A Message from
Mr Chandu. K. Umaria
Special Administrator

It is with much pleasure that I send you warm greetings from our Suva City Council. This First and Second Quarter has seen so many changes for the betterment for our City, its rate payers and our visitors.

On behalf of my Executive Management team, I would like to thank our greatest asset – our people for bringing you an amazing two quarters so far.

We look forward to another greater third-quarter in making positive change to our beautiful Suva City. I also want to thank the rate payers, suppliers, contractors and our visitors for their support.

This newsletter will take you through the contributions that each of our Departments made in the First and Second Quarter and we would like to congratulate them for their achievements.

And last but not least, a big Vinaka Vakalevu to the Ministry for Local Government for your continued support over the 1st & 2nd Quarter.

We wish everyone a successful and blessed 2014!

At Suva City Council, we continuously strive for improvement, so if you have any suggestions on how we can improve this Newsletter, please email your suggestions to Agnes Lord on agnes.lord@scc.org.fj

Health & Wellness Tip:
Keep fit and healthy by doing Zumba with Philo and the TOSO Dance Crew at the Civic Center every Monday and Wednesdays (08:30—08:30pm) - an initiative by the Suva City Council and the Ministry of Health.
Health & Environmental Issues

Newly Built Project Helps Reduce, Reuse and Recycle for the Suva City Residents

Since the Launch of the Compost Bins in 2012, the Suva City Council was keen to do so much more for their Reduce, Reuse and Recycle campaign.

In partnership with the Japan International Cooperation Agency (JICA), a Compost Shed was built in our Samabula Depot which provides the residents of Suva the chance to recycle and reduce their waste.

The Suva City Council also has Recyclable Centers at all TOTAL service station outlets where they are collecting plastic Bottles, cans, pet bottles and used paper.

There is a Community 3R initiative which was initiated with the Green Village at the Charles Street Public Rental Board flats. There are seven flats in a high density area and through this project, the residents were taught through education and training how to better manage waste.

This model is the first of its kind in Suva and will be replicated elsewhere in the City.

SANITATION

The Senior Health Inspector—Sanitation—Josephini Koroi and her team worked exceptionally well in the first two quarters this year seeing to it that everyone complied with the Litter Promulgation Act 2008. In its efforts to mitigate the dengue outbreak, the Sanitation Team visited residents within the Suva area and took ratepayers to court for not disposing of mosquitoes breeding places effectively. Many Corporate Organisations like BSP Life also took to assisting the Suva City Council in its efforts to rid the City of mosquito breeding places.

The Health Department’s Sanitation team ensures that all Food Outlets are hygienic and prepare food in a safe and hygiene environment.

FOR SALE:

Compost Bins can be bought for a subsidized cost of $30.00 from the Suva City Council’s Health Department at their Main Office at 196 Victoria Parade.
The Suva City Council wishes to show its appreciation to the Government of Japan through our partnership with JICA in the kind donation of two newly donated Compactor (Garbage) Trucks which enables the council to better perform the Garbage Collection for its ratepayers and in beautifying the Suva City.

Recent Developments and Projects

- Market Weekend/ Vendor’s shelter
- Albert Park Development
- Suva Market and Bus Station
- Curio Handicraft Center Public Convenience
- Stinson Parade Landscaping & Beautification of Garden
- Thurston Garden Levelling & Ground Improvement
- My Suva Picnic New Play Equipments
- My Suva Picnic Park New Weir at Drain
- Muanikau Police Post Terrace Extension
- Mukta Ben Drainage Upgrade
- Jerusalem Road Drainage Upgrade

At the handover of the two Compactor Trucks—Mr. Chandu Umaria and Dr. Neil Sharma

Thurston Garden Landscaping—Entrance to Museum

Landscaping at Stinson Parade

Thurston Garden Levelling

New Play Equipment at My Suva Picnic Park

Muanikau Police Post Terrace Extension

Curio Handicraft Toilet Renovation
Recent Developments and Capital Projects

Weekend Vendors Market Shelter
Construction of Sea Breeze Walkway

Jerusalem Road
Mukta Ben Drainage

Disabled Friendly Footpaths
Employee Benefits—Employees to Have New Uniforms

There are many benefits of having a work uniform and many of which include having a sense of unity amongst all employees, while giving employees a sense of pride at where they work. Employees will also be walking billboards to our SCC brand. And it will save us the hassle of having to look endlessly for clothes to wear every morning.

