ministry of Health.

- **Mosquito Spraying:**

Mosquito spraying was carried out in the city area from 23rd April to 02nd May, 2013. For spraying works, Ministry of Health had provided thirty [30] litres of chemicals and LECO motorized sprayer. The council’s health inspectors conducted the mosquito spraying works.

The department will continue with routine vector surveillance and monitoring works and may take legal action against those who fail to keep their premises free from mosquitoes. Ratepayers always acknowledged and appreciated spraying works carried out by the council.

- **Spraying in Private Premises:**

The spraying of private residential premises and industrial premises was also carried out for the destruction of mosquitoes on user pay concept.

- **Other Control Measures:**

Routine house-to-house visits by the inspectorate staff to check likely mosquito breeding grounds on the premises were carried out throughout the year. The residents were advised on source reduction by destruction of mosquito breeding grounds.

Also emphasis was placed on the clearing of vacant lots and compounds with overgrown grass.

8.15 FLY CONTROL AT MARKET:

The market and bus terminal areas were sprayed against house flies and blow flies by using suitable knockdown insecticides.

8.16 ANTI-LITTER WORK:

The Litter Promulgation 2008 was enforced by the council’s Litter Prevention Officers. Verbal warnings were given and on the spot fines were also imposed as provided in the Decree.

Number of fixed penalty notices and notice to attend court served	64
Number of offenders paid on spot fines	22
Number warned	757

8.17 FOOD SAFETY ACT 2003:

Legal proceedings were instituted against one (1) person for selling food which was unfit for human consumption under the provisions of Food Safety Act 2003.

- **FOOD SAFETY WORKS**

Routine food safety works including inspection of food premises, food and water sampling, investigating food complaints, conducting awareness and health licensing works were conducted during the year.

Total of **212 Health Licenses** were processed on behalf of Central Board of Health. Total of **\$94,000.00** in health license fees was collected and forwarded to CBH. Total of **81 Abatement Notices** and **2 Order of Closure** was also issued in pursuant to section 51 of the Food Safety Act 2003.

Council also successfully organised two trainings during the month of May 2013 for owners of food establishments on Food Establishment [Grading] Regulations 2012.

8.18 IMPLEMENTATION OF THE FOOD ESTABLISHMENT [GRADING] REGULATION 2012 – FILE: HD/PF-78

The department had successfully organized and facilitated two trainings during the month of May, 2013 for owners of Food establishments (Restaurants, Refreshment Bars and Takeaways) on the Food Establishment (Grading) Regulation 2012 which has come into force from April 1, 2013.

A total of seventy seven (77) representatives of Restaurants, Hotels, Refreshments Bars and Takeaways attended the training. All the participants were given a copy of the Food Official Grading Checklist and the presentation relating to the legal aspects to ensure that all the aspects and requirements as per the checklist were complied with.

They were also given a grace period of two months to adhere to the provisions of the Food Establishment (Grading) Regulation 2012 before the actually Grading exercise commenced since July 9, 2013. Since July 9, 2013, total of forty two (42) food establishments have been graded B, C, D depending on the level of compliance with Grade “A” being the best followed by B, C and Grade “D” imply least level of conformity to Good Hygiene Practices (GHP).

The department having enforced the provisions of the Food Establishment (Grading) Regulation 2012 for the past few weeks have experienced that the new system of grading has dramatically improved the hygiene standards of eateries within the city. The council has noted that the food business owners are very cooperative and complying with requirements of the legislation. This has been evident from the positive changes and new initiatives within various food outlets. Such commitment will augur well for government, food businesses and most importantly the consumers in enhancing food safety, quality and at the same time promoting public health. Based on the Grade Card awarded to eateries, the consumers can also make an informed decision as they can now assess the status of the food establishments from which they are buying any food for consumption.

8.19 CLEAN SCHOOL PROGRAM 2013 - FILE: HD-JICA 10/08

After successful completion of the 2011 and 2012 Clean Schools Program embarked to continue with the program in much bigger and better way. Trophies along with cash incentives were at stake for grab. The competition had been well accepted in schools and has brought new innovation and skills in managing waste.

With the support and commitment of the Special Administrator, CEO, Health Department staffs it was launched that Lautoka City council will take this CSP to greater heights and expand to both Urban and Rural Schools. This year’s program targeted 22 Urban Schools and 12 Rural Schools respectively. After the monitoring and final judging of the program that was carried for a period of 5 days, Lautoka City Council (Health Department) held the “Awarding Ceremony” for the Clean School Program on Monday- November 25, 2013.

