

Corporate Plan
2011

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Minister's Foreword



The Ministry of Lands and Mineral Resources is a key facilitator and contributor to the nation's socio-economic development within Government's vision of Building a Better Fiji for All.

As such, the Ministry must continuously align itself to Government's overarching objectives which are explicitly defined in the People's Charter for Change, Peace and Progress, the Strategic Framework for Change and the Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014.

Importantly, the Management and all staff of the Ministry must not only be cognizant of Government's end-state, but also the clearly expressed timelines and the resources allocated to the Ministry in order to achieve the desired outcomes as stated in the mentioned documents.

It is important to note that for the 2011 Annual Corporate Plan, the Ministry has progressed to another dimension in re-defining the strategies that will take us closer to achieving the six critical outputs directly related to the Ministry. The Ministry has taken on the challenge of completing at least two of the six critical outputs by the end of this year, leaving the rest for 2012 and beyond given the nature of the tasks and the resources required to accomplish them.

Indeed, I have every confidence that the Ministry will be able to progress Government's Land Reform initiative and continue to facilitate the development of the country's minerals and groundwater resources, and therefore make significant contribution towards the nation's economic growth.

I congratulate all the staff and the Senior Executive Management for the Ministry's achievement at the Civil Service Excellence Awards and for being rated above-average by the Strategic Framework for Change Coordinating Office in 2010. These are indicators that the Ministry is on the right track.

As the Cabinet Minister with specific responsibility for the Ministry's overall policy directives, I wish to re-assure the Permanent Secretary and all staff of my continuous support in our collective endeavors.

I commend the Corporate Plan to all the staff.

A handwritten signature in black ink, appearing to read 'Netani Sukanaivalu', written over a horizontal line.

Netani Sukanaivalu

Minister For Lands & Mineral Resources

Permanent Secretary's Statement



As one of the five main Government agencies directly responsible for stimulating the nation's sustainable economic development, the Ministry through the 2011 Corporate Plan has re-positioned itself to meet Government's and the nation's expectations in the immediate period leading up to 2014 and beyond. Included in this is our vigorous pursuit of corporate objectives to better facilitate the needs of both local and foreign investors.

The key feature of the 2011 Corporate Plan is the re-definition of strategies that will help the Ministry progress towards achieving the six critical Government outputs as articulated in the Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014. The Ministry will continuously refine these strategies to ensure they are measurable and achievable within the timeframe and resources allocated to the Ministry.

I want to assure external stakeholders and development partners of the Ministry's fullest commitment to ensuring our collective effort to the achievement of the nation's and Government's vision.

At the operational level, I am already encouraged that the language of paradigm shift, change of work culture, business re-engineering and continuous improvement, greater efficiency and productivity, among others, has become the norm of the senior executives and staff of the Ministry. I can already envision a very productive year!

As we relentlessly pursue the identified goals, I wish to assure the staff of a management style that will place more focus on our human resources as the single-most greatest asset.

I acknowledge the work accomplished to-date by all staff and especially my predecessor, Lieutenant-Colonel Neumi Leweni, and I also call upon the collective wisdom, expertise, energy and enthusiasm of the staff to faithfully implement the strategies outlined in this Plan as part of our commitment to Building a Better Fiji for All.

A handwritten signature in black ink, appearing to read 'Filimone Kau', written over a horizontal line.

Filimone Kau

Acting Permanent Secretary

For Lands & Mineral Resources

Overview

VISION

“Effective, efficient and economical in administering and facilitating the development of Fiji’s land, mineral and groundwater resources for sustainable socio-economic growth.”

MISSION

“The Ministry’s priority is to implement Government’s reform initiatives on lands, mineral and groundwater resources for sustainable socioeconomic growth at the national level, by 2012. The Ministry aims to provide outstanding administrative and facilitative services to its customers inclusive of both local and foreign investors. It will invest in technology to provide high quality services and it will work within the allocated public funds while striving to generate the appropriate revenue to assist with Government’s nation-building efforts. The Ministry’s leadership is dedicated to a management that recognizes the importance of its people. Importantly, the Ministry aims to gain a competitive advantage by using the constructive and creative abilities and energies of its staff. The Ministry will contribute to the economic strength of the nation and function as a good corporate citizen. Furthermore, the Ministry will recruit, develop, motivate, reward and retain personnel with exceptional qualities by providing excellent working conditions, superior leadership, recognition on the basis of performance, opportunity for growth, and a high degree of employment security.”

VALUES

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

- **Respect:** To respect the diversity of ideas, backgrounds and cultures of our staff and stakeholders
- **Commitment:** To be committed to working together to meet Government’s and the Nation’s expectations of the Ministry
- **Customer Satisfaction:** To be responsive to the needs of our customers and provide effective and efficient delivery of services
- **Good Governance:** To uphold the principles of good governance
- **Integrity and Fairness:** To make decisions objectively and ethically
- **Transparency and Openness:** To be transparent with all dealings with our staff and stakeholders
- **Accountability:** To use all our resources wisely and economically
- **Partnership:** To be committed to working in partnership with stakeholders and other Government agencies

Roles, Responsibilities & Legislations

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

The Department of Lands is responsible for the effective and efficient administration, development and management of all state land. Activities under this programme include Surveying, Mapping, Land Valuation, Development and Maintenance of State Land and Geographic Information System. Additionally, the Department coordinates the work of the new Land Use Unit which was established to implement Government's Land Reform initiative that will pave the way for improved socio-economic growth with a focus on equitable returns to the landowners and security of tenure for the tenants.