The Suva City Council, every four years provides 3 pairs of uniforms for their employees. The 2nd Quarter saw Ranjit Garments spend two days at the Council premises taking employees for their measurement. This will result in our employees looking their utmost best!

On 25th April, 2014, Suva was launched as a Smoke-Free City by the Minister for Health—Dr Neil Sharma; in Partnership with the World Health Organisation.

Areas Covered include the Suva Bus Stand, Suva Market, Terry Walk, Vodafone Ivi Triangle, Curio Handicraft Center, Suva City Council walkways and My Suva Picnic Park.

We are proud to be the first City in Fiji and the Pacific and hope to replicate this model elsewhere.
Admin & Operations

The Admin & Operations underwent a workshop in partnership with UN Women and Westpac Banking Corporation on Eliminating Violence Against Women. This was in order to mark the celebration of the International Women’s Day. This training included the Market Vendors and the Wheelbarrow boys.

Suva Market

“We want a violence free market” Suva market vendors

Fiji celebrated National Library Week from 05-12 July 2014. The Suva City Library celebrated in style with a hype of activities—Children who participated in this event took part in learning self-defence from the Fiji Taekwondo Association and learned saving tips from the Reserve Bank of Fiji. The children also learned the importance of Child Safety from the Fiji Police Force. The Embassy of Japan also screened a movie and showed the children how to make origami and told them stories of the Japanese culture and their people.

Bus Station Improvements And Bus Station Cleanup

A joint operation by the City Marshalls and the bus station attendants to enforce non compliance at the bus station has been enhanced especially during the peak periods, which is in the morning and afternoons for the following pressing issues:

- directing buses
- Improper parking
- Loud music and indiscriminate use of horns
Learning & Development

At Suva City Council, we are centered on Learning and Developing our Employees in order to excel in our Service Delivery.

Parks & Gardens Staff at a Chainsaw Operators Training by the Forestry Training Division

Employees at a Telephone Etiquette Skills workshop

New Recruits at an Employee Induction Program

Participants having discussions at an in-house workshop on Writing Skills

Employees take the time out to pose while attending a workshop
Welcome the New Members of the SCC Family

We would like to welcome the new members of the SCC Family. They are:

1. Emosi Balenivalu Systems Analyst Start Date: 22 January 2014
2. Agnes Lord Training Officer Start Date: 08 January 2014
3. Lisi Bula Koveni Junior Clerk—Garage Start Date: 06 January 2014
4. Vaseamaca Didrak Typist/ Receptionist Start Date: 26 February 2014
5. Manoa Ranasau City Marshall Start Date: 06 March 2014
7. Azan Prasad Asst. Electrician—Air Condition Start Date: 17 March 2013
8. Apimeleki Vunisinu Asst. Mechanic Start Date: 17 March 2014
10. Samisoni Tuilakepa Asst. Mechanic Start Date: 10 March 2014
11. Amitesh Maharaj Maintenance Overseer Start Date: 07 April 2014
12. Apisai Tokavou Assistant Health Inspector Start Date: 01 April 2014
13. Renivani Nene Assistant Health Inspector Start Date: 31 March 2014
14. Alena Mucunabitu Building Inspector Start Date: 24 April 2014
15. Manasa Nete Mechanical Supervisor Start Date: 19 May 2014
16. Samuela Tagicakibau Asst. Electrician Start Date: 31 March 2014
17. Viliame Baravi Welder Start Date: 08 April 2014
18. Chandar Bhan Welder Start Date: 28 April 2014
19. Sholeen Nair Assistant Financial Controller Start Date: 05 May 2014
20. Nanise Vurelala Cakau Office Supervisor Start Date: 12 May 2014
21. Ranjani Gita Goundar Junior Clerk—Engineering Start Date: 12 May 2014

Congratulate the New Transfers & Promotions

We would like to congratulate the following SCC Family members on the recent transfer, and or promotion.

Congratulations!