Judges were invited from Ministry of Education, Department of Environment, Ba Town Council and LCC. The program was officiated by the Commissioner Western, Commander Joeli Cawaki as Chief Guest. Mr. Cawaki highlighted and congratulated LCC, Ministry of Education and Department of Environment for jointly facilitating and implementing this noble initiative.

The program hailed success for continuous three years and the council realized that for the effective waste management system, there is a need to raise awareness amongst the

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public. It was realized that school plays a vital role since children are excellent agents of change, learn good practices at school and then pass on these ideas from schools to homes and finally to wider communities.

The activities had been judged in form of a “competition” and had criteria on aspects such as “Environmental Awareness Raising”, “School Composting” and “Rubbish Separation & Recycling”. In May 2013, LCC launched the 2013 CSP program with the efforts to promote the components in both Urban and Rural Schools within Lautoka. 22 Urban Schools and 12 Rural Schools forwarded the “action plan” and participated.

The awards are as follows:

<u>Urban Schools</u>	<u>Rural Schools</u>
<ul style="list-style-type: none"> • <u>Environment Awareness Division</u> Winner -Lautoka Andhra Sangam School Runner Up- Gandhi Bhawan Primary Sch. • <u>School Composting Division</u> Winner- Lautoka Methodist School Runner Up- Lautoka Methodist School • <u>Separation and Recycling Division</u> Winner- Lautoka Primary School Runner Up- Lautoka Central Primary Sch. <p>Overall Winner- Lautoka Andhra Sangam Special Award- Jasper Williams Primary</p>	<ul style="list-style-type: none"> • <u>Environment Awareness Division</u> Winner –Lovu Sangam School Runner Up-Gurukul Primary School • <u>School Composting Division</u> Winner- Lovu Sangam School Runner Up- Wairabetia Muslim Primary Sch. • <u>Separation and Recycling Division</u> Winner- Lovu Sangam School Runner Up- Saru MGM Primary School <p>Overall Winner- Lovu Sangam School Special Award- Lololo Primary School</p>

Lautoka City Council in partnership with other stakeholders will continue with Clean Schools Competition in 2014 and urge all schools to embrace the concept by playing a vital role in steering the future leaders to adopt environmental friendly practices for the sustainable future.

8.20 **MARKET COMPOSTING**

A total amount of **16 composter bins** was sold and **\$1192.00 (397 bags)** worth of compost was sold for the year 2013.

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8.21 OTHER AWARENESS AND TRAININGS CONDUCTED IN 2013

Date	Organisation	Number of Participants	Topics Covered	Facilitator/ Representatives
13 th May	Makans Drugs Fiji	-	Awareness training on Recycle	MHS Rouhit Karan Singh
15 th May	Lautoka Methodist School	-	Clean Schools Programme on 3R	MHS Rouhit Karan Singh
5 th June	Andhra College	-	Concepts of 3Rs – Clean School Programme	MHS Rouhit Karan Singh
25 th June	Lautoka Arya Samaj Primary School	180	Environment Awareness	SHI Shalend Prem Singh
5 th August	Pacific Islands Development Forum (Green Economy Expo– Sheraton Fiji Resort Denarau, Nadi	400 (consisted of students, teachers, govt. officials, observer groups, Environment NGOs etc)	Green Town Competition – Success of Lautoka City Council	SHI Shalend P Singh
7 th August	Lovu Sangam School	300 students	3Rs and Landfill Management	SHI Shalend P Singh
15 th August	Tilak High School	200 students	3Rs and Landfill Management	SHI Shalend P Singh
28 th August	JPRISM Mid Term Evaluation	2 Evaluation Mission Members	3Rs and Landfill Management	DHS, MHS, SHI & HI Wally Atalifo
29 th August	JICA Press Tour	5 Members	3Rs and Landfill Management	SHI Shalend P Singh
4 th September	Super Foods Supermarkets (Managers from Western Division)	12	Good Hygiene Practices & legal requirements pertaining to Food Safety Act 2003/Food Safety Regulation 2009	SHI Shalend Prem Singh & HI Wally Pau'u
12 th September	Jasper Williams Primary School	524	3Rs & Landfill Management	SHI Shalend Prem Singh
13/09/2013	University of Fiji	50	3Rs & Landfill Management	SHI Shalend Prem Singh
20/09/2013	Natabua Primary School	550	3Rs & Landfill Management	SHI Shalend Prem Singh
26/09/2013	Fiji National University	40	3Rs & Landfill Management	SHI Shalend Prem Singh
01/10/2013	Lautoka Andhra Sangam School	320	Clean Schools Program, 3Rs & Landfill	SHI Shalend Prem Singh
18/10/2013	Suva Sangam School	80	3Rs & Landfill Management	HI Wally Atalifo
31/10/2013	Solomon Islands Delegation		3Rs & Landfill Management	CEO & DHS