The Department of Mineral Resources oversees and facilitates development of the country's minerals sector and groundwater resources. It undertakes studies in relation to geographical hazards, minerals and groundwater development and manages the development of the Mining and Quarrying Sector with a mandate under the Mining, Petroleum (Exploration and Exploitation), Quarries, Explosives and Continental Shelf Acts.

The Corporate Services Division provides administrative and accounting support to both Departments including all the professional and technical units to enable the entire Ministry to achieve Government's expectations within the given resources and timeframe.

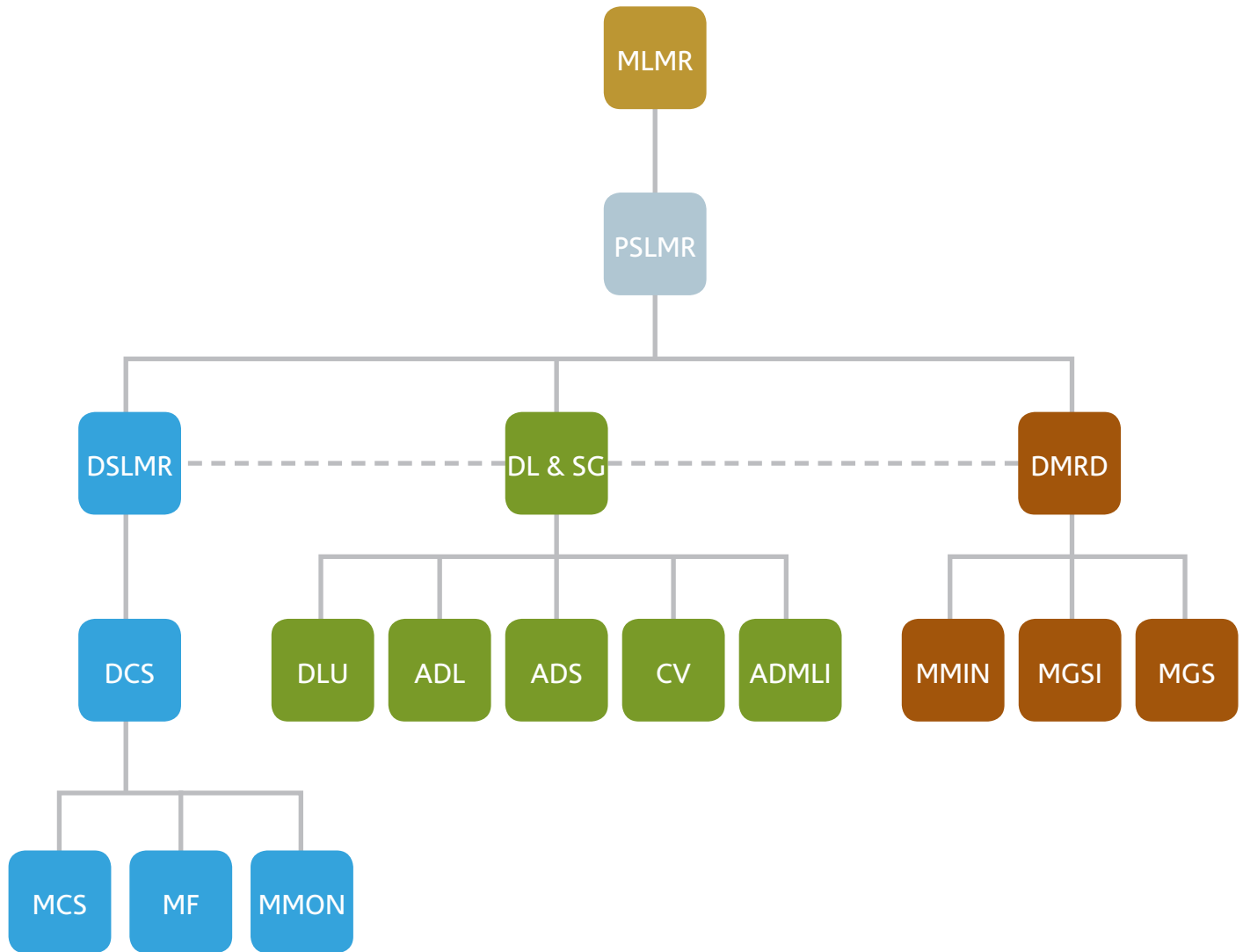
The Ministry's activities are directly aligned to the People's Charter for Change, Peace and Progress, the Strategic Framework for Change, and the Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014.