1. Kitione Vuki Promoted from Junior Clerk— TMS to City Marshall
2. Maika Ratumudu Promoted to Building Inspector
3. Uma Chand Uma’s Acting position as Works Manager has been made Permanent.
4. Bhavna Kantharia Promoted from Typist/ Clerk to Enforcement Officer at the Legal Section
5. Nikisha Kumar Promoted to Junior Clerk—Traffic Management Section (TMS)
Vere and Nikisha @ an Admin & Operations Fundraising Drive

At a morning Tea welcoming New Recruits: L to R—Taina, Heena, Tui and Navin

Navin, Lalit, Emosi and Salen enjoying a morning tea to welcome New Recruits

At a morning Tea: L to R—Asish, Sholeen, Bijay, Mala and Vuli

At a morning Tea: L to R—Ravin, Ieli, Prasila, Luisa and Amit

Employees at a Farewell morning Tea for Losevati Mataitini

Employees enjoying a fundraising function in aid of the Hibiscus Charity Chest 2014

Samabula Depot Employees showing their support at an Admin & Operations Curry Night in aid of Hibiscus Charity Chest 2014
Joana Qica hails from the beautiful province of Macuata. She has maternal links to Lomanikoro, Rewa and was brought up by her maternal grandparents. This 20 year old Ex St. Joseph Secondary school student won First Runner Up at the 2014 Vodafone Hibiscus. Today, she continues her studies as a first year law student with the University of the South Pacific.

She was proud to advocate for Child Protection with regards to Climate Change at this year’s Hibiscus Festival.

She loves volunteering to work where things matter to her the most which include the empowerment of youths, protection of children and how to mitigate against global warming and climate change.

We were proud to be a sponsor of Miss Joana Qica. We thank you for the support rendered to her and wish her all the best in her studies!

The Suva City Council would like to congratulate the Grand Pacific Hotel on it’s grand opening after 22 years since it closed its doors in 1992. This newly refurbished hotel boasts 113 rooms. This beautiful old Lady has seen so many changes since it opened its doors to the public on 03 March 2014.

Congratulations once again on your Grand Opening!!!
Here at the Suva City Council, we are here to serve you. Your needs are our main priority.

Please take note of our business operating hours for all our public amenities. At the Suva City Council, one of our key values is Civic Responsibility so please take care of the facilities that we provide for you.

<table>
<thead>
<tr>
<th>SCC Property</th>
<th>Opening Hours</th>
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<tbody>
<tr>
<td>1. MySuva Picnic Park</td>
<td>Stays Open all day and evening at your own risk but Public Convenience closes at 08:00pm daily.</td>
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<tr>
<td>2. Olympic Pool</td>
<td>Monday—Friday: 09:00am—08:00pm</td>
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<td>Saturday and Sunday: 07:00am—08:00pm</td>
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<td></td>
<td>Public Holidays: 08:00am—08:00pm</td>
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<td>3. Suva City Carnegie Library</td>
<td>Monday—Friday: 09:30am—06:00pm</td>
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<td>Saturdays: 09:00am—01:00pm</td>
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<td></td>
<td>Closed for weekends and Public Holidays</td>
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<tr>
<td>4. Curio Handicraft Center</td>
<td>Monday—Fridays: 08:00am—05:00pm</td>
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<tr>
<td></td>
<td>Saturdays: 08:00am—04:00pm</td>
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<td></td>
<td>Closed on Public Holidays and Sundays</td>
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<tr>
<td>5. Suva Civic Center</td>
<td>Monday—Thursday: 07:00am—06:00pm</td>
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<td></td>
<td>Fridays: 07:00am—04:00pm</td>
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<td></td>
<td>Properties Office is closed on Weekends and Public Holidays</td>
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<td>Security is at the Civic Center 24/7</td>
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<td>6. Suva Market</td>
<td>Monday—Thursday: 07:00am—06:00pm</td>
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<td>Friday—Saturday: 06:00am—06:00pm</td>
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<td></td>
<td>Closed on Sundays and Public Holidays</td>
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<td>7. Head Office Admin Building</td>
<td>Monday—Thursday: 08:00am—04:15pm</td>
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<td></td>
<td>Friday: 08:00am—04:00pm</td>
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<tr>
<td></td>
<td>Closed for Public Holidays and Weekends</td>
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<td></td>
<td>Cashier Opening hours</td>
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<td>Mondays—Thursdays: 08:30am—03:45pm</td>
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<td>Fridays: 08:30am—03:30pm</td>
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<td></td>
<td>Closed on Weekends and Public Holidays</td>
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<td>8. Works Depot (Fulaga Street, Samabula)</td>
<td>Monday—Thursday 07:30am—05:30pm</td>
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<td>Fridays: 07:30am—04:00pm</td>
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<td>Closed for Weekends and Public Holidays</td>
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<tr>
<td>9. Health Depot (Fulaga Street, Samabula)</td>
<td>Monday—Fridays: 07:00am—04:00pm</td>
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<td>Saturdays: 07:00am—11:00am</td>
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<td>Closed on Sundays and Public Holidays</td>
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UPCOMING TENTATIVE MAJOR AND MINOR PROJECTS 2014-2015

1. Albert Park Redevelopment
2. Suva Market and Bus Terminal Redevelopment
3. Suva Town Planning Scheme Review
4. Suva Foreshore Master Planning
5. Footpaths along the Samabula, Bayview Heights, Namadi and CDB areas
6. Bus Shelters in the Naseses and Cunningham areas
7. Drainage in Raiwai and Namadi areas
8. Curio Handicraft Center Upgrade
9. Public Convenience in several parks in the Suva and Samabula areas
10. Generator Shed for Works Depot
11. Upgrade of Suva Market and Suva Bus Station

Business License and Building Application Requirements

1. A completed Application form with all spaces filled (This can be picked up at the Suva City Council Head Office at the Ground floor).
2. 2 copies of Business Registration certificate
3. 2 copies of FTIB Certificate (If Foreign Investor)
4. 2 copies of Health License if operating a Restaurant, Takeaway, Refreshment Bar, Butcher, Nightclub, Hair Saloon or any food handling business
5. Directors Name and Contact details including 2 photos of their Photo IDs
6. 2 copies of Consent Letter from Landlord (if renting)
7. 2 copies of Liquor License (if applicable)
8. 2 copies of NFA certificate
9. 2 copies of OHS certificate
10. 2 copies of Hotel license (if operating a hotel or homestay)
11. 2 copies of Completion certificate of Business/Building
12. 2 copies of permit to store Controlled Substance (Form 4 or 7) or Clearance notification from Department of Environment (if applicable)
13. Processing fees $23.00 (New Application/ Change of Location)
14. A copy of Title
15. The Ownership letter where applicable
16. Consent of the landlord (Director of Lands/ TL/TB)
17. Rates Verification form to be completed
18. Copy of TIN
19. Locality Plan
20. 3 copies of Plans
21. 2 copies of Specification
22. Submission on Proposal
23. Drawings to scale 1:100 Floor Plan, 1:20—Details, Site Plan 1:200
24. Drawing Title
25. Draughtsman Name and Business License Number
26. Boundary dimensions
27. Plot Ratio Calculation Existing/ Proposed Floor Area

Building Section Requirements:

1. Foundation Plan (detailing each elements used, bracing required and soil condition)
2. Roof overhang dimension
3. Roof Plan—members use, connection details, bracing required and roof nail details
4. Elevation—all exterior walls showing ground levels, both existing and final details
5. Cross section and longitude
6. Wall brace details
7. Connection details—roof to wall, wall to floor joist, floor joist to bearer, bearer to piles
8. Terrace/ steps and rail rig details
9. Zoning
10. Sewer Method
11. Yard Clearances
12. Easement/ Reserves
13. Vehicular Crossing
14. Car Parking/turning area

Health Requirements:

1. Drainage method
2. Distance of Septic Tank and associated drainage
3. Type of lighting and ventilation
4. Size of window and door
5. Types and size of mechanical ventilation

Checklists for New/ Renewal of Business License

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Newsletter Title
MOVING FORWARD

Our Vision
Suva to be a Progressive and Vibrant City with an enhanced quality of life for the City Community and Visitors

Mission:
To effectively and efficiently manage the city affairs in partnership with Government and all relevant stakeholders in our joint, committed and focused effort to create a progressive and vibrant city with an enhanced quality of life for the city community and visitors.

Values
Integrity and Honesty
Customer Focus
Transparency
Accountability
Good Governance
Innovation
Productivity at an individual level
Community and Civic Responsibility