



# LABASA TOWN COUNCIL



# ANNUAL REPORT 2018



PARLIAMENT OF FIJI  
PARLIAMENTARY PAPER NO. 112 OF 2024



## ANNUAL REPORT 2018

### INTRODUCTION

Annual Report is a summary of proceedings and activities of the Council from January 1, 2018 to December 31, 2018 (s19).

### THE COUNCIL

The Ministry of Local Government, Urban Development, Housing and Environment appointed **Mr. Vijay Chand JP** as the Special Administrator of Labasa and Savusavu Town Council's on the 11<sup>th</sup> of February, 2009.

This appointment was as in Section 9A (1) of the Local Government (Amendment) Promulgation 2008 (Promulgation no. 29 of 2008).

The Special Administrator under subsection 1 shall be deemed to the duly constituted council of the assigned municipality and shall subject to any general or specific directions issued by the Minister, have the power to perform and discharge all rights, privileges, powers, duties and functions vested in or conferred or imposed on the council, and any officer of the council by the Act or any other written Law.

### SENIOR OFFICERS OF THE COUNCIL

Chief Executive Officer - Vacant [since April 2016]  
 [note: Health Inspector/Building Surveyor Mr. Ali appointed to Act as Council's Ceo as from 29/4/2016 and also perform his duty as the Council's Health Inspector/Building Surveyor]

Accountant - Ms. Seema Shivani Dutt  
 Health Inspector/Building Surveyor - Mr. Mohammed Faiz Ali  
 Works Supervisor - Vacant [officer resigned]

[note: Council appointed its Technical Assistant officer Mr. Malkhan to Act as the Works Supervisor]

Properties Officer - Mr Ashneel Singh  
 Market Manager - Mr Shalendra A. Chand  
 Senior Enforcement Officer - Mr Ashok Kumar  
 Librarian - Mrs Subhag L Nadan



## **POPULATION**

Estimated population for 2017 (census 2007):

Labasa Urban	-	7,706
Labasa Peri Urban	-	20,243

Other Provinces that the council indirectly serves:

Bua	-	14,176
Macuata	-	72,441
Cakaudrove	-	49,344

## **RATES**

Town Rates are the highest income source for the Council Rates are levied on unimproved capital value of all rateable properties within the town.

Rates Levied for the year 2017 were as follows:-

General Rate	-	0.937 cents in the \$ on UCV
Special Rate	-	0.125 cents in the \$ on UCV
		-----
		1.062 cents in the \$ on UCV
		=====

## **ACTIONS AGAINST DEFAULTING RATEPAYERS**

The Council is taking the following actions against defaulting ratepayers to enhance rate collection, especially arrears of rates:

- House to house rate collections (most effective)
- Payment of rates by instalments (most effective)
- Reminder notices served to defaulters
- Summons through Small Claims Tribunal
- Lodging of Fiji Charge on property owing huge rates
- Deductions at source
- Attornment of leases
- Data Bureau registration
- Exercising other provisions in the Local Government Act

## **TOTAL VALUE OF PROPERTIES**

Total value of rateable properties based on year 2017 valuation:  
\$92,709,745.00 UV

## **COUNCIL AUDITORS**

Office of the Auditor General, Fiji.

## **COUNCIL BANKERS**

Bank of Baroda  
Westpac Banking Corporation Limited  
Australia and New Zealand Banking Group Limited  
Bank of South Pacific  
HFC Bank

## **OVERVIEW**

### **Vision**

#### *Vision for the Community*

To build Labasa Town as a great place to live, work, visit and do business.

#### *Vision for the Organization*

Strive to honor our past, manage our present and embrace our future to create a quality, unique place for families and businesses.

### **Mission**

To provide a framework for a high quality of life, promote a strong sense of community and provide responsive public services in a caring, ethical, innovative and accountable manner.

### **Values**

In delivering its mission statement, Labasa Town Council believes in the following values:

*Communication*

*Simplicity*

*Good Governance*

*Responsibility and Responsiveness*

*Community Participation*

*Sustainable Development*

*Quality*

*Accountability*

*Leadership*

**Strategic priority areas:**

Key strategic priorities by which Council will achieve its Vision and Mission are:

1. *Community and Lifestyle*
2. *Health and Safety*
3. *Economic Development*
4. *Environment Sustainability*
5. *Infrastructure Services*
6. *Transport Services*
7. *Organizational Performance*
8. *Governance*

**ANNUAL CORPORATE PLAN 2018 ACHIEVEMENTS*****Key Strategic Priority 1: Community & Lifestyle***

The Council had conducted ratepayer consultations within the four wards namely at Naodamu Housing, Naiyaca subdivision, Covata Housing & Namara. This consultation is basically done to explain the Council's services to the residents and also to take note of their grievances and expectations in their area.