9.0 BUILDING APPROVALS

9.1 ESTABLISHMENT

- 1 Director Building Services (Vacant)
- 1 Manager Building Services
- 1 Senior Building Inspector
- 2 Building Inspectors

9.2 SUMMARY OF BUILDING APPLICATIONS RECEIVED

	<i>Nos.</i>	Amount (\$)
Civic & Special Use	02	744,187
Commercial Buildings	03	838,011
Industrial Buildings	06	5,941,526
Residential Buildings	51	4,384,319
Alterations & Repair	137	9,155,835
Miscellaneous: retaining walls, fence, sewer connections, etc	41	255,901
TOTAL	240	21,319,779

[2012: (221) (11,909,624)]

9.3 SUMMARY OF BUILDING PERMITS ISSUED:

	<i>Nos.</i>	Amount (\$)
Commercial Buildings	01	50,000
Industrial Buildings	04	5,809,874
Residential Buildings	46	4,136,475
Alterations & Repair	90	6,810,164
Miscellaneous: retaining walls, fence, sewer connections, etc.	31	173,014
TOTAL	172	16,979,527

[2012: (198) (10,639,251)]

9.4 SUMMARY OF COMPLETION CERTIFICATES ISSUED:

	<i>Nos.</i>	Amount (\$)
Industrial Buildings	02	148,200
Residential Buildings	15	1,131,636
Civic and Special Use	02	295,299
Alterations and Repairs	31	2,007,536
Miscellaneous: retaining walls, fence, sewer connections, etc.	04	50,931
TOTAL	54	3,633,602

[2012: (61) (6,060,369)]

9.5 NON-CONFORMING AND ILLEGAL DEVELOPMENTS

- Case Completed - 08
- Cases Attended - 06
- Court Cases Notices Issued - 34

- 9.6 OUTLINE APPLICATIONS PROCESSED - 42 (39)**
- 9.7 TOTAL BUILDING INSPECTIONS - 1,305 (1,062)**
- 9.8 TOTAL BUILDING FEE COLLECTED - \$61,824.30 (\$36,335.30)**

(Note: Figures in bracket are for corresponding period last year)

10.0 OTHER CIVIC RESPONSIBILITY

10.1 BUSINESS LICENSING

The council is the licensing authority under:

- Business Licensing Act, Cap.124
- Second Hand Dealers Act, Cap.238
- Cinematographic Films Act, Cap.271
- Petroleum Act, Cap 190

During the year the council had issued a total of _____ business licence and total revenue was \$_____

11.0 TRAINING

11.1 OVERSEAS TRAINING

Officer	Programme	Date /Venue
Rouhit Karan Singh	Regional Workshop on Occupational Safety and Health in Waste Management	July 8 th -12 th , 2013 – Apia , Samoa
Anjay Kumar	Counterpart Training on Promotion of Shibushi Model Waste Minimization without [Incineration] from Fiji to Pacific Island Countries	July 15 – July 30, 2013

11.2 LOCAL TRAINING

Officer	Programme	Date/Venue
HI Wally Atalifo	1. Workshop on Ecological Rodent Management 2. Hazard Analysis Critical Control Point Training for Environmental Health Officers 3. Food Safety Awareness Workshop, Ministry of Agriculture	May 28, 2013 University of the South Pacific May 23 & 24, 2013 Suva October 29-30, 2013

16.0 APPRECIATION

The council wishes to convey its appreciation and gratitude to the ratepayers for paying their rates and other dues to meet the running cost of the city administration.

The council also wishes to acknowledge the dedicated and loyal services rendered by its staff and employees.

Mr. JONE Q. NAKAUVADRA
CHIEF EXECUTIVE OFFICER

Mr. PRAVEEN K. BALA
SPECIAL ADMINISTRATOR