The Ministry's roles and responsibilities are implemented through various legislations which include but are not limited to the following:

1. Land Use Decree 2010	2. Crown Lands Act
3. Land Transfer Act	4. Crown Acquisition of Lands Act
5. Surveyors Act	6. Land Sales Act
7. Subdivision of Land Act	8. Valuation Registration Act
9. Agricultural Landlord and Tenant Act	10. Native Lands Act
11. Native Lands Trust Act	12. Native Lands Amendment Act No. 13 of 2002
13. Town Planning Act	14. Local Government Act
15. Rivers and Streams Act	16. Property Law Act
17. Public Health Act	18. Public Trustee Act
19. Roads Act	20. Mining Act
21. Mining (Amendment) Decree 2010	22. Oil and Petroleum Act
23. Quarry Act	24. Explosives Act
25. Environment Management Act 2005	26. Burial and Crematorium Act

Management Structure

Figure 1: Ministry of Lands & Mineral Resources Management Structure



Linkage of the Ministry's outputs to the Roadmap for Democracy And sustainable Socio-Economic Development (RDSSSED) 2009-2014

Table 1: Linkage of Outputs with Government's Targeted Outcomes (RDSSSED)

Targeted Income (RDSSSED)	Performance Indicators	Ministry Outputs
Proper land use planning and management to support economic development (3.3.8, p. 82)	<p><u>Critical Government Outputs:</u></p> <ul style="list-style-type: none"> • Land Reform • Establishment of a National Land Register 	<p><u>Output 1:</u> Portfolio Leadership Advice & Secretariat Support</p> <p><u>Output 6:</u> Licensing, Compliance & Monitoring – Survey & Valuations</p> <p><u>Output 7:</u> Client Complaint Investigations – Land Management Services</p> <p><u>Output 8:</u> Public Awareness Promotions – Mining Development Opportunities</p> <p><u>Output 9:</u> Maintenance of Land and Geographic Information System</p> <p><u>Output 11:</u> Land Management Services – Lease and Valuation and State Land Management; Land Survey and Development</p> <p><u>Output 12:</u> Land Reform</p>
Pursuing growth through sustainable mineral and groundwater resources management (3.3.13, p. 87)	<p><u>Critical Government Outputs:</u></p> <ul style="list-style-type: none"> • Formulation of a Roadmap for Mining • Review of the Mining Act • Formulation of a Water Resources Policy 	<p><u>Output 2:</u> Research Publications – Geological Survey & Database</p> <p><u>Output 3:</u> Consulting Services – groundwater boreholes & development</p> <p><u>Output 5:</u> Licensing, Compliance and Monitoring – Explosives, Mining and Exploration Tenements</p> <p><u>Output 10:</u> Licensing, Compliance and Monitoring – Environmental Law</p>
Building the national resilience to disasters, reducing vulnerability and risks and adapting to Climate Change (4.2.12, p. 140)	<p><u>Critical Government Output:</u></p> <ul style="list-style-type: none"> • Establishment of an Earthquake and Tsunami Monitoring System 	<p><u>Output 4:</u> Research Publications – Geological Hazard Assessment and Earthquake Monitoring</p>

