

SUVA CITY COUNCIL NEWS FLASH



“OUR CITY WITH OUR PEOPLE IN MIND”



Quarter 1 & Quarter 2, 2014

Suva City Council

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Miss SCC 2014

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 (05:30—06:30pm) - an initiative by the Suva City Council and the Ministry of Health.

A Message from Mr Chandu. K. Umaria Special Administrator



**Be a proud citizen of
Suva and Fiji.**

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

- 5 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.

- 7 We look forward to another greater third-quarter in making positive change to our beautiful Suva City. I also want to thank the
- 8 rate payers, suppliers, contractors and our
- 9 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!

**Toll free line
722 for all
mobile users
and
0800 3301
722 for all
landline
users**

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 & 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.



Market Shredding Machine which was purchased by the Council

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.



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

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



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

SMOKE—FREE SUVA CAMPAIGN



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.

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!



All employees to be proudly given uniforms in 3rd Quarter

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 Wheel barrow boys.

Suva Market



"We want a violence free market" Suva market vendors



Wheelbarrow Boys



"We will help Eliminate Violence Against Women and Girls and make our streets safer" Wheelbarrow boys, a project funded by Pacific Ending Violence Against Women Facility Fund.



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

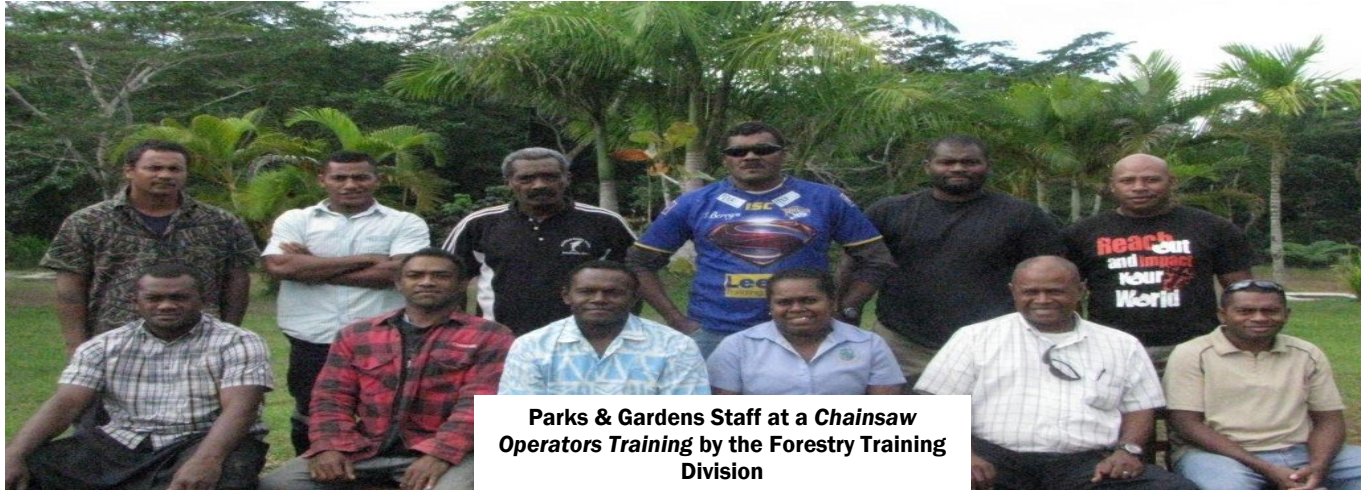
A joint operation by the City Marshalls and the bus station attendants to enforce non compliance at the bus station has been enhanced especially during the peak periods, which is in the morning and afternoons for the following pressing issues:

- 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

Welcoming 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.	Vasemaca Didrau	Typist/ Receptionist	Start Date: 26 February 2014
5.	Manoa Ranasau	City Marshall	Start Date: 06 March 2014
6.	Jovilisi Nagatalevu	Asst. Electrician– Air Condition	Start Date: 25 February 2014
7.	Azan Prasad	Asst. Electrician—Air Condition	Start Date: 17 March 2013
8.	Apimeleki Vunisinu	Asst. Mechanic	Start Date: 17 March 2014
9.	Aisea Bici	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)