Ratepayers and stakeholders are encouraged to attend Ordinary Full Council meetings of the Council which happens once a month. This is a vital time to convey one's feedback to the members of the Council.



The Festival of the Friendly North 2018 was held at the Subrail Park. Being an annual event for Labasa the Festival of the Friendly North Committee 2018 successfully organized this event and collected a major sum in charity for its future projects. Council also had a queen contestant. The theme was "Our Health - Our Future".



The Northern Crime Prevention Carnival 2018 was also held at the Damodar's proposed Commercial site at Naiyaca. Now this is also an annual event for Labasa. The Duavata Crime Prevention Committee 2018 successfully organized this carnival and collected sufficient sum in charity for its projects.

The Agriculture Show Case 2018 was held at the Subrail Park ground no. 2. Organized by the Ministry of Agriculture, Fisheries and Forest there were show case and display of major agricultural products via individual farmers, government depts., corporate organizations and businesses houses. Council displayed and advocated on its home composting program during that week.





The following other events also took place during the year:

The Fiji Constitution & Independence Day celebrations was also held at Subrial Park in a grand scale organized by the Government with Military parades and performances [tattoo] attended by His Excellency the President, the Hon. Prime Ministers, members of the Cabinet, Members of the Opposition, Permanent Secretaries and dignitaries etc.

The International Women's Day celebration was held at civic centre.





Christmas lights were put up by the Council at Y-corner and near Pacific Energy Service Station before Labasa Bridge and the lights were officiated by the Special Administrator, Mr. Vijay Chand.

***Key Strategic Priority 2: Health & Safety***

The Council undertook stray dog trapping to abate the nuisance for a 2 weeks program in each half of the year was scheduled. A total of **23** dogs were trapped and put to sleep by the dept. of animal health.



The anti mosquito spraying campaign was undertaken for 2 rounds via mist blowers to eliminate adult mosquitoes and abate powder to destroy mosquito breeding grounds with town area.



Enter and abate of overgrowth for 70 vacant lots within the town boundary were undertaken upon approval of the Medical Officer Northern. This is normally contracted out to the Maintenance Services contractor and the cost per lot is invoiced or added to the town rates of the individual property owner.

A complaints register is maintained by the Council and complaints when received are registered. Upon the receipt of any complaint council officers attend to it with 24 to 48 hours and submit a report for Council's actions. There were 87 registered complaints for the year.

There were a number of cases where residents or business proprietors act in contrary to laws and regulations and the following actions are taken (provisional figures):

- No. of unauthorized development notices served: 32
- No. of improvement notices served: 42
- No. of closing orders served: 4
- No. of court cases: 3

Citizens have been found to be taking the Law into their own hands and undertaking illegal developments at their properties. Council had to take legal actions against few ratepayers who contravene these Laws.

### ***Key Strategic Priority 3: Economic Development***

The new Industrial Subdivision at Vakamasisuasua industrial, Stage 4 of 10 lots is continued by consultants/contractors engaged by the Dept of Lands. This will bring about industrial growth in Labasa town.

The Captain Cook Cruise made 3 visits to the Northern town as part of its 7 day tour for tourists around the Country. These were day visits only and had increased visitor arrivals in our town.



The building industry in the town had been slow; however the following provisional figures could be noted:

- 108 building applications received
- 98 building permits granted
- 17 completion certificate issued
- 5 Building applications with DTCP
- 5 applications were Refused
- 30 subdivision applications received & processed
- 23 rezoning applications received & processed

Business operations in town have been normal and influx of people due to various events and activities had been exceptionally well, however 7 cases of illegal operations were found and formalized. Public health license inspections done were for 277 businesses. Also, the annual business License survey for the year was completed and the records updated accordingly.

#### Key Strategic Priority 4: Environmental Sustainability

A 4 weeks Dengue Fever Clean Up for North was undertaken and the same happened for the town area to reduce the outbreak of dengue in the Northern Division. A Diwali Clean Up was also organized in addition to the above cleanup, whereby residents cleared their compounds of unwanted debris in preparation for the festive season.



The washing of the Bus Station is undertaken by the Bus Operators themselves to clean up the area and any oil spillage that may suffice. It is done on a monthly basis, subject to approval to use the fire hydrants by the WAF.

The Green & Clean Town assessment by the Ministry of Local Government, Housing and Environment happened only once this year. Also noted that maintenance works and garbage collection services for the Council had been contracted out to contractors and weekly monitoring of their work was undertaken by the Council.