Table 2: Output Specification and Performance Targets

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 1: PORTFOLIO LEADERSHIP ADVICE & SECRETARIAT SUPPORT	Human Resource Information System established	NIL	1	Produce Human Resource Data-base (Human Resource Information System) in conjunction with the Department of Information Technology and Computing Services by 1st Quarter	DCS
	Strategic Workforce Plan developed and implemented	NIL	1	Consult stakeholders and complete Strategic Workforce Plan by 1st Quarter Implement the workforce plan by 2nd Quarter	
	Human Resources Policy formulated	NIL	1	Consult stakeholders and complete HR policy by 1st Quarter	
	Continuous monitoring of staff performance through Annual Confidential Reports and six-monthly appraisals completed	380	433	Compile 2010 ACR for all staff by 1st Quarter Introduce half-yearly Assessment Forms by 1st Quarter	
	Implementation of the Service Excellence Awards Framework continued	1	1	Establish a committee to coordinate and oversee the implementation of the SEA Framework by 1st Quarter Conduct workshops on the Feedback 5 Report and SEA Framework for HQ, MRD and regional offices by 1st Quarter	
	Financial Management Act 2004 and Regulations, relevant subordinate legislations and Ministry of Finance instructions complied with	12	12	Produce monthly financial reports in accordance with the Agency Finance Manual & the FMA by the second week of each month: a. Service delivery performance b. Financial performance c. Internal controls	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 1: PORTFOLIO LEADERSHIP ADVICE & SECRETARIAT SUPPORT (continued)	Occupational Health and Safety at Work requirements complied with	5	6	Establish OHS committees for all the six work groups by 1st Quarter (Ministry HQ, MRD, Regional Offices (Western, Central/Eastern and Northern); Survey Control	DCS
		3	8	Coordinate OHS workshops for all six workgroups on quarterly basis	
	Inventory and service maintenance schedule of the Ministry's vehicle fleet completed	NIL	1	Complete the inventory and maintenance schedule of the Ministry's entire vehicle fleet by 1st Quarter	
	Research, Monitoring & Evaluation Unit established	NIL	1	Establish the Research, Monitoring and Evaluation Unit by 1st Quarter	
			12 monthly & 4 quarterly reports	Compile monthly and quarterly reports for all Divisions for submission to SFCCO	
	2010 Annual Report produced	1	1	Compile the 2010 Annual report by 1st Quarter	
	Outdated policies and regulations reviewed	NIL	1	Establish a Review Committee by 1st Quarter	DCS DL &SG DMRD
				Committee to ensure proper enforcement of existing policies covering Lands and Mineral Resources by 4th Quarter	
Cabinet papers endorsed by Cabinet	6	12	Produce Cabinet Papers seeking Cabinet decision to review outdated policies and/or introduce new policies on a monthly basis	DCS DL &SG DMRD	
Annual Corporate Plan for 2012 developed	1	1	Produce the 2012 ACP by 4th Quarter	DCS	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 2: RESEARCH PUBLICATIONS– GEOLOGICAL SURVEY & DATABASE	Geological Publications Completed	NIL	2	Publish geological publications on lesser known areas (Lautoka, Lau) with mineral potential by 3rd Quarter	DMRD
	Assessment of Mineral Investigation Prospects completed	5	3	Conduct evaluation of 8 prospects to determine the 3 prospect areas for further investigation by 4th Quarter	
	Seamless Geological Maps completed	NIL	1	Produce seamless geological maps by 4th Quarter	
	Mineral Investigation Prospect Database (version 1) created.	NIL	1	Collation and verification of data and create database by 3rd Quarter	
	Aggregate Resources Database (Version 1) created	NIL	1	Collation and verification of data and create database by 3rd Quarter	
	Fiji EEZ Claim verified and submitted for 3 additional areas: Charlotte Banks, North Fiji Basin and South Fiji Basin	NIL	3	Collation of data for preparation of claims and complete 50% for the three areas by 4th Quarter	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 3: CONSULTING SERVICES – GROUNDWATER BOREHOLES & DEVELOPMENT	National Water Resources and Sanitation Policy completed	1 (Draft)	1 (Final)	Finalize stakeholder consultations and complete the Water Resources policy therefore concluding this Critical Government Output, by 4th Quarter	DMRD
	Investigations and assessments of groundwater sources completed	50	25	Consult stakeholders and conduct groundwater investigation as per demand by 4th Quarter	
	Groundwater boreholes drilled	22	20	Consult stakeholders and drill boreholes by 4th Quarter	
	Review of Groundwater Monitoring Network completed	NIL	1	Consult stakeholders and review the network for improved Groundwater Resources Management by 4th Quarter	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
[CGO – WATER RESOURCES POLICY] (continued)	Assessments and approvals for groundwater sources for commercial use completed	3	1	Consult stakeholders and assess groundwater sources and provide approvals for the use of these sources for commercial basis by 4th Quarter	
	Analysis of water samples completed	205	100	Consult stakeholders and conduct chemical and microbial analysis to ascertain water quality based on WHO Standards, by 4th Quarter	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 4: RESEARCH PUBLICATIONS –GEOLOGICAL HAZARD ASSESSMENT & EARTHQUAKE MONITORING [CGO – EARTHQUAKE & TSUNAMI MONITORING SYSTEM]	Upgrading of existing VSAT stations completed	NIL	3	Upgrade the 3 existing VSAT stations at Yasawa, Taveuni and Kadavu by 4th Quarter	DMRD
	Installation of new VSAT stations completed	NIL	3	Install 3 new VSAT stations at Lakeba (Lau), Dogotuki (Macuata) and Tailevu by 4th Quarter The upgrading of existing stations and installation of additional VSAT telemetry seismograph stations will lead to the completion of this Critical Government Output on the establishment of an Earthquake and Tsunami monitoring system	
	Installation of CTBTO seismic monitoring station at Monasavu completed	NIL	1	Install a CTBTO seismic monitoring station at Monasavu in accordance with the CTBTO agreement which Fiji has ratified, by 4th Quarter	
	Submission of request to Cabinet for approval to introduce a 24-hours monitoring service completed	NIL	1	Consult stakeholders and submit a request to Cabinet for approval to introduce a 24-hours earthquake and tsunami monitoring service by 4th Quarter	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 5: LICENSING, COMPLIANCE & MONITORING – EXPLOSIVES, MINING & EXPLORATION TENEMENTS [CGO – REVIEW OF THE MINING ACT]	Review of the MEEB completed	1 (Draft)	1 (Final)	Consult stakeholders and complete the policy framework for the compensation and royalty components by 4th Quarter The completion of the compensation and royalty components will enable the finalization of the review of the MEEB which will then lead to the completion of this Critical Government Output on the Review of the Mining Act	DMRD
	Total compliance with Mining, Quarrying and Explosives Acts	4	4	Conduct quarterly inspections of all mines and quarries and produce reports	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 6: LICENSING, COMPLIANCE & MONITORING – SURVEYS & VALUATION	Regular Surveyors Registration Board Meetings convened	2	3	Surveyors Registration Board to meet and consider critical issues including the registration of new surveyors by 4th Quarter	DL&SG
	Regular Valuers Registration Board Meetings convened	4	4	Valuers Registration Board to meet and consider critical issues including the registration of new valuers by 4th Quarter	
	Schedule of values for Agricultural land under ALTA completed	NIL	1	Consult stakeholders and complete new schedule of values for Agricultural land by 4th Quarter	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 7: CLIENT COMPLAINT INVESTIGATIONS – LAND MANAGEMENT SERVICES & MINERAL RESOURCES DEVELOPMENT	Draft Complaints and Resolution Mechanism completed	NIL	1	Consult stakeholders and complete the draft Complaints and Resolutions mechanism by 2nd Quarter	DL&SG
	Draft Complaints and Resolution Mechanism completed	NIL	1	Consult stakeholders and complete the draft Complaints and Resolutions mechanism by 2nd Quarter	DMRD

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 8: PUBLIC AWARENESS PROMOTIONS – MINING DEVELOPMENT OPPORTUNITIES [CGO – FORMULATE ROADMAP TO MINING]	Roadmap for Mining completed	50%	1 (100%)	Consult stakeholders through a national symposium to complete the Roadmap for Mining by 4th Quarter This will lead to the successful completion of this Critical Government Output	DMRD
	Public awareness and promotions programmes progressed	13	4	Conduct community awareness and promotions programs to encourage well informed and supportive communities towards mining by 4th Quarter	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 9: MAINTENANCE OF LAND AND GEOGRAPHIC INFORMATION SYSTEM [CGO – NATIONAL LAND REGISTER]	Reactivation of FLIC completed	NIL	1	Consult stakeholders and reactivate FLIC to oversee and progress work towards the National Land Register by 1st Quarter	DL&SG
		NIL	3	Convene quarterly meetings from 2nd Quarter	
	Registration of surveyed State land completed	81%	100%	Complete the registration of all surveyed State Land by 4th Quarter. The registration of surveyed State Land is one component of the critical Government output - the National Land Register. Other components include the registration of un-surveyed State Land, surveyed native and freehold lands, and un-surveyed native and freehold lands. A project plan on the completion of this critical Government output is being developed to clearly ascertain the duration and cost implications. The plan should be completed by 4th Quarter.	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 9: MAINTENANCE OF LAND AND GEOGRAPHIC INFORMATION SYSTEM (continued) [CGO – NATIONAL LAND REGISTER]	GIS software purchased/ upgraded	1	1	Purchase software by 2nd Quarter	DL&SG
	Inventory and maintenance schedule for the Ministry's IT systems developed	NIL	1	Complete inventory and maintenance database schedule by 1st Quarter	
	IT/GIS support services and equipment maintenance provided	628	400	Implement service maintenance schedule by 4th Quarter	
	Aerial Photography projects progressed	64.28%	80%	Consult stakeholders and progress up to 80% the aerial photography of the selected islands by 4th quarter The selected islands include Viti Levu, Vanua levu, Kadavu, Ovalau, Moturiki, Taveuni, and Yasawa/ Mamanuca	
	Strategic marketing plan for the sale of maps completed	\$75,000	\$80,000	Develop a Strategic marketing plan for sustainable revenue generation by 1st Quarter	
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 10: COMPLIANCE & MONITORING – ENVIRONMENT MANAGEMENT ACT (EMA)	Total compliance with Environmental Management Act	10	10	Conduct inspections of mines and quarries and produce reports on a quarterly basis	DMRD
Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 11: LAND MANAGEMENT SERVICES – LEASE AND	New leases on advertised State Land issued	2	30	Finalize processing of applications and issue leases by 4th Quarter	DL&SG

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
VALUATION AND STATE LAND MANAGEMENT; LAND SURVEY AND DEVELOPMENT (continued)	Establishment of a Foreshore coordinating unit at HQ completed	NIL	1	Establish a Foreshore coordinating Unit at HQ to monitor the processing of foreshore applications and continuously update database by 4th Quarter	DL&SG
	New management strategies for existing leases implemented	NIL	1	Finalize new proactive strategy and implement by 1st Quarter	
	Dealings on the existing leases progressed	900	800	Complete assessment of land dealings on existing leases by 4th Quarter	
	Additional survey equipment and software purchased	1	4	Purchase of equipment and software for Survey Control and Land Use Unit by 1st Quarter	
	Increased number of registered surveyors	Nil	5	Prepare non-registered surveyors for registration by 4th Quarter	
	Survey Native Land leased to State	5	5	Complete Survey of 5 Native Land leased to State (Government Stations) by 4th Quarter	
	Review of plan for mahogany plantations survey completed	NIL	1	Review the 10-year project plan by 1st Quarter	
	Periphery survey of Namosi Mine and NLC Boundary completed	30%	100%	Complete periphery survey of Namosi Mine and NLC Boundary by 4th Quarter	
	New geodetic stations established	50	30	Establish new geodetic stations by 4th Quarter	
	Road 2 of the Nakorovou Subdivision completed	1 (Road 1)	1 (Road 2)	Complete Road 2 of 3 by 4th Quarter	
	Existing subdivisions maintained	NIL	4	Maintain 4 Subdivisions (2 –DSCE; 1 –DSW; 1- DSN) by 4th Quarter	
	Survey plans examined and approved	233	200	Complete examination and approval of survey plans by 4th Quarter	
	New properties acquired	76	100	Finalize processing of new requests and complete acquisition by 4th Quarter	
	Valuation of state owned government entities and government properties completed	10	10	Conduct and submit Special Valuation Reports by 4th Quarter	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 11: LAND MANAGEMENT SERVICES – LEASE AND VALUATION AND STATE LAND MANAGEMENT; LAND SURVEY AND DEVELOPMENT (continued)	Demand notices for rates in municipal councils verified	328	300	Consult municipal councils for their demands on rates within their boundaries and complete verification by 2nd Quarter	DL&SG
	Assessment of rental for existing leases that are due for reassessment completed	458	1000	Collate data on existing leases due for reassessment and complete assessments by 4th Quarter	
	Assessment of premiums, leasehold market value & rentals for new leases	76	100	Undertake and submit valuation requests for issue of new leases by 4th Quarter	
	Assessment of penal rent for breach of lease conditions complete	30	35	Assess penal rentals for lessees who have been identified with breaches to lease conditions by 4th Quarter	
	Rental valuation for Government quarters completed	143	150	Consult with PSC and complete rental valuation for Government quarters by 4th Quarter	
	Applications for renewals of leases for Native Land submitted	4	2	Finalize processing of applications for renewal of leases and submit to NLTB by 3rd Quarter	
	Negotiations and Finalization of previous applications to NLTB completed	25	20	Consult NLTB and finalize processing of pending applications by 4th Quarter	
	Reassessment of rent on existing Native land leased to State completed	48	45	Consult NLTB and complete reassessment of rent on existing Native Land leased to State by 3rd Quarter	
	Data on property sales information captured and plotted	2,062	1,500	Consult Commissioner of Stamp Duties Office and complete compilation of data on property sales by 4th Quarter	
	Records of State leases in the Valuation system updated	469	400	Complete updating of records in the Valuation system by 4th Quarter	
	Reports on monthly property sales completed	93	90	Prepare monthly Sales Reports and supply to members of the public who have paid for it by 4th Quarter	

Output	Performance Indicators	2010 Actual	2011 Target	Strategies /Timeframe	Responsible Department/ Division
OUTPUT 12: LAND REFORM [CGO]	Land Use Decree Regulations approved by Cabinet	1 (Draft)	1 (Final)	Consult SG's Office and table the Land Use Decree Regulations before Cabinet by 1st Quarter	DLU
	Cabinet Paper on increase of UCV approved	NIL	1	Submit Cabinet Paper by 1st Quarter to seek Cabinet's approval to increase the Unimproved Capital Value from 6% up to a maximum of 10% for all leases to be issued under the Land Use Decree	
	Deposit of land into the Land Bank progressed	NIL	2,000ha	Complete all technical requirements and prepare land for designation by the Prime Minister by 4th Quarter	
	Registration of potential investors/clients progressed	1000	1000	Continue registration of interested investors and clients with the view to facilitating their land requirements through the Land Bank	
	New leases under Land Use Decree 2010 issued	NIL	10	Complete all necessary requirements and progressively issue new leases by 4th Quarter	
	Public awareness and marketing of Government's Land Reform initiative progressed	30	35	Continue public awareness and marketing of Government's Land Reform initiative at the Provincial Councils and Yavusa/ Mataqali levels and in other forums by 4th Quarter	
	Government and Statutory entities land requirements considered progressively	NIL	1 round of consultation	Consult Government agencies including Statutory entities, by the 1st Quarter, with the view to facilitating their land requirements	

Table 3: PSC Deliverables and Indicators

PSC Deliverables	Performance Indicators	Targets & Timeframes	Strategies	Responsible Division
Objective 1: Continuous improvement in Human Resources Management and Development.				
Strategic Workforce Plan Succession Plan	Strategic Workforce and Succession Plans completed and implemented	Final Draft Submitted to PSC by 1st Quarter Implemented by 2nd Quarter	Establish a SWP Committee Complete and implement Strategic Workforce and Succession Plans	DS
HRD Plan	HRD Plan completed and implemented	Final draft submitted to PSC by 1st Quarter Implemented by 2nd Quarter	Consult stakeholders and complete HRD plan	
Annual Corporate Plan 2012	ACP for 2012 completed	Final Draft submitted to PSC by 15th December	Review 2011 ACP by 3rd Quarter and develop 2012 ACP by 4th Quarter	
Objective 2: Good governance, integrity and compliance.				
Six-monthly Report	Final Draft by June 30th	Submitted to PSC by 15th July	Monitoring Unit to assist Departmental Heads and produce six-monthly reports on time	DS
2010 Annual Report	Final Draft by February 28th	Submitted to PSC by 1st Quarter	Monitoring Unit to assist Departmental Heads and produce Annual report on time	
Quarterly Reports to SFCCO	Timely submission of Quarterly reports to SFCCO	Reports submitted to SFCCO at the end of each Quarter	Establish internal monitoring and evaluation Unit	
Financial Expenditure Returns	Compliance with the Financial Management Act 2004 and all related legislations	Monthly reports submitted to MoF and MoSPND	Monitoring Unit to ensure compliance by Accounts Section	
Objective 3: Reform, reorganized & sustainable structural changes.				
Review Ministerial strategies and re-organize Structure	Re-organized structure completed	Final Structure completed by 1st Quarter	Establish a committee to review ministerial strategies and reorganize the organizational structure	DS DL&SG DMRD Staff Board
Systems, Processes and Productivity initiatives	Systems and processes improved	Revised systems and processes completed by 4th Quarter	Section Heads to review their respective systems and processes to improve turn-around time	DS DL&SG DMRD DCS
Objective 4: Customer focused responsive and prompt service delivery.				
Increased network with the Ministry of Information and the media to publicize the Ministry's achievements	Increased positive coverage of the Ministry's activities and achievements	By 4th Quarter	Formally appoint a Media Liaison Officer to be the media focal point MLO to develop a media strategy	DS