Social Page



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**



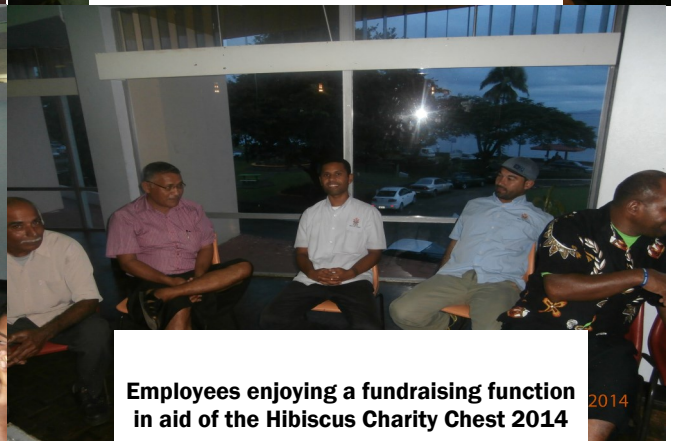
**At a morning Tea :
L to R—Ravin, Ieli, Prasila, Luisa and Amit**



**Employees at a Farewell morning Tea for
Losevati Mataitini**



Samabula Depot Employees showing their support at an Admin & Operations Curry Night in aid of Hibiscus Charity Chest 2014



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

Contact & Information

196 Victoria Parade,

P O Box 176, Suva, Fiji
Islands.

Phone: 3313433
Fax: 3302158/3316657



We are on the Web:

[http://
www.suvacity.org/](http://www.suvacity.org/)

Customer focus

Here at the Council, Customer Focus is one of our most important values.

The Council maintains a user friendly web site for information to all our customers and stakeholders. All vacancies, contact persons and application forms in respect of our services can be accessed from this website.

Ongoing customer focus training to improve customer service has become part of council daily operation. This includes answering telephone attending to customer's needs over the counter service, etc.

Recently council has introduced Customer Service Representatives (CSR). Customer needs are communicated within the organization by our CSR to departments and officers concerned to ensure customer request are addressed.

To deliver excellent service and receive timely feedback from our stakeholders Council has introduced the Free text messaging and toll free line,

The Toll free line phone number is 722 to all mobile users and 0800 3301 722 for landline users.



For the convenience of the Ratepayers, Business Communities, and the general public, Council introduced Vodafone's M-PAISA service, a money transfer system to its customers to pay the City Rates, Business License, Parking Fines,

Introducing Miss Hibiscus 1st Runner Up — Miss Joana Qica



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!

Congratulations Grand Pacific Hotel Staff and Management!



The Suva City Council would like to congratulate the Grand Pacific Hotel on its 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.

SCC Property

Opening Hours

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

Garbage and Green Waste

All areas to have garbage on the road by 07:00am on the assigned dates:

- **CDB District**
(Monday—Saturdays and skeleton service on Sundays from restaurants, bars, etc)
- **Vatuwaga, Nabua, Tamavua, Namadi, Raiwaga**
Every Monday and Wednesdays.
- **Wailoku and Rewa Street, Nailuva, Toorak, Nasese and Cunningham**
Every Tuesday, Thursday and Saturday

For all Green Waste collections, this takes place once a month but to find out when it will be collected in your area, please call 3313 433 ext 404 or 406 for more information.

Checklists for New/ Renewal of Business License

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 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)

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

- | | | |
|---|---|---|
| 7. 2 copies of Liquor License (if applicable) | 3. A copy of Title | 7. Boundary dimensions |
| 8. 2 copies of NFA certificate | 4. The Ownership letter where applicable | 8. Plot Ratio Calculation Existing/ Proposed Floor Area |
| 9. 2 copies of OHS certificate | 5. Consent of the landlord (Director of Lands/ TLTB) | |
| 10. 2 copies of Hotel license (if operating a hotel or homestay) | 6. Rates Verification form to be completed | |
| 11. 2 copies of Completion certificate of Business/ Building | 7. Copy of TIN | |
| 12. 2 copies of permit to store Controlled Substance (Form 4 or 7) or Clearance notification from Department of Environment (if applicable) | 8. Locality Plan | |
| 13. Processing fees \$23.00 (New Application/ Change of Location) | 9. 3 copies of Plans | |
| | 10. 2 copies of Specification | |
| | 11. Submission on Proposal | |
| | 12. Drawings to scale 1:100 Floor Plan, 1:50, 1:20—Details, Site Plan 1:200 | |
| | 13. Drawing Title | |
| | 14. Draughtsman Name and Business License Number | |

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 rigs details

Application Requirements for Permission to Build, Approval of Plans and Specification

General

1. A Completed Building Application form (with all blank spaces to be filled)
2. Town Planning Application (3 copies)

Town Planning Requirements:

1. Zoning
2. Sewer Method
3. Yard Clearances
4. Easement/ Reserves
5. Vehicular Crossing
6. 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



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