For the year 2018 Garbage & Refuse Collection (provisional figures) had been as follows: household waste was 7915.15 m<sup>3</sup> and green waste was 1489.78 m<sup>3</sup>.



The Namara Landfill site is maintained by the Council and its Garbage Contractor on a daily basis.



The Council has enhanced its home composting method at the Landfill site with the help of a JICA Volunteer, Mr. K. Takano.



The Clean School program was also undertaken by the Council with advocating on home composting and 3R program.



In March the Council also undertook town washing exercise in order to control the dust nuisance in town area and the main CBD. NFA was also assisting the Council on this activity.

Council had carried out beautification projects in town area and also the upgrade of children's facility for the ratepayer's children to enjoy.





For litter offences, the Council vigorously pursued enforcement of the Litter Decree with awareness on the field by the appointed litter prevention officers and the following provisional figures could be noted:

	2016	2017	2018
Warnings	49	82	31
Bookings	13	39	10
Fines paid	13	25	9
Court cases	4	4	1
Warrants	0	24	0

**Key Strategic Priority 5: Infrastructure Services**

Maintenance works to the Municipal Market was undertaken for the year.





Re-aligning of concrete 'V' drains and rock lining of broken and earth drains was also undertaken at Covata Housing and Naodamu subdivisions. Council utilised the 'V' drain moldings for fabrications and construction of ones own precast 'V' drains was cheaper than the local market.





The Council fabricated and installed 10 litter public bins on the streets for control of litter at a cost of \$750 each. Another 5 similar bins were sponsored by the local corporate teams as part of their contribution to keep Labasa clean.



### Key Strategic Priority 6: Transport Services

There were 3 stakeholders meeting conducted on PSV Operators with Land Transport Authority and Police Dept. to look into areas of illegal operations and how each stakeholder could be assisted to better services in the North.



Traffic, street signs and lane markings had been vested to Fiji Roads Authority since 2012 and are looked after by them. Council does its inspections bi-monthly with FRA representative and any defects are conveyed to them accordingly for rectification.



### Key Strategic Priority 7: Organizational Performance



The monthly and weekly routine work of the Council continued normal, however some hindrance were experienced due to rainy season during the start of the year and prolonged dry weather conditions during the later part of the year on outdoor activities. Weekly payment schedules and monthly reports were submitted to Council on a timely basis for decision making. OHS committee meetings, Council committee meetings and Ordinary Full Council meetings of the Council was done and completed for the year.

In-house HOD meetings with CEO continued every week and resolutions of the Council were planned accordingly for execution and implementation with progress of activities noted on a weekly basis.

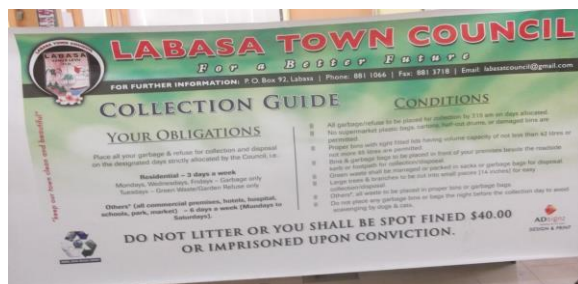
Due to the introduction of the ENI Decree and lapse of the Trade Unions and Collective agreements Council implemented its Human Resource Policy and all employees were placed on a 3 year contractual employment.

Financial Accounts for year 2016 and 2017 was submitted and currently audited by Office of the Auditor General's office; however reports are yet to be finalized by them but expected to be finalized by early 2019 before received by Council.

Board of Survey for the end of year 2016 and 2017 was also carried out and reports submitted to Council.

### Key Strategic Priority 8: Governance

The Council is mainly empowered and governed by the Local Govt Act, Cap. 125, Town Planning Act Cap. 139, and Public Health Act Cap. 111. Other relevant laws of Fiji are also directly or indirectly facilitated and enforced by the Council.





After the general elections in September 2014 and thereafter in 2018 the Council has re-aligned its policies to the Constitution and manifesto of the Government of the Day and support the growth of SME's in the local economy and working towards the National Development [5year & 20year] Plans.

The Council encourages an open door policy for the residents and citizens of the town. Even participation of ratepayers, stakeholders and government agencies in Ordinary Full Council meetings is encouraged, which happens at least once a month.

All monthly Full Council minutes and deliberations of the Council are sent to the Ministry of Local Government for necessary actions and advice to the Council. Estimate Budget for 2019 was done in November and the Annual Corporate Plan for 2019 was in progress.

Submitted to the Honorable Minister for Local Government, Housing and Environment.

**Mr. Vijay Chand**  
**SPECIAL ADMINISTRATOR**  
**LABASA TOWN COUNCIL**