Capital Projects

Table 4: Capital Projects

SPECIAL EXPENDITURES		
SEG	Project/Items	Cost
7	Geological Mapping, Assessment & Industrial Mineral Potential	\$41,200.00
	Environmental Monitoring of Mines & Quarry	\$10,000.00
	Schedule A – Rental	\$78,963.00
	Refunds	\$8,790.00
	Land Bank	\$5,000,000.00
	TOTAL	\$5,138,953.00
SEG	Project/Items Cost	Cost
8	Fiji Groundwater Assessment & Developments on Small Islands	\$100,000.00
	Fiji Groundwater Assessment & Development	\$120,000.00
	Mineral Investigation	\$100,000.00
	Survey – Namosi Mine & NLC Boundary	\$100,000.00
	National Geodetic Infrastructure	\$50,000.00
	Aerial Survey	\$400,000.00
	Survey of Government Property	\$100,000.00
	Survey of Mahogany Plantations	\$300,000.00
	Maintenance of Existing Subdivisions	\$200,000.00
	Aerial Triangulation of Viti Levu	\$70,000.00
	Development of State Land	\$300,000.00
	Purchase of Technical Equipments	\$100,000.00
TOTAL	\$1,940,000.00	
SEG	Capital Purchases	Cost
9	Technical Equipments	\$100,000.00
	Survey Equipments	\$100,000.00
	TOTAL	\$200,000.00
SEG	Capital Grants	Cost
10	National Land Register	\$150,000.00
	Grant in Aid (FLIS – NZAID)	\$131,451.00
	TOTAL	\$281,451.00

2011 Budget – Programme, Activities and Costings

Output Summary, Activities & Outputs		Operating (\$000)	Capital (\$000)	VAT (\$000)	Total Cost (\$000)
Programme 1 - Policy and Administration					
Activity 1 - General Administration (Expenditure Account Number: 33-1-1)					
1	Established Staff (5) (7)	435.5			435.5
2	Government Wages Earners (1) (1)	17.5			17.5
3	Travel and Communication	23.1			23.1
4	Maintenance and Operations	15.9			15.9
5	Purchase of Goods & Services	12.4			12.4
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	0.0			0.0
8	Capital Construction		0.0		0.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			7.7	7.7
TOTAL COST OF PROGRAMME 1 - ACTIVITY 1		512.0	0.0	7.7	504.3
Programme 2 - Mineral Resources					
Activity 1 - Geological and Mineral Investigation (Expenditure Account Number: 33-2-1)					
1	Established Staff (74) (74)	1,571.10			1,571.10
2	Government Wages Earners (21) (21)	200.4			200.4
3	Travel and Communication	58.5			58.5
4	Maintenance and Operations	216.7			216.7
5	Purchase of Goods & Services	106.4			106.4
6	Operating Grants & Transfers	414.1			414.1
7	Special Expenditures	41.2			41.2
8	Capital Construction		320.0		320.0
9	Capital Purchase		100.0		100.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			126.4	126.4
TOTAL COST OF PROGRAMME 2 - ACTIVITY 1		2,608.50	420.0	126.4	3,154.9

2011 Budget

Output Summary, Activities & Outputs		Operating (\$000)	Capital (\$000)	VAT (\$000)	Total Cost (\$000)
Programme 2 – Mineral Resources					
Activity 2 - Oil and Mines Acts Administration (Expenditure Account Number: 33-2-2)					
1	Established Staff (12) (12)	366.5			366.5
2	Government Wages Earners	0.0			0.0
3	Travel and Communication	9.2			9.2
4	Maintenance and Operations	12.8			12.8
5	Purchase of Goods & Services	69.0			69.0
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	10.0			10.0
8	Capital Construction		0.0		0.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			15.2	15.2
TOTAL COST OF PROGRAMME 2 - ACTIVITY 2		467.5	0.0	15.2	482.7
Programme 3 - Lands and Survey					
Activity 1 – Administration (Expenditure Account Number: 33-3-1)					
1	Established Staff (44) (45)	871.4			871.4
2	Government Wages Earners (4) (4)	42.5			42.5
3	Travel and Communication	98.0			98.0
4	Maintenance and Operations	3,852.0			3,852.0
5	Purchase of Goods & Services	159.9			159.9
6	Operating Grants & Transfers	1,430.0			1,430.0
7	Special Expenditures	87.8			87.8
8	Capital Construction		0.0		0.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			629.7	629.7
TOTAL COST OF PROGRAMME 3 - ACTIVITY 1		6,541.5	0.0	629.7	7,171.2

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Output Summary, Activities & Outputs		Operating (\$000)	Capital (\$000)	VAT (\$000)	Total Cost (\$000)
Programme 3 – Lands & Survey					
Activity 2 - Surveys & Mapping (Expenditure Account Number: 33-3-2)					
1	Established Staff (130) (129)	2,289.2			2,289.2
2	Government Wages Earners	348.2			348.2
3	Travel and Communication	32.4			32.4
4	Maintenance and Operations	377.1			377.1
5	Purchase of Goods & Services	13.1			13.1
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	0.0			0.0
8	Capital Construction		950.0		950.0
9	Capital Purchase		100.0		100.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			220.9	220.9
TOTAL COST OF PROGRAMME 2 - ACTIVITY 2		3,059.9	1,050.0	220.9	4,330.8
Programme 3 - Lands & Survey					
Activity 3 – Valuation (Expenditure Account Number: 33-3-3)					
1	Established Staff (30) (30)	681.8			681.8
2	Government Wages Earners (2) (2)	20.2			20.2
3	Travel and Communication	40.0			40.0
4	Maintenance and Operations	37.0			37.0
5	Purchase of Goods & Services	3.4			3.4
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	0.0			0.0
8	Capital Construction		0.0		0.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			12.1	12.1
TOTAL COST OF PROGRAMME 3 - ACTIVITY 1		782.4	0.0	12.1	794.5

2011 Budget

Output Summary, Activities & Outputs		Operating (\$000)	Capital (\$000)	VAT (\$000)	Total Cost (\$000)
Programme 3 – Lands & Survey					
Activity 2 - State Land Operation and Development (Expenditure Account Number: 33-3-4)					
1	Established Staff (24) (24)	465.4			465.5
2	Government Wages Earners (8) (8)	73.7			73.7
3	Travel and Communication	16.4			16.4
4	Maintenance and Operations	82.7			82.7
5	Purchase of Goods & Services	0.4			0.4
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	0.0			0.0
8	Capital Construction		570.0		570.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		0.0		0.0
13	Value Added Tax			100.4	100.4
TOTAL COST OF PROGRAMME 2 - ACTIVITY 2		638.60	570.0	100.4	1,309.0
Programme 3 - Lands and Survey					
Activity 5 – Land Use (Expenditure Account Number: 33-3-5)					
1	Established Staff (34)	645.9			645.9
2	Government Wages Earners (11)	228.6			228.6
3	Travel and Communication	48.0			48.0
4	Maintenance and Operations	24.5			24.5
5	Purchase of Goods & Services	1,006.4			1,006.4
6	Operating Grants & Transfers	0.0			0.0
7	Special Expenditures	5,000.0			5,000.0
8	Capital Construction		0.0		0.0
9	Capital Purchase		0.0		0.0
10	Capital Grants & Transfers		150.0		150.0
13	Value Added Tax			911.8	911.8
TOTAL COST OF PROGRAMME 3 - ACTIVITY 1		6,953.4	150.0	911.8	8,015.2

Acronyms

ACP	Annual Corporate Plan
ACR	Annual Confidential Report
ADL	Assistant Director Lands
ADMLI	Assistant Director Mapping & Land Information
ADS	Assistant Director Surevy
CGO	Critical Government Output
CV	Chief Valuer
CTBTO	Comprehensive Nuclear-Test-Ban Treaty Organization
DCS	Director Corporate Services
DL&SG	Director Lands & Survey General
DLU	Director Land Use
DMRD	Director Mineral Resources Department
DSLMR	Deputy Secretary for Lands & Mineral Resources
DSCE	Divisional Surveyor Central Eastern
DSN	Divisional Surveyor Northern
DSW	Divisional Surveyor Western
EEZ	Exclusive Economic Zone
EMA	Environment Management Act
FLIC	Fiji Land Information Council
GIS	Geographical Information System
HR	Human Resources
HRD	Human Resources Development
HQ	Head Quarters
MCS	Manager Corporate Services
MEEB	Mineral Exploration and Exploitation Bill
MF	Manager Finance
MGS	Manager Geological Services
MGSI	Manager Geological Survey and Information
MMIN	Manager Mining
MMON	Manager Monitoring
MLMR	Minister for Lands & Mineral Resources
MoF	Ministry of Finance
MOU	Memorandum of Understanding
MRD	Mineral Resources Department
MSPND	Ministry of Strategic Planning and National Development
NLC	Native Lands and Fisheries Commission
NLTB	Native Land Trust Board
OHS	Occupational Health & Safety
PSC	Public Service Commission
RDSSSED	Roadmap for Democracy and Sustainable Socio-Economic Development 2009-2014
SEA	Service Excellence Awards Framework
SFCCO	Strategic Framework for Change Coordinating Office
RT	Register of Titles
SG	Solicitor General
SWP	Strategic Workforce Plan
WHO	World Health Organization